



# The Gazette of Meghalaya

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### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 21<sup>st</sup> October, 2025.

**No.UAU.86/2025/21.** – In exercise of the powers conferred by subsection (xiv) of section 301 and read with the subsection (f) of section 306 the Meghalaya Municipal Act 1973 thereof, the Governor of Meghalaya is pleased to notify the Meghalaya Municipal (Technical, Financial and Social Service) Rules, 2025 in respect of the qualifications and methods of appointment to the Municipal Board.

#### 1. Short title, application and Commencement

- i. The Rules may be called the Meghalaya Municipal (Technical, Finance & Social Service) Rules 2025.
- ii. The Rules shall come into force from the date of notification.
- iii. Provided nothing to these rules shall be construed as affecting or invalidating an appointment already made or an order issued in connection there with and that all such appointments and orders shall continue to be in force and shall be deemed to have been made or issued under the appropriate, provision of these rules.

#### 2. Definition

- i. In these rules unless there is anything in the subject or context.
- ii. Department shall mean Urban Affairs Department.
- iii. Board means the Municipal Board in the State of Meghalaya.
- iv. Chief Executive Officer means Chief Executive Officer of respective Board.
- v. Departmental Promotion Committee means a committee constituted under these rules for the purpose of recommending suitable officers and staff for promotion to higher positions.
- vi. Employees mean employees of respective Municipal Board.
- vii. Executive Officer mean Executive Officer of respective Municipal Board.
- viii. Government means Government of Meghalaya.
- ix. Governor means Governor of Meghalaya.

- x. Member of the service means a person appointed to a post under the provision of these rules.
- xi. Schedule means a schedule appended to these rules.
- xii. Selection Committee means a committee constituted under these rules to select suitable candidates by direct recruitment.
- xiii. Year means a financial year beginning from 1st of April to 31st of March.

**3. The service shall be as at Schedule I**

The Governor of Meghalaya shall from time to time determine the number of posts to be included in the cadre of service for respective Municipal Boards and may include additional posts in the cadre or may keep in abeyance or remove any post or posts from such cadre.

**4. Classification of posts and method of recruitment in Municipalities. —**

All the posts in the municipalities shall be classified into various categories and posts, as specified in Schedule III and IV.

**5. Appointment to various posts shall be made in accordance with the Schedule II to IV.**

The positions in different grade shall be filled up as:

- I. Grade I as per schedule II and III.
- II. Grade II as per schedule II and IV.

- 6. If none of the employees of the board meet the requirement of the prescribed qualification and experience, as provided in the schedule III to IV for promotion to higher posts, it shall be filled up by direct recruitment.
- 7. The filling up of vacancies shall be strictly in accordance with schedule II to IV for direct recruitment and appointment by promotion.
- 8. Considering the posts will be at the cluster level (i.e. Shillong, Khasi-Jaintia Hills and Garo Hills), where the incumbents are not likely to be transferred outside of the original posting, there will be a combined reservation of 80% of the posts in favour of Khasi, Jaintia and Garos instead of a separate reservation of 40% for Garos and Khasi-Jaintias respectively, apart from 5 percent reservation in favour of other Scheduled Castes and Scheduled Tribes.
- 9. The Appointing Authority for all categories of posts shall be the Chief Executive Officer of respective Municipal Board.
- 10. No person shall be eligible for appointment by direct recruitment if he or she has not completed the age of 18 or has exceeded 32 years of age on the first day of January of the year in which the applications for appointment is invited.
- 11. Candidates belonging to Scheduled Tribes and Scheduled Castes will continue to enjoy a further relaxation of 5 years over the upper age limit of 32 years.
- 12. No person shall be eligible for appointment to the grade specified in column 1 of the schedules III and IV of these rules except as provided in column 2 and 3 thereof for mode of appointment unless he/she possesses the qualification prescribed in column 4 of these schedules.
- 13. Promotion and Transfer of the various grade will be as per schedule V.

14. Government of Meghalaya may, by notification published in the official gazette, amend by way of addition, omission, variation of any schedule to the rules.
- i. When such amendments are made as per Rule 14.1 such additions, omissions or variation shall have the same effect as if it had been made by these rules,
  - ii. These Rules shall apply to such employees who are in regular service of the board provided that these rules shall not apply to employees who are-
    - a. Members of all India Services, members of Meghalaya Civil Service or such employees of the State or Government undertaking serving in the board;
    - b. Contingent employees;
    - c. Employees on contract basis except when contract provides for otherwise.
15. Power of the Governor to dispense with or relax any rule: - The Governor if satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case or results in any particular post being left unfilled for want of person possessing the minimum experience as specified by these rules for promotion to such post may dispense with or relax the requirement of any of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable, or, for meeting the exigencies of public interest;
- Provided that the case of any person shall not be dealt within any manner less favourable to him than that provided by any of these rules.
16. **Interpretation:** - If any question arises relating to interpretation of these rules, the decision of the Government in the Urban Affairs Department with the approval of the Personnel and Administrative Reforms Department shall be final.
17. **Repeal and savings :** - All Rules, Orders or Notifications corresponding to and in force immediately before the commencement of these rules are hereby repealed; Provided that all orders made or action taken under the Rules, Orders or Notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made and taken under the corresponding provision of these Rules.

**VIJAY KUMAR D,**  
Commissioner & Secretary to the Govt. of Meghalaya,  
Urban Affairs Department.

**I. Schedule 1: Gradation of Meghalaya Municipal Cadre**

Service	Posts	Grade	Level	Scale
1	2	3	4	5
Municipal Technical Service	Superintending Engineer	I	19	71600 - 129200
	Executive Engineer	II	18	62400 - 123100
	Assistant Engineer (Civil/Electrical/Public Health/ Mechanical/Environmental/ Hydrologist)	II	15	45600 - 101400
	Junior Engineer (Civil/Electrical/Public Health/Mechanical)	II	11	37800 - 86400
	GIS Expert	II	12	39400 - 90200
Municipal Social Service	Social Development Officer	II	15	45600 - 101400
	Community Organizer/IEC Coordinator	II	10	37800 - 86400
Municipal Accounts Service	Finance Officer	II	15	45600 - 101400
	Accountant	II	11	37800 - 86400

**II. Schedule II - Procedure and processes for Recruitment of Staff****1. Filling up Vacancy**

Chief Executive Officer with the approval of the Urban Affairs Department shall advertise the number of vacancy designation wise and the number of positions proposed to be filled up during the course of the year. While filling up the vacancy the Chief Executive Officer shall follow the procedure and processes as at 2. (i) to (vii) of the schedule II:

**2. Procedure and Processes for Recruitment of Staff**

Recruitment processes and procedure for filling up various positions in various Municipal Board has been clearly documented to ensure transparency in selection and placement. Chief Executive Officer shall initiate the process of recruitment only against the sanctioned posts and shall under no circumstance appoint any person without following the process and procedure as below:

- (i) Positions to be filled up - Chief Executive Officer to prepare the list of recruitments that will be advertised. While submitting the proposal Chief Executive Officer shall attach the terms and conditions as well as other details and the list of positions sanctioned as per the qualification, experience and grade level.
- (ii) Inviting Applications - Chief Executive Officer shall invite applications from the eligible candidates and ensure adequate publicity for filling up the posts by inserting advertisement in at least three newspapers with wide regional circulation as well as on the website of respective Municipal Boards/Department. The advertisement should contain the designation of the positions, number of vacancies, the job profile and the place of posting, as well as the prescribed qualification and experience, compensation, terms and conditions of appointment in the regular scale of pay.
- (iii) Filling up of Vacancies - The notice for filling up the vacancies should give at least 30 clear days for responses from the prospective candidates from the date of issue of the notice. If the positions are to be filled up on deputation basis, the Chief Executive Officer shall ensure that copies of advertisement are sent to Government departments and agencies for wider publicity to ensure good response from eligible candidates. The notice inviting response for filling up the vacancies should indicate clearly the last date and time for receiving the applications. Candidates in Government service and in public undertakings/ agencies are required to route their application through their head of the departments as defined in the manual of personnel department or the orders of Government on deputation basis.

However, candidates may be allowed to send their advance application to their respective boards if they so desire. Their candidacy will be considered only if no objection from the head of the department is received stating that in the event of selection, the department will be able to spare the services for a period of not less than three years.

- (iv) Constitution of the Selection Committee - Government of Meghalaya may constitute a Selection Committee with the following members: -

**Selection Committee for Grade I & II**

	Member	Position
1	Principal Secretary / Commissioner & Secretary / Secretary, Urban Affairs Department	Chairperson
2	Joint Secretary of the Personnel Department	Member
3	Director Urban Affairs	Member
4	Chief Executive Officer	Member Secretary

This Selection Committee will be responsible for selection of candidates for Grade I and II positions in their respective Municipal Board.

Selection Committee is required to screen the applications in the prescribed form along with the copies of the testimonials to support the qualification and experience required for the concerned post received in response to the advertisement and short list the candidates. Screening criteria for senior positions to be filled up on deputation may be as follows:

- a) Basic qualification.
- b) Technical qualification.
- c) Qualification relevant to the job profile.
- d) Experience in working with community and community based organizations.
- e) Management skills.
- f) Leadership qualities.
- g) Any other quality that has relevance to the position.
- h) Familiarity with Local conditions and experience in urban management or related field.

For Direct recruitment, the screening criteria may be limited to the qualification and experience as listed in the schedule III to IV for prescribed qualification and experience against each position.

- (v) Shortlisting for Interview: Where the number of applications received is disproportionately high, the Selection Committee shall shortlist candidates for the interview based on objective criteria to ensure that the number of candidates called for the interview is not excessive.

Provided that the number of candidates shortlisted for the interview shall not ordinarily exceed five times the number of vacancies advertised. The Committee may, for reasons to be recorded in writing, exceed this limit to a maximum of ten times the number of vacancies to ensure an adequate pool of meritorious candidates.

- (vi) The Selection Committee may decide to hold a written test to facilitate this shortlisting.

The syllabus and pattern for such a test shall be notified in the recruitment advertisement. The shortlisting shall be based on the merit in the written test or on the basis of objectively assessable criteria such as higher qualifications, higher marks in the essential qualification(s), or longer relevant experience beyond the minimum requirement.

- (vii) Selection Process - The entire process of calling for application, scrutiny, short listing, holding of examination, personal interviews and final selection should not take more than 180 days from the date of inviting applications and should be completed on or before the completion of the expiry of the above period.
- (viii) Select List of Candidates - On the basis of the results of the competitive examination, the Selection Committee shall prepare a select list of candidates, equal in number to the actual vacancies advertised, arranged in order of merit in accordance with the aggregate marks obtained by each candidate. In case of a tie in aggregate marks, the inter-se-merit of such candidates shall be determined by the following criteria, sequentially: (a) the candidate securing higher marks in the written examination shall be placed higher in merit (b) if the marks in the written examination are also equal, the candidate securing higher marks in the interview/viva-voce shall be placed higher in merit (c) if the marks in the interview/viva-voce are also equal, the elder candidate shall be placed higher in merit (d) if the date of birth is also identical, the order of merit shall be determined by arranging the names of such candidates in alphabetical order.

The Selection Committee may also prepare a consolidated waiting list of candidates who have qualified but are not included in the select list, drawn strictly according to overall merit, and not exceeding 10% of the total advertised vacancies.

The select list and the waiting list shall be valid for a period not exceeding six months from the date of its approval by the Department, or until all the advertised posts are filled, whichever is earlier. The waiting list shall be operated strictly within this validity period and only for the purpose of filling vacancies arising from the originally advertised posts due to non-joining, resignation, death, or any other valid reason.

Upon the expiry of the validity period or the filling of all advertised posts, whichever is earlier, both the select list and the waiting list shall automatically stand exhausted and cease to exist. The waiting list shall under no circumstances be used to fill vacancies that arise subsequent to the completion of this recruitment process, nor shall it be treated as a reservoir for future recruitments.

The select list and the waiting list so prepared shall be forwarded to the Department for approval and Appointing Authority for necessary action. The inclusion of a candidate's name in the select list or waiting list confers no right to appointment. The actual appointment is subject to the satisfaction of the Appointing Authority regarding the candidate's suitability based on such verification of character, antecedents, and medical fitness as may be prescribed, and is further contingent upon the availability of a specific vacancy from the advertised posts.

- (ix) Approval of the Selected Candidates - The names of the selected candidates shall be uploaded in the website of Municipal Boards/ Department and the decision shall be final.

### **3. Placement and Appointment**

After the selection is approved by the Department, Chief Executive Officer may issue the letter of offer to the selected persons as per the approved panel of names giving 30 days time which may be extended to 90 days for persons selected from private sectors and public undertakings for joining. If there is no response, the Chief Executive Officer may re-advertise the positions and follow the entire process once again as above. In the event of failure to have, the position filled up due to poor or no response, Government may appoint a suitable employee of the State Government full filling the eligibility criteria against the concerned positions on deputation.

The letter of offer shall contain the terms and conditions for appointment to various positions:

- i) Designation of the position
- ii) Compensation offered
- iii) Benefits
- iv) Place of Posting
- v) Joining Period

- vi) Probation Period
- vii) Reporting officer
- viii) Terms for Termination of Services
- ix) Working hours and minimum inputs
- x) Admissibility of leave and holidays
- xi) Provident fund contribution
- xii) Performance Assessment for continued service in Municipal Board.
- xiii) Nature of work

#### **4. Probation**

Every person appointed to a post either by direct appointment or through departmental promotion, shall be on probation for a period of one year provided that the Appointing Authority may extend the period by any period which shall not exceed one year. No employee shall be kept under probation for period Exceeding two years in any post. A Performance Assessment Committee consisting of Chief Executive Officer (Chairperson), Executive Officer and any Senior Officer of the respective Boards would make an assessment of the probationers and recommend absorption on regular basis appointed on probation against the sanctioned post if the performance is satisfactory. If the performance is unsatisfactory, the probation period may be extended, or the probationer may be discharged from the service if the Performance Assessment Committee is of the view that there is very little hope of any performance improvement of the concerned probationer and no useful purpose shall be served by merely extending the period up to one year. The probationer on the unsatisfactory performance shall then be discharged from the service.

There shall be no probation for those appointed on deputation, but their continuation shall depend on the satisfactory performance as per the Performance Assessment report. The tenure of appointees on deputation shall be for a period of three years and maximum for a period of 5 years. They may be reverted to the parent department if their performance is found unsatisfactory any time during the period of deputation.

Provided that the reversion of an officer on deputation on grounds of unsatisfactory performance shall only be undertaken following the procedure below:

- i. Show Cause Notice: The Chief Executive Officer shall issue a detailed show cause notice to the officer, outlining the specific instances and reasons for the proposed unsatisfactory performance rating and reversion.
- ii. Right to Representation: The officer shall be given a reasonable opportunity, typically fifteen days, to submit a written representation in response to the show cause notice.
- iii. Consideration of Representation: The Performance Assessment Committee shall duly consider the officer's representation before making a final recommendation to the Appointing Authority.
- iv. Final Order: The order of reversion, if decided upon, shall be a speaking order, clearly stating the reasons and demonstrating that the representation has been considered.

Such reversion shall be without prejudice to the officer's terms and conditions in their parent department.

#### **5. Confirmation of the employees**

On successful completion of the probation and based on the recommendation of the performance committee, the employees on probation may be confirmed against the sanctioned post. The employees who are given extended probation may be confirmed from the date of their appointment if their performance in the extended period is satisfactory.

#### **6. Increment**

The first increment admissible to a probationer shall accrue on the expiry of one year from the date of joining the post but subsequent increment shall be allowed only on his completion of the period of probation.

**7. Gradation list**

There shall be prepared and published annually an up to date Gradation List as in 1st January, consisting of the names of all members of the Service, cadre-wise, cluster-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the service and such other details relevant to the Service Career shall be also indicated against each name. The list shall be prepared by the Director, Urban Affairs by 31<sup>st</sup> March each year for each cluster list.

**III. Schedule III-Recruitment of Grade I Employees**

Position	Direct Recruitment	Appointment by Promotion	Mode of Recruitment and prescribed qualification
1	2	3	4
Superintending Engineer		Appointment by promotion	Appointment to the post of Superintendent Engineer shall be made by promotion from amongst members of the service holding posts of Executive Engineer with 2 (two) years of continuous service in the post or not less than 15 (Fifteen) years of continuous length of service (borne in the Subordinate Service)

**IV. Schedule IV-Recruitment of Grade II Employees**

Position	Direct Recruitment	Appointment by Promotion	Mode of Recruitment and prescribed qualification
1	2	3	4
Executive Engineer		Appointment by promotion	Appointment to the post of Executive Engineer shall be made by promotion from amongst members of the service holding posts of Assistant Engineer as given below: Assistant Engineer, who possess a Degree in any of the branches (Civil, Mechanical, Electrical, Public Health, Environment, Hydrologist) of engineering with 5 (Five) years of continuous service in the post or not less than 12 (Twelve) years of continuous length of service (borne in the Subordinate Service) in respective Engineering branch

Social Development Officer	Direct Recruitment	Appointment by promotion	<p>Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30.</p> <p>Prescribed qualification and experience: - Post Graduate Degree in social sciences with at least five years of experience in urban Poverty alleviation/community development/nutrition of women and children and health care/ social and economic development program with good working knowledge of computer</p> <p>OR</p> <ul style="list-style-type: none"> <li>- Graduate in any stream with at least seven years of experience in the relevant field</li> <li>- For promotion, the selection shall be made from amongst the IEC Coordinator/ Community Organizer who have rendered 7 (Seven) years of continuous length of service.</li> </ul>
Assistant Engineer (Civil)	Direct Recruitment	Appointment by promotion	<p>Direct recruit and by promotion as per the procedure at schedule II in the ratio+ 70:30.</p> <p>Prescribed qualification and experience: - Bachelor's Degree in Civil Engineering or Diploma in Civil Engineering with 5 years of experience and good working knowledge of computers including CAD and from amongst the Junior Engineers who have rendered 7 (seven) years of continuous length of service.</p>
Assistant Engineer (Mechanical)	Direct Recruitment	Appointment by promotion	<p>Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30.</p> <p>Prescribed qualification and experience: - Bachelor's Degree in Mechanical Engineering or Diploma in Mechanical Engineering with 5 years of experience and good working knowledge of computers and from amongst the Junior Engineers who have rendered 7 (Seven) years of continuous length of service.</p>
Assistant Engineer (Electrical)	Direct Recruitment	Appointment by promotion	<p>Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30.</p> <p>Prescribed qualification and experience: - Bachelor's Degree in Electrical Engineering or Diploma in Electrical Engineering with 5 years of experience and good working knowledge of computers and from amongst the Junior Engineers who have rendered 7 (Seven) years of</p>

			continuous length of service.
Assistant Engineer (Public Health)	Direct Recruitment		Direct recruit as per the procedure at schedule II. Prescribed qualification and experience: - Bachelor's Degree in Public Health Engineering and good working knowledge of computers including CAD.
Assistant Engineer (Environmental)	Direct Recruitment		Direct recruit as per the procedure at schedule II. - Master's Degree in Environmental Sciences/ Environmental Engineering. OR - Bachelor's Degree in Environmental Engineering or Civil Engineering and good working knowledge of computers including CAD.
Assistant Engineer (Hydrology)	Direct Recruitment		Direct recruit as per the procedure at schedule II. - Master's Degree in Environmental Engineering, Hydrology and Water Resources or Hydraulics & Water Resources Engineering. OR - Bachelor's Degree in Hydrology/ Environmental/ Civil Engineering and good working knowledge of computers including CAD.
Finance Officer	Direct Recruitment	Appointment by promotion	Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. - Master's Degree in Economics/ Statistics/ Commerce/ Mathematics or Honours Degree in Economics / Statistics / Commerce / Mathematics with 5 (five) years experience in Government Accounting / Banking / Statistical works. OR - A graduate degree in Commerce, Science, or Arts, with either Commerce, Economics, or Mathematics as one of the subjects. - For promotion, the selection shall be made from and amongst the accountants who have rendered 7 (Seven) years of continuous length of service.
Community Organizer	Direct Recruitment		Direct recruit as per the procedure at schedule II. Prescribed qualification and experience: Graduate in social sciences with good working knowledge of computers with 5 years of working experience.

Junior Engineer (Civil)	Direct Recruitment	Appointment by Promotion	Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. Prescribed qualification: - Diploma in Civil Engineering with good working knowledge of computers including Auto-CAD, for direct recruitment - For promotion, selection shall be made from amongst the Section Assistants with 10 (Ten) years of experience and good working knowledge of computers.
Junior Engineer (Public Health)	Direct Recruitment		Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. Prescribed qualification: - Diploma in Civil Engineering with good working knowledge of computers including Auto-CAD, for direct recruitment.
Junior Engineer (Mechanical)	Direct Recruitment		Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. Prescribed qualification: - Diploma in Mechanical Engineering with good working knowledge of computers for direct recruitment.

Junior Engineer (Electrical)	Direct Recruitment	Appointment by Promotion	Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. Prescribed qualification: - Diploma in Electrical Engineering with good working knowledge of computers for direct recruitment.
GIS Expert	Direct Recruitment		Direct recruit as per the procedure at schedule II. Prescribed qualification and experience: -Bachelor's degree in Geography/Geology, or a related field along with Certificate/Diploma in GIS & Remote Sensing or Geoinformatics OR -B.Tech/M.Tech/M.Sc in GIS & Remote Sensing/Geoinformatics; M.A./M.Sc in Geography/Geology/Environmental Science alongwith Geoinformatics as one of core subject or in lieu of that a Certificate or Diploma in GIS & Remote Sensing or Geoinformatics.

Accountant	Direct Recruitment	Appointment by Promotion	Direct recruit and by promotion as per the procedure at schedule II in the ratio 70:30. -Prescribed qualification and experience: B. Com with 5 (Five) years of professional experience and good working knowledge of computers -For promotion from amongst Grade III employees having B.Com/Economics/Finance with at least 8 years experience in the Accounts/Finance section of the ULB
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## V. Schedule V- Promotion and Transfer

### 1. Promotion

A Departmental Promotion Committee may be constituted to recommend candidates based on seniority and send its recommendation in respect of grade I and II employees for appointment to higher positions on promotion to the Appointing Authority.

#### Departmental Promotion Committee for Grade I & II

	Member	Position
1	Director, Urban Affairs	Chairperson
2	A representative from Personnel Department not below the rank of Under Secretary	Member
3	Chief Executive Officer	Member Secretary

### 2. Transfer

Personnel under the different services will be subjected to transfer of place of postings as per the table below unless the Government approves extension, which shall be applicable for a maximum period of 1 year.

#### Criteria for Transfer of Municipal Cadre

Grade	Transfer jurisdiction	Min years at a single station on a continuous basis 2 years	Max. years at a single station on a continuous basis 3 years	Authority for Transfer [Committee]
Grade I	Within Region For Khasi-Jaintia Hills and Garo Hills cluster			Secretary, Urban Affairs Department, Director Urban Affairs, Chief Executive Officer.
Grade II	Within Region For Khasi-Jaintia Hills and Garo Hills cluster	3 years	5 years	Director Urban Affairs, Chief Executive Officer/Executive Officer

- a) Transfer jurisdiction is specified for each group to provide ample promotion opportunities as well as job rotation. Compulsory posting in career is specified to ensure that every one gets an opportunity to work at policy and monitoring levels once in their career. This enables well-rounded experience for municipal cadre staff in policy as well as implementation level.
- b) Minimum year period in a single station on a continuous basis is prescribed as it will provide senior officers stability to plan programmes on long-term basis. It will also protect municipal personnel especially officers from being transferred under duress of political pressure and vested interest groups.
- c) Maximum year period in single station on a continuous basis is prescribed to ensure that vested interests are not developed in personnel owing to long period stay in the same place and to discourage nexus formation amongst interest groups.
- d) In exceptional cases where valid reasons are quoted, relaxation to the above norms shall be made, for a maximum period of 1 year. The authority of approval of extension lays with one level higher to existing competent authority.

The 21<sup>st</sup> October, 2025.

**No.UAU.86/2025/22.** – In exercise of the provisions contained in Sub-Section (1) of Section 50 of the Meghalaya Municipal Act, 1973, the Governor of Meghalaya is pleased to notify the **Organisational Structure & Staffing Norms for Technical, Financial and Social Service for the Municipalities of Meghalaya, 2025** in respect of the officials in the Municipal Boards of the State.

**1. Classification of Municipalities for Cadre Requirement.**

- i. Meghalaya's Municipal Boards are constituted under the **Meghalaya Municipal Act, 1973** and its subsequent amendments. They function as Urban Local Bodies (ULBs) and presently, the State has 6 ULBs namely Shillong Municipal Board, Tura Municipal Board, Jowai Municipal Board, Baghmara Municipal Board, Williamnagar Municipal Board and Resubelpara Municipal Board. Accordingly, the classification of towns is categorised based on population which dictates the level of Municipal services required as below:-
  - Cities having population of 1 - 3 Lakhs
  - Cities having population of < 1 Lakh
- ii. Formation of Municipal Clusters: Based on the above population, clusters are created for the Municipal Boards.
  - a) For Municipal Boards with population of more than 1 lakh, one cluster is constituted - Shillong Cluster.
  - b) For the Municipal Boards having a population of less than 1 lakh, they are further organised into region-wise Clusters to jointly manage and deliver municipal services and share resources for greater efficiency, effectiveness, and regional cooperation. These clusters are formed to streamline governance, improve service coverage, and handle issues that cross municipal boundaries, such as waste management, water supply, transportation, or local economic development. In this respect, two clusters are constituted -(i) Khasi Jaintia Hills (excluding Shillong) Cluster and (ii) Garo Hills Cluster.
  - c) These clusters are structured with personnel from the Administrative, Technical and Financial Services. The role and function of these clusters will not only be limited to the Municipal Boards in their respective cluster but may also extend to support other Urban Local Bodies such as Town Committees etc. within the region or any other assignment as directed by the Urban Affairs Department from time to time.

- d) For the purpose of Establishment related matters of the cluster, the largest Municipal Board in the Cluster will function as the lead Board.
- iii. The Government may review the population criteria for Municipal classification from time to time.

## 2. Functional Group

To address the growing needs for organised Municipal services, personnel requirements have been grouped according to their respective roles. These broadly comprise of three Functional Groups as mentioned below. Such a scheme of Functional Groups and the services under each Group will facilitate effective performance of functions.

<b>Functional Groups</b>
Municipal Technical Service
Municipal Finance Service
Municipal Social Service

Apart from the above three functional groups mentioned, there are other cadres which are existing that have not been mentioned as follows:

- i. Top Administration: The Administrative setup comprises of Chief Executive Officer/Executive Officer, personnel of which are availed on deputation from the State Civil Service.
- ii. Medical & Nursing: This setup comprises of Medical Officers and nurses which are availed on deputation from the Directorate of Health Service.
- iii. Establishment: This consists of ministerial staff employed directly by the Boards as provided in para 1 of sub section 1 of section 50 of the Meghalaya Municipal Act.

## 3. Staffing Organogram

The organogram of different Municipal Services is provided below wherein the three main functional groups of the Municipal Technical Service, the Municipal Finance Service and the Municipal Social Service are provided to indicate the hierarchy.

- i. The Technical service has been further sub-divided into Civil, Mechanical, Electrical, Public Health, Environmental and Hydrology.
- ii The Finance Service includes a Finance Officer and an Accountant.
- iii. The Social Development Service include Social Development Officer and Community Organizer.

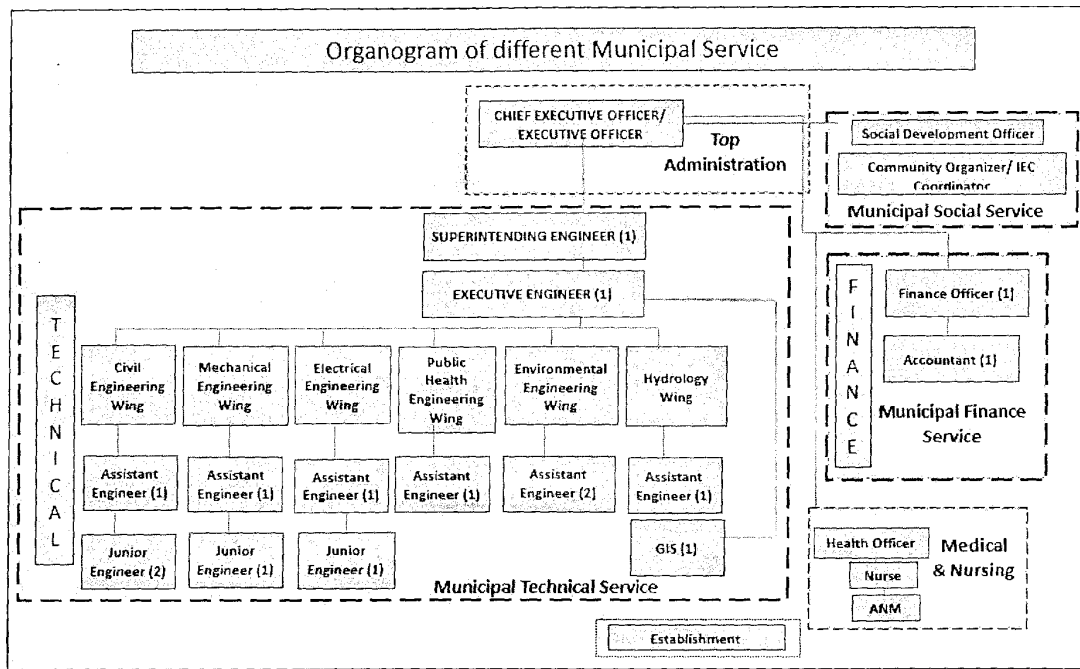


Figure 1 Organogram of different Municipal Service

#### 4. Cadre requirement as per Population

- i. The suggested norms for employing officers and staff in various grades of municipalities are based on the population of the Municipal Boards and the general workload. Keeping in view the proposed cadre strength under various categories, the following personnel requirements shall be established for Municipal Boards.

Service	Post	Staff Requirement as per ULB Population		Staff Required for Cluster	
		1-3 L	< 1L		
Municipal Technical Service	Superintending Engineer	above 1.5 lakh population			
	Executive Engineer	1 per 1.5 lakh population			
	Civil	Assistant Engineer	1 per 1 lakh population	1 per ULB	1 per Cluster
		Junior Engineer	1 per 60 k population	1 per ULB	2 per Cluster
	Mechanical	Assistant Engineer	1 per ULB	Only in Cluster	1 per Cluster

		Junior Engineer	1 per ULB	Only in Cluster	1 per Cluster
	Electrical	Assistant Engineer	1 per ULB		
		Junior Engineer	1 per ULB	Only in Cluster	1 per Cluster
	Public Health	Assistant Engineer	1 per ULB	Only in Cluster	1 per Cluster
		Junior Engineer	1 per ULB		
	Environmental	Assistant Engineer	1 per ULB	Only in Cluster	2 per Cluster
	Hydrologist	Assistant Engineer	1 per ULB	Only in Cluster	1 per Cluster
	GIS	GIS Expert	1 per ULB		
Municipal Accounts Service		Finance Officer	1 per ULB	Only in Cluster	1 per Cluster
		Accountant	1 per 1 lakh population	1 per ULB	1 per Cluster
Municipal Social Service		Social Development Officer	1 per ULB		
		IEC Coordinator/ Community Organiser	1 per ULB	1 per ULB	

- ii. Provided posts under the same category are sanctioned under the respective Cluster, no further sanction of posts will be made available to individual Boards.

#### 5. Promotion Channel for Municipal Services

The promotion channel for personnel belonging to different region wise Municipal Boards will be limited to the respective region *i.e.* separate promotional channel for the Khasi-Jaintia Hills region and the Garo Hills region.

The promotion channel as per respective grades are outlined in the chart below:

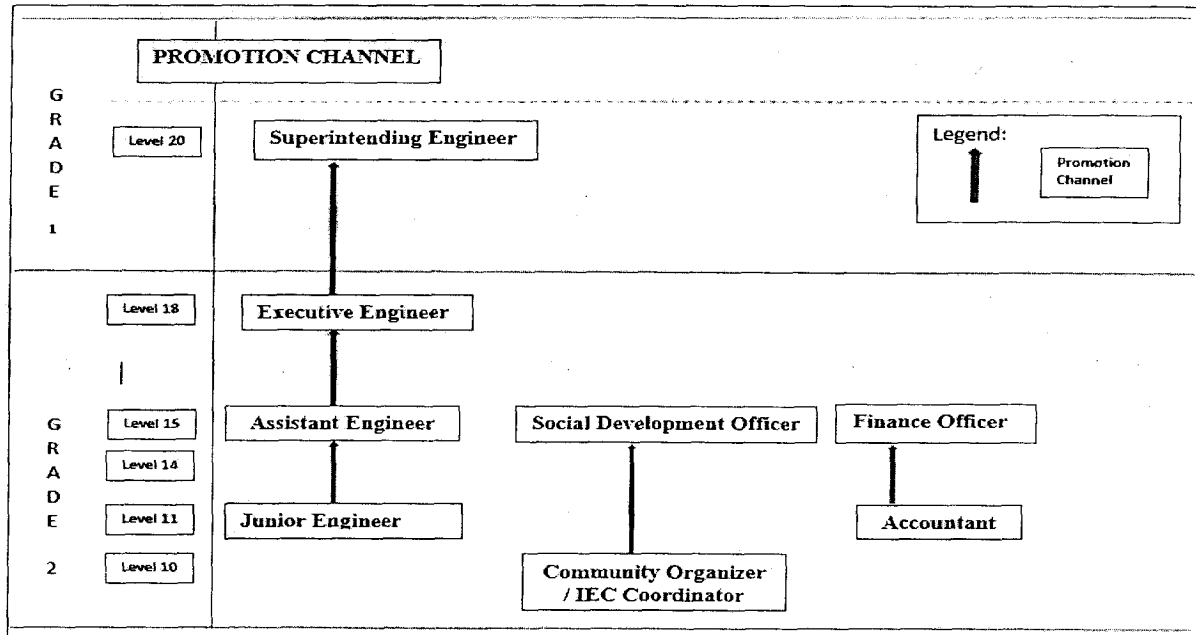


Figure 2 Promotion channel for Municipal Services

**VIJAY KUMAR D,**  
 Commissioner & Secretary to the Govt. of Meghalaya,  
 Urban Affairs Department.

The 22<sup>nd</sup> October, 2025.

**No.PER(AR)157/76/Pt./252.** – In exercise of the powers conferred by the *proviso* to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules regulating the recruitment and the conditions of Service of persons appointed to the post of Driver in different Directorates and Districts of the Government of Meghalaya, namely

**1. Short title and commencement** - (1) These rules may be called "The Meghalaya Directorates and Districts Drivers' Service Rules, 2025."

(2) They shall come into force from the date of this notification.

**2. Definitions** - In these Rules unless there is anything repugnant in the subject or context:-

(a) "Appointing Authority" means The Head of Department of the respective Directorates and Districts of the Government of Meghalaya;

(b) "Committee" means the Committee constituted under rule 7 and 9 of these rules;

(c) "Government" means the Government of Meghalaya;

(d) "Member of the Service" means a member of the Meghalaya Directorates and Districts Drivers' Service;

(e) "Schedule" means the Schedule appended to these rules;

(f) "Service" means the Meghalaya Directorates and Districts Drivers' Service;

(g) "State" means the State of Meghalaya, and

(h) "Year" means the Calendar Year.

**3. Constitution of the Service** - There shall be constituted a Service to be known as the Meghalaya Directorates and Districts Drivers' Service consisting of the following persons, namely:-

(1) Persons appointed to the posts of Drivers on or before the commencement of these rules.

(2) Persons appointed to the posts of Drivers in accordance with the provisions of these rules.

**4. Composition of the Service** - The Service shall consist of the following Grades and Posts, namely, -

(a) Senior Grade.

(b) Junior Grade

**5. Strength of Service** - The number of posts, permanent as well as temporary under each of the categories mentioned under Sub-rule (1) of rule 4 shall be such as may be determined by the Appointing Authority in the respective Directorates and Districts from time to time.

- 6. Method of Recruitment** - (1) Appointment to post under clause (a) of rule 4 shall be made by placement from amongst the member of the Service holding the next lower post and included in the Select List approved under sub - rule (4) of rule 8.
- (2) Appointment to post under clause (b) of rule 4 shall be by direct recruitment. Direct recruitment shall be made on the basis of examination and result declared therein conducted by the Departmental Selection Committee constituted under sub-rule (1) of rule 9 and according to the approved Merit List of the Committee as provided under sub-rule (4) of rule 9.
- (3) The placement of Junior Grade to the Senior Grade shall be made in accordance with the approval of the Departmental Promotion Committee, subject to fulfillment of the conditions as laid down in Schedule II.

Provided that no member of the Junior Grade shall be eligible and empanelled in the Select List for the consideration of the Departmental Promotion Committee unless he has rendered not less than 8 (eight) years of continuous and satisfactory service.

- 7. Departmental Promotion Committee** - (1) For the purpose of appointment by promotion to the posts under clause (a) of rule 4 there shall be a Departmental Promotion Committee in the respective Directorates / Districts consisting of the following members, namely :-

**(I) For Heads of Departments:-**

- |     |   |   |                  |
|-----|---|---|------------------|
| (1) | Director.   | - | Chairman         |
| (2) | Joint Director/ Additional Director/ Deputy Director / Assistant Director | - | Member Secretary |
| (3) | Finance & Accounts Officer.   | - | Member           |
| (4) | Any other member.   | - | Member           |

**(II) For Districts:-**

- |    |                                    |   |                  |
|----|------------------------------------|---|------------------|
| 1. | Deputy Commissioner/District Head. | - | Chairman         |
| 2. | ADC/AC i/c of the branch           | - | Member Secretary |
| 3. | Senior Treasury /Treasury Officer. | - | Member           |
| 4. | Any other Officer.                 | - | Member           |

- (2) The Committee may invite any other person to attend its meetings if and when considered necessary.

- 8. Procedure for preparing the Select Lists** - (1) At the beginning of each year, the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur during the year. To enable the Committee to prepare the Select List the following documents shall be furnished :-
- (a) A list of the members of the Service drawn up in order of seniority and who have rendered a minimum of 8 years of continuous and satisfactory service and consisting three times the number of vacancies referred to in sub-rule (1):

Provided that such restriction shall not apply in respect to post where the total number of eligible persons is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons.

- (b) The Character Rolls and Service Records of such members.
- (c) Medical fitness Certificate to be issued by the Civil Surgeon.
- (d) Eligibility Certificate to be issued by the Transport Officer/District Transport Officer. This shall include aptitude capability and capable to read English Numerals & Figures, thorough knowledge of Traffic rules and regulations. Knowledge (practical) of Motor Vehicle ability to undertake minor repairs in case of emergency and maintenance of Vehicle including promptness regularity and correct recording and entry of Log Book etc.
- (e) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.
  - (2) The Committee shall after examining the documents under clauses (a), (b), (c), (d) & (e) of sub-rule (1) of rule 8 in respect of all such persons shall prepare a list with due regards to merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The list shall be forwarded by the Committee to the Appointing Authority.
  - (3) The names of persons in the list shall be placed in order of merit *cum* seniority for promotion. In every case where a junior member is selected in preference to his senior, the Committee shall record in writing the reasons for doing so.
  - (4) For the purpose of appointment by promotion under sub-rule (1) of rule 6, the Appointing Authority shall consider the list prepared by the Committee along with the Records and documents under clauses (a), (b), (c), (d) & (e) of sub-rule (1) of rule 8 in respect of each person in the list and unless he considers that any change is necessary, approve the list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he shall inform the Committee of the changes propose and after taking into account the comments if any, of the Committee, approve the said list finally with or without modification as may in his opinion to be just and proper.
  - (5) The List as approved under sub-rule (4) above shall form the Select List for the purpose of appointment by promotion under sub-rule (1) of rule 6.

**9. Departmental Selection Committee** - (1) For the purpose of appointment through direct recruitment to the post under clause (b) of rule 4 there shall be a Departmental Selection Committee comprising of the following members namely :-

**(I) For Head of Departments:-**

- (1) Director. - Chairman
- (2) Joint Director/ Additional Director/ Deputy Director / Assistant Director. - Member Secretary
- (3) Finance & Accounts Officer. - Member
- (4) Any other member. - Member

**(II) For Districts:-** Through the District Selection Committee.

- (2) The Committee may invite or appoint any other person(s) to attend and perform any other duties as assign by the Chairman of the Committee as and when required.
- (3) Selection of candidates for direct recruitment shall be made through a written test/driving test and personal interview conducted by the Committee as per provisions of the Government instructions issued from time to time in accordance with the Recruitment Policy issued *vide* Resolution No. PER. 222/71/138 dated 12<sup>th</sup> January, 1972. The mode of conducting examination, driving test and personal interview shall be the decision of the Committee.
- (4) On the basis of the result of the Driving Test and Personal Interview the Committee shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by such candidates and if two or more candidates obtain equal mark, the Committee shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of the persons to be included in the list shall be according to the actual vacancies likely to occur during the recruitment year.
- (5) Inclusion of candidate's name in the list confer no right to appointment unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post and that appointment to any post in the service is subject to availability of vacancy.

**10. Conditions of eligibility for appearing at the examination for direct recruitment to the post of Junior Driver. In order to be eligible to compete at the examination for direct recruitment, a candidate must satisfy the following conditions:-**

- (1) Nationality - He must be a citizen of India.
- (2) Age- He must have attained the age of 18 years and must not exceed the age of 32 years on the first day of the year in which the advertisement for the post is made:

Provided that in the case of candidates belonging to Scheduled Tribes and Scheduled Castes the upper age limit will be subject to any relaxation made by the Government from time to time.

- (3) Educational qualification - As laid down in Schedule II.

**11. Disqualification for appointment to the Service -** (1) No person shall be appointed, who after such medical examination as the Government may prescribed is not found to be in good mental or bodily health and free from any physical defect or infirmity which may render him unfit in the discharge of his duties.

- (2) No person shall be appointed to the service who had been convicted for any offence involving moral turpitude.
- (3) No person who has more than one spouse living shall be eligible for appointment to the service:

Provided that the Appointing Authority may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

- (4) No person who attempts to enlist support for his candidature either directly or indirectly by any recommendation either written or oral or by any other means, shall be appointed to the Service.

- 12. Appointment to the Service** - (1) Appointment to any post in the Service under rule 6 shall be made by the Appointing Authority.
- (2) Subject to the provisions of sub-rules (3) and (5) of rule 9, appointment shall be made from time to time in the order in which the names of candidates appear in the Merit List prepared under sub-rule (4) of rule 9.
- (3) A person appointed by direct recruitment shall join within 15 (fifteen) days from the date of receipt of the order of appointment failing which and unless the Appointing Authority extend the period of joining, which shall not in any case exceed 3 (three) months, the appointment shall be cancelled.
- (4) Appointment under sub - rule (1) of rule 6 shall be made in the order in which the names of the candidate appears in the Select List approved under sub - rule (4) of rule 8.
- 13. Discharge or Reversion** - (1) Where the Appointing Authority finds that the performance of duty by any member of the service appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the service, such member shall be liable to be reverted back to his next lower post or grade.
- (2) A member of the service appointed by direct recruitment shall be liable to be discharged if
- (a) He fails to make sufficient use of the opportunities given or otherwise fails to give satisfactory performance during the period of Service, or
- (b) On any information received relating to his nationality, age, health, character and antecedents, the Appointing Authority is satisfied that the member is ineligible or otherwise unfit for being a member of the Service.
- 14. Seniority** - (1) The interse seniority of the members of the Service appointed before the commencement of these rules shall be in the order in which their names appeared in the respective Select List prepared by the Appointing Authority or the Committee.
- (2) The interse seniority of the members of the Service appointed to different posts after commencement of these rules shall be in the Merit List prepared under sub-rule (4) of rule 9 or in the Select List approved under sub-rule (4) of Rule 8.
- (3) If confirmation of any members of the Service is delayed on account of his failure to qualify for such confirmation he shall lose his seniority *vis-a-vis* such of his juniors in his post as may be confirmed earlier than him.
- 15. Confirmation** - Confirmation of a member of the Service against the post he is holding shall be made according to seniority in that post subject to the following conditions namely :-
- (a) That he has served not less than 1 (one) year in the post where he is to be confirmed;
- (b) That the performance of the employee is satisfactory (to be judged on the basis of their performance of duties and other relevant records);
- (c) That there is no Departmental proceeding / Vigilance Enquiry against him; and

(d) Subject to availability of vacancy and that no person (Member) holds a lien on it.

16. **Gradation List** - There shall be prepared and published annually an up-to-date gradation list by the Appointing Authority in the respective Directorates and Districts as on 1<sup>st</sup> January consisting of the names of all members of the Service post-wise/cadre-wise and drawn up in order of seniority and other particulars relating to date of birth and appointment to the Service and other details relevant to the Service career shall be also indicated against each name.
17. **Pay Matrix Level** - The Pay Level admissible to persons appointed to different posts shall be as shown in Schedule -I subject to revision by Government from time to time.
18. **Increment** - The first increment admissible to a member of the Service shall occur on completion of six months either on 1<sup>st</sup> January or 1<sup>st</sup> July of the year from the date of joining and subsequent increment after every 12 (twelve) months only.
19. **Leave, Pension and other conditions of service** - All matter generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by rules and orders as are from time to time applicable to other employees of the Government of corresponding status.
20. **Power of the Governor to dispense with or relax any Rules** - The Governor, if satisfied that the operation of any of the provision of these rules cause undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these rules for promotion to such post(s) may dispense with or relax the requirement of any of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner or for meeting the exigencies of public interest.
21. **Interpretation** - If any question arises relating to the interpretation of these rules, the decision of the Government in Personnel & A.R. (B) Department shall be final.
22. **Repeal Saving** - All rules, orders or notification corresponding to and in force immediately before the commencement of these rule are hereby repealed.

Provided that all orders made or action taken under the rules, order or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

**C. V. D. DIENGDOH,**  
Commissioner & Secretary to the Govt. of Meghalaya,  
Personnel & Admv. Reforms (B) Department.

**SCHEDULE - I**

(See rule - 17)

Sl. No.	Name of the Post	Pay Level
1.	Driver Senior Grade	Level - 4
2.	Driver Junior Grade	Level - 3

**SCHEDULE - II**

(See sub - rule (3) of rule 6 and sub - rule (3) of rule 10)

Sl. No.	Name of the post	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion	Direct recruitment			Promotion		Remarks
			Education Qualification, etc., required for direct recruitment	Lower Age Limit	Upper Age Limit	Person eligible for consideration to posts mentioned in Column 2.	Qualification experiences, etc.	
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Senior Driver					Driver with a minimum of 8 years of satisfactory service and subject to passing of the Departmental test are eligible to be placed in this grade.	That the Driver has passed the Eligibility Test as prescribed below and certified by the DTO:- a. Must be able to read English numerals & figures b. Must have a thorough knowledge of Traffic Regulations. c. Must have good knowledge of petrol and	

							<p>diesel engine working and be able to locate faults and rectify minor running defects.</p> <p>d. Must be able to clear carburetor, plug, etc.</p> <p>e. Any other essential requirement as prescribed in the Rules and Regulations for Drivers, as per the MV Act.</p>	
2.	Junior Driver	Appointment policy of Govt. should be observed.	<p>(a) Passed Class IX.</p> <p>(b) Must possess a valid light/ medium vehicle driving license.</p> <p>(c) Must have an experience in driving light or medium motor vehicle at least not less than 3 years.</p> <p>(d) Must have fair knowledge of repairing defects.</p> <p>(e) Must have a thorough knowledge of Traffic Regulations.</p>	18 Years	32 years with relaxation of 5 years to ST/SC.			Only for Male candidates.

			(f) Must be mentally and physically sound and free from any diseases or ailments which may prevent him from discharging his duties efficiently.					
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The 28<sup>th</sup> October, 2025.

**No.DC.VII/GenI/219/2005-2025/26.** - Under the Provision of Section 3 and 4 of the United Khasi-Jaintia Hills District (Christian Marriage) Act, 1954 (Act No.11 of 1954) *read* with Section 9 of the Indian Christian Marriage Act, 1872, the Executive Committee, Khasi Hills Autonomous District Council is pleased to grant License to **Pastor Manthos Momin** belonging to the **All-One-In-Christ Church Fellowship** authorizing him to grant Certificate(s) of Marriage or Marriages between person(s) both of whom are Christian living within the jurisdiction of the Khasi Hills Autonomous District Council, subject however, to revocation at any time as may be notified.

**D. G. SYIEMIONG,**  
Secretary to the Executive Committee,  
Khasi Hills Autonomous District Council,  
Shillong.