

**GOVERNMENT OF MEGHALAYA
SOCIAL WELFARE DEPARTMENT**

NO. SW(S) 122/2005/Pt./658

Dated Shillong the 15th December, 2017

OFFICE MEMORANDUM

Subject: - ***Guidelines and instructions for issuance of Certificate to Gorkha Community for recruitment in armed or paramilitary or police forces, 2017.***

Whereas, in pursuance of the Order dt. 20.09.2017 passed by the Hon'ble Meghalaya High Court in W.A. No. 5/2017 between the State of Meghalaya and Others - Vrs - Meghalaya Gorkha Ex-Servicemen Welfare Association & Others, now therefore the Governor of Meghalaya is pleased to issue the following guidelines and instructions for receipt and disposal of applications for issuance of certificates for recruitment in armed or paramilitary or police forces to the Gorkha community residing in the State of Meghalaya, as follows, namely,-

1. Nomenclature of guidelines, instruction and commencement - (1) This shall be known as the Guidelines and instruction for issuance of Certificate for recruitment in armed or paramilitary or police forces to the Gorkha Community residing in the State of Meghalaya, 2017. An online format of application to be issued is appended to these guidelines.

(2) This shall come into effect from the date of notification of this Office Memorandum in the Gazette of Meghalaya.

2. Certificate issuing Authority - (1) The Deputy Commissioner or Sub-Divisional Officer (Civil) in a District or Sub-Division of the concerned District or Sub-Division (Civil) in which the applicant resides shall be the issuing authority.

3. Recommending Authority and functions - (1) The Executive Magistrate or Block Development Officers (BDOs) in the concerned District after receiving of verification from the Gorkha Ex-Servicemen Welfare Association shall be the recommending authority.

(2) Proper verification of the applicant and examination of the documents shall be carried out and hear the applicant in person by the concerned recommending authority who shall satisfy before such recommendation is made or issued under sub-para (1) above.

4. **Provision for entitlement under this guidelines and eligibility** – The following shall be the entitlement and eligibility for the certificate for recruitment in armed or paramilitary or police forces;-

- (i) The person belonging to any of the category of Gorkha community domicile in the State of Meghalaya.
- (ii) The person should reside in the State of Meghalaya for not less a period of seven consecutive years on the date of applying; and
- (ii) There is no age restriction for being eligible to apply for the certificate of recruitment. Therefore, no age proof is necessary.

5. **Procedure for Application** – The following shall be procedure for application for the certificate for recruitment in armed or paramilitary or police forces, -

- (1) Application for issuance of certificate for recruitment in armed or paramilitary or police forces can be filed offline or online in the website address Meghalaya.gov.in in the prescribed application form **Form A** appended herewith. When an application is made online, the applicant gets an acknowledgement with a receipt number and with information as to the steps to be taken by him to obtain the certificate.
- (2) The applicant shall have to upload the required documents at the time of filing the application online as specified in sub para (1) above.
- (3) The applicant can also submit his application and all supporting documents directly to the office of the Deputy Commissioner concerned.
- (4) On the date of the applicant appearance before the recommending authority the applicant will have to bring documents in originals as well as copies of his documents for verification under Paragraph 6 of this guidelines and instructions by the officials.

6. **Requirements to submit document for obtaining the certificate** - The following documents shall be submitted by the applicant along with the application **Form A** appended to this guidelines and instructions at the time of submission as prescribed under Paragraph 5 above.

- (i) Copy of the Advertisement of armed or paramilitary or police force.
- (ii) Proof of application for recruitment in armed or paramilitary or police forces.
- (iii) Proof that he is a permanent resident of the State of Meghalaya.
- (iv) Document indicating present address currently residing.

- (v) Verification report of the Meghalaya Gorkha Ex Serviceman Welfare Association that he belongs to the Gorkha community.
- (vi) Voter Identity (EPIC).
- (vii) School certificate or Birth Certificate.
- (viii) Educational certificates.

Provided that the validity and veracity of any of these documents can only be questioned only in cases when there is valid reason to believe that such document might have been procured through misrepresentation of facts and documents arises.

7. Proof of permanent residence: Permanent residence of an applicant may be ascertained on any of the following documents:-

- (i) Land deed or land tax receipt; or
- (ii) EPIC; or
- (iii) Birth certificate; or
- (iv) Any Government documents proving permanent residence in the State of Meghalaya.

8. Procedure for disposal of application - (1) An application can be filed online or directly received in office of the Deputy Commissioner or Sub-Divisional Officer (Civil). On the appointed date fixed and within thirty days from the date of filing the application, the applicant has to appear in person with physical copy of the application and documents for verification.

(2) The concerned authorized officer normally an Additional Deputy Commissioner or Extra Assistant Commissioner incharge in the Deputy Commissioner's office shall receive such application; issue receipt, verify documents and upload scanned copies of such documents as presented by the applicant and felt relevant by the official in disposing of the application.

(3) After scrutiny and prescribed under Paragraph 9 of this guidelines and instructions and if satisfied, with the documentary evidence shall forward to the Deputy Commissioner or Sub-Divisional Officer (Civil) with his recommendation. The recommendation needs to be clear, specific and speaking one.

(4) The Deputy Commissioner shall issue certificate for recruitment in Armed or Paramilitary or Police forces signed sealed appended in **Form B** appended to this guidelines and instructions.

9. **District Level Scrutiny Committee** - (1) The District Level Scrutiny Committee shall be consisted by the District by respective Deputy Commissioner and consist of the following members:-

- (i) Deputy Commissioner or District Magistrate,
- (ii) Additional Deputy Commissioner or Extra Assistant Commissioner concerned with issuing of certificates.
- (iii) District Social Welfare Officer
- (iv) Representative of the Meghalaya Gorkha Ex-Servicemen Welfare Association.

(2) The District Level Scrutiny Committee shall carry out process of scrutinizing the application and after such enquiry as deemed necessary, shall dispose of the application at the earliest and latest within thirty days from the date of making the application.

(3) The Meghalaya Gorkha Ex-Servicemen Welfare Association may also verify and forward applications for those who have applied for Certificate recruitment in the armed or paramilitary or police forces to the District Level Scrutiny Committee through the concerned Additional Deputy Commissioner or Extra Assistant Commissioner incharge in the Deputy Commissioner's office.

10. **Power of Deputy Commissioner in case of exigency or exception** - In certain cases where there is an immediate or urgent requirement or such exigency for issue of certificate subject to fulfilment of this provisions of this guidelines and instructions the Deputy Commissioner on being satisfied, with the genuineness of the application and the supporting documents, may issue the certificate and place the matter in the next District Level Scrutiny Committee for ratification.

11. **Appeal**: - (1) The applicant shall have the right to appeal within 30 days before the Secretary, Social Welfare Department or such authority to be authorized to act as appellate authority who shall be the appellate authority against the order of the decision of the District Level Scrutiny Committee or the Deputy Commissioner in connection with the application for such Certificate for recruitment in the armed or paramilitary or police forces.

(2) The appellate authority shall dispose the appeal after giving the opportunity to hear the appellant within a period of 30 (thirty) days.

12. **Power of State Government to amend this guidelines and instructions** – The State Government of Meghalaya shall have the power to amend any provisions of this guidelines and instructions.

13. **Clarification** – For matters in connection with clarification and decisions with reference to this guidelines and instructions the same shall be referred to Social Welfare Department.

Sd/-
Commissioner & Secretary to the Govt. of Meghalaya,
Social Welfare Department.

FORM-A

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
APPLICATION FORM - CERTIFICATE
FOR RECRUITMENT IN ARMED/PARAMILITARY/POLICE FORCES FOR GORKHA COMMUNITY
RESIDING IN THE STATE OF MEGHALAYA
(Please use CAPITAL letters to fill in the application form)**

Applicant's Name in full* Shri/Smti/Kumari

(First Name)	(Middle Name)	(Last Name)
--------------	---------------	-------------

Alias if any: _____

Gender:* Male Female

Date of Birth* _____ (dd-mm-yyyy) Place of Birth: _____

Present Occupation (if any): _____

Permanent Address*:

Locality*: _____ Village/Town*: _____

District*: _____ State*: _____

Post Office*: _____ Police Station/Outpost*: _____

Present Address Own House Rented House

Locality*: _____ Village/Town*: _____

District*: _____ State*: _____

Post Office*: _____ Police Station/Outpost*: _____

In case of Rented House, Name of the House Owner: _____

Date from which applicant is staying at Present Address: _____

Date and Address of First residence in Meghalaya*,

Locality*: _____ Village/Town*: _____

District*: _____ State*: _____

Have you migrated to this State from other State? If so, name of the State and District form where migrated:

State: _____ District: _____

Date of Migration: _____ (dd-mm-yyyy) Email Address: _____

Mobile No: _____

Parents Details:

Father's Name in full*: _____ Father's Occupation: _____

Mother's Name in full*: _____ Mother's Occupation: _____

Father's Nationality: _____ Mother's Nationality: _____

Father's Mother's EPIC: _____

Name of the Institution(s) studied in Meghalaya (Enclose all Certificate): _____

Whether the Application has been convicted of any offence(s) (If yes give details): _____

Supporting Documents indicating why the certificates is required (Advertisement of Recruitment): _____

DECLARATION:

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date

Signature of Applicant.

Important Note.

All columns marked with * are mandatory fields to be filled in.

For Office Use:

Verification Checks before accepting the application :

1. All mandatory fields are filled in properly.
2. Signature of the applicant and date of submission is mentioned.
3. Following necessary documents are to be submitted alongwith the application.

- i. Two passport size photographs in white background.
- ii Birth Certificate/School Certificate.
- iii Any one of the residential proof(RationCard/Patta/EPIC/
Electric Bill/Telephone Bills/Headman Certificate/Others.
- iv Proof of Migration (if applicable).
- v Certificate of all institutions in Meghalaya where Studied in.
- vi Supporting documents to indicate why the certificate is required.

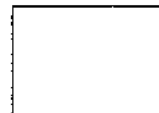
Verified & Accepted by:

Signature of Receiving Assistant & Date.

FORM- B

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
..... DISTRICT

CERTIFICATE FOR RECRUITMENT IN ARMED/PARA MILITARY/POLICE FORCES FOR GORKHA COMMUNITY
RESIDING IN THE STATE OF MEGHALAYA.



No _____

Date _____

1. Certified that Shri/Smti/Kumari _____ son/daughter of
Shri _____ and Smti _____
Is residing at locality _____ Village/Town

Post Office _____ Police Station _____ District, State
of Meghalaya, Pin No. _____.

2. This certificate is issued for the sole purpose of recruitment in the
Armed/Paramilitary/Police Forces.

3. This does not constitute a Permanent Residence Certificate for any other purpose.

Deputy Commissioner.
District

Memo No. SW(S) 122/2005/Pt/658-A,
Copy to:-

Dated Shillong the 15th December, 2017

1. The Private Secretary to the Chief Minister for kind information of the Chief Minister.
2. The Private Secretary to the Minister I/C. Social Welfare for kind information of the Minister.
3. The Private Secretary to the Chief Secretary for kind information of the Chief Secretary.
4. The Director General of Police, Meghalaya, Shillong for information.
5. All Commissioners for Division.
6. All Deputy Commissioners for information and necessary action.
7. The Secretary, Law Department for information.
8. The Advocate General, Meghalaya, Shillong for information.
9. The Director of Printing & Stationery, Meghalaya, Shillong for favour of publication in the Meghalaya Gazette.
10. The Assistant Director, National Commission for Scheduled Tribes, Regional Office, Temple Road, Lachumiere, Shillong - 793001 for information.
11. All Administrative Departments.
12. All Head of Departments.
13. All Members concerned for information.

By order, etc,



Under Secretary to the Govt. of Meghalaya,
Social Welfare Department.