

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT

No. PER(AR)71/2025/ 1

Dated Shillong, the 25th September, 2025

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) for filling sanctioned posts occupied by adhoc appointees appointed after 31.12.2007 and grant of one-time Age Condonation Certificates.

1. Preamble

1.1 The Cabinet, in its meeting held on **26th August, 2025**, considered the issue of a large number of sanctioned posts in Government Departments being occupied by adhoc appointees appointed after the cut-off date of **31st December, 2007**, and approved the proposal to conduct fresh recruitment to these posts through the competent recruitment agencies.

1.2 Successive Government instructions since 1978 have prohibited adhoc appointments of outsiders who were not recruited by the Meghalaya Public Service Commission (MPSC), District Selection Committees (DSCs), or other duly constituted Recruitment Boards/Committees. Despite these instructions, adhoc appointments continued in several Departments, leading to long-term occupation of sanctioned posts in contravention of recruitment rules and the State Reservation Policy.

1.3 The Cabinet has earlier approved regularisation only in respect of adhoc employees appointed on or before **31st December, 2007**, subject to strict conditions. Appointees made after the cut-off date are **not eligible** for regularisation.

1.4 Based on **preliminary information** compiled by the Personnel & A.R. (B) Department from inputs received from various Departments, about **1,514 adhoc employees appointed after 31.12.2007** are presently occupying sanctioned posts. This figure is **indicative only** and subject to verification by the respective Administrative Departments. The actual number may be higher once comprehensive, Department-wise verification is completed. All such sanctioned posts are required to be filled through **open, competitive recruitment** conducted by the competent recruiting agencies, in accordance with the provisions of the Constitution and the applicable recruitment rules.

1.5 To ensure that incumbent adhoc employees are not unfairly excluded from participation merely on grounds of age, a **one-time relaxation of upper age limit** will be operationalised through the issue of a **Certificate of Age Condonation** valid for one year.

2. Purpose of this Office Memorandum

This Office Memorandum sets out the **Standard Operating Procedure (SOP)** to:

- (a) Identify sanctioned posts occupied by adhoc appointees appointed after 31.12.2007;
- (b) Conduct recruitment to such posts through MPSC/DSCs/Recruitment Boards/Committees;
- (c) Provide for a **Certificate of Age Condonation** for overage adhoc employees; and
- (d) Ensure completion of all such recruitments within **one year**, in a transparent and time-bound manner.

3. Certificate of Age Condonation

3.1 **Eligibility:** All adhoc employees appointed after 31.12.2007 against sanctioned posts, who have crossed the prescribed upper age limit for entry into Government service.

3.2 Issuing Authority: The Personnel & A.R. (B) Department shall issue the certificates on the basis of verified lists submitted by Administrative Departments.

3.3 Validity: Each certificate shall be valid for a period of **one year** from the date of issue.

3.4 Scope:

- Holders may apply for **all recruitments advertised by MPSC, DSCs, Recruitment Boards, and Departmental Selection Committees** during the validity period.
- Recruitment agencies shall accept the certificate as proof of age relaxation, subject to the candidate meeting other eligibility conditions.

3.5 Limitations:

- The concession is a **one-time, non-precedential measure**.
- Certificates are **non-transferable** and automatically lapse on expiry of the validity period.
- No revalidation or re-issue will be permitted.

4. Standard Operating Procedure for Recruitment

(1) Identification of Vacancies:

- All Departments/Offices shall prepare and forward verified lists of all sanctioned posts occupied by post-2007 adhoc appointees within **30 days** of this O.M.

(2) Roster Compliance:

- Roster clearance must be obtained from the Personnel & A.R.(B) Department before requisition is sent to the recruiting agency.

(3) Recruitment Agency Action:

- Advertise the vacancies within **45 days** of receipt of requisition.
- Complete written/screening test within **120 days** of advertisement, interviews (where applicable)within **180 days**, and declare final results within **270 days**.

(4) Completion Deadline:

- All recruitments shall be completed within **one (1) year** from the **Commencement Date**, defined as the date of issue of advertisement.
- Extensions shall be permitted only in exceptional circumstances (e.g., court orders, force majeure), with prior Government approval.

(5) Monitoring:

- Departments shall submit **monthly progress reports** to Personnel & AR (B).
- Personnel & AR (B) Department shall review progress quarterly, and non-compliance shall be escalated to Cabinet.

5. Compliance & Accountability

All Departments, Heads of Offices, and recruiting agencies are required to comply strictly with this SOP.

6. Annexure

The format of the **Certificate of Age Condonation** to be issued by Personnel & AR (B) Department is enclosed at **Annexure-I**.

Sd/-

(Shri Cyril V.D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya,
Personnel & A.R. (B) Department

Copy to :-

1. The Commissioner and Secretary to the Governor, Meghalaya, Shillong.
2. The P.S to the Chief Minister, Meghalaya, Shillong for information to Chief Minister.
3. The P.S to the Deputy Chief Minister (s), Meghalaya Shillong for information of Deputy Chief Minister.
4. The P.S to all Cabinet Ministers for information of Ministers.
5. The P.S to the Chief Secretary, Govt. of Meghalaya Shillong for information of Chief Secretary.
6. The P.S to the Additional Chief Secretaries, Govt. of Meghalaya Shillong for information of Additional Chief Secretaries.
7. All Principal Secretaries/ Commissioners & Secretaries/ Secretaries to the Govt. of Meghalaya.
8. All Administrative Departments.
9. All Heads of Departments.
10. The Commissioner of Division- Shillong/ Tura.
11. All Deputy Commissioners/ Sub- Divisional Officers (Civil).
12. The Commissioner for Persons with Disabilities.
13. The Secretary, Meghalaya Public Service Commission.
14. All District Selection Committees.
15. The Director, Printing & Stationery, Shillong for favour of Publication in the Meghalaya Gazette.
16. State Informatics Officer, NIC, Shillong with a request to upload the Office Memorandum in the website of Personnel & AR Department.
17. The Officer on Special Duty, Cabinet Affairs Department for information.

By order etc.,

(Shri L.K. Diengdoh, MCS)
Deputy Secretary to the Govt. of Meghalaya,
Personnel & A.R.(B) Department.

**GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT**

CERTIFICATE OF AGE CONDONATION

(Referred to in O.M. No. PER(AR)71/2025/1 dated 25th September, 2025)

Certificate No.: _____

Date of Issue: _____

This is to certify that **Shri/Smti** _____, son/daughter of **Shri/Smti** _____, who was appointed on **adhoc basis** to the post of _____ in the Office of _____ on _____ (date of initial appointment), has been granted **condonation of the upper age limit** for the purpose of applying to Government recruitments.

2. This condonation is granted in pursuance of the Government's Office Memorandum No. PER(AR)71/2025/1 dated 25th September, 2025, and is subject to the following conditions:

3. The certificate shall be valid for a period of **one (1) year** from the date of issue. It shall entitle the holder to apply for **all posts advertised by the MPSC, DSCs, Recruitment Boards, and Departmental Selection Committees** during the validity period, provided the holder possesses the requisite qualifications and fulfils all other eligibility conditions prescribed for the post.

4. This concession is a **one-time, non-precedential measure** and shall not constitute a ground for future relaxations beyond the validity of this certificate.

5. The certificate is **non-transferable** and will stand automatically cancelled after expiry of the validity period.

Validity Period: From _____ to _____

Issued under the authority of the Government of Meghalaya.

Place: Shillong

Date: _____

(Signature with Seal)

Deputy Secretary to the Govt. of Meghalaya,
Personnel & A.R. (B) Department

Office Seal