

GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (B) DEPARTMENT
ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Shillong, the 17th March, 2022.

No.GAB-53/2013/313 - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in conformity with the High Level Committee recommendations dt.27 Oct 1984 and Govt. of India, Ministry of Defence, Kendriya Sainik Board letter No.1(1)/POL/KSB/A/1494 dtd. 09 May 1994 & guidelines of Kendriya Sainik Board, Department of Sainik Welfare, Ministry of Defence as pertaining to Ex-servicemen (ESM), widows and dependents from the Army, Navy and Air Force including Army Postal Service and Territorial Army, the Government of Meghalaya is pleased to make the following Rules, regulating the recruitment and the conditions of Service of Ex-servicemen, widows of Battle Casualties & their dependents, appointed as per these Rules to the posts of Director, Zila Sainik Welfare Officer, Superintendent, Head Assistant, Accountant, Upper Divisional Assistant, Steno Grade-III, Lower Divisional Assistant, Welfare Organiser, Typist, Driver, Peon, Chowkidar and Cleaner in the Directorate and Zila Sainik Welfare Offices, under Directorate of Sainik Welfare, Govt. of Meghalaya, for the welfare of Ex-Servicemen/widows and their dependents, vide Para 3 of GA(B) Deptt. letter No.GAB-200/90/207 dated 16th August 1994.

1. **Short Title and Commencement** :- (1) These Rules may be called “The Meghalaya Directorate of Sainik (Army, Navy & Air Force) Welfare Service Rules” 2020. (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 (1) The Governor of Meghalaya in respect of the Gazetted posts.

(2) The Director/Head of the Department in respect of the Non-Gazetted posts of the Department of Sainik Welfare.

(b) “*Committee*” means the Selection Committees constituted under Rule 8.

(c) “*Government*” means the Government of Meghalaya.

(d) “*Governor*” means the Governor of Meghalaya.

(e) “*Member of the Service*” means a member of the Meghalaya, Directorate of Sainik (Army, Navy and Air Force) Welfare Service.

(f) “*Service*” means the Meghalaya Directorate of Sainik (Army, Navy and Air Force) Welfare Service.

(g) “*State*” means the State of Meghalaya.

(h) “*Year*” means the Calendar year.

(i) “*Ex-servicemen*” (ESM) means those personnel retired/released from the Armed Forces of the Union of India (Army, Navy & Air Force), Territorial Army (TA) & Army Postal Services (APS) with pension, as well as Non Pensioner Ex-servicemen and other boarded out recruits who qualify as per the definition of Ex-servicemen as laid down by the Ministry of Defence (MoD).

(j) “*Widow*” means widow of an Ex-serviceman, who is Next of Kin, duly declared with Services Part-II Orders (legally) of the Defence Forces/Territorial Army/Army Postal Service and eligible Defence Departments as per definition of Ministry of Defence (MoD).

(k) “*Dependents*” means declared bonafide dependents of Ex-servicemen, widows of Ex-servicemen, as per definition of MoD.

(l) “*KSB*” means Kendriya Sainik Board, Deptt of Sainik Welfare, Ministry of Defence.

(m) “*MoD*” means Ministry of Defence.

(n) “*DGR*” means Directorate General Resettlement, Department of Sainik Welfare, Ministry of Defence.

(o) “*ZSWO*” means Zila Sainik Welfare Office.

(p) “*TA*” means Territorial Army of India.

(q) “*JCO*” means Junior Commissioned Officer.

(r) “*NCO*” means Non Commissioned Officer.

(s) “*OR*” means Other Ranks.

3. **Constitution of the Service** : There shall be constituted a Service to be known as the Meghalaya Directorate of Sainik (Army, Navy and Air Force) Welfare Service consisting of the following persons, namely :-

(1) Persons appointed to different posts in the service before the commencement of these Rules.

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

4. **Composition of the Service** – (1) The Service shall consist of the following undermentioned categories of posts as mentioned in detail in **schedule I** and **schedule II** of these rules for the Directorate Office and the Zila Sainik Welfare Office(s) of the Department :-

Group - A Gazetted Posts

- (i) **Director** - Directorate of Sainik Welfare.
- (ii) **Zila Sainik Welfare Officer**

Senior Grade

- (i) Superintendent of the Directorate.

Grade – I

- (i) Head Assistant
- (ii) Accountant
- (iii) Upper Divisional Assistant

Grade – II

- (i) Steno Grade-III
- (ii) Lower Divisional Assistant
- (iii) Welfare Organiser.

Grade - III

- (i) Typist
- (ii) Driver

Grade IV

- (i) Peon
- (ii) Cleaner
- (iii) Chowkidar

(2) Each of the categories of posts in Para 4 (1) shall form an independent cadre, members of the lower cadre shall have no claim for appointment to any of the higher cadre, except in accordance with the provisions made in these Rules.

5. **Status**:- The status of officers of the service holding the post of Director and Zila Sainik Welfare Officer (ZSWO) shall be Group `A' Gazetted, those holding the post of Senior Grade, Grade – I, shall be Group `B' Non-Gazetted and those holding the post of Grade-III and Grade – IV, shall be Group `C' Non-Gazetted.

6. **Strength of the Service** :- (1) The strength and composition of the service shall be such as may be determined by the Government from time to time.

(2) At the commencement of these Rules, the strength of the Service and posts therein, shall be as shown in **Schedule – I**, pertaining to the Directorate and Zila Sainik Welfare Offices respectively.

7. **Method of Recruitment**:-

(a) **Director** - Appointment shall be made from among the eligible retired officers who fulfill the criteria as laid down in Schedule- II.

(b) Selection to the post will be done by the State Selection Committee as specified in Rule 8(1).

(c) **Zila Sainik Welfare Officer** - Appointment shall be made from among the eligible retired officers who fulfill the criteria as laid down in Schedule- II.

(d) Selection will be done by the State Selection Committee as specified in Rule 8(1).

(e) **“Superintendent” of the Directorate** - Appointment shall be made from amongst the eligible Accountant/UDA of the Directorate, who fulfill the criteria as laid down in Schedule – II.

(f) ESM applicants for the Superintendent post in case of direct recruitment must be from the clerical cadre preferably clerk President Regimental Institute (PRI)/Personal Assistant (PA) cadre with full colour service.

(g) **Accountant and Upper Divisional Assistant of Directorate** - (i) Appointment shall be made from amongst eligible LDAs of the Directorate for the posts of Accountant/UDA of the Directorate, who fulfills the criteria as laid down in Schedule II.

(h) **Steno Grade III of Directorate** -Appointment shall be made from amongst the eligible staff who have put in a minimum of 4 years of services in the Directorate, who fulfills the criteria as laid down at Schedule-II.

(i) **Lower Divisional Assistant of Directorate** - Appointment shall be made from amongst the eligible staff who have put in a minimum of 4 years of service in the Directorate, who fulfills the criteria laid down in Schedule-II.

(j) **Typist Post of Directorate** - Appointment shall be made by direct recruitment from amongst eligible ESM/widows and dependents/Civilians, who fulfills the criteria laid down in Schedule-II.

(k) **Driver of the Directorate** - Appointment shall be made by direct recruitment from amongst ESM who fulfills the criteria as laid down in Schedule -II.

(l) **Head Assistant of Zila Sainik Welfare Offices** - Appointment shall be made from amongst the eligible of UDA of the Zila Sainik Welfare Office, who fulfills the criteria as laid down in Schedule -II.

(m) **Upper Divisional Assistant of Zila Sainik Welfare Offices** - (i) Appointment shall be made from amongst the eligible LDAs of the Zila Sainik Welfare Office, who fulfills the criteria as laid down in Schedule II.

(n) **Lower Divisional Assistant of Zila Sainik Welfare Offices** - Appointment shall be made from amongst the eligible staff of Zila Sainik Welfare Office who fulfills the criteria as laid down in Schedule- II.

(o) **Welfare Organiser** - Appointment to the post of Welfare Organizer shall be made by direct recruitment from amongst the ESM, who fulfills the criteria as laid down in Schedule-II.

(p) **Peon, Cleaner and Chowkidar of the Directorate and for the Zila Sainik Welfare Offices** - Appointment shall be made by direct recruitment from amongst eligible ESM/widows and dependents/Civilians who fulfills the criteria as laid down in Schedule- II.

(q) For all Non Gazetted posts intake age for retired ESM/widows/dependents will be 50 years for all ranks including JCOs.

8. (1) **Departmental Selection Committee** : For the purpose of selection all posts under Rule 7 to posts carrying Pay Level – 15 and above shall be a Departmental Selection Committee consisting of the following members :

- | | | |
|-----|---|---------------------|
| (a) | Chief Secretary | - Chairman. |
| (b) | Principal Secretary/Commissioner and Secretary/
Secretary Personnel & A.R. Department. | - Member. |
| (c) | Principal Secretary/Commissioner & Secretary/
Secretary Finance Department. | - Member. |
| (d) | Addl. Chief Secretary/Principal Secretary/
Commissioner & Secretary, GAD. | - Member Secretary. |

Note : The Committee may invite any other person to attend its meeting if and when considered necessary.

(2) For the purpose of appointment by selection / promotion under Rule 7 to posts carrying below Pay Level – 15 there shall be a Departmental Selection / Promotion Committee consisting of the following :-

- | | | |
|-----|---|---------------------|
| (a) | Addl. Chief Secretary/Principal Secretary/
Commissioner & Secretary, GAD. | - Chairman. |
| (b) | Retired Brig./Col./Lt.Col. or officer of equivalent ranks of
Navy/Air Force. | - Member. |
| (c) | Under Secretary, GAD (B) | - Member. |
| (d) | Director, Directorate of Sainik Welfare | - Member Secretary. |

(3) For the purpose of appointment by selection under Rule 7 to posts carrying Pay Level – 1 there shall be a Departmental Selection consisting of the following :-

- | | | |
|-----|---|---------------------|
| (a) | Director, Directorate of Sainik Welfare | - Chairman. |
| (b) | Retired Brig./Col./Lt.Col. or officer of equivalent
ranks of Navy/Air Force. | - Member. |
| (c) | Under Secretary, GAD (B) | - Member. |
| (d) | ZSWO, Shillong | - Member Secretary. |

9. **Procedure for preparing the Selection List** :- (1) At the beginning of each year, the Appointing Authority shall refer to the Selection Committee, the approximate number of vacancies likely to occur in each Grade of the Service during the year. To enable the Selection Committee to prepare the Lists for promotion to those grades, the Appointing Authority shall furnish the Selection Committee with the following documents, namely :-

- (i) A list of the members of the Service drawn up in order of seniority. Provided that such restriction shall apply with respect to merit only.
- (ii) The Character Rolls and Service Records of such Ex-servicemen/members.
- (iii) Any other Defence Service documents and Service information as may be considered necessary by the Appointing Authority or required by the Selection Committee.
- (iv) Annual Confidential Report for the last 4 years.

(2) The Selection Committee after examining the Character Rolls, Service Records from Discharge Book and other documents in respect of all such Ex-servicemen/widows/dependents/applicants, shall prepare a List, based on individual merit and suitability, with due regard to seniority. 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 preference 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.

10. **Consultation with the Selection Committee** - (1) The appointing Authority shall forward the list prepared under rule 9 to the Selection Committee along with the Character Rolls, Service Records and other relevant documents in respect of each person in the list, together with his comments, if any.

(2) The Selection Committee shall consider the lists and documents referred to in Sub-Rule (1) above and such other documents as it may have called for and unless it considers that, any change is necessary, approve the list.

(3) If the Selection Committee considers it necessary to make any change in the list received from the Appointing Authority, it shall inform him of the changes proposed and after taking into account the documents, if any, forwarded by the Appointing Authority, approve the said list finally, with or without modifications, as may be in its opinion, to be just and proper.

(4) The lists as approved by the Selection Committee either under Sub-Rule (2) or Sub-Rule (3) shall form the Select list for the purpose of appointment under Rule 7.

11. **Validity of the Selection List** - (1) The Select list shall remain in force for a period of one year unless its validity is extended with the approval of the Selection Committee. Provided that such an extension shall not be for a total period exceeding six months.

Provided further that in the event of any great lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of such person from the Select List in consultation with the Committee. The reason(s) for doing so shall be recorded in writing.

- (2) The Committee shall meet once a year to review the Select list.

12. **Direct Recruitment** - (1) Competitive Examination for direct recruitment under Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the respective Selection Committee under Rule 8 from time to time determine. The date on which and the place in which, the examination shall be held, shall be fixed by the Selection Committee.

(2) The examination shall be conducted by the Selection Committee, in accordance with such Syllabus as the Appointing Authority may from time to time make in consultation with the Selection Committee.

(3) On the basis of the results of the Competitive Examination, 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 each candidate and if two or more candidates obtain equal marks, 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.

(4) The inclusion of a candidate's name in the merit list confers no right to appointment, unless the Government is satisfied, after such enquiry 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.

13. **Ex-Servicemen Officers, JCOs and Other Ranks Conditions of Eligibility for Appearing at the Competitive Examination Written Test, Interview & Medical** - Ex-servicemen will be appointed as enjoined in Kendriya Sainik Board, Ministry of Defence, letter No.2(2)-KSB/Meghalaya/88/A dated 24 June 1988 and GA(B) Deptt No.GAB-200/90/207 dated 16th August 1994. Widows/wards of ESM and civilians are also eligible, if ESM are not available / qualified after advertisement, for smooth functioning of office. For the purpose of appointment with this Department by way of direct recruitment an Ex-serviceman candidate must satisfy the following:-

- (a) **Nationality** - Must be citizen of India.
- (b) **Age** - Age relaxation to the extent of service put in the Armed Forces plus three years is deducted from the actual age to arrive at the prescribed age limit as per Govt. of India letter No.39016/10/79-Estt (C) dtd. 15 Dec 1979 (copy enclosed at Annexure-I). For Director and ZSWO age at intake will be 60 and 57 years respectively. Zila Sainik Welfare Officer may continue till 60 years of age or 5 years of service which is later. The tenure of Director will be for a period of 5 years or 65 years of age whichever is earlier. Beyond 65 years is the prerogative of the State Government, provided the officer is medically fit and with continual good performance. For all non gazetted posts intake age is as per Rule 7(q).
- (c) **Educational Qualification**- Relaxation as per Central Govt. Policy vide Notification No. 15012/8/82-Estt (D) dtd. 12 Feb. 1986 and Memo No.14043/1/90-Estt (D) dtd. 21 May 1991 as amended vide Memo No.14023/1/90-Estt (D) dtd. 14 Oct. 1991 wherein, ESM who are non-Matriculate with 15 years of service will be considered Matriculates and Matriculate with 15 years of service, will be considered graduates for purposes of re-employment as per letters referred.
- (d) **Application Fee** - Not applicable.
- (e) The decision of the Selection Committee as to the eligibility of candidates for admission to the written test and interview, shall be final and no candidate, to whom a letter of admission has not been issued will be admitted.

14. **Disqualification for Appointment to the Service**- (1) No person shall be appointed who, after such medical examination as the Government may prescribe, 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 Governor 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.

15. **Appointment to the Service**- (1) Appointment to any post in the service under Rule 7 shall be made by the Appointing Authority and in respect of Gazetted posts shall also be published in the Meghalaya Gazette.

(2) (i) Subject to the provisions of Sub-Rule (4) of Rule 12, 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 (3) of Rule 12.

(ii) A person appointed by Direct recruitment shall join within 15 days from the date or receipt of the order of appointment, failing which and unless the Appointing Authority extends the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

(3) Appointment under Rule 7 shall be made in the order in which the names of candidates appear in the Select List, approved by the Selection Committee, under Sub-Rule (4) of Rule 10.

16. **Probation**- Every person appointed to the Service under Sub Rule (e), (g) (h)(l) (m) (n) (o) (p) of Rule 7 shall be on probation for a period of 2(two) years.

Provided that, the period of probation may, for good and sufficient reasons, be extended by the Appointing Authority in any individual case, by a period not exceeding 2 (two) years.

Provided further that, where a person appointed to the post in the service, could not be placed under probation for want of a permanent vacancy, any period which he had rendered in a temporary capacity, may, having regard to his performance, be counted towards the period of probation.

17. **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 period of probation, such member shall be liable to be reverted to his next lower post or grade, or to a post/grade lower where a vacancy may exist.

(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 during the probation or otherwise fails to render satisfactory performance during the period of probation or

(b) he fails to pass the Departmental Examination unless the appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed; or

(c) on any information received relating to his nationality, age, health, character and antecedents the Appointing Authority is satisfied that, the probationer is ineligible or otherwise unfit for being a member of the Service.

18. **Seniority** - (1) (a) The interse seniority of the members of the Service in any cadre appointed before the commencement of these rules, shall be in the order in which their names appeared in the respective lists prepared by the Selection Committee, or the Select List approved by the Selection Committee, under Rule 10(4).

(b) In any cadre, a member of the Service appointed by promotion / selection shall be senior to a member appointed by direct recruitment, where such selection falls in the same year.

(2) The interse seniority of the members of the Service appointed to different cadres, after the commencement of these rules, shall be in the order in which, their names appear in the Merit List prepared under Sub-Rule (4) of Rule 12 or in the Select List approved under Sub-Rule (4) of Rule 10.

19. **Confirmation** - Confirmation of a member of the Service in a cadre shall be made according to his seniority in that cadre subject to following conditions:-

(1) That he has completed the period of probation to the satisfaction of the Appointing Authority.

(2) That he has passed the Departmental Examination completely and has successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.

(3) That he is considered otherwise fit for confirmation by the Appointing Authority, and

(4) subject to availability of vacancy.

(5) At any stage if anything irregular/contrary to these Rules comes to light in appointment done other than in good faith, the confirmation may be revoked.

20. **Gradation List** - There shall be prepared and published annually an upto date Gradation List, as on 1st January consisting of the names of all members of the Service, cadre-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.

21. **Pay Matrix** - The Scale of pay admissible to the members of the Service shall be as shown in Schedule-I, subject to revision by the State Government from time to time.

22. **Fixation of Initial Pay in the Time Scale**- (1) Except as otherwise admissible under the Fundamental Rules and Subsidiary Rules or under special orders of the Government, on first appointment to the Service, the pay of any member of the Service shall be fixed at the minimum of the time scale.

(2) On promotion from one cadre to another in the Service, the pay shall be fixed in accordance with the principles governing such fixation in the Fundamental Rules and Subsidiary Rules or any other Rules for the time being in force.

23. **Increment** - Increment will be regulated by the General Rules or Order made by the State Government from time to time.

24. **Leave, Pension etc and other Conditions of Service** - Except as provided under these rules, all matters generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the General Rules and or Orders made by Government from time to time and applicable to other State Government servants of corresponding status having similar functions. Zila Sainik Welfare Offices as per Ministry of Defence guidelines, administratively come under the Directorate of Sainik Welfare Department for leave, recruitment, postings, etc, which is administratively under the General Administration Department, Govt. of Meghalaya.

25. **Power of the Governor to dispense with or relax any Rules** - Where the Governor is satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case, he may dispense with or relax the requirement of any of these rules to such extent and subject to such conditions, as it may be considered necessary for dealing with the case in a just and equitable manner;

Provided that, the case of any person shall not be dealt with in any manner less favourable to him than that provided under these rules.

26. **Interpretation** - If any question arises relating to the interpretation of these rules, the decision of the Government in the General Administration (B) Department, in consultation with Directorate of Sainik Welfare & DGR/KSB (MoD) with the approval of the Personnel & A.R. Department shall be final.

27. **Repeal and Saving**- 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 replaced or any action taken in pursuance thereto, shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

28. **Appeals and Review** - For appeals and Review and Rules not specifically mentioned above, the Department may apply the relevant rules for Discipline & Appeals followed by the Meghalaya State Government.

Sd/- R. Lyngdoh, I.A.S

Commissioner & Secretary to the Govt. of Meghalaya,
General Administration Department.

Dated Shillong, the 17th March, 2022

Memo No.GAB-53/2013/313-A

Copy forwarded to:-

1. The Commissioner & Secretary to His Excellency, the Governor of Meghalaya, Shillong for kind information of His Excellency, the Governor.
2. The Private Secretary to the Chief Minister of Meghalaya for kind information of the Hon'ble Chief Minister.
3. The Private Secretary to the Minister in-charge GAD for kind information of the Minister.
4. The Private Secretary to the Chief Secretary, Govt. of Meghalaya for kind information of the Chief Secretary.
5. The Officer-Commanding-in-chief, Eastern Air Command, Shillong.
6. The G.O.C.101-Commn.C/o.99 A.P.O. Shilong.
7. The Accountant General (A&E) Meghalaya, Shillong.
8. The Cabinet Affairs Department. This is in compliance with Cabinet Decision Item No.25/2022 and with reference to their I/D No.15, dated 02.03.2022.
9. The Finance (Estt) Department for information.
10. The Personnel & A.R.(A)/(B)/(Service Rule Cell) Department for information.
11. The Law (B) Department for information.
12. The Director General Resettlement, Govt. of India, Ministry of Defence, West Block-IV, Wing-5, R.K.Puram, New Delhi-110066.
13. The Secretary Kendriya Sainik Board, Govt. of India, Ministry of Defence, West Block-IV, Wing-5, R.K.Puram, New Delhi-110066.
14. The Director of Sainik Welfare Meghalaya, Shillong for information and necessary action.
15. The Director of Printing & Stationery, Meghalaya, Shillong for publication in the Gazette of Meghalaya and supply of 200 printed copies of the same.
16. The Zila Sainik Welfare Office, Shillong / Tura for information and necessary action.
17. The State Informatics Officer, NIC, Shillong with a request to place the same in the website of the Govt. of Meghalaya.
18. Office copy.

By order etc.,

Under Secretary to the Govt. of Meghalaya
General Administration Department (B).

SCHEDULE – I

(Rule 6 and 12)

RECRUITMENT RULES FOR THE DIRECTORATE SAINIK WELFARE, GOVERNMENT OF
MEGHALAYA

SL. No	Name of Post	Pay Level	Number of Post		
			Permanent	Temporary	Total Post
1	2	3	4	5	6
1.	Director	Fixed pay last pay drawn of that rank in the Armed Forces less the amount of pension including all other allowances under State Govt. Rules. Pay to be notionally revised as per Central and State Pay Commission as applicable.	Re-employed on “Contract Service” by selection.	-	01(One)
2.	Superintendent	(Level-12) 39400-90200/-	01	-	01(One)
3.	Accountant	(Level-10) 35100-82900/-	01	-	01(One)
4.	U.D.A	(Level-10) 35100-82900/-	01	-	01(One)
5.	Steno Grade-III	Level – 8 30300-71600/-	01	-	1(One)
6.	L.D.A	Level – 6 26500-62400/-	01	-	1(One)
7.	Typist	Level – 4 22200-52400/-	01	-	1(One)
8.	Driver	Level – 4 22200-52400/-	01	-	1(One)
9.	Peon	Level -1 17400-41000/-	02	-	2(Two)
10.	Chowkidar	Level -1 17400-41000/-	01	-	1(One)
11.	Cleaner	Level -1 17400-41000/-	01	-	1(One)

SCHEDULE-I (Rule 6 and 12)

RECRUITMENT RULES FOR THE ZILA SAINIK WELFARE OFFICES

SL. No	Name of Post	Pay Level	Number of Post		
			Permanent	Temporary	Total Post
1.	Zila Sainik Welfare Officer (ZSWO)	Fixed pay last pay drawn of that rank in the Armed Forces less the amount of pension including all other allowances under State Govt. Rules. Pay to be notionally revised as per Central and State Pay Commission as applicable.	Re-employed on “Contract Service” by selection.	-	02(Two)
2.	Head Asst	(Level-10) 35100-82900/-	01	-	01(One)
3.	U.D.A	(Level-8) 30300-71600/-	01	-	01(One)
4.	L.D.A	Level – 5 24700-58400/-	04	-	04(Four)
5.	Welfare Organiser	Level -5 24700-58400/-	01	-	01(One)
6.	Peon	Level -1 17400-41000/-	02	-	02(Two)
7.	Chowkidar	Level -1 17400-41000/-	01	-	01(One)
8.	Cleaner	Level -1 17400-41000/-	01	-	01(One)

SCHEDULE – II
(See Rule -7)
RECRUITMENT FOR DIRECTORATE OF SAINIK WELFARE, GOVERNMENT OF MEGHALAYA

Sl. No	Name of 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 mention in Column 2	Qualification, experience etc.	
1	2	3	4	5	6	7	8	9
1.	Director	Direct recruitment by Selection Committee as per 8(1) of the Rule.	(i) Must be Graduate from amongst retired Colonel and above or equivalent rank of Navy and Air Force with 25 years of Colour Service, if not available then a Lt. Col. or rank may be from Navy and Air Force with 20 years of Colour Service.	Below 60 years	65years. Beyond 65 years is the prerogative of the State Govt.	Not applicable	Not Applicable	
2.	Superintendent	Promotion 100%. If suitable candidates are not available/ unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents /civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade/PA preferred.	Below 50 years	58 years	Accountant/UDA of Directorate not less than 4 years service in the grade with ACR Above Average.	As per Column 4 of this Schedule.	
3.	Accountant	Promotion 100%. If suitable candidates are not available/ unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Accounts Clerk Trade of President Regimental Institute (PRI) preferred.	Below 50 years	58 years	LDAs of Directorate not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule.	
4.	UDA	Promotion 100%. If suitable candidates are not available/ unwilling as mentioned in Column 7 then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade preferred.	Below 50 years	58 years	LDA of Directorate not less than 4 years service in the grade with ACR above average.	-do-	

5.	Steno Grade-III	Promotion 100%. If suitable candidates are not available/unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Should have short hand speed of 40 words per minute and qualified in Computer or Clerk Trade/ Personal Assistant (PA) Trade preferably ESM.	Below 50 years	58 years	LDA/Typist of Directorate not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule	
6.	LDA	Promotion 100%. If suitable Typist are unavailable/unwilling, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM/widows/ dependents or civilians as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade preferred.	Below 50 years	58 years	Typist of Directorate not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule.	
7.	Typist	Promotion 100%. If suitable candidate are unavailable/unwilling, then selection will be made Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Having knowledge of typing with typing speed minimum 40 words per minute in Typing on Computer and not less than 15 years of service with Clerical Trade preferred. Civilian graduate and having knowledge of typing with typing speed 40 words per minute.	Below 50 years	58 years	Promotion working of lower posts i.e. Peon, Clearner and Chowkidar of the Directorate having knowledge of typing speed of 40 words per minute with not less than 5 years service in the grade with ACR above average.	As per Column 4 of this Schedule	
8.	Driver	Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents / civilians. 2. Holder of valid Civil Driving Licence / Matriculate. Knowledge of vehicle repairing will be preferred.	Below 50 years	58 years	Not Applicable.	Not Applicable.	
9.	Peon	Direct Recruitment after advertisement by the Directorate, from amongst the ESM, on merit by the Selection Committee as specified in Rule 8(3) of these Rules.	Ex-servicemen, widows, dependents / civilians. Matriculate will be preferred.	Below 50 years	60 years	Not Applicable.	Not Applicable	
10.	Chowkidar	-do-	Ex-servicemen, widows, dependents / civilians. Matriculate will be preferred.	-do-	-do-	Not Applicable.	Not Applicable	
11.	Cleaner	-do-	1. Ex-servicemen, widows, dependents /civilians. Matriculate will be preferred.	-do-	-do-	Not Applicable	Not Applicable.	

SCHEDULE – II
(See Rule -7)
RECRUITMENT FOR ZILA SAINIK WELFARE OFFICES

Sl. No	Name of 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 mention in Column 2	Qualification , experience etc.	
1	2	3	4	5	6	7	8	9
1.	Zila Sainik Welfare Officer	Direct recruitment by Selection Committee as per 8(1) of the Rule.	(i) Must be Graduate from amongst retired Colonel or equivalent rank of Navy and Air Force with 25 years of Colour Service, if not available then a Lt. Col. or rank may be from Navy and Air Force with 20 years of Colour Service. If no Lt. Col. is available then a Major (Short Service Commissioned Officer) may be appointed as laid down by MoD KSB Guidelines till Col./Lt.Col. and its equivalent rank officer is available and such officer be given preference.	Below 57 years	60 Years (Also Para 13 (b) of these Rules refers)	Not applicable	Not Applicable	
2.	Head Assistant.	Promotion 100%. If suitable candidates are not available/unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM/widows/dependents or civilians as specified in Rule 8(2) of these Rules..	1. Ex-servicemen, widows, dependents / civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade/PA preferred.	Below 50 years	58 years	UDA of Zila Sainik Welfare Office not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule.	
3.	UDA	Promotion 100%. If suitable candidates are not available/unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM/widows/dependents or civilians as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents/ civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service. Preferably Clerk/PA cadre.	Below 50 years	58 years	LDAs of Zila Sainik Welfare Office not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule.	
4.	LDA	Promotion 100%. If suitable candidates are not available/unwilling as mentioned in Column 7, then selection will be made by Direct Recruitment after advertisement by the Directorate, from amongst the ESM/widows/dependents or civilians as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widow, dependents/PMFs/ civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade preferred.	-do-	-do-	Working of lower posts of Zila Sainik Welfare Office with not less than 4 years service in the grade with ACR above average.	As per Column 4 of this Schedule.	

5.	Welfare Organiser	Direct Recruitment after advertisement by the Directorate, from amongst the ESM as specified in Rule 8(2) of these Rules.	1. Ex-servicemen, widows, dependents/ civilians. 2. Matriculate or its equivalent Army, Navy and Air Force as specified in Rule 13(c) of these Rules. 3. Office Experience for not less than 15 years of service with Clerk Trade preferred.	Below 50 years	58 years	Not Applicable	Not Applicable.	
6.	Peon	Direct Recruitment after advertisement by the Directorate, from amongst the ESM as specified in Rule 8(3) of these Rules	Ex-servicemen, widows, dependents/ civilians. Matriculate will be preferred.	Below 50 Years	60 years	Not Applicable	Not Applicable.	
7.	Cleaner	Direct Recruitment after advertisement by the Directorate, from amongst the ESM as specified in Rule 8(3) of these Rules).	Ex-servicemen, widows, Dependents/ civilians. Matriculate will be preferred.	-do-	-do-	Not Applicable	Not Applicable.	
8.	Chowkidar	Direct Recruitment after advertisement by the Directorate, from amongst the ESM as specified in Rule 8(3) of these Rules).	Ex-servicemen, widows Dependents/ civilians. Matriculate will be preferred.	-do-	-do-	Not Applicable	Not Applicable	