

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT

PER(AR)71/2024/11

Dated Shillong, the 18th July, 2024

OFFICE MEMORANDUM

Subject : Time Bound Recruitment: Standard Operating Procedure on steps required to be taken for intimation of vacancies, issue of advertisements, conducting examinations, declaration of the final results and issue of orders of appointment.

Whereas it has been observed that there is a delay in the intimation of vacancies to various posts and services from the Departments/HODs/Offices to the recruiting agencies/bodies. Further, there is also a delay in the conduct of recruitments for filling up such vacancies. Moreover, the process of intimation of vacancies is not streamlined.

Whereas, the Government vide letter No.PER(AR)21/2024/2 dated 16th February,2024 and letter No.PER(AR)126/2023/5 dated 21st May,2024 had already done away with scrutiny of documents at the initial stage of recruitment.

Now, therefore, in order to further streamline the process of recruitment the following standard operating procedure is issued for recruitment by the following recruitment agencies - Meghalaya Public Service Commission, District Selection Committee and Departmental Selection Committee:

1. **Intimation of Vacancies:** All Departments/HODs/Offices shall intimate the anticipated vacancies to the recruiting agencies/bodies 6(six) months before the date of superannuation of the employees concerned. The vacancies have to be intimated as per the Reservation Roster, notified vide Office Memorandum No.PER(AR)25/2022/Pt/23 Dated 14th June 2023.
2. **Advertisement of Vacancies:** The recruitment agencies (MPSC/District Selection Committee/Departmental Selection Committee), shall notify the advertisement forthwith or within period of a one month in local newspapers and also online.

3. **Online Portal:** While MPSC has adopted an online portal for advertisements and receipt of applications, all District Selection Committees and Departmental Selection Committees should also place the advertisement online and receive applications online. District Selection Committees and Departmental Selection Committees can use the online portal: <https://megrecruitment.nic.in/rpa/login.htm>
4. **Doing away with Scrutiny:** In order to expedite the conduct of the examination process, the recruitment agencies shall allow all applicants to appear in the examinations and that the scrutinization of relevant documents shall be taken up only after the candidates have cleared the screening test/written examinations.
5. **Time Bound Conduct of Exam:** All recruiting agencies shall declare the final result of the examination within a period of six months from the date of issue of advertisement.
6. **Monitoring and Adherence to Timelines:** All Administrative Secretaries and HoDs including Heads of District/Sub-divisional level offices, shall monitor the implementation of this O.M. and submit a Quarterly Report of the number of vacancies intimated to the recruiting agencies and delay, if any, in adherence to the above notified timelines. The aforementioned timeline for recruitment shall be followed strictly, and the recruiting agencies may decide to reschedule recruitment only in exceptional circumstances after approval of the State Government in the Personnel and A.R. (B) Department.

Sd/-

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

M.No.PER(AR)71/2024/11-A

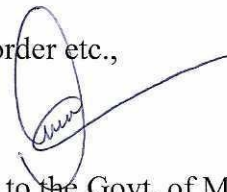
Dated Shillong, the 18th July 2024

Copy to :-

1. The Commissioner and Secretary to the Governor, Meghalaya Shillong.
2. The P.S to the Chief Minister, Meghalaya Shillong for information of 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.,



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