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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

OFFICE MEMORANDUM

Imphal, the 6th January, 2021

Subject: Consolidated Guidelines on Recruitment Rules

No. 1/28/2020-RR/DP: The undersigned is directed to issue guidelines for framing /amending the Recruitment Rules of all posts under the Government of Manipur (including Autonomous Bodies /Societies) . The consolidated guidelines are in the ANNEXURE A and B.

2. All concerned should adhere to the guidelines as provided in the ANNEXURE A and B.

3. This shall come into force with effect from the date of publication in the Manipur Gazette.

A SUBHASH SINGH,
Joint Secretary (DP),
Government of Manipur.

General Guidelines

1.1 As soon as a decision is taken to create a new post / service or to upgrade any post or restructure any Service, action should be taken immediately by the Administrative Department concerned to frame Recruitment Rules/ Service Rules.

1.2 Recruitment Rules should be framed for all posts which are likely to last for one year or more. Posts which are created for a lesser duration may be filled on deputation by drawing officers from other offices of the State Government, holding posts of appropriate level.

1.3 All recruitment rules including their amendments should be approved at the level of Minister-in-charge, unless the Minister has by general or special order authorized such approval at a lower level(s).

1.4 Recruitment Rule as approved by the Administrative Department should be referred to the Department of Personnel for clearance as early as possible, and not later than one month from the date of the creation of posts.

This is generally done by referring the file to the Department of Personnel with a self-contained note, accompanied by inter-alia, the following :

- i) Draft Recruitment Rules
- ii) Supporting particulars in MPSC Form 8 (common form), 9 (for Framing of Recruitment Rules)and 10 (for Amendment of Recruitment Rules) .
- iii) Recruitment Rules for the feeder posts(s) and the higher post, if any.
- iv) Present sanctioned strength of the post for which rules are being framed,as also of the lower and higher posts, organisational chart , clearly showing various sanctioned posts, pay scale, mode of recruitment against each post
- v) MPSC Check List

1.5 The Recruitment Rules should be reviewed once in 5 years with a view to effecting such change as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

(ii)

1.6 A "Saving Clause" as given below may be inserted in the covering Notification.

" Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes and other special categories of persons, in accordance with orders issued by the State Government from time to time in this regard".

1.7. All Recruitment Rules should contain a "Power to relax " clause in the covering notification.

Relaxation of rules is to be resorted to on rare occasions. Such relaxation should not be a regular feature .Proposal for relaxation should be send to Department of Personnel with full justification along with a Self – Contained Note .

(i)

ANNEXURE B

Guidelines For Filling Up MPSC Form 8

1. Column 1 (Designation of post)

Name of the post may (with sub-title, if any) be clearly specified.

2. Column 2 (Number of posts)

The exact number of posts (with post creation order number in brackets) may be indicated. The number of posts is an integral basis for determining the method of recruitment to any category of posts in as much as the quota of direct recruitment, promotion etc., is to be decided after taking into account the number of posts. Therefore, whenever there is a substantial change in the number of posts, the Administrative Department should initiate action to review the existing rules, particularly the method of recruitment. The effect of the change in the strength on the method prescribed in the rules for the next higher and lower categories of posts should also be examined.

3. Column 3 (Classification)

Classification of the post /Service may be shown in the order indicated below:

- i) Group A/B/C/D as per Post Classification Order issued by Department of Personnel from time to time.
- ii) Whether Gazetted or Non-Gazetted.
- iii) Whether Ministerial or Non-Ministerial [FR 9 (17)]

4. Column 4 (Scale of Pay)

The full Pay Band /Level in the Pay Matrix should be indicated.

5. Column 5 (Whether selection post or non-selection post)

When promotion is proposed to be made on the basis of merit, the word "Selection" may be used and when promotion is to be made on the basis of seniority subject to the rejection of the unfit, the word "Non-Selection" may be used.

(ii)

6. Column 6: (Age for direct recruits)

This column may be filled by any one of the methods indicated below:-

- (a) " Not exceeding.....years".
- (b) Between and years.

The department may also incorporate the age – relaxation granted to ST /SC /OBC candidates and other categories by the State Government .

A provision may be made in the rules for relaxation of the upper age-limit for government servants for appointment by direct recruitment.

7. Column 7: (Educational and other qualifications required for direct recruits).

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible, if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties.

The Departments may clearly specify the educational qualifications and thereby, avoid usage of the term 'or equivalent'. They are also instructed to clearly prescribe an exhaustive list of educational qualifications so as to match the duties and responsibilities of the post. The experience prescribed by the Ministries/ Departments must be clear and quantified while also clearly bringing out the specific areas in which the experience is required so as to match the duties and responsibilities of the post.

Prescribing First or Second Class/ Division in respect of an educational qualification e.g. Degree may be avoided. A simple Degree / Master's Degree may be prescribed as there is difference in the assessment by various Universities /Boards and there may not also be any uniformity in the percentage of marks for deciding a Class / Division. It should, however, be ensured that qualifications and experience prescribed should be the minimum required for the post. The mere fact that persons with higher qualifications are available should not be the ground for stepping up the minimum required qualification / experience.

(iii)

8. Column 8: (Whether age and education qualifications prescribed for the direct recruits will apply in the case of promotees)

It should precisely be stated whether age and educational qualifications prescribed for the direct recruits should also apply in the case of promotees. Unless there are any specific grounds, the age limit prescribed for direct recruits are not insisted upon in the case of promotees. Regarding educational qualifications, these are not generally insisted upon in the case of promotion to posts of non-technical nature; but for scientific and technical posts, these should be insisted upon, in the interest of administrative efficiency.

9. Column 9 (Period of probation)

Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of two years. Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Period of probation, may be prescribed only for promotion from one group to a higher group as per classification of posts. Eg. From Group B to A. But there will be no probation in promotion within the same group of posts. Eg . From One Group B post to another Group B post.

10. Column 10: (Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the sanctioned posts to be filled by various methods).

The different methods of recruitment, viz:

- (a) Promotion
- (b) Direct Recruitment
- (c) Deputation
- (d) Transfer, etc

and the percentage of sanctioned posts to be filled by each method must be clearly indicated.

Promotion may be kept as a method of recruitment depending upon the availability of the field of consideration. Care should be taken to see that the base for promotion is strong, i.e., the departmental candidates are fully qualified for the responsibilities of the higher post and the field is also adequate, i.e., normally the feeder grade should range from 3 to 5 times the

(iv)

number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. For posts which are to be filled by non-selection, it is not necessary that the feeder grades should consist three times of posts in the higher grade.

In cases where there are two or more feeder grades, a separate percentage for promotion may be prescribed to each of the feeder grade.

11 .Column 11: (In case of recruitment by promotion /deputation /transfer , grades from which promotion/ deputation/transfer to be made)

If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not ad hoc, period of service is taken into account for purposes of computing this service. With a view to making the position clear, the field may be specified as “with _____ years’ regular service in the grade”

The field for deputation should, as far as possible , consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also, with the qualifying service on regular basis normally prescribed for promotion.

12. Column 12: (if a DPC exists, what is the composition ?)

When promotion is kept as a method of recruitment, the detailed composition of the Departmental Promotion Committee (as prescribed by Department of Personnel) may be indicated. In all cases, the minimum number of officers to be included in the DPC should be 3 .

13. Column 13: (circumstances in which MPSC is to be consulted in making Recruitment)

The circumstances in which the Manipur Public Service Commission are to be consulted in making recruitment to the posts within their purview should be clearly indicated and should be as required under MPSC (Exemption from Consultation) Regulations, 1972 .