

**Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)**

OFFICE MEMORANDUM

No. AR-3/Gen-174/2007(Pt)

Dated, Kohima the 7th December, 2016.

Subject: Procedure for filling up of Grade-III & IV Posts in the Departments.

The existing policy and procedure for filling up of Grade-III and Grade-IV posts under the State Government, including the District Offices, has been further reviewed and it has been decided that recruitments to Grade-III and Grade-IV posts shall be made as per the procedure laid down in the following paragraphs.

1. All direct recruitment vacancies arising in Grade-III as well as Grade-IV posts under the establishment of Deputy Commissioners in District administration shall be filled up by the indigenous of the respective District through a Selection Committee headed by the Deputy Commissioner and having three District level Heads of Offices, an Administrative Officer, the Regional Employment Officer or District Employment Officer and the Principal or Senior Lecturer of the local College to be nominated by the Deputy Commissioner.
2. Further, all direct recruitment vacancies in Grade-III posts which are outside the purview of NPSC as well as in Grade-IV posts in a Department, including such vacancies in the District offices of that Department, shall be filled up based on recommendation of the following Departmental Screening Committee (except Police Department):

(1) Director/Head of Department	- Chairman
(2) Representative of concerned Administrative Department not below the rank of Under Secretary	- Member
(3) Representative of P&AR Department not below the rank of Under Secretary	- Member
(4) A senior officer of concerned Directorate not below the rank of Deputy Director in-charge of administration	- Member Secretary
3. Appointments shall be made after the recommendations of the Departmental Screening Committee are approved by the Government.
4. All direct recruitment vacancies in Grade-IV posts in District offices of the Departments shall be filled up by the indigenous inhabitants of the respective District. In making recruitments to other Grade-IV posts in the Directorate and Secretariat level offices, the reservation policy for Backward Tribes shall be adhered to.
5. The Indigenous Inhabitant Certificate (IIC) may be verified with the help of latest Census records to rule out possibility of multiple IICs in the name of the same person.
6. This issues in supersession of all earlier instructions on the matter, including this Department's Office Memorandum of even number dated 4th June, 2016 and with the approval of the Cabinet vide Memorandum No. CAB-2/2013 dated 12th July, 2016.

Sd/- PANKAJ KUMAR
Chief Secretary to the Govt. of Nagaland