

**GOVERNMENT OF NAGALAND
OFFICE OF THE COMMISSIONER
NAGALAND KOHIMA**

NO. CNE-1/GEN/2015/154

Dated Kohima, the 14th September, 2018

OFFICE MEMORANDUM

Sub : Guidelines of Recruitment of Grade-III & IV under District Administration by the district Level Recruitment Board (DLRB)

In pursuance to P & AR U.O.No. 280, Dated 11/09/2018 and in supersession to all letters/O.Ms/Notification issued by this Office with regard to guidelines for conduct of DLRB the following guidelines are hereby issued with regard to recruitment of Grade III & IV under District Administration.

1. There will be a District Level Recruitment Board (DLRB) consisting of the following Members for recruitment of:

- i) LDA cum Computer Assistant
 - a) The Deputy Commissioner of the District Chairman
 - b) Officer (Hq) in charge of Establishment Member Secretary
 - c) The ADC/SDO (C) of the concerned Sub-Division Member
 - d) District Employment Officer of the District Member
 - e) Principal or Senior Lecture of the Local College Member

* The Recruitment Board should be strictly constituted as per the guidelines.
- ii) Dobashis
 - a) The deputy Commissioner of the District Chairman
 - b) Officer (Hq0 in charge of Establishment Member Secretary
 - c) The ADC/SDO (c) of the concerned Sub-Division Member
 - d) District Employment Offier of the District Member
 - e) Principal or Senior Lecture of the Local College Member

- f) PA to DC Member
- g) Head Dobashi Member

* The Recruitment Board should be strictly constituted as per the guidelines.

iii) Drivers

- a) The Deputy Commissioner of the District Chairman
- b) Officer (Hq) in charge of Establishment Member Secretary
- c) The ADC/SDO (C) of the concerned Sub-Division Member
- d) District Employment Officer of the District Member
- e) District Transport Officer (DTO) Member
- f) Principal or Senior Lecturer of the Local College Member
- g) Vehicle Inspector / Head Driver Member

* The Recruitment Board should be strictly constituted as per the guidelines.

- iv) a) The Deputy Commissioner of the District Chariman
- b) Officer (Hq) in charge of Establishment Member Secretary
- c) The ADC/SDO (C) of the concerned Sub-Division Member
- d) District Employment Officer of the District Member
- e) Principal or Senior Lecturer of the Local College Member

* The Recruitment Board should be strictly constituted as per the guidelines.

2. All vacancies arising in the Districts shall be filled up on 67:33 basis between the in service and fresh candidates, as per P & AR Department O.M. No. AR-3/GEN-201/2009 dated 17th March 2015. In-service shall refer exclusively to those employees who have been appointed on contract/casual/ex-cadre without sanctioned post and who are verified and found to be genuine by the District Level Verification Committee. The concerned Dcs should work out the ratio strictly as per the guidelines and submit to the Commissioner, Nagaland for approval.
3. The in-service employees will be regularised as per seniority, provided they fulfill all laid down criteria. The proposal for regularization through seniority, should be sent to the Commissioner for approval. This will be effective for 5 (five) years from the date of issue of this O.M. In case, there are no more in-service to be regularised under quota reserved for in-service (i.e. 67% of the total vacancies). The vacancy will automatically be made open for fresh candidates.
4. All vacancies in the Districts arising out of newly created posts and resultant vacancies arising out of promotion/retirement/resignation/death should be accumulated/complied, also taking into account anticipating vacancies that would arise till December of that year and DLRB to fill up the vacant posts should be proposed once in a calendar year, on or before June of every year)
5. For filling up of any vacant post in the Districts, the Office of the Deputy Commissioner after getting approval of the Commissioner, Nagaland, shall advertise the details of such vacant posts in one of the leading local dailies giving 30 (thirty) days time for eligible candidates to apply before the date of written exam/interview. All the Districts will

conduct the DLRB exams on the same day, as fixed by the Commissioner, Nagaland.

6. The eligibility criteria for all categories of post should be as per Government laid down rules issued from time to time. All Grade - III & IV posts under District Administration is reserved for indigenous inhabitant of the respective District. In Case, there exist more than on tribe in a District, roster may be maintained.
7. The recruitment process of LDA-cum-Computer Assistant will consist of the following:
 - a. There will be Written test for 2 (two) hours consisting of 80 Marks as below:

i. Essay	10 Marks
ii. Precis Writing	10 Marks
iii. Grammar	10 Marks
iv. Construction of Sentences	10 Marks
v. General Knowlege	20 Marks
vi. Computer Basics	20 Marks
 - b. Only those Candidates who secure a minimum of 50% in th Written test will be eligible to sir for the Computer Practical Test for 30 minutes consisting of 20 Marks.
 - c. There will be an Oral interview of a maximum of 12 Marks (i.e. 12 % of the total marks of written computer practical exam).
 - d. A merit list will be prepared as per the scores obtained by the candidates in the written test and from this list, 3 (three) candidates will be called for each vacant post fro the Oral interview.
 - e. A final merit list will be prepared by combining the scores fo the Written test and Oral interview of the candidates and the Board will recommend for appointment as per the final merit list, which will be valid for 6 (six) months.
 - f. A wait-list of candidates will be prepared from the merit list, which will also be valid for 6 (six) months only. There will be 1 (one) candidate for each post in the wait-list. The wait-list will be applicable only for the post for which the recruitment exercise was done.
8. The recruitment process for Dobashis will consist of only Oral Interview of Customary Laws with a total of 100 Marks as given below:

i. Marriage Laws and Divorce Laws	10 Marks
ii. Land Dispute and Settlement procedure	20 Marks
iii. Law and Order	10 Marks
iv. Traditions for starting a New Village	10 Marks
v. History of Tribe	10 Marks
vi. Cattle Grazing and Trespass Laws	10 Marks
vii. Succession / Hereditary Laws	10 Marks
viii. Property Dispute Case	10 Marks
ix. Live case (from file.DB Coiurt)	10 Marks

 - a. A final merit list will be prepared and the Board will recommend for appointment as per the final merit list. The merit list will be valid for 6 (six) months only.
 - b. A wait-list of candidates will be prepared from the merit list, which will also be valid for 6

- (six) months only. There will be 1 (one) candidate for each post in the wait-list and the wait-list will be applicable only for the post for which the recruitment exercise was done.
9. The recruitment process for Drivers will consist of Practical Test as well as Oral Interview.
 - a. The Practical Test will consist of 100 Marks with the following components:

i. Knowledge of vehicle Parts	20 Marks
ii. Protocol Knowledge	05 Marks
iii. Things to be checked before getting into a vehicle	10 Marks
iv. Driving Etiquette	10 Marks
v. Starting	05 Marks
vi. Knowledge of Traffic rules	10 Marks
vii. Giving way to traffic	05 Marks
viii. Overtaking	05 Marks
ix. Stopping/braking	10 Marks
x. Post duty checks	10 Marks
xi. Cleanliness & Hygiene	10 Marks
 - b. The Oral interview will consist of 12 Marks (i.e. 12% of the Practical Test)
 - d. A final merit list will be prepared from the scores obtained in the Oral interview and the Board will recommend for appointment as per the final merit list, which will be valid for 6(six) months.
 - d. A merit list will be prepared as per the scores obtained by the candidates in the Practical test and from this list, 3 (three) candidates will be called for each vacant post for the Oral interview.
 - e. A wait-list of candidates will be prepared from the merit list, which will also be valid for 6 (six) months only. There will be 1 (one) candidate for each post in the wait-list and the wait-list will be applicable only for the post for which the recruitment exercise was done.
 10. The recruitment process for Grade-IV posts will consist of only an interview of 100 Marks. The post for landowners should be as per Government laid down rules issued by the Land Revenue Department. In case there exists an agreement /MoU for providing Grade-IV posts to the landowners, such agreement /MoU may be considered. If there are more than 1 (one) landowner. A to be made as per vacancy serial wise/on roster basis.
 - a. A final merit list will be prepared from the scores obtained in the Oral interview and the Board will recommend for appointment as per the final merit list, which will be valid for 6 (six) months.
 - b. A wait-list of candidates will be prepared from the merit list, which will also be valid for 6 (six) months only. There will be 1 (one) candidate for each post in the wait-list and the wait-list will be applicable only for the post for which the recruitment exercise was done.
 11. During the conduct of DLRS in the Districts, it is mandatory for the Board Members to mark in the score sheet with pen and not pencil.
 12. The Deputy Commissioner i.e. Chairman of the DLRS should ascertain that the meeting minutes along with the recommended list of candidates shall be prepared in the prepared in the presence of all the Members constitute for the said DLRS on the same day after the

interview is over. Delay in submission of the meeting minutes will not be accepted for approval.

13. All candidates called for the interview will need to produce the following Certificates in original namely:
 - a. Educational Qualification Certificates
 - b. Proof of Age Certificate as prescribed by the Government for various grades.
 - d. Scheduled Tribe (ST) Certificate.
 - d. Indigenous Inhabitant Certificate (IIC)
 - e. Experience Certificate (if any)
 - f. Diploma in Computer (for LDA-cum-Computer)
 - g. Valid Driver's License (for Drivers)
 - h. Police Antecedent Certificate
14. The selected candidates will be subject to Medical Examination/Test which shall be arranged by the Deputy Commissioner and the appointment of the selected candidates will be subject to the result of the Medical Examination/Test.
15. The Recruitment Board will recommend the candidate to be appointed for each post and the Deputy Commissioner concerned will forward the same along with all the relevant details such as marks secured by each candidate in the written/practical and oral interview along with the DLRB and DPC meeting minutes to the Commissioner, Nagaland for approval.
16. The recommendation of the District Level Recruitment Board (DLRB) shall not give the candidate the right to claim for appointment
17. The merit list on being approved will remain valid for 6 (six) months from the date of declaration of result in the respective Districts.
18. Henceforth, Annual Performance Appraisal Report (APAR) shall be maintained for all categories of in-service employees.
19. In case any discrepancies / anomalies arise in the recommendation made by the Recruitment Board the Commissioner, Nagaland will be the final authority to give decision.
20. The above guidelines are issued for strict compliance.

Sd/-M. PATTON

Commissioner to the Govt. of Nagaland