



सत्यमेव जयते

GOVERNMENT OF NAGALAND

DEPARTMENT OF HIGHER EDUCATION

SERVICE RULES

FOR

HIGHER EDUCATION SERVICES

NAGALAND : KOHIMA

**GOVERNMENT OF NAGALAND
DEPARTMENT OF HIGHER & TECHNICAL EDUCATION**

NOTIFICATION

Dated Kohima, the 13th October, 2003

No. HTE/10-2/2001: In exercise of power conferred by the proviso to article 309 of the Constitution, the Governor of Nagaland is pleased to make the following rules to regulate the recruitment and conditions of service of persons appointed to Nagaland Higher Education Service:

1. Short Title and Commencement

- (i) These Rules may be called the Nagaland Higher Education Service Rules, 2003.
- (ii) These Rules shall come into effect from the date of their publication.

2. Definitions

In these Rules unless the context otherwise requires:

- (i) "Appointing Authority" means the Governor of Nagaland.
- (ii) "Commission" means the "Nagaland Public Service Commission".
- (iii) "Constitution" means the "Constitution of India".
- (iv) "DPC" means the Departmental Promotion Committee.
- (v) "Director" means the "Director of Higher & Technical Education".
- (vi) "Government" means the "Government of Nagaland".
- (vii) "Governor" means the "Governor of Nagaland".
- (viii) "Gazette" means the Nagaland Gazette.
- (ix) "He" shall also mean "she".
- (x) "Higher Education" means the Post Matric Education or

Education above a level to be determined by the Government from time to time.

- (xi) "Member of the Service" means a member of the Nagaland Higher Education Service (Group-A) recruited to the service before or after commencement of these Rules.
- (xii) "Placement" means promotion of a member of the service to a higher pay scale along with his own post, and with the same nature of duties.
- (xiii) "Regular Appointment" means the appointment made against a substantive post in accordance with the provisions of these Rules.
- (xiv) "Secretary" means the Secretary to Government of Nagaland, Department of Higher & Technical Education and shall include Additional Chief Secretary, Principal Secretary, Commissioner & Secretary or Additional Secretary holding charge of the Department independently.
- (xv) "State" means the State of Nagaland.
- (xvi) "Service" means the Nagaland Higher Education Service.
- (xvii) "Scheduled Tribe" shall have the same meaning as in clause 25 of Article 366 of Constitution of India.
- (xviii) "Schedule" means the schedule(s) appended to these Rules.
- (xix) "Year" means the calendar year.
- (xx) "UGC" means the University Grants Commission.

3. Constitution of Service

The service shall consist of the following persons:

- (i) persons who at the commencement of these Rules are holding regular appointment to the posts specified in Schedule-I.
- (ii) persons recruited to the service in accordance with the provisions of these Rules.

4. Gradation of posts under the service

(1) The service shall consist of the following grades of posts:

<u>Grade</u>	<u>Post</u>
(a) Special Selection Grade	: Director, Higher & Technical Education
(b) Higher Selection Grade	: Addl. Director, H&TE/College Principal
(c) Selection Grade	: Jt. Director, H&TE/Selection Grade Lecturer/Reader/Selection Grade Librarian
(d) Senior Grade	: Dy. Director, H&TE/Sr. Grade Lecturer/Sr. Grade Librarian
(e) Junior Grade	: Lecturer/Librarian

(2) Each of the grade of posts specified above shall form an independent grade, and a member of one grade shall have no claim for appointment to the higher grade except in accordance with the provision of these Rules.

5. Strength of Service & Pay Scale

The strength of the service at the commencement of these Rules, both permanent and temporary, as well as the pay scales attached to various grades of posts in the service shall be as specified in Schedule-I, provided that the State Government may reduce or add to any of the posts from time to time by notification, which will have the effect of amending the Schedule-I.

6. Age

- (i) The minimum age for direct recruitment to the post of Lecturer/Librarian is 21 years, as on the date of application for the post. The maximum age limit shall be 30 years relaxable by 5 years for candidates belonging to Scheduled Tribe/Scheduled Caste.
- (ii) The maximum age shall be relaxable for a further period of 5 years in respect of Government Servant who has put in a continuous service of 3 years whether on regular or contract or adhoc basis either in Central Government or in State Government.

- (iii) The maximum age is also relaxable up to 35 years for candidates having M. Phil./D.Litt./D. Sc./Ph. D. degree, and further relaxable by 5 years for SC/ST candidates.

7. Disqualifications

- (i) No person who has more than one wife living shall be eligible for appointment to any post under these Rules.

Provided that if any person after joining the service under these rules marries again when the first wife is living and divorce or separation has not taken place, he or she shall be immediately discharged from the service unless the Government is satisfied that such marriage is permissible under the personal law applicable to such person.

- (ii) Candidates who are already in Government service or in the service under Statutory Bodies shall not be appointed unless Release Certificate or No Objection Certificate from the Government or the employer is furnished.

- (iii) No person shall be qualified for appointment to the service unless he is a citizen of India.

- (iv) No person shall be appointed to the service whose character and antecedents are adversely reported upon by a competent authority.

- (v) No person who attempts to enlist support for his candidature directly or indirectly through any recommendation either written or oral shall be appointed to the service.

8. Method of recruitment

- (i) The **method of recruitment to** posts specified in the Schedule-I shall be as follows:
 - (a) by direct recruitment
 - (b) by promotion
- (ii) The respective quota of recruitment by direct recruitment and by promotion, and the conditions and qualification required for direct recruitment and for promotion/placement to various grades of the service shall be as specified in Schedule II.

9. Direct recruitment

- (i) Whenever there is a vacancy or expected vacancy in the service to be filled up by direct recruitment under these Rules, the Department shall immediately send a requisition in the form prescribed by the Commission indicating the subject(s) or academic disciplines, and the number of vacancies.
- (ii) The Commission shall advertise the post(s) specifying as far as possible the terms and conditions under these rules and the number of vacancies to be filled up.
- (iii) A candidate must apply on or before such date and in such manner and in such form as may be prescribed by the Commission.
- (iv) An interview for selection to the post shall be held at such time and place as may be prescribed in the notice issued by the Commission for the purpose.
- (v) The Commission shall arrange the names of all the selected candidates in order of merit, which shall be determined on the

basis of the academic records of the candidates and interview. If two or more candidates obtain equal marks, the Commission shall arrange their names in the order of their date of birth, the older being senior. The Commission shall forward to the Government the names of successful candidates in the order of merit equal to the number of vacancies requisitioned for direct recruitment. Further, a waiting list equal to the number of vacancies reported in each of the disciplines requisitioned will be prepared by the Commission. The appointment shall be made as per the merit list. The list, including the waiting list shall remain valid for six months from the date the Commission approves it.

Provided that the arrangement of names of the qualified candidates in order of merit shall be subject to the reservation policy for Scheduled Tribes and Backward Tribes as per instructions issued by the Government from time to time.

- (vi) For selection of candidates in order of merit. maximum marks awardable shall be 100 marks for academic records, and 50 marks for interview.
- (vii) Marks for academic records shall be awarded by giving specific weightages to various stages of examinations in the following manner:-

(a) Percentage of marks in HSLC Examination	= 10%
(b) Percentage of marks in HSSLC/PU Examination	= 10%
(c) Percentage of marks in Degree level Examination	= 20%
(d) Percentage of marks in P.G Examination	= 40%
(e) Clearance of NET	= 20%
Total	= 100%

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- (viii) Mark sheets for selection of candidates shall be prepared in the manner prescribed in Schedule III.
- (ix) The inclusion of names of the candidates shall confer no right to the candidate for appointment unless the Government is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service.

10. Educational qualification

The required educational qualification for direct recruitment to the service shall be as follows:-

(i) For Lecturer:

- (a) Master's degree from a recognized University in the subject with minimum 55% marks, relaxable by 5% for the SC/ST category.
- (b) Good academic record.
- (c) Preference will be given to candidates who have cleared the National Eligibility Test (NET) for lecturers conducted by UGC, CSIR or similar test accredited by UGC.

(ii) For Lecturer NCTE:

In addition to the prescribed educational qualification for the post of lecturer, candidates for the posts of lecturer in the Nagaland College of Teachers' Education must possess B.Ed./B.T./M. Ed. or equivalent professional qualification.

(iii) For Librarian:

The minimum qualification for the post of librarian shall be Master's degree in library science/Information science/documentation or an equivalent professional degree from a recognized University with minimum 55% marks relaxable by 5% in case of SC/ST candidates.

(iv) For Lecturer in Computer Science:

(a) MCA/M.Tech/M. Sc (Computer Science)

11. Method of recruitment by placement of Lecturers/Readers

(i) All placements of Lecturers to higher grade shall be made by the Government only on the recommendation of the DPC.

(ii) The required qualification and conditions for placement as Sr. Grade/Selection Grade Lecturers and as Readers shall be as follows:-

(a) For placement of Lecturer as Sr. Grade Lecturer:

(i) a minimum 6 years of service as Lecturer after regular appointment, relaxable by one year and two years respectively for those with M.Phil and Ph. D. degrees.

(ii) must have cleared NET in respect of those lecturers who were appointed/regularized in the service after the publication of these rules.

(iii) must have attended one orientation course and one refresher course of 3 to 4 weeks duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. (Those with Ph. D. degree would be exempted from one refresher course)

(iv) should have consistently satisfactory performance appraisal report.

- (b) **For placement of Sr. Grade Lecturer as Selection Grade Lecturer/Reader:**
- (i) a minimum of 5 years service in the grade of Sr. Grade Lecturer.
 - (ii) must have attended 2 refresher courses or summer institutes, each of 4 weeks duration or its equivalent after placement as Sr. Grade Lecturer.
 - (iii) must have consistently satisfactory performance appraisal reports in the field of teaching, contribution to the corporate life of the institution, examination work and other extension activities.
 - (iv) a Sr. Grade Lecturer with Ph. D. degree, and fulfilling the above conditions may be placed as Reader, and those without Ph. D. degree but fulfilling the above conditions may be placed as Selection Grade Lecturer.

12. Departmental Promotion Committee

- (i) For the purpose of recruitment by promotion/placement from a lower grade to higher grade of the service, there shall be a Departmental Promotion Committee consisting of the following members:
 - (a) Chairman of the Commission - Chairman
 - (b) One Member of the Commission to be nominated by the Chairman - Member
 - (c) Chief Secretary or a Senior Secretary nominated by him - Member
 - (d) Secretary in charge of Deptt. of P&AR - Member
 - (e) Secretary in charge of Deptt. of Higher & Technical Edn. - Member

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- (f) Director of Higher & Technical
Education - Member-Secretary

However, the Director shall not be a member of the Committee for preparation of the select list for promotion to the post of Director, in which event, the Secretary of the Department of H & TE shall become the Member Secretary.

- (ii) The proceedings of the Committee shall be valid if attended by three or more members including one each from Sl. No. 1 & 2, Sl. No. 3 & 4 and Sl. No. 5 & 6
- (iii) The appointing authority shall call upon the Committee to make recommendations for promotion/placement from amongst the eligible members of the service and simultaneously forward to the Commission of the following documents:
- (a) The annual confidential report or appraisal report for preceding three years
- (b) Final seniority list
- (c) Integrity certificate/vigilance clearance
- (d) Any other relevant document in respect of the eligible persons
- (iv) The promotion/placement shall be made on the basis of merit-cum-seniority.
- (v) On receipt of the documents specified under sub-rule (ii) by the Commission, and after such clarifications as may be required, the Committee shall meet and prepare a select list of candidates eligible for placement or promotion to the higher grade along with the date from which they are eligible during the calendar year equal to the number of vacancies or anticipated vacancies.

- (vi) Whenever a junior candidate is recommended for promotion/ placement in preference to a senior one, the Committee shall record in writing the reasons for doing so.

13. Incentives for higher qualifications:

The following incentives in the form of advance increments shall be admissible to members of the service for acquiring higher qualifications:

- (i) 4 (four) and 2 (two) advance increments shall be given to those holding Ph. D. and M. Phil. Degree respectively at the time of recruitment. D. Litt/D. Sc. shall be treated at par with Ph. D. and M. Litt at par with M. Phil.
- (ii) One more increment will be admissible to those with M. Phil./ M. Litt. Degree who acquire Ph. D. within two years of recruitment.
- (iii) A lecturer will be eligible for two advance increments as and when he or she acquires Ph. D. during the service career.
- (iv) 2 (two) advance increments will be admissible to a senior grade lecturer with Ph. D. when he or she moves to selection grade lecturer as Reader.
- (v) 3 (three) advance increments shall be admissible to the librarian having Ph. D.
- (vi) 2 (two) advance increments will be admissible in case a librarian acquires Ph. D. while in service.

However, the above incentives shall not be admissible to teachers who were/will be recruited as Lecturers by providing relaxation from NET qualification for any reason.

14. Probation

- (i) Persons appointed directly to the service through the Commission shall be on probation for a period of two years.
- (ii) The appointing authority may extend the period of probation by a period not exceeding one year if deemed fit in appropriate cases.
- (iii) The appointing authority may dispense with the services of a probationer if during or at the end of the probation period or extension thereof the probationer is considered to be unfit for regular appointment.
- (iv) On the successful completion of probation, the State Government will regularize the appointment of the probationer to the service. Provided that regular members of service at the commencement of these Rules will be deemed to have been given regular appointment from the date of entry into service.
- (v) The period of probation completed successfully shall be counted in full as qualifying service for all purposes.

15. Seniority

- (i) The seniority of members of the service recruited in any year in a particular cadre shall be in the order in which their names are arranged in the list drawn up under Rule 9. However the inter-se seniority between those officer recruited through direct recruitment and those recruited through promotion during the same calendar year shall be determined in accordance with the principles prescribed vide P & AR Deptt's O.M.No.11/ APA/1/66 dated 9th June, 1966."
- (ii) The seniority of Lecturers/Librarians of Private Colleges being taken over by the State Government, and those of contract Lecturers/Librarians whose services are being regularized by the Government, shall be regulated in accordance with the norms that may be notified by the Govt. for the purpose from time to time.

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- (iii) Members of the service recruited under Rule 9 shall be senior to those recruited under other sources of recruitment in the calendar year.
- (iv) A member of the service who gets placement in the next higher grade through DPC shall automatically become senior to other members of the service who continue to be in the lower grade.

16. Confirmation

Subject to availability of substantive vacancies, confirmation against a post in the service shall be made only once and further confirmation in each grade thereafter shall not be necessary provided the following conditions are fulfilled:

- (i) the member of the service is considered fit for confirmation in consideration of all other aspects and conditions as are or may be laid down by the Government.
- (ii) the member of the service has attended the prescribed courses or camps or other such training that may be stipulated by the Government.

17. Recognized degree

The recognized degree will be that granted by a University recognized by the University Grants Commission/IAUL

18. Transfer

Members of the service are liable to be transferred within the State of Nagaland provided such transfer fits into the academic operation of the institution concerned and provided further that the incumbent possesses such qualifications as may be prescribed for the post(s) to which transfer takes place.

19. Power to dispense with or relax the rules

Where the Government is satisfied that the operation of any of these Rules may cause undue hardship in any particular case, the Government, in consultation with the Commission, may dispense with or relax that Rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.


20. Interpretation

Any question or doubt arising out of the interpretation of these Rules shall be referred to the Government whose decision thereon shall be final.

21. Repeal and saving

The Nagaland Higher Education Service Rules, 1990 as amended from time to time are hereby repealed.

Provided that all orders made or actions taken under the Rules so repealed shall be deemed to have been validly made or taken.



(Lalthara)

13.10.03

Addl. Chief Secretary to the Government,
Department of Higher & Technical Education

Add. Chief Secretary, (H & TE)
(Lalthara)
13.10.03

Handwritten mark

1.	Special Secretary to Governor, Raj Bhavan.
2.	Principal Secretary to Chief Minister.
3.	P.S to Minister, H & TE.
4.	Chief Secretary to the Govt. of Nagaland.
5.	Principal Secretary, P & AR.
6.	Finance Commissioner, Nagaland.
7.	Secretary (Law & Justice).
8.	Secretary, NPSC, Kohima.
9.	Director, H & TE.
10.	Principal, Govt. Colleges/Kohima Science College, Kohima/Fazi Ali College, Mokokchung/Sao Chang College, Tuensang/Wangkha College, Mon/Zunheboto Govt. College, Zunheboto/Phek Govt. College, Phek/Mt Tiyi College, Wokha/Dimapur Govt. College, Dimapur/ Nagaland College of Teachers Education, Kohima.

Copy to:-

Memo No. THE/10-2/2001/ // Dated Kohima, the 13th Oct 2003.

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SCHEDULE-I
(See Rules 4 and 5)

Sl. No	Grade and name of the post	Scale of pay (Rs. Per month)	No.of posts
1	2	4	5
1.	<u>Spl. Selection Grade</u> (i) Director	16,400-450-20,000 (State Scale)	1
2.	<u>Higher Selection Grade</u> (i) Additional Director (ii) College Principal	14,300-400-18,300 (State Scale) - do -	1 9
3.	<u>Selection Grade</u> (i) Jt. Director (ii) Selection Grade Lecturer/Reader (iii) Selection Grade Librarian	12,000-420-18,300(UGC) - do - - do -	2 * **
4.	<u>Senior Grade</u> (i) Deputy Director (ii) Senior Grade Lecturer (iii) Senior Grade Librarian	10,000-325-15,200 - do - - do -	1 * **
5.	<u>Junior Grade</u> (i) Lecturer (ii) Librarian	8000-275-13,500 - do -	357* 4**
	Total		376

- NB:(i)** * The combined strength of posts of Lecturers, Sr. Grade and Selection Grade Lecturers are shown together under S1. No.5 (i).
- (ii) ** The combined strength of posts of Librarians, Sr. Grade and Selection Grade Librarians are shown together under S1.No.5 (ii).

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- (iii) Those who are appointed as Addl. Director/Principals shall have liberty to opt for either the State scale (Higher Selection Grade) or the UGC scale (Selection Grade). They shall also be entitled to special pay of Rs. 1000/- per month.
- (iv) The number of posts of Sr. Grade and Selection Grade Lecturers/Librarians shall be drawn from the total strength of lecturers and librarians respectively.
- (v) All administrative posts such as Addl. Director, Jt. Director & Principals are to be manned by Selection Grade Lecturers/Readers who will be drawn from within the over all sanctioned strength of the post of lecturers.

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Schedule-II

(See Rule 8)

Sl.	Grade and name of the Post	Percentage to be filled by direct recruitment or promotion/placement		Qualification, eligibility and other conditions for direct recruitment, promotion or placement
		Direct recruitment	Promotion/Placement	
1	2	3	4	5
1.	<u>Spl. Selection Grade</u> (i) Director		100%	(i) The post shall be filled up by the promotion the from amongst the members of the service, who have rendered not less than 2 yrs of service in the immediate lower grade of Addl. Director/Principal, based on the principal of merit-cum-seniority.
2.	<u>Higher Selection Grade</u> (i) Additional Director (ii) College Principal	Nil	100%	(i) The post of Addl. Director shall be filled up by the selection from amongst the Principals on the basis of merit-cum seniority. (ii) The posts of Principal shall be filled up by the promotion from amongst Readers/Selection Grade Lecturer/Jt. Directors who have completed a minimum of 3 years in the Selection Grade and 15 years of total service, based on the principal of merit-cum-seniority.
3.	<u>Selection Grade</u> (i) Jt. Director (ii) Selection Grade Lecturer/Reader (iii) Selection Grade Librarian	Nil	100%	(i) The post of Jt. Director shall be filled up by selection from amongst Selection Gr. Lecturers/Readers on the basis of merit-cum-seniority. (ii) The post of Selection Grade Lecturers/Readers shall be filled up by placement from amongst the Sr. Grade Lecturers who fulfilled the conditions prescribed under Rule 11(ii) (b). (iii) The post of Selection Grade Librarian shall be filled up by placement from amongst the Senior Grade Librarians who have completed 8 years of service as Sr. Grade Librarian.
4.	<u>Senior Grade</u> (i) Deputy Director (ii) Senior Grade Lecturer (iii) Senior Grade Librarian	Nil	100%	(i) The post of Dy. Director shall be filled up by selection from Sr. Grade Lecturer on the basis of merit cum seniority. (ii) The post of Sr. Grade Lecturers shall be filled up by placement from amongst the Lecturers who fulfilled the condition prescribed under Rule 11 (ii) (a). (iii) The post of Senior Grade Librarians shall be filled up by placement, of Librarians who have completed 8 years of service.
5.	<u>Junior Grade</u> (i) Lecturer (ii) Librarian	100%	Nil	The posts of Lecturers and Librarians shall be filled up by direct recruitment of candidates who possess the required qualifications prescribed under Rule 10.

