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NOTIFICATION

No.A. 11011/1/MCS(G), the 15th July, 1988. In exercise of the powers conferred by the proviso 2 of Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following rules regulating the recruitment and conditions of the service of persons appointed to the Mizoram Civil Service :-

PART I — GENERAL

1. SHORT TITLE AND COMMENCEMENT :

- i) These Rules may be called the Mizoram Civil Service Rules, 1988.
- ii) They shall come into force from the date of this notification.

2. DEFINITIONS : In these rules unless there is anything repugnant in the subject or context—

- a) “ Constitution ” means the Constitution of India.
- b) “ Commission ” means the Mizoram Public Service Commission.
- c) “ Government ” means the Government of Mizoram.
- d) “ Governor ” means the Governor of Mizoram.

- e) " Member " means a person appointed in a substantive capacity to any grade of the Mizoram Civil Service and includes a person on probation to the Mizoram Civil Service in accordance with these rules.
- f) " Schedule " means a Schedule appended to these rules.
- g) " Scheduled Castes " means such castes as are specified by the President of India under Article 341 (1) of the Constitution of India as modified by law made by Parliament from time to time in so far as the specification pertains to the state of Mizoram.
- h) " Scheduled Tribes " means such tribes as are specified by the President of India under Article 342 (1) of the Constitution of India as modified by law made by Parliament from time to time in so far as the specification pertains to the state of Mizoram.
- i) " Service " means the Mizoram Civil Service.
- j) " State " means the State of Mizoram.
- k) " Year " means Calendar year.
- l) " Gazette " means the Mizoram Gazette

PART II-CONSTITUTION, DESIGNATION AND CLASSIFICATION

3. **CONSTITUTION** : There shall be constituted a state Civil Service to be known as Mizoram Civil Service.
4. **DESIGNATION** : Members of the Mizoram Civil Service shall, at the commencement of the e rules, be designated as mentioned in Schedule-I of these rules and such other designations which the Governor may hereafter confer.
5. **CLASSIFICATION OF SERVICE** :
- i) The Service shall have four grades, namely :—
 - a) Selection Grade.
 - b) Junior Administrative Grade
 - c) Senior Grade.
 - d) Junior Grade.
 - ii) The number of posts in the Selection Grade shall be 3% of the authorised permanent strength of the Service.
 - iii) The number of posts in the Junior Administrative Grade shall be 14% of the authorised permanent strength of the Service.
 - iv) The number of posts in the Senior Grade shall be 35% of the authorised permanent strength of the Service.

PART III—AUTHORISED PERMANENT STRENGTH

6. AUTHORISED PERMANENT STRENGTH OF THE SERVICE :

- i) The authorised and permanent strength of the Service and the nature of the posts therein shall be as determined by the Governor from time to time.
- ii) At the commencement of these rules, the composition and strength of the service shall be in accordance with the initial constitution made under rule 11 of PART-V of these rules.

PART IV—METHOD OF DIRECT RECRUITMENT.

7. DIRECT RECRUITMENT :

- i) Save as provided in rules 11 of these rules, appointment to the Service against all the substantive vacancies which occur from time to time in the authorised permanent strength of the Service shall be only through competitive examination in the manner specified in these rules.
- ii) a) Qualification for admission to the examination and the conduct thereof shall be in accordance with such regulations as the Governor may, in consultation with the Commission, issue from time to time.
 (b) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final; and a candidate to whom a certificate or admission card has not been issued by the Commission shall not be admitted to the examination.
- iii) The Commission shall prepare and forward to the Governor a list arranged in order of merit of the candidates who have qualified in the examination.
- iv) The inclusion of candidate's name in the list shall confer no right to appointment unless the Governor is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the Service and an actual offer of appointment is made.
- v) A competitive examination for direct recruitment to the Service shall be held at such intervals as the Governor may, in consultation with the Commission, determine from time to time. The dates on which and the places at which the examination shall be held shall be fixed by the Commission.

8. CONDITIONS OF ELIGIBILITY FOR APPEARING AT THE COMPETITIVE EXAMINATION :

In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely :-

- i) NATIONALITY : He must be a citizen of India.

- ii) AGE : He must have attained the age of 21 years but must not have exceeded the age of 27 years on the first day of the year of advertisement.

Provided that the upper age limit may be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and in respect of candidates belonging to special categories in accordance with any general or special order issued by the Government from time to time.

iii) EDUCATIONAL QUALIFICATION :

- a) He must hold a degree of any University recognised by the Governor for this purpose.
- b) At the commencement of these rules, the Universities recognised shall be as given in Schedule II of these rules.
- iv) He must pay the fees prescribed by the Commission.

9. APPOINTMENT OF DIRECT RECRUITS :

- i) Subject to the provisions of these rules, appointment to the Service shall be made from the candidates included in the list referred to in rule 7 (iii) of these rules strictly in the order of merit.
- ii) Appointment to the Service shall be made by the Governor and shall be notified in the Gazette.
- iii) A person shall join within 45 days of the date of receipt of the order of appointment, failing which and unless the Governor is otherwise pleased to extend the period, the appointment shall be cancelled.

10. APPOINTMENT BY SELECTION :

- i) If the exigencies of the Service so require, the Governor may, in consultation with the Commission, consider for appointment to the Service the cases of persons not belonging to the State Civil Service but serving in connection with the affairs of the State who —
- a) are of outstanding merit and ability; and
- b) have completed not less than twelve years of continuous service under the State Government in a gazetted post involving duties comparable in importance and responsibility to that of the State Civil Service.

Provided that the State Government shall not ordinarily consider the cases of persons who have already attained the age of 45 years; and

Provided further that not more than 3% of the authorised permanent strength of the Service shall be filled up under this rule at any time.

- iii) Every person selected and appointed under Sub-rule (i) of this rule shall undergo such training and for such period as the Governor may prescribe and consider necessary in any established training institutes within or outside the State.

PART V- INITIAL CONSTITUTION

11. At the commencement of these rules any person appointed in terms of the following orders shall be a member of the Service.
- i) Persons appointed under rule 15 of the Mizoram Civil Service Rules, 1977 as amended from time to time.
 - ii) Persons appointed to the posts set out in Schedule I(c) of these rules till the commencement of these rules on the basis of competitive examination as per Government advertisement No. MAP. 17/73 dated 10.7. '973 and No. MAP. 47/75/2 dated 10.1.1976.
 - iii) Persons not covered by Sub-rule (i) and (ii) of this rule but were holding duty posts immediately before 17th March, 1987 as defined under rule 2 (i) (c) of the Mizoram Civil Service Rules, 1977 as amended from time to time.
 - iv) Persons appointed to the posts set out in Schedule I(c) of these rules on the basis of competitive examination held as per Government advertisement No.A.12026/1/86-Pers (B) dated 22.3.1984.
 - v) Persons not covered by Sub-rule (iii) of this rule but were holding the posts set out in Schedule I(c) of these rules, including those holding temporary posts carrying the same designations specified in that Schedule and the nature of duties, status and scale of pay of which is identical to the Junior Grade of the Service.

Provided that no person shall be considered for inclusion under Sub-rule (iii) and (v) of this rule who does not qualify for appointment under the Mizoram Civil Service Rules, 1977 or the Mizoram Sub-ordinate Civil Service (Group-B Posts) Recruitment Rules, 1983.

12. SENIORITY OF INITIAL APPOINTEES :

The inter-se-seniority of the members of the Service appointed under Rule 11 of these rules shall be in the manner and sequence as under :—

- i) The inter-se-seniority of the members of the Service appointed under rule 15 of the Mizoram Civil Service Rules, 1977 vide Government of Mizoram, Appointment 'A' Department's Notification No. MAP. 117/73/266 dated 29th December, 1977 and NO. AAG.5/78 dated 13.12.1981 shall be maintained as was fixed in the Government of Mizoram, Personnel and Administrative Reforms 'B' Department's Notification NO.A.23021/1/11/82-APT (A) dated 16th December, 1983.

- ii) The inter-se-seniority of the officers who were holding posts equivalent to Mizoram Civil Service, or promoted on adhoc basis to the duty posts of Mizoram Civil Service or recruited in accordance with the Government advertisement NO.MAP.17/73 dated 10.7.1973 referred to in Sub-rule (ii) of rule 11 of these rules shall be maintained as was fixed in the Government of Mizoram, Department of Personnel and Administrative Reforms 'B' Branch's Notification NO.AAG. 101/77 dated 29th July, 1985.
- iii) The inter-se-seniority of the officers who were recruited in accordance with the Government advertisement NO.MAP.47/75/2 dated 10.1.1976 referred to in Sub-rule (ii) of Rule 11 of these rules shall be in the order of merit in the competitive examination.
- iv) The inter-se-seniority of the officers recruited in accordance with the Government advertisement NO.A.17026/1/86-Pers (B) dated 22.3.1984 referred to in Sub-rule (iv) of Rule 11 of these rules shall be in the order of merit in the competitive examination.
- v) The inter-se-seniority of the officers appointed under Sub-rule (v) of Rule 11 of these rules shall be in accordance with the list prepared under Rule 13 of these rules

13. SCREENING BOARD :

i) There shall be constituted a Screening Board consisting of :-

1. Chairman - Chairman, Mizoram Public Service Commission or his nominee in their absence, to be nominated by the Government.
2. Members -
 - i) Chief Secretary, Government of Mizoram.
 - ii) To be nominated by the Government.
 - iii) To be nominated by the Government
3. Member Secretary - Secretary, Government of Mizoram, Department of Personnel and Administrative Reforms or (in his absence).

the senior most Secretary to the Government of Mizoram.

- ii) The Committee shall consider all cases of officers in Sub-rule (v) of rule 11 of these rules for permanent absorption to the Mizoram Civil Service at the initial constitution.
- iii) The selection and inclusion in the list shall be based on merit with due regard to seniority and suitability in all respects and it shall also take into account the actual vacancies at the time of preparing the list.
- iv) The names of the persons prepared under this rule shall be submitted to the Governor for approval before actual absorption to the Service is made.

**PART-VI : APPOINTMENT, PROBATION, TRAINING AND
CONFIRMATION :**

14. **APPOINTMENT :** All appointments to the Service shall be made to the appropriate Grades of the Service and not against specific posts.

15. **DISQUALIFICATION :**

No person—

- a) Who has entered into or contracted a marriage with a person having a spouse living or,
- b) Who, having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the Service.

Provided that the Governor may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other ground for so doing, exempt any person from the operation to this rule.

16. **PHYSICAL FITNESS :** No candidate shall be appointed to the Service unless he is declared, after such medical examination, as the Governor may prescribe, to be mentally and physically sound and free from any defects likely to interfere with the discharge of the duties of his Service.

17. **PROBATION :**

- i) Every person recruited to the Service in accordance with these rules shall be on probation for a period of two years.

Provided that the period of probation may, for good and sufficient reasons to be recorded in writing, be extended by the Governor in the individual cases.

- ii) A person on probation shall be liable to be discharged from the Service at any time without assigning any reason thereof during the period of probation.
 - a) Provided that if he holds a lien on any permanent post under the state or the Central Government, he shall be liable to be reverted to that post.
 - b) Provided further that a person who holds a lien to any permanent post under the State or the Central Government may, if he so desires, during the period of probation have the option to revert back to his parent Department after giving such notice as may be prescribed by the Governor.
- iii) The requirement of undergoing the period of probation under Sub-rule (i) of this rule shall not be applicable in respect of persons appointed under Sub-rule (i) to (iii) of rule 11 of these rules.

18. **TRAINING** : Every probationer shall during the period of probation successfully undergo the Survey and Settlement Training and such other Training as the Governor may, from time to time prescribe.

Provided that the Governor may, if satisfied that there are special grounds for so doing, exempt a probationer from the operation of these rules.

19. **DEPARTMENTAL EXAMINATION** :

Every probationer shall during the period of probation appear at and pass such departmental examination as may be prescribed and conducted by the Commission.

Provided that the Governor may, for good and sufficient reasons temporarily exempt a probationer from any one or more of the prescribed departmental examinations.

20. **CONFIRMATION** :

A person who has been declared to have satisfactorily completed the period of probation shall be confirmed in the Service.

PART VII - MISCELLANEOUS

21. **TIME SCALE OF PAY** :

The time scale of Pay admissible to the Service shall be as follows, subject to revision by the Governor from time to time.

- i) Selection Grade : Rs.4500-150-5700/-
(non-functional) (On completion of 20 years of service & is calculated from the year of entry into Civil Service posts).
- ii) Junior Administrative Grade : Rs.3700-125-4700-150-5000/-
(non-functional) (On completion of 10 years of service and is calculated from the year of entry into Civil Service posts.)
- iii) Senior Grade : Rs.3000-100-3500-125-4500/-
(non-functional) (On completion of 5 years of service and is calculated from the year of entry into Civil Service posts.)
- iv) Junior Grade : Rs.2200-75-2800-EB-100-4000/-
(non-functional)

22. **FIXATION OF INITIAL PAY IN THE TIME SCALE** :

- i) On first appointment to the Service in Junior Grade, the initial pay of a member of the Service shall be fixed at the minimum of time scale unless under the Fundamental Rules or any other rules for the time being in force his pay has to be fixed at a higher stage.
- ii) On appointment to Senior Grade of the Service the initial pay of a member of the Service in the time scale shall be fixed in accordance with the

principles governing such fixation under the Fundamental Rules or any other rules for the time being in force.

- iii) On promotion of member of the Service to the Junior Administrative Grade, his pay shall be fixed in accordance with the principles under the Fundamental Rules or any other rules for the time being in force.
- iv) On promotion to the Selection Grade, pay of a member of the Service shall be fixed in accordance with the principles under the Fundamental Rules or any other rules for the time being in force.

23. INCREMENT :

- i) The first increment admissible to a member of the Service in the Junior Grade time scale shall accrue on the expiry of successful completion of the period of probation from the date of his joining the Service.
- ii) The pay of member of the Service on confirmation shall be fixed at such a stage in the Junior Grade time-scale as if he has been allowed his usual increments due but for withholding of due increments for the period prior to the date of his confirmation.
- iii) The Governor may withhold, for such time as he may direct, an increment or increments due to a substantive member of the Service who has failed to pass the Departmental examinations within such time as the Governor may, by general or special order, prescribe ; but withholding of such increment shall have no cumulative effect.

24. CROSSING OF EFFICIENCY BAR :

A member of the Service shall not be allowed to cross the efficiency bar in the Junior time scale of pay unless the Governor is satisfied about his ability and integrity.

25. PROMOTION TO HIGHER GRADES :

The appointments from one lower Grade to the next higher Grade shall be made by the Governor from a list of suitable members of the Service as prepared from time to time, and reviewed as and when necessary by a Selection Board consisting of the following namely :—

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------|
| (a) Chairman, Mizoram Public Service Commission or a member of the Commission in his absence, or to be nominated by the Government. | —Chairman |
| (b) Chief Secretary to the Govt. of Mizoram. | —Member |
| (c) To be nominated by the Government. | —Member |
| (d) —do— | —Member |
| (e) Secretary, D.P. & A.R., Govt. of Mizoram. | —Member Secy |

- ii) A member of the Service in the Junior Grade time scale shall be eligible for promotion to the Senior Grade time scale after he has served in the Junior Grade for a minimum period of 5 years, and the Governor is satisfied about his ability, integrity and character.
- iii) A member of the Service in the Senior Grade time scale shall be eligible for promotion to the Junior Administrative Grade time scale after he has put in a minimum period of 5 years in the Senior Grade, and the Governor is satisfied about his ability, integrity and character.
- iv) A member of the Service in the Junior Administrative Grade shall be eligible for promotion to the Selection Grade after he has served in the Junior Administrative Grade for a minimum period of 5 years, and the Governor is satisfied about his ability, integrity and character.

Provided that Service in a duty post or equivalent or higher post under the Central Government/or State Government on adhoc basis shall count towards the qualifying Service.

- v) The seniority of members of the Service promoted from lower grade to the next higher grade shall be in the order in which their names are arranged by the Selection Board for the purpose of promotion to the next higher Grade.

26. MISCELLANEOUS PROVISIONS :

Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of Service shall be regulated by the general rules framed by the Governor from time to time.

27. POWER OF THE GOVERNOR TO DISPENSE WITH OR RELAX ANY RULE.

Where the Governor is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may dispense with or relax that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided by any of these rules.

28. INTERPRETATION :

If any question arises relating to the interpretation of these rules, it shall be referred to the Governor whose decision thereon shall be final.

29. Repeal :

The Mizoram Civil Service Rules, 1977 as amended from time to time and the Mizoram Sub-ordinate Civil Service (Group 'B' Posts) Recruitment rules, 1983 stand repealed with the commencement of these rules.

AUTHORISED PERMANENT STRENGTH OF THE
MIZORAM CIVIL SERVICE

SCHEDULE - I
(Rule - 4)

(A) SELECTION GRADE	3% of the authorised permanent strength.	
(B) SENIOR GRADE/JUNIOR ADMINISTRATIVE GRADE		
1. Specific post included in "Schedule I" of the Mizoram Civil Service (Amendment) Rules, 1987		59.....
2. Deputation, Leave and Training Reserves in "Schedule I" of the Mizoram Civil Service (Amendment) Rules, 1987.		18.....
(C) JUNIOR GRADE.		
1. Specific Duty Posts included in the Mizoram Subordinate Civil Service (Group-B Posts) Recruitment Rules, 1983.....		57
2. Deputation, Leave and Training Reserves @ 10% each of		5717
	TOTAL OF (B) & (C)	151
	+ TOTAL OF (A)	... 5 (no-tional)
		156
	GRAND TOTAL...	156.

SCHEDULE - II

Rule 8 (iii) (b)

List of Universities approved by the Government of Mizoram.

Indian Universities.

Any University incorporated by an act of the Central or State Legislature in India.

University in Burma.
University of Rangoon.
English and Welsh Universities.

The Universities of Birmingham, Bristol, Cambridge, Durham, Leeds, Liverpool, London, Manchester, Oxford, Reading, Sheffield and Wales.

Scottish Universities.

The Universities of Aberdeen, Edinburgh, Glasgow and Adrews.

Irish Universities.

The University of Dublin (Trinity College).
The National University of Dublin.
The Queen's University, Belfast.

University in Pakistan

The University of Punjab.
The University of Sind.

University in Bangladesh.

The Dacca University.

Universities of America.

The University of Harvard.
The University of Yale.
The University of Columbia.
The University of Michigan.

SCHEDULE-I OF M.C.S. RULES 1977.

(See rules 4 and 15)

The authorised permanent strength of the service and particulars of the posts included in it are as follows:—

SPECIFIC POSTS UNDER THE GOVERNMENT OF MIZORAM :	59
Deputation, Leave and Training Reserves :	18
Total :	<u>77</u>

The above figures include the following posts :

I. SPECIFIC POSTS

1. Director, Land Revenue and Settlement	1
2. Director, Community Development	1
3. Deputy Secretary	7
4. Additional Deputy Commissioner	4
5. Director Labour and Employment	1
6. Director, Local Administration Department	1
7. Controller, Printing & Stationery	1
8. Under Secretary	8
9. Sub-Divisional Officer	9
10. Extra-Assistant Commissioner	5
11. Deputy Director of Supply & Transport	2
12. District Civil Supply Officer	2
13. Assistant Settlement Officer-I	2
14. Deputy Director, Community Development	1
15. Deputy Chief Electoral Officer	1
16. Block Development Officer	9
17. Deputy Controller, Printing and Stationery	1
18. Deputy Director, Land Revenue and Settlement	1
19. Settlement Officer	1
20. Assistant Director, Land Revenue and Settlement	1
Total:	<u>59-(A)</u>

II. RESERVES

1. Deputation reserve at 10% of 59	6
2. Leave reserve at 10% of 59	6
3. Training reserve at 10% of 59	6
Total:	<u>18-(B)</u>

III. Grand total of A and B : 77"

**A N N E X U R E — I OF MIZORAM SUBORDINATE CIVIL SERVICE (GROUP 'B' POSTS)
RECRUITMENT RULES, 1983
RECRUITMENT RULES FOR GROUP 'B' POST IN THE DEPARTMENT OF PERSONNEL &
ADMINISTRATIVE REFORMS 'B'**

Name of posts.	No of posts.	Classification	Scale of pay	Whether Selection post or non-selection post.	Whether benefit of added years of service admissible under rule 30 of the C.C.S (Pension) Rules 1972.	Age limit for direct recruits.	Education and other qualification required for direct recruits.
1	2	3	4	5	6	7	8
1. Admn. Officer (Gazetted)	34	General Central Service Group 'B'	Rs. 450-25-750-EB-30-900/-pm	Selection post (in case of promotion)	No.	Between 21 yrs. and 26 yrs. (See foot notes.)	Graduate of a recognised University- Preference will be given to candidates having not less than 5 years experience as A.O. (NG)
2. S.D.M.	10	(Gazetted, Non-Ministerial).					
3. A.D.O.	5						
4. Election officer	3						
5. Assistant Director, Community Development	1						
6. A.S.O. II							
Subject to variation depending on workload							

FOOT NOTES: The crucial date for determining age limit mentioned in Col. 7. of the Recruitment Rules, will, in each case, be the closing date for receipt of applications from candidates in India (other than Andaman & Nicobar Islands and Lakshadweep).