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## NOTIFICATION

### THIRD SCHEDULE

(See Sub-Rule (1) (2) and (3) of Rule 10)

No. A.12018/1/91-P&AR(GSW)/Pt. 17th August 1993; In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf and in pursuance of Rule 10 (1) (2) and (3) of the Mizoram Subordinate Ministerial Service Rules, 1993, the Governor of Mizoram is pleased to make the following regulation; namely:—

1. Short title and commencement :
  - 1) These Regulations may be called "The Mizoram Subordinate Ministerial Service Assistant Grade (Limited Departmental Examination) and Assistant, U.D.C. and L.D.C. Grade (Direct Recruitment Examination) Regulations, 1993".
  - 2) They shall come into force on the date of publication in the official Gazette.
2. Definition :
  - 1) In these Regulations, unless the context otherwise required:—
    - (a) "Limited Departmental Competitive Examination" means examination conducted under these regulations for filling up of 50% of vacant posts of Assistant of Mizoram Subordinate Ministerial Service.
    - (b) "Vacancies" means vacancies in the Assistant, UDC and LDC which are declared to be filled by direct recruitment as well as Limited Departmental Examination.
    - (c) "Scheduled Tribe" shall have the same meaning as assigned to it by clause 25 of Article 366 of the Constitution of India.

- 2) Other words and expressions used in these Regulations and not defined herein shall have the meaning respectively assigned to them in the Mizoram Subordinate Ministerial Service Rules, 1993.
3. Holding of Examination:
- 1) The examination shall be conducted under these Regulations in the manner notified by the Government of Mizoram from time to time.
  - 2) The date on which and the venue at which the examination shall be held shall be fixed by Government or it shall be conducted at such intervals as the Government may, from time to time, determine.
4. Condition of Eligibility :
- In order to be eligible to compete Departmental Examination for filling up of 20% of vacancies against Assistant a candidate must satisfy the following conditions :-
- (a) Nationality : He must be a citizen of India.
  - (b) He must be holding the posts of UDC with not less than 3 yrs. regular service in the grade.
5. Attempts at the examination :
- 1) No candidate who does not belong to a Scheduled Tribe or who is not covered by any one of the specified exceptions notified by the Government from time to time, shall be permitted to compete the examination more than 2 (two) times.
  - 2) Subject to such exemptions or concessions or both as may be notified in this behalf by Government, he shall pay the fees prescribed by the Government.
6. Decision as to eligibility :
- The decision of the Government as to the eligibility or otherwise of candidates for admissions to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Government be admitted to the examination.
7. Result :
- 1) The names of the candidates who are considered by the Government suitable for appointment on the results of the examination shall be arranged in the order of merit. They shall be recommended for appointment in that order upto the number of appointment required to be made. The order of merit shall be determined in accordance with aggregate marks obtained by each candidate and if two or more candidates obtained by same marks in the examination, their names shall be arranged in the list according to their age or name in alphabetical order in case they are of the same age.

2) The form and manner of communication of result of the examination to individual candidate shall be decided by the Government at its discretion.

3. Appointment : 1) Success at the examination shall confer no right to appointment to posts of Assistant of the service unless the Government is satisfied to appoint him.

2) No persons who have one wife living or who, having a spouse living, married in any case in which such marriage is void by reason of its taking place during the life time to such spouse, and no women married in void by reason of the husband having a wife living at a time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for any appointment on the result of the examination.

Provided that the Government may, if satisfied that there are special ground for doing so, exempt any person from the operation of this sub-regulation.

9. Penalty for misconduct :

A candidate who is or has been declared by the Government to be guilty for :

- (a) Obtaining support for his candidature by any means, or
- (b) Impersonating, or
- (c) Procuring impersonation by any persons or
- (d) Submitting fabricated documents which have been tampered with, or
- (e) Making statements which are incorrect or false, or suppressing material information, or
- (f) Resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) Using unfair means in the examination hall, or
- (h) Misbehaving in the examination hall, or
- (i) Attempting to commit or, abetting the Government of all or any of the acts specified in the foregoing clause, as the case may be, may in addition to rendering himself liable to criminal prosecution, be liable,-

- 1) to be disqualified by the Government from the examination for which he is a candidate.
- 2) to be debarred either permanently or for a specified period;
  - (i) by the Government from any examination or selection by them;
  - (ii) by Central Government from any employment under them; and
- 3) If he is already in service under Central/State Government to disciplinary action under the appropriate rules.

10. The Limited Departmental Examination as well as Direct Recruitment Examination for the posts of Assistant, U.D.C. and L.D.C. Grade shall be conducted with the syllabus as set forth below as Appendix - I & II

SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR ASSISTANT GRADE

APPENDIX-I

PAPER-I Full Marks 100

- (a) Central Secretariat manual of office procedure
- (b) F.R. Vol. I - Rules 9-57 and 105-108
- (c) S.R. Rules 17-195 (T.A. Rules) Rules 293-306 (Joining Time).

PAPER-II Full Marks 100

- C.S.R. Vol. I & II
- (a) Instruction for submission, receipt and transmission of petitions addressed to the President etc.
  - (b) C.C.S. (Temporary Service) Rules, 1965
  - (c) C.C.S. (Conduct) Rules, 1964
  - (d) Leave Rules.

PAPER-III Full Marks 100

1. G.F.R

- (a) Essential conditions governing expenditure from public funds.
- (b) Sanction of the Expenditure.
- (c) Date of effect of sanction.
- (d) Lapse of sanction.
- (e) Purchase of Stores, Office equipments & Stationeries.
- (f) Keeping account thereof.
- (g) Report of losses, defalcation, theft etc.
- (h) Keeping Service Book.
- (i) Loans and Advance to Govt. Servants.

PAPER -

SYLLABUS

1. PAPER

(a)  
(b)  
(c)

2. PAPER

(a)  
(b)

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1. PAPER

(a)  
(b)  
(c)

## 2. Treasury Rules.

- (a) General instruction for handling cash.
- (b) Receipt of Cash.
- (c) Granting of receipt against money receipt.
- (d) Drawal of money from Treasury/Bank
- (e) Maintenance of Cash Book.
- (f) Disbursement of money.
- (g) Depositing of money into Treasury
- (h) Vouchers for payment
- (i) Contingent charges.
- (j) Custody of Cash.

PAPER—IV Full marks 100

- (a) General English
- (b) Precis Writing
- (c) Drafting
- (d) English Grammar.

## SYLLABUS FOR DIRECT RECRUITMENT TO ASSISTANT, U.D.C. AND L.D.C. GRADE.

## APPENDIX—II

## ASSISTANT

1. PAPER—I	FULL MARKS	DURATION
(a) General English	— 75	3 hrs.
(b) Precis Writing	— 25	
(c) English Essay	— 25	
2. PAPER—II		
(a) General Knowledge	— 75	3 hrs.
(b) Simple Arithmetic	— 50	

Those who secured 40% (in aggregate) in the written test will be qualified for personal interview will carry 50 marks.

## U.D.C.

1. PAPER—I	FULL MARKS	DURATION
(a) General English	— 75	3 hrs.
(b) Precis Writing	— 25	
(c) English Essay	— 25	

## 2. PAPER—II

(a) General Knowledge	—	75	3 hrs.
(b) Simple Arithmetic	—	25	

Those who secured 40% (in aggregate) in the written test will be qualified for personnel interview which will carry 50 marks.

## L.D.C

## 1. PAPER—I

(a) General English	—	50	3 hrs
(b) Precis Writing	—	25	
(c) Essay	—	25	

## 2. PAPER—II

(a) General Knowledge	—	50	3 hrs.
(b) Simple Arithmetic	—	50	

## 3. PAPER—III

(a) Typing Test	—	50	
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Those who secured 35% (in aggregate) in the written and typing test will be qualified for personnel interview which carry 50 marks. The minimum speed will be 30 words per min. Typing Test will be compulsory for entry into L.D.C.