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### NOTIFICATION

**No. A.34011/3/2021-P&AR (GSW), the 26<sup>th</sup> May, 2023:** In exercise of the powers conferred by sub-rule (2) of rule 6 of the Mizoram Civil Service Rules, 2022, the State Government hereby make the following regulations, namely:-

**1. Short title and commencement.-**

- 1) These regulations may be called the Mizoram Civil Service (Appointment by Induction) Regulations, 2023.
- 2) They shall come into force with effect from the date of publication in the Official Gazette.

**2. Definitions.-**

- 1) In these regulations, unless the context otherwise requires,
  - a) "Induction" means the selection conducted by the Commission for recruitment to the Junior Grade of Mizoram Civil Service under these Regulations;
  - b) "Vacancy" means vacancy (ies) to the Junior Grade of Mizoram Civil Service which to be filled by promotion on the basis of induction;
- 2) All other words and expressions used in these regulations and not defined shall have the same meanings respectively assigned to them in the Mizoram Civil Service Rules, 2022 as amended from time to time.

**3. Conditions of eligibility and qualifications.-** In order to be eligible and qualified for consideration of induction under these regulations, a candidate must satisfy all the eligibility conditions and qualifications as prescribed below, namely :-

- 1) The candidate must be from officers in Group 'A' at Level-10 in the Pay Matrix with 5 (five) years of regular service in the grade rendered after appointment thereto on regular basis under the Government of Mizoram. Provided that the officer should hold the post substantively against a regular sanctioned post as on the 1st August of the year in which the advertisement for recruitment is issued.
- 2) All applicants will be required to submit a letter certified by the Head of Department/Cadre Controlling authority stating that they have no objection of him/her applying the post and that there is no vigilance case pending against him/her.
- 3) He must hold at least a three year degree of any of the Universities incorporated by an Act of the Parliament or State Legislature in India or other Educational Institutions established by an Act

of Parliament or declared to be deemed Universities under section 3 of the University Grants Commission Act, 1956, or foreign Universities approved by the Central Government.

- 4) He must be a citizen of India.
- 5) He must not have exceeded the age of 54 years of age as on the 1st August of the year in which the advertisement for recruitment is issued.
- 6) Working Knowledge of Mizo Language of at least Middle School standard shall be compulsory.
- 7) A candidate must pay the fees prescribed by the Commission
- 8) When PAR/ACR has not been written by the Reporting Authority despite submission of the self appraisal to the Reporting Authority by the officer reported upon during the relevant period, the Commission should consider the PAR/ACR of one preceding year beyond the relevant period.

**Note 1:** Candidates possessing professional and technical qualifications which are recognized by the Government as equivalent to professional and technical degree would also be eligible for admission to the examination.

**Note 2:** Candidates should note that the date of birth as recorded in the High School Leaving Certificate will be accepted by the Commission as valid proof of date of birth and no subsequent request for change shall be considered. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted.

#### 4. Decision as to eligibility.-

- 1) The decision of the Commission as to the eligibility or otherwise of the candidates for recruitment through induction shall be final and no candidate to whom an Admit Card has not been issued by the Commission shall be considered in the recruitment.
- 2) No request for withdrawal of candidature received from a candidate after he has submitted his application will be entertained under any circumstances.

#### 5. Criteria for selection by induction.-

- 1) Selection by induction for recruitment to the Junior Grade of the Mizoram Civil Service shall be conducted by the Commission as per these regulations at such intervals as determined by the Government in accordance with these regulations.
- 2) The criteria for selection by induction shall be threefold viz.
  - a) seniority;
  - b) performance assessed on the basis of the Performance Appraisal Report (PAR), and
  - c) personal interview
- 3) Seniority of a candidate shall have 50% weightage with 2 marks for every completed year of service in a Group 'A' posts under the Government of Mizoram with the upper limit on seniority criteria being fixed at 50 marks.
- 4) Service rendered for a period of 6 months or more shall be rounded up as one completed year for determination of weightage under seniority criteria while service rendered less than 6 months shall be ignored.

*Illustration: A candidate who had rendered 18 years and 7 months in a Group 'A' post under the Government of Mizoram will score 38 marks under the seniority criteria since 7 months of service is rounded up as one completed year of service, thus, making 19 years of service being multiplied by a factor of 2.*

- 5) Seniority weightage shall be determined with reference to 1st August of the year in which the advertisement for recruitment is issued.
- 6) Performance criteria as measured from the Performance Appraisal Report (PAR) of a candidate

shall carry 25% weightage with upper limit on performance criteria fixed at 25 marks.

- 7) The PAR of four years preceding the year in which the recruitment is conducted shall be considered in respect of all the candidates.
- 8) The performance score shall be obtained by taking the average of the numerical grades obtained by the candidates for the four preceding years as per the formula shown below:

$$PAR_{AVG} = (PAR_1 + PAR_2 + PAR_3 + PAR_4)/4$$

$$\text{Performance score} = (PAR_{AVG} \times \text{weightage for performance i.e. } 25)/10$$

*Illustration: Suppose the grading in PAR of a candidate for the relevant four years are 7, 8, 9 and 6.*

*The PAR<sub>AVG</sub> shall be as follows:*

$$PAR_{AVG} = (7 + 8 + 9 + 6)/4 = 7.5$$

$$\text{Performance score} = (PAR_{AVG} \times 25)/10$$

$$= (7.5 \times 25)/10$$

$$= 18.75$$

- 9) Personal interview criteria shall have a weightage of 25% and shall carry maximum marks of 25.

#### **6. Personal interview.-**

- 1) The Personal interview for recruitment to the Junior Grade of Mizoram Civil Service is intended to judge the mental calibre of a candidate and some of the qualities to be judged during the course of interview are mental alertness, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.
- 2) All eligible candidates shall be called for Personal interview.
- 3) The Commission shall have the authority to appoint a Technical Expert of high integrity and experience to assess the candidate in their field of expertise in the Personal interview.
- 4) In order to uphold the principles of impartiality and ensure elimination of every element of bias, Chairman or Member or Technical Expert, if any, of the Commission whose close relatives are being considered for personal interview should recuse themselves from the deliberations of the interview board for such particular candidate who happens to be their close relatives.
- 5) The Commission shall award marks based on a fair and impartial assessment considering the various qualities mentioned in sub-regulation (1) above. Marks are to be awarded on an overall basis and not on individual qualities separately.
- 6) Marks awarded to a candidate appearing in the Personal interview shall not be less than 40% of the total marks allotted for Interview and generally not more than 80% of the total marks allotted for Interview.

#### **7. Result of selection by induction.-**

- 1) The names of the candidates who are considered suitable for selection by induction shall be arranged in order of merit, to be called as "Select List". They shall be recommended for induction in order of merit up to the number of vacancies. The order of merit shall be determined in accordance with aggregate marks obtained by each candidate as per the criteria mentioned at regulation 5; if two or more candidates obtained equal marks in the selection process, their names shall be arranged in order of their age i.e. candidate having higher age will come before the candidate with lower age.
- 2) The form and manner of communication of the results of the selection by induction to individual candidates shall be as decided by the Commission at its discretion and it shall be communicated within a period of seven days from the date of declaration of the result.

- 3) The Commission shall also have the authority to place such number of candidates, if necessary, in the reserved Select List which shall be valid for a period of one year for filling up the same vacancies only in case candidates in the regular Select List are not available for appointment on account of declination of appointment or resignation or death of the recommended candidates.
- 4) The reserved Select List prepared by the Commission shall become null and void upon finalisation of selection for filling up of subsequent vacancies in the same service/post under the same method of recruitment.

**8. Inclusion in the list confers no right to appointment.**- Inclusion of a candidate's name in the list confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate, having regard to his character and antecedents and certificates produced by him during the course of examination for the purpose of eligibility as well as claiming any kind of benefit for reservation is suitable in all respects for appointment to the services. The decision of the Government in this regard shall be final.

**9. Penalty for misconduct.**- A candidate who is or has been declared by the Commission to be guilty of:-

- i) Obtaining support for his candidature by the following means, namely :-
  - a) offering illegal gratification to; or
  - b) applying pressure on; or
  - c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
  - d) impersonation; or procuring impersonation by any person; or
- ii) submitting fabricated documents or documents which have been tampered with; or
- iii) uploading/pasting irrelevant photos in the application form in place of actual photo/signature.
- iv) making statements which are incorrect or false or suppressing material information; or
- v) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable :-
  - a) to be disqualified by the Commission from the interview for which he is a candidate; and/or
  - b) to be debarred either permanently or for a specified period :-
  - c) by the Commission, from any examination or selection held by them;
  - d) by the State Government from any employment under them; and
  - e) to disciplinary action under the appropriate rules :

Provided that no penalty under this regulation shall be imposed except after :-

- i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

**10. Interpretation.**- If any question arises as to the interpretation of these regulation, it shall be decided by the Government in consultation with the Commission.

**R. Lalramnghaka,**  
Secretary to the Govt. of Mizoram