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NOTIFICATION

No. A. 12018/7/80-APT(B), the 29th May, 1995. In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Mizoram after consultation with the Speaker, Mizoram Legislative Assembly, hereby makes the following Rules regulating the Recruitment and conditions of service of persons appointed to the Secretariat staff of the Mizoram Legislative Assembly, namely :—

1. Short title : i) These Rules shall be called “The Mizoram Legislative Assembly Secretariat (Recruitment and conditions of service) Rules, 1995.
ii) They shall come into force from the date of publication in the Mizoram Gazette.
2. Definition : In these rules, unless the context otherwise requires
 - a) “APPOINTING AUTHORITY” means and includes the Governor in the case of Secretary, the Speaker in the case of other Group ‘A’ and ‘B’ posts and the Secretary in the case of Group ‘C’ and ‘D’ staff.
 - b) “ASSEMBLY” means the Mizoram Legislative Assembly.
 - c) “BOARD” means the Selection Board constituted by the Speaker from time to time.
 - d) “CHIEF MINISTER” means the Chief Minister of Mizoram.
 - e) “COMMITTEE” means the Selection Committee constituted by the Speaker from time to time.

f) "DEPUTATION" means the temporary loan of the services of an officer in the Secretariat to any office outside the Secretariat or vice-versa

g) "EXISTING MEMBER" means the member who is holding a post immediately before the commencement of these rules as mentioned in the Schedule I except those who are in Civil Service.

h) "FINANCE DEPARTMENT" means the Finance Department of the Government of Mizoram.

i) "GOVERNMENT" means the Government of Mizoram.

j) "GOVERNOR" means the Governor of Mizoram.

k) "MEMBER" means a member of the Service.

l) "RULE" means the Mizoram Legislative Assembly Secretariat (Conditions of Service) Rules 1995.

m) "SCHEDULE" means the Schedules appended to these rules.

n) "SECRETARIAT" means the Mizoram Legislative Assembly Secretariat.

o) "SECRETARY" means the Secretary of the Mizoram Legislative Assembly.

p) "SPEAKER" means the Speaker of the Mizoram Legislative Assembly.

q) "YEAR" means the Gregorian Calendar year.

3. Cadre constitution of the Service : 1) There shall be an Assembly Secretariat under the superintendence and control of the Speaker.

2) There shall be in the Secretariat :

a) Such number of permanent posts as are created from time to time.

b) The Speaker may, by order from time to time, sanction such number of temporary posts with the concurrence of the Finance Department.

4. Administration & control of the Legislature Secretariat : The Speaker shall have full administrative and financial powers in respect of the Legislature Secretariat.
Provided that he may delegate such powers as he thinks fit to the Secretary or other officers of the Legislature Secretariat.

5. Power of the Secretary. : For the purpose of the administration of the Legislature Secretariat, the Secretary shall exercise all the powers as may be delegated to him by the Speaker under the rules.
6. Initial appointment to the Service. : Subject to availability of posts in the cadre of the service, the Appointing Authority may, at the commencement of these rules, appoint to the service any person who at such commencement of the rules is holding the existing posts of the Secretariat :

Provided that the existing member of the service, the post which he is holding is no longer in existence or redesignated at the commencement of these rules shall be considered on seniority-cum-merit by the Appointing Authority for appointment to the appropriate grade of post;

Provided further that the existing member of the service, the scale of pay of the post which he is holding is changed but the duties and responsibilities attached to the post remains the same, shall not be entitled to the benefit of fixation of pay under F.R. 22 (I).

EXPLANATION : For the purpose of this sub-rule, a person who would have held a particular post but for his being on leave or training or foreign service or but for his temporary or officiating or adhoc appointment to an equivalent or higher post, shall be deemed to be holding such post subject to fulfilment of the provisions of these rules.

7. Method of recruitment. : Recruitment to a post or class of posts may be made by any one of the following methods, namely :—
- a) by promotion of a person employed in the Secretariat;
 - b) by Limited Departmental Examination;
 - c) by direct recruitment;
 - d) by transfer on deputation of a person serving outside the Secretariat in connection with the affairs of the Union or of a State.
8. Promotion : Recruitment to posts of Superintendent and Sub-Editor of Debates when made by promotion shall be made on the basis of Selection and rests on basis of non-selection.
9. Limited Departmental Examination : There shall be a Limited Departmental Examination conducted by Assembly Secretariat for consideration of appointment to the respective promotion posts amongst persons who, possess the required qualifications and satisfy the conditions prescribed under these rules.

10. Direct Recruitment. : 1) Recruitment to the gazetted posts which made by direct recruitment shall be made by selection on the basis of a written examination and personal interview from amongst persons who possess the required qualifications and satisfy the conditions prescribed under these rules.

2) Subject to the availability of candidates belonging to the Scheduled Caste and Scheduled Tribes possessing essential qualifications prescribed for appointment thereto due regards shall be paid to reservation of posts for members of such Castes and Tribes.

11. Holding of Examination. : 1) The examination shall be conducted by the Assembly Secretariat in the manner as notified by the authority from time to time.

2) The date and venue in which the examination shall be held and shall be fixed by the Assembly Secretariat or it shall be conducted at such intervals as the Speaker may, from time to time determine.

3) The minimum marks to be obtained by the candidates for consideration of appointment to the respective posts in respect of direct recruitment and Limited Departmental Examination shall be 45% of the total marks prescribed under Schedule I, II, III, IV and V as the case may be.

12. Appointing Authority : 1) The Secretary shall be appointed by the Governor in consultation with the Speaker.

2) Appointment to Group 'A' and 'B' shall be made by the Speaker :

Provided that the Speaker may, by general or special order, delegate to the Secretary or any other officer of the Secretariat his power to make appointments to any posts or class of posts specified in such order.

3) Appointments to Group 'C' and 'D' shall be made by the Secretary.

Appointment to a post in a cadre of the Service shall be in the following manner :

1. SECRETARY : 100% by promotion from Joint Secretary failing which by deputation from officers holding analogous posts under Government of Mizoram or Central Government or Lok Sabha or Rajya Sabha preferably having experience in parliamentary practices and procedures. The period and terms of deputation will be governed by the usual terms and conditions of deputation in force from time to time.

2. **JOINT SECRETARY** : 100% by promotion from the Deputy Secretary who have rendered at least five years service in the post failing which deputation from Officer not below the rank of Deputy Secretary to the Government of Mizoram/Central/State/U.T. Administration preferably having experience in Parliamentary practices and procedures.

3. **DEPUTY SECRETARY** : 100% by promotion from Under Secretary who has rendered five years service in the post and experience in parliamentary practices and procedures in the Assembly.

4. **UNDER SECRETARY** : 100% by promotion from Superintendent/Committee Officer who have rendered not less than five years regular service in the respective posts.

5. **SUPERINTENDENT** : (a) 50% by promotion from Assistant/Accountant/Receptionist who had rendered a minimum of 5 years regular service in the grade. The method of recruitment shall be by Selection.

(b) 50% shall be filled up on the result of Limited Departmental Examination conducted by the Secretariat from Assistant/Accountant/Translator/Receptionist who has rendered at least 5 years regular service in the grade, and non-graduate having rendered at least 7 years service in the post.

6. **ASSISTANT/ACCOUNTANT/RECEPTIONIST** :

(a) 50% by promotion from amongst the UDC who have rendered 5 years service in the post.

(b) 25% by Limited Departmental Examination from amongst the UDC who possess Bachelor's Degree of a recognised University and have rendered 3 (three) years service in the post.

(c) 25% by direct recruitment from candidates having Bachelor's Degree of a recognised University.

7. **UPPER DIVISIONAL CLERK (UDC)** :

(a) 50% of the post shall be filled up by promotion from amongst the LDC who have rendered at least 5 years service in the post.

(b) 30% by Limited Departmental Examination from amongst the LDC who possess Bachelor's Degree of a recognised University with a minimum length of 3 (three) years service in the grade.

(c) The remaining 20% of the vacancies of this post shall be filled up by direct recruitment from candidates possessing Bachelor's Degree of a recognised University on result of the Competitive Examination and interview conducted by the Assembly Secretariat.

8. LOWER DIVISION CLERK (LDC) :

a) 90% of vacancies of these posts shall be filled by direct recruitment from candidates who had passed High School Leaving Certificate Examination (HSLC) or its equivalent from recognised Board/University and have a minimum speed of 30 words per minute in typing.

b) Remaining 10% shall be filled from amongst Group 'D' staff of the Secretariat who have rendered at least 5 years service in the grade and have passed HSLC Examination or its equivalent from any recognised Board/Institute with a minimum speed of 30 words per minute in typing.

9. GESTETNER OPERATOR/JAMADAR/DUFTRY :

100% by promotion from senior most members of Group 'D' of the Secretariat.

10. PEON/LIBRARY ATTENDANT/CHOWKIDAR/COOK/DHOBI/MALI/SWEEPER/BEARER : 100% vacancies of this post shall be filled from candidates who passed Class-VIII from a recognised School and should have working knowledge of Mizo language of Middle School Standard.

11. COMMITTEE OFFICER :

a) 50% by Departmental Examination from Translator/Assistant/Accountant/Receptionist who have rendered at least five years experience in the respective post and who hold a Bachelor's Degree of a recognised University.

b) 50% by direct recruitment from persons possessing Bachelor's Degree of a recognised University. Preference shall be given to Law-Graduate.

12. LIAISON OFFICER : The existing post of Liaison Officer shall be converted to and re-designated as Committee Officer.

13. ACCOUNTS OFFICER : By transfer on deputation from Officers holding post not below the rank of Junior Grade of the Mizoram Finance and Accounts Service. The period and terms of deputation will be governed by the usual terms and conditions of deputation in force from time to time.

14. EDITOR OF DEBATE : 100% vacancies shall be filled up by promotion from amongst the sub-Editor of Debates who have rendered at least 5(five) years service in the post.

15. SUB-EDITOR OF DEBATES : 100% promotion from Translator who has rendered at least 5 yrs service as Translator.

16. TRANSLATOR :

a) 30% by promotion through Limited Departmental Examination from amongst graduate UDC possessing Bachelor's Degree of a recognised University with 5 years regular service in the post.

(b) 70% by direct recruitment from candidate possessing Bachelor's Degree of a recognised University. Preference will be given to Law Graduate.

17. SECRETARY TO SPEAKER : By appointment from amongst the Officers of the Legislature Secretariat or by transfer on deputation from officers holding post not below the rank of a Deputy Secretary to the Govt. of Mizoram. The tenure of Office shall be co-terminus with the Speaker.

18. PRIVATE SECRETARY TO SPEAKER/DEPUTY SPEAKER : The qualifications required for a Private Secretary to the speaker and the Deputy Speaker is Grade-I in English Stenography. In case appointment is made from outside the Assembly Secretariat the tenure of the office will be co-terminus with the Speaker/Deputy Speaker.

19. P.A. TO SPEAKER/DEPUTY SPEAKER : The Speaker or Deputy Speaker may appoint any person who possesses a Bachelor Degree of a recognised University. The tenure of the Office will be co-terminus with the Speaker/Deputy Speaker.

20. LIBRARIAN : 100% by promotion from Deputy Librarian who has rendered not less than 5 (Five) years service the grade.

21. DEPUTY LIBRARIAN : 100% vacancies shall be filled by direct recruitment from candidates possessing Bachelor's Degree with Diploma Certificate course in Library Science or Degree in Library Science from a recognised Institute/Board/University.

22. STENOGRAPHER GRADE-I :

a) 50% vacancies of this post shall be filled from stenographer Grade-II with a speed of 120 words per minute in English Stenography who has rendered not less than 5 years regular service in the grade in the Secretariat.

b) 50% vacancies of the post shall be filled by direct recruitment from candidates having general educational qualification of Bachelor's Degree or its equivalent from a recognised Board/Institute with a minimum speed of 120 words per minute in English Stenography and 50 words per minute in typing.

23. STENOGRAPHER GRADE-II :

a) 50% vacancies of the post shall be filled by promotion from Stenographer Grade-III of Assembly Secretariat who possess a speed of 100 words per minute in English Stenography and 40 words per minute in typing and who have rendered at least 5 years regular service in the grade.

b) Remaining 50% vacancies shall be filled by direct recruitment from candidates having a minimum qualification of Pre-University or its equivalent from a recognised University with a minimum speed of 100 words per minute in English Stenography and 40 words per minute in typing.

24. STENOGRAPHER GRADE-III: 100% vacancies of the post shall be filled by direct recruitment from candidates possessing minimum educational qualification of HSLC or its equivalent from a recognised Board/Institute with a minimum speed of 80 words per minute in English Stenography and 30 words per minute in typing.

25. SENIOR TAPE RECORDIST (SENIOR OPERATOR) : 100% vacancies of the post shall be filled by promotion from Operator (Tape recordist) who have rendered not less than 5 years service in the grade.

26. OPERATOR (TAPE RECORDIST): 100% vacancies of the post shall be filled by promotion from Assistant Operator (Assistant Tape Recordist) who have rendered not less than 5 years service in the grade.

27. ASSISTANT OPERATOR (ASSISTANT TAPE RECORDIST): 100% vacancies of the post shall be filled up by direct recruitment from a candidate who pass HSLC and possessing a certificate in Electronics/Electrician/Radio Engineering/Mechanical Engineering of any recognised Institute.

28. MARSHAL : 100% vacancies of the post shall be filled by promotion from Deputy Marshal failing which by transfer/posting/deputation from Army/Police/Para Military personnel not below the rank of Sub. Inspector of Police or by direct recruitment from Ex.Army/Police/Para Military personnel not below the rank of Sub-Inspector of Police.

29. DEPUTY MARSHAL : 100% vacancies of the post shall be filled by Transfer/posting/deputation or by direct recruitment from Ex-Army/Police/Para Military personnel not below the rank of Assistant Sub-Inspector of Police.

30. HOUSE GUARD : 100% of the post shall be filled up by direct recruitment from persons who pass Class-VIII from a recognised School/Institution. The minimum height of the candidate shall be 5' 6". Working knowledge of Mizo language upto Middle School Standard.

31. MOTOR MECHANIC Grade-II : 100% of the post shall be filled by direct recruitment from persons possessing Diploma Certificate in Automobile Engineering.

32. DRIVER : 100% of the post shall be filled by direct recruitment from a candidate who pass Class-VIII examination having (i) Driving Licence for light/heavy vehicles with 2 years automobile experience in driving (ii) Conversant with working knowledge of various components of vehicles and their maintenance and be able to carry out minor roadside repair to a broken down vehicles safely.

33. DESPATCH RIDER : 100% of the post shall be filled by direct recruitment from a candidate who pass Class-VIII having Driving Licence for motor cycle with 2 years unblemished experience in driving.

34. MACHINEMAN (PRINTER) GRADE-I : 100% promotion from Machine Man Grade-II who have rendered 5 years regular service in the grade.

35. OFF-SET OPERATOR (PRINTER) : Promotion from Machine Man Grade-II possessing a degree of recognised University with diploma certificate in printing technology of a recognised institution, failing which direct recruitment from candidates possessing a degree of a recognised University with diploma certificate in printing technology of a recognised Institution.

36. MACHINEMAN GRADE-II : Direct recruits from candidates having passed HSLC with diploma in Printing Technology from recognised Institution.

37. COMPOSITOR -I : Recruitment of this post shall be 100% by promotion from Compositor II who have rendered at least 5 years regular service in the grade; failing which by transfer on deputation from persons working in the Government Printing Press.

38. COMPOSITOR - II : Recruitment of this post shall be 100% by promotion from Compositor III and Frammer who have rendered at least 5 years regular service in the grade; failing which by transfer on deputation from persons working in the Government Printing Press.

39. COMPOSITOR - III : Recruitment to this post shall be 100% by direct recruitment from candidates who have passed Middle School Leaving Certificate Examination from a recognised Board/University having at least 5 years practical experience in any Press.

40. FRAMER : Recruitment to this post shall be 100% by direct recruitment from persons having experience in Printing and composing for at least 5 years with educational qualification of Class-VIII and working knowledge of Mizo language upto Middle School Standard.

41. MACHINE ATTENDANT : 100% of the post shall be filled up by direct recruitment from persons who have passed Class-VIII from a recognised School and should have working knowledge of Mizo language of Middle School Standard.

42. BINDERY ASSISTANT : 100% of the post shall be filled up by direct recruitment from persons who have passed Class-VIII from a recognised School and should have working knowledge of Mizo Language of Middle School Standard.

13. CONDITION OF ELIGIBILITY :

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

AGE : In regard to direct recruitment for all the non-gazetted posts, the candidates shall not be less than 18 years and not more than 30 years of age and for all the gazetted posts the candidates shall not be less than 21 years and not more than 30 years of age.

The crucial date for determining age limit shall in each case, be the closing date for receipt of application from candidates.

Provided that in the case of candidates belonging to the Schedule Castes and Schedule Tribes, the upper age limit is relaxable by 5 years for all Gazetted and non-gazetted posts.

Provided further that there shall be no bar for employees of the Assembly Secretariat and Government of Mizoram Secretariat Service personnel who have rendered not less than 10 years regular service.

14. APPLICATION FOR PERMISSION TO APPEAR IN THE COMPETITIVE EXAMINATION CONDUCTED BY THE SELECTION BOARD/SELECTION COMMITTEE :

(1) Application for permission to sit for the competitive examination for direct recruitment to the gazetted and non-gazetted posts shall be invited through open advertisement in such news papers as may be considered proper;

(2) Application shall be made in the standard forms as prescribed by the Assembly Secretariat.

(3) No candidate shall be admitted to the examination and personnel interview unless he holds a certificate of admission accompanied by passport size photograph duly signed by the Secretary or any other officer duly authorised by the Secretary on his behalf.

18. SYLLABI :

The Syllabi for competitive examinations for filling up of the vacancies shall be as specified in Schedule II. The Syllabi for departmental examination for filling up vacancy in the post of Superintendent and Committee Officer shall be as specified in Schedule III & VI, and for the post of Assistant/Accountant/Receptionist shall be as specified in Schedule VI.

Provided that the Appointing Authority may modify syllabi from time to time as and when considered necessary.

16. FEES :

A candidate for direct recruitment shall pay at the time of submission of the application such fee as may be mentioned in the advertisement.

17. SELECTION OF CANDIDATES :

The Board/Committee shall prepare a list of candidates for direct recruitment to a post or class of posts in order of merit on the basis of the aggregate marks secured by such candidates and forward it to the appointing Authority.

18. SELECT LIST :

The list of candidates prepared by the Board/Committee under Rule 17 shall be treated as select list after duly approved by the Appointing Authority and shall be valid for a period of 12 months from the date of approval of the Appointing Authority.

19. SENIORITY :

(1) Seniority of a member in a cadre, appointed by direct recruitment or promotion shall be determined according to the order of merit of the respective lists if he joins the appointment within 30 days from the date of issue of the order or within the extended periods as may be granted by the Appointing Authority.

(2) If a member fails to join the appointment within the initial 30 days of issued of the order or within the extended period, seniority shall be determined in accordance with the date of joining in respect of such particular person :

(3) Seniority of a member appointed to cadre, if he joins the appointment within the period prescribed under sub Rule (1) of Rule, 19 shall be determined as follows :—

- | | | |
|---|---|---|
| (a) For Superintendent | — | 1) Promotion
2) Departmental Examination. |
| (b) For Stenographer
Grade I & II, Translator,
UDC, Operator/Tape Recordist | — | 1) Promotion
2) Direct Recruitment |
| (c) For Assistant/Account-
tant/UDC/Receptionist | — | 1) Promotion
— 2) Limited Departmental
Examination
3) Direct recruitment |
| (d) For Lower Division Clerk | — | 1) Direct Recruitment
2) Promotion (from Group 'D') |
| (e) Committee Officer | — | 1) Limited Departmental Examination
2) Direct Recruitment. |

20. PROMOTION AND CONFIRMATION :

Every person appointed to a parmanent post direct recruitment with a view to his eventual substantive apppointment to that post shall be on probation for a period of two years.

Provided that the Speaker or Secretary or any other Officer to whom power is delegated may, by order extend or reduce the period of probation in the case of any person appointed to any post specified in such order.

21. GENERAL QUALIFICATION :

Every person eligible for appointment under these Rules shall —

- (i) be a citizen of India;
- (ii) be a good character;
- (iii) be a sound health and active habit, free from any bodily defect for infirmity which rendered him/her unfit appointment;
- (iv) not have more than one wife/husband living

Provided that the appointing Authority may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and these are grounds for so doing, exempt any person from the operation of this Rule.

22. LEAVE, PENSION AND AGE OF COMPULSORY RETIREMENT :

(1) The rules relating to the grant of leave and pension to Officers and the age at which they shall be compulsorily retired from service shall be as specified in the Schedule VI.

Provided that the holder of the post of Secretary at the commencement of these rules shall be governed in matter of leave, pension and age of retirement by the provisions specified in the Schedule VII or any other rules in force applicable to the Officer.

(2) The Speaker may, from time to time, by general or special order, after consultation with the Board amend any provisions in the Schedule VI.

23. OTHER CONDITIONS OF SERVICE :

In respect of all other matters regulating conditions of service of officers for which no provision or insufficient provision has been made in these rules, officers shall be governed by such rules as are applicable to the Officers of the corresponding rank in the Civil Secretariat of the Government of Mizoram subject to modification, variation or exceptions, if any in such rules, as the Speaker may, after consultation with the Board by order from time to time specify.

24. EXPLANATION : For the purpose of this rule, the Speaker may, after consultation with the Board by order, specify the posts in the Assembly Secretariat which shall correspond to the posts in the Civil Secretariat of the State Government.

24. POWER OF RELAXATION : Where the Speaker is satisfied that the Operation or provision in the matter of the conditions of service of an officer causes undue hardship in any particular case, the Speaker may, after consultation with the Board by order dispense with, or relax the requirements of, that rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

25. PENALTIES :

Penalties may with good and sufficient reasons be imposed on an officer or official in accordance with the prevailing service rules applicable to the officer or officials of the State Government.

26. APPEALS :

(1) Every officer shall have a right to appeal to the Speaker against any order passed originally or an appeal against an order by the Secretary imposing or confirming any penalty;

Provided that where an order is passed originally by an authority subordinate to the Secretary, an appeal against such order, shall be lie to the Secretary.

(2) The orders of the Speaker, whether passed originally or on appeal, shall be final.

Provided that the Speaker may, of his own motion or on application, revise or rescind any orders passed by him under this rule;

(3) No appeal shall be entertained under this rule unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.

(4) The Appellate Authority in cases where an order has been passed by the Speaker shall be the Governor.

27. AUTHENTICATION OF ORDERS :

Any order passed by the Speaker under the provisions of these rules and executed in the name of the Speaker shall be authenticated in such manner as the Speaker may, by general or special order, from time to time specify.

28. TRANSACTION OF BUSINESS :

The Speaker may, from time to time, by general or special order provide for the convenient and efficient transaction of business arising out of the administration of these rules and the procedure to be followed for the purpose.

Provided that such order may also specify the matter or class of matters which shall be brought to the personal notice of the Speaker before any orders are issued.

29. RESIDUARY POWERS :

Subject to the provisions of Rule 24, all matters not specifically provided for in these rules, whether incidental or ancillary to the provisions of these rules or otherwise, shall be regulated in accordance with such orders as the Speaker may, from time to time, make.

30. REGULATION :

The Speaker may make regulations not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

31. INTERPRETATION :

All questions relating to the interpretation of these rules shall be referred to the Speaker, whose decision thereon shall be final;

Provided that all questions relating to the interpretation of these rules and any orders issued under these rules after consultation with the Board shall be decided by the Speaker after consultation with the Board.

32 REPEAL AND SAVING :

Save as otherwise expressly provided in these rules, all rules corresponding to these rules and in force immediately before the commencement of these rules, are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Sd/-

Secretary to the Govt. of Mizoram,
Deptt. of Personnel & Adm. Reforms.

SCHEDULE—I

Sl. No.	Designation of the Post.	Scale of pay.	No. of Posts.
1	2	3	4
1.	Secretary	Rs. 4500-150-5700/- p.m.	1
2.	Deputy Secretary	Rs. 3700-125-4700-150-5000/- p.m.	2
3.	Under Secretary	Rs. 3000-100-3500-125-4500/- p.m.	5
4.	Editor of Debates	Rs. 2200-75-2800-EB-100-4000/- p.m.	1
5.	Superintendent	Rs. 2200-75-2800-EB-100-4000/- p.m.	5
6.	P.S. to Speaker	Rs. 2200-75-2800-EB-100-4000/- p.m.	1
7.	Research Officer	Rs. 2000-60-2300-EB-75-3200-100-350/- p.m.	1
8.	Liaison Officer	Rs. 2000-60-2300-EB-75-3200-100-3500/- p.m.	1
9.	Committee Officer	Rs. 2000-60-2300-EB-75-3200/- p.m.	4
10.	Reporter (Steno Grade-I)	Rs. 2200-60-2300-EB-75-4000/- p.m.	5
11.	Librarian	Rs. 1640-60-2600-EB-75-2900/- p.m.	1
12.	Assistant	Rs. 16 -60-2600-EB-75-2900/- p.m.	14
13.	Sub-Editor of Debates	Rs. 1640-60-2600-EB-75-2900/- p.m.	1
14.	Accountant	Rs. 1400-40-1800-EB-50-2300/- p.m.	1
15.	Translator	Rs. 1640-60-2600-EB-75-2900/- p.m.	6
16.	Stenographer Grade-II	Rs. 1640-60-2600-EB-75-2900/- p.m.	4
17.	Receptionist	Rs. 1640-60-2600-EB-75-2900/- p.m.	1
18.	Senior Operator	Rs. 1400-40-1800-EB-50-2300/- p.m.	1
19.	U.D.C.	Rs. 1400-40-1800-EB-50-2600/- p.m.	19
20.	Motor Mechanic Grade-II	Rs. 1200-30-1560-EB-40-2040/- p.m.	1
21.	L.D.C.	Rs. 1200-30-1560-EB-40-2040/- p.m.	18
22.	Stenographer Grade-III	Rs. 1400-30-1560-EB-40-2600/- p.m.	4
23.	Operator	Rs. 1200-30-1560-EB-40-2040/- p.m.	1
24.	Marshal	Rs. 1200-30-1560-EB-40-2040/- p.m.	1
25.	Assistant Operator	Rs. 950-20-1150-EB-25-1500/- p.m.	1
26.	Driver	Rs. 950-20-115 -EB-25-1400/- p.m.	23

1	2	3	4
27.	Despatch Rider	Rs. 950-20-1150-EB-25-1400/-p.m.	2
28.	Jamadar	Rs. 775-12-955-EB-14-1025/-p.m.	1
29.	Gestetner Operator	Rs. 775-12-955-EB-14-1025/-p.m.	1
30.	Duftry	Rs. 775-12-955-EB-14-1025/-p.m.	1
31.	Grade IV Staff	Rs. 750-12-870-EB-14-940/-p.m.	51
32.	Library Attendant	Rs. 750-12-870-EB-14-940/-p.m.	3
TOTAL :			182

SCHEDULE-II

The Syllabi for competitive examination for direct recruitment :-

1. GAZETTED POSTS :	MARKS
1) General English and Essay	100
2) General Knowledge and Current Affairs	100
3) Personal Interview	100
TOTAL :	300
2. NON-GAZETTED POSTS :	
(a) TRANSLATOR :	
(1) General English and Essay	100
(2) Translation	100
(3) General Knowledge	50
(4) Personal Interview	50
TOTAL :	300
(b) RECEPTIONIST/ASSISTANT/ACCOUNTANT/UPPER DIVISION CLERK :	
1) General English and Essay	100
2) Arithmetics	50
3) General Knowledge	100
4) Personal Interview	50
TOTAL :	300
(c) LOWER DIVISION CLERK :	
1) General English and Essay	50
2) General Knowledge	25
3) Arithmetics	25
4) Typing	50
5) Personal Interview	50
TOTAL :	200

SCHEDULE-III

SYLLABI FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF SUPERINTENDENT IN MIZORAM LEGISLATIVE ASSEMBLY :

- Paper-I** (a) **Precis Writing** (b) **Drafting**
(c) **English Grammar** (d) **General Knowledge**
- Paper-II** (a) **F.R. 1-49, 52-127** (b) **MLA Housing Loan**
S.R. 1-205, 293-302 **and Car Advance**
(c) **C.C.S. (Pension) Rules, 1972.** (d) **Salary and Allowances of**
MLA
- Paper-III** (a) **General Financial Rules-the whole Chapter. I, II, IV, V, VII, XI, XIV Rules 270-280 and the Rules 284 with Appendix 13 mentioned in the rule.**
(b) **Delegation of Financial Power Rules, 1978.**
- Paper-IV** (a) **C.C.S. (CCA) Rules, 1955.**
(Rule-2, 4, 8, 10, 11, 14, 16, 19-28).
(b) **C.C.S. (Temporary Service) Rules, 1965.**
(c) **C.C.S. (Conduct) Rules, 1964.**
(d) **Medical Attendance Rules.**
(e) **The Mizoram Legislative Assembly Secretariat (Recruitment and conditions of Service) Rules, 1995.**
- Paper-V** (a) **Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly.**
(b) **The Constitution of India Chapter III of Part VI, Tenth Schedule and Article 311.**
(c) **Government of Mizoram (Allocation of Business) Rules, 1987 as amended from time to time.**
(d) **Government of Mizoram (Transaction of Business) Rules, 1987.**
(e) **Practice and Procedure of Parliament Chapter-IX, XI, XIV, XVIII, XXI, XXII, XXV, XXVI, XXVII, XXVIII. by M.N. Kaul and S.L. Shakhder.**

SCHEDULE-IV

SYLLABI FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF COMMITTEE OFFICER IN MIZORAM LEGISLATIVE ASSEMBLY.

- Paper-I** (a) General English (b) Precis Writing
(c) Essay (d) Reports & Drafting
- Paper-II** (a) General Financial Rules the whole Chapter-I, II, IV, V, VI, VII, XI, XIV, Rules 270-280 and rule 284 with Appendix 13 mentioned in the Rule.
(b) The Mizoram Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1995.
(c) Delegation of Financial Power Rules, 1978.
- Paper-III** (a) Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly.
(b) Government of Mizoram (Transaction of Business) Rules, 1987 as amended from time to time.
(c) Government of Mizoram (Transaction of Business) Rules, 1987.
(d) The State of Mizoram Act, 1986.
- Paper-IV** (a) Constitution of India Articles 148 to 151.
(b) Practice and Procedure of Parliament by M.N. Kaul and S.L. Shakdher Chapter XXIV, XXV, XXX, XXXIII, XLVI.
(c) Internal Working Rules of various Committees.

SCHEDULE - V

SYLLABI FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF ASSISTANT/ACCOUNTANT/RECEPTIONIST.

Paper-I Full Marks - 100

- (a) Central Secretariat Manual of Office Procedure
- (c) F.R. VOL. I - Rule 9-57 and 105-108.
- (d) S.R. Rules 17-195 (TA Rules) Rules 29-306 (Joining Times)

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 Services) Rules 1965.
- (c) C.C.S. (Conduct) Rules 1964.
- (d) Leave Rules.

Paper-III Full Marks - 100

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

Paper-IV Full Marks - 100

- (a) Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly.
- (b) Practice and Procedure of Parliament by M.N. Kaul and S.L. Shakhder Chapter VII, IX, XIV, XV.
- (c) The Mizoram Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1995.

SCHEDULE²₅- VI

The Conditions of service of Officers (other than Secretary) in the matter of leave, pension and age of retirement, shall be governed by the rules and orders specified against the relevant entry.

LEAVE : The Central Civil Service (Leave) Rules, 1972.

PENSION: (i) The Central Civil Service (Pension) Rules, 1972.

(ii) Central Civil Services (Extra-ordinary Pension) Rules.

(iii) Civil Pensions (Commutation) Rules.

**AGE OF
RETIRE-**

MENT : Fundamental Rules, 56.

EXPLA-

NATION: Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these Rules and such further orders as may be issued under the provisions of these Rules from time to time.

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- (1) As made applicable to Officers of this Secretariat Specified in this Schedule vide R & C.S. Order NO. 1.30/72 dated 10.8.72 as amended from time to time.
 - (2) As made applicable to Officers of this Secretariat specified in this Schedule vide R & C.S. Order NO. PGF-104/73 dated 25.1.73 as amended from time to time.
 - (3) As made applicable to Officers of this Secretariat specified in this Schedule vide R & C.S. Order NO. PGF-27/65 dated 8.9.65 as amended from time to time.

SCHEDULE – VII

The conditions of service of Secretary in the matter of leave, pension and age of retirement shall be governed by the rules and orders specified against the the relevant entry :—

LEAVE : The All India Services (Leave) Rules, 1955, as amended from time to time provided that the Speaker may, in his discretion relax the limit upto which earned leave may be accumulated under sub-rule (2) of rule 10 of the said Rules in any case where he considers that such relaxation is necessary.

PENSION: (i) (a) Civil Service Regulations read with Liberised Pension Rules issued as a result of recommendations of the Central Pay Commission with the Government of India, Ministry of Finance Memorandum No.F.3.(1)–Est(Spl)/47, dated the 17th April, 1950 and No.F.3(16)–Est(Spl)/50 dated the 2nd January, 1951 and subsequent supplemental orders issued from time to time.

(ii) Central Civil Service (Extraordinary Pension) Rules.

(iii) Civil Pension (Commutations) Rules.

**AGE OF
RETIRE-**

MENT : Sub-Clause (iii) of clause (c) of Fundamental Rules 56.

**EXPLANA-
TION**

: Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these rules and such further orders as may be issued under the provisions of these rules from time to time.