



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

Vol. XXVII Aizawl, Monday 8. 6. 1998, Jyaistha 18, S.E. 1920, Issue No. 113

NOTIFICATION

THIRD SCHEDULE

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

No. A. 12018/1/94-P&AR(GSW), the 3rd June, 1998. 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, 1998, the Governor of Mizoram is pleased to make the following regulations, 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. ment Examination) Regulations, 1998”.
- 2) They shall come into force on the date of their 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 post of Assistant of Mizoram Subordinate Ministerial Service.
 - (b) “Vacancies” means vacancies in the Assistant, U.D.C. L.D.C. 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, 1998.
3. Holding of Examinations.
 - 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 years regular service in the grade.
5. Attempts at the examination.
 - 1) No candidate who does not belong to a Scheduled Tribes 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 admission 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 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.
8. 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 innocent 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.

The Limited Departmental Examination as well as Direct Recruitment Examination for the posts of Assistants, U.D.C., 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 Duration 3 Hrs.

- (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. Duration 3 Hrs.

C.S.R. Volume I and 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. Duration 3 Hrs.

1. G.F.R.

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

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. Duration 3 Hrs.

- (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 3 Hrs.

- (a) General English 75
- (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 which will carry 50 marks.

The number of candidates to be called for personal interview, in order of merit, will be determined as per the norms laid down by the Govt. from time to time.

U.D.C.

1. PAPER—I Full Marks Duration 3 Hrs.

- (a) General English 75
- (b) Precis Writing 25
- (c) English Essay 25

2. PAPER—II Full Marks Duration 3 Hrs.

- (a) General Knowledge 75
- (b) Simple Arithmetic 25

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

The number of candidates to be called for personal interview, in order of merit, will be determined as per the norms laid down by the Govt. from time to time.

L.D.C.

- | | | | |
|---------------------|------------|----------|--------|
| 1. PAPER—I | Full Marks | Duration | 3 Hrs. |
| (a) General English | 50 | | |
| (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 |
|-----------------|----|

Typing test will be compulsory for entry into L.D.C. for which the minimum qualifying speed will be 30 words per minute and the minimum qualifying marks in written test will be 35% in aggregate.

Those who are qualified in both written test and typing tests will be qualified for personal interview which will carry 50 marks. The number of candidates to be called for personal interview, in order or merit, will be determined as per the norms laid down by the Govt. from time to time.

No. A. 12018/1/94-P&AR(GSW), the 3rd June, 1998. 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, the Governor of Mizoram hereby makes the following rules, namely :—

1. Short title and commencement.
 - (1) These Rules may be called the Mizoram Subordinate Ministerial Service Rules, 1998.
 - (2) They shall come into force at once with effect from the date of publication in the Official Gazette of Mizoram.
2. Definition. In these Rules, unless the context otherwise requires :—
 - (a) “Appointed Day” means the date on which these Rules come into force.
 - (b) “Appointing Authority” in relation to any grade means the authority empowered under the CCS(CCA) Rules, 1965, to make appointments to that grade.
 - (c) “Authorised Permanent Strength” in relation to any grade means the strength of permanent and specified posts in that grade against which substantive appointments may be made.

- (d) "Grade" means any of the Grades specified in Rule 3.
- (e) "Commission" means the Mizoram Public Service Commission.
- (f) "DPC/Selection Committee" means appropriate DPC/Selection Committee duly constituted by the Government from time to time.
- (g) "Direct Recruit" means a person recruited on the basis of Competitive Examination.
- (h) "Duty Post" means any post as specified in Second Schedule and include temporary posts carrying the same designation and pay as any of the posts specified in that Schedule and any other temporary post declared as duty post by the Government.
- (i) "Government" means Government of Mizoram.
- (j) "Panel List" means the Panel List prepared in accordance with the regulation made under Rule (10).
- (k) "Permanent Officer" in relation to any grade means a person who has been substantively appointed to any grade.
- (l) "Probationer" means a direct recruit appointed to a grade on probation.
- (m) "Schedule" means the Schedule to these Rules.
- (n) "Service" means the Mizoram Subordinate Ministerial Service.
- (o) "Temporary Officer" in relation to any grade means a person holding temporary or officiating appointment in that grade on the basis of his being approved for such appointment.

3. Composition (1) There shall be 3(three) grades in the Service classified as follows, namely :—

Sl. No. Grade

- | | |
|----|---|
| 1. | Assistant Grade - Assistant and its equivalent posts. |
| 2. | U.D.C. Grade - U.D.C. and its equivalent posts. |
| 3. | L.D.C. Grade - L.D.C. and its equivalent posts. |
-

- (2) The posts at Sl. No. 1 shall be Non-Gazetted Group 'B' and the posts at Sl. No. 2 and 3 shall be non-Gazetted Group 'C'.

4. Combined gradation List of the Officers of the 3 (three) Grades. There shall be a combined gradation list in respect of the Officers in each grade for all the Departments and Offices specified in the first Schedule.
5. Authorised Permanent Strength & temporary strength of the Service.
 - (1) The authorised strength of the various grades of the Service on the appointed day shall be as specified in the Second Schedule.
 - (2) After the appointed day, the authorised permanent strength of various grades shall be such as may, from time to time, be determined by the Government.
 - (3) The Government may make temporary/permanent additions to the authorised permanent strength of the various grades as it may deem necessary from time to time.
6. Initial Constitution of the Service. The Permanent and Temporary Officers of various grades holding the posts in each grade on the appointed day shall be the members of the Service.
7. Posting of the Members of the Service. Every member of these Service shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate grade in the cadre.
 Provided that any member of the Service may be liable to be posted to an ex-cadre post either on deputation or otherwise.
8. Duty Post to be held by members of the Service. Every duty post in a cadre shall, unless declared to be excluded from the cadre, or kept in abeyance for any reason, be held by a member of the Service of the appropriate grade.
9. Substantive Appointment in the Service. All substantive appointments in the Service shall be made to the appropriate grade of the Service and not against any specific post in that grade.
10. Recruitment. (1) ASSISTANT GRADE : 70% of the vacancies in this grade shall be filled by promotion from amongst the members of the Service in the UDC grade, viz. 50% by promotion from UDC grade with 5 years regular service in the

grade by non-Selection method and 20% by promotion through limited Departmental Examination from amongst UDC grade with 3 years regular service.

The remaining 30% of the vacancies shall be filled by direct recruitment from candidates possessing Graduate Degree or its equivalent from a recognised University on the basis of the result of Competitive Examinations conducted in accordance with the appropriate Regulations.

- (2) U.D.C. GRADE : 66 2/3% of the vacancies shall be in this grade filled by promotion from amongst the members of the Service in LDC Grade with 5 years of service and are included in the Panel list for promotion to UDC Grade. The method of recruitment to this grade shall be Non-Selection.

The remaining 33 1/3% of the vacancies shall be filled by direct recruitment from candidates possessing Graduate Degree or its equivalent from a recognised University on the basis of the result of Competitive Examination conducted in accordance with the appropriate Regulations.

- (3) L.D.C. GRADE : 90% of the vacancies shall be filled by Direct Recruitment from candidates possessing HSLC or its equivalent from a recognised Institution on the basis of the result of the Competitive Examination conducted in accordance with the appropriate Regulations.

The remaining 10% of the vacancies shall be filled by promotion from Group 'U' staff who are educationally qualified for appointment to the post subject to the condition that they will have to possess a typing speed of 30 words per minute within 6 months of their promotion which may be extended by another 6(six) months in deserving cases.

3. (a) Rule 10(3)(a) Age Limit : The age limit for direct recruitment to Assistant Grade, UDC Grade and LDC Grade shall be between 18 years and 30 years and the upper age limit may be relaxed by 5 years in case of Scheduled Caste/ Scheduled Tribes.
- (4) Substantive appointment to the various grades shall be made in order of seniority of officers of the respective grade except when for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.
- (5) For the purpose of sub-rules (1) to (3) of Rule 10, Panel List for the various grades shall be prepared and may be revised and revising the panel list shall be as such as may be prescribed by regulations made by the Government.

- (6) Notwithstanding anything contained in Sub-rule (1), (2) and (3) of Rule 10, officers of the grades under Sub-rule (1), Sub-rule (2) and Sub-rule (3) of Rule 10 may be appointed to officiate in a temporary vacancy for a period not exceeding six months in the grade specified in Rule 6 of these Rules as the case may be, if an officer included in the Panel List for the relevant grade is not available or cannot for any reasons be appointed to such vacancy.

Provided that the aforesaid period of six months mentioned above, may in exceptional cases and with the approval of the Competent Authority in the Govt. of Mizoram be extended to another six months in public interest.

- (7) The Rules for Limited Departmental Examination and Competitive Examination referred to in sub-rule (1), (2) and (3) of Rule 10 shall be as determined by Regulations made by the Government.

11. Probation. (1) Every person appointed to the Service on direct Recruit against any regular vacancy shall be on probation for a period of 2 (two) years.

Provided that the period of probation may, for good and sufficient reasons be extended by the appointing authority in individual case by a period not exceeding 1 (one) year.

Provided further that a person who have already been officiating continuously in a cadre of the service for a period of not less than 2 (two) years shall unless, he is otherwise found unfit be substantively appointed to that particular cadre.

- (2) A probationer who holds lien on a post under the Central Govt. or any State Government may be reverted to such post at any of the circumstances specified in sub-rule (1).
- (3) A probationer who is not considered suitable for confirmation at the end of the period of probation in sub-rule (1) of Rule 11 or at the end of the extended period of probation, if any, under sub-rule (2) of that rule, shall be discharged or reverted in accordance with sub-rule (1) above as the case may be.

12. Seniority. (1) The relative seniority of members of the service appointed to any grade before the appointed day shall be regulated by their relative seniority as determined before that day.

Provided that, if the seniority of any such officer has not been specifically determined before that day, it shall be as determined by the Govt. of Mizoram.

A. Assistant Grade, U.D.C. Grade, L.D.C. Grade.

- I. Permanent Officers : (a) Direct recruits shall be ranked inter-se-in the order of merit in which they are placed at the examination in the results of an earlier examination being ranked senior to those of a latter examination.
- (b) Persons appointed on promotion to the grade from the panel list for the grade be ranked inter-se-according to the order in which they are so appointed.
- (c) The relative seniority of direct recruits to a grade and persons promoted to the grade from the panel list for the grade shall be regulated in accordance with the provisions made in this rule.

II. Temporary or Officiating Officers :

- (1) Direct recruit through Competitive/Limited Competitive Departmental Examination to the grade and person appointed to the grade from the panel list for the grade shall be assigned seniority inter-se-according to the quotas of vacancies in the grade reserved for them.

Provided that persons appointed on promotion to the grade from the panel list in any grade in any year, against direct recruitment vacancies for which the latter are not available shall be placed enblock below the last direct recruitment in the year irrespective of the quotas reserved for them.

13. Training and Departmental Examination. A member or members of the Service shall undergo such training or pass such Departmental Examination as may be prescribed by the Government from
14. Constitution of D.P.C. (1) The D.P.C. for recruitment and promotion of Assistant grade will consist of : -
- (a) Secretary to the Govt. of Mizoram, D.P. & A.R. — Chairman.
 - (b) Deputy Secretary, D.P. & A.R. — Member.
 - (c) Under Secretary, D.P. & A.R. — Member-Secy.
- (2) The D.P.C. for recruitment and promotion to the posts of U.D.C. and L.D.C. Grades shall consist of : -
- (a) Secretary of the Department concerned — Chairman.

(b) Head of Department concerned — Member - Secy.

(c) Under Secretary, D.P. & A.R. — Member.

15. Power of the Governor to amend, dispen-
se with or relax. Whereas the Governor is satisfied that the operation of any of these rules causes undue hardship in any particular case or that in the exigencies of public service as well as for effective implementation of these Rules, he may dispense with or relax or amend and repeal such particular rule or rules or any of the schedules to these Rules, to such extent or subject to such conditions as he may consider necessary from time to time.
16. Interpretation. If any question arises as to the interpretation of these rules, the Government shall decide the same.
17. Repeal and Saving. All the previous Recruitment Rules for the posts included in these Rules shall stand repealed with the commencement of these Rules :

Provided that any order made or actions taken under the Rules so repealed or under any general order ancillary thereto shall be deemed to have been made, done or taken under the corresponding provisions of these Rules.

FIRST SCHEDULE (See Rule 4)

NAMES OF DEPARTMENTS/OFFICES TO WHICH THE MIZORAM SUBORDINATE MINISTERIAL SERVICE RULES, 1997

Sl.No.	Name of Department
--------	--------------------

1. All Departments in Civil Secretariat.
2. Directorate of Agriculture & Fisheries and its subordinate Offices.
3. Directorate of Animal Husbandry & Veterinary and its subordinate Offices.
4. Administrative Training Institute.
5. Directorate of School Education and its subordinate Offices.
6. Chief Controller of Accounts Office/Directorate of Accounts & Treasuries and its subordinate Offices.
7. Office of the Principal Chief Conservator of Forests and its subordinate Offices.

Sl. No.	Name of Department.
8.	Office of the Deputy Commissioner and its subordinate Offices.
9.	Office of the Registrar (Co-op) and its subordinate Offices.
10.	Directorate of Health Services and its subordinate Offices.
11.	Directorate of Industries and its subordinate Offices.
12.	District Council Court and its subordinate Offices.
13.	Directorate of Local Administration Department and its subordinate Offices.
14.	Office of the Inspector General of Prison and its subordinate Offices.
15.	Directorate of Labour & Employment and its subordinate Offices.
16.	Directorate of Economics & Statistics and its subordinate Offices.
17.	Office of the Chief Engineer, P.W.D., and its subordinate Offices.
18.	Directorate of Rural Development and its subordinate Offices.
19.	Office of the Chief Engineer, P & E., and its subordinate Offices.
20.	Office of the Chief Engineer, P.H.E., and its subordinates Offices.
21.	Directorate of Land Revenue & Settlement and its subordinate Offices.
22.	Directorate of Taxation and its subordinate Offices.
23.	Directorate of Civil Supplies and its subordinate Offices.
24.	Directorate of Transport and its subordinate Offices.
25.	Directorate of Trade & Commerce and its subordinate Offices.
26.	Directorate of Rehabilitation and its subordinate Offices.
27.	Directorate of Information & Public Relations and its subordinate Offices.
28.	Directorate of Tourism and its subordinate Offices.
29.	Directorate of Sericulture and its subordinate Offices.
30.	Office of the Deputy Chief Election Officer and its subordinate Offices.
31.	Directorate of Social Welfare and its subordinate Offices.

Sl. No.	Name of Department.
32.	Office of the Controller of Printing & Stationery and its subordinate Offices.
33.	Directorate of Soil & Water Conservation and its subordinate Offices.
34.	Directorate of Sports and Youth Welfare and its subordinate Offices.
35.	Mizoram Liaison Offices.
36.	Directorate of Institutional Finance and Small Savings and its subordinate Offices.
37.	Commissionariat of Excise and its subordinate Offices.
38.	Office of the Commandant General, Home Guard and its subordinates Offices.
39.	Directorate of Higher & Technical Education and its subordinate Offices.
40.	Directorate of Art & Culture and its subordinate Offices.
41.	Governor's Secretariat.
42.	Directorate of Horticulture and its subordinate Offices.
43.	Directorate of Fisheries and its subordinate Offices.
44.	Directorate of Mizoram State Lottery.

SECOND SCHEDULE
(See Rule 5 (1))

Authorised Permanent Strength of the various grades of the Mizoram Subordinate Ministerial Services on the appointed day.

Sl. No.	Grade	Authorised Permanent Strength
1.	Assistant Grade	100% of the sanctioned strength of Assistant, Block Accountant, Senior Nazir, Nazir Accountant, Cashier Head Assistant, Assistant Liaison Officer, Reception and Caretaker, Investigator.
2.	U.D.C. Grade	100% of the sanctioned strength of U.D.C., Accountant, Nazir, Assistant Nazir, Cashier.
3.	L.D.C.	100% of the sanctioned strength of L.D.C- cum-Typist, L.D.C. and Typist and Peshkars.

Vanhela Pachuan,
Commr./Secretary to the Govt. of Mizoram,
D. P. & A. R.