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NOTIFICATION

No.12018/26/2003-P&AR(GSW), the 16th January, 2004. In exercise of the powers conferred by the proviso to Article 309 of the Constitution and all other power enabling him in this behalf, the Governor of Mizoram hereby makes the following rules, namely:-

Short title and commencement.

1. 1) These Rules may be called the Mizoram Subordinate Stenographer Service (MSSS) Rules, 2004.
- 2) They shall come into force with effect from the date of publication in the official Gazette of Mizoram.

Definition

2. In these rules, unless the context otherwise requires:
 - a) "Appointing Authority" in relation to any grade means the Secretary to the Government in the Department of Personnel and Administrative Reforms;
 - b) "Authorised Permanent Strength" in relation to any grade means the strength of permanent and specified posts in that grade;
 - c) "Direct Recruit" means a person recruited on the basis of a Competitive Examination and Limited Departmental Competitive Examination;
 - d) "Duty Post" means any post specified in Schedule I and includes a temporary post carrying the same designation;
 - e) "Gazette" means the Mizoram Gazette.
 - f) "Government" means the Government of Mizoram;
 - g) "Governor" means the Governor of Mizoram;
 - h) "Grade" means any of the grades specified in Rule 3;
 - i) "Panel List" means the Panel List prepared in accordance with the regulation made under Rule 10;

- j) "Probationer" means a direct recruit appointed to a grade on probation in or against a vacant post;
- k) "Schedule" means Schedule to these Rules;
- l) "Service" means the Mizoram Subordinate Stenographer Service;

Composition

3. There shall be 2 (two) grades in the Service, namely:-

Sl. No.	Grade	Designation
1.	Grade -II	Personal Assistant.
2.	Grade -III	Stenographer

Combined Gradation List of the 2(two) Grades.

4. There shall be a combined gradation list in respect of the officials in each grade for all the Departments specified in Schedule III.

Authorised Permanent Strength & Temporary Strength of the Service.

5. (1) The authorised strength of the various grades of the service on the appointed day shall be as specified in the Schedule II.
- (2) After the appointed day, the authorised permanent strength of the 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.

Initial Constitution of Service.

6. The permanent and temporary officers of various grades of the Service holding the posts in each grade on the commencement of these rules shall be the member of the service.

Posting of the members of the Service.

7. Every member of the Service shall, unless he is on leave or otherwise not available for holding the appropriate grade in the cadre.

Provided that any member of the Service may be posted to an ex-cadre post either on deputation or otherwise.

Duty Post to be held by members of the Service.

8. Every duty post in the cadre shall, unless declared to be excluded from the cadre or kept in abeyance for any reasons, be held by a member of the service of the appropriate grade.

Substantive appointment in the Service.

9. All substantive appointment in the service shall be made to the appropriate grade of the Service and not against any specified post in that grade.

Recruitment

10. (1) (a) 50 % of the post of Grade II shall be filled by promotion through Limited Departmental Examination from amongst the members of Stenographer Grade III with not less than three years regular service in the grade.

(b) 30% of the posts in this grade shall be filled by promotion from amongst the members of Stenographer Grade III with not less than 5(Five) years regular service in the Grade on the basis of seniority-cum-merit and are duly recommended by the Departmental Promotion Committee.

(c) And the remaining 20% shall be filled by Direct Recruitment failing which by transfer on deputation.

(d) In order to be eligible to compete Direct Recruitment Examination for filling up of 20% vacancies, a candidate must be :-

- (i) a citizen of India.
- (ii) a graduate or its equivalent from a recognised University.
- (iii) a holder of Diploma Certificate in English Stenography.
- (iv) between 18 years and 30 years (upper age limit may be relaxable upto 5 years for Schedule Caste and Schedule Tribe.)
- (v) having working knowledge of Mizo language of Middle School standard.

(2) a) All the posts in Grade III shall be filled by direct recruitment.

b) In order to be eligible to compete direct recruitment Examination for appointment to the Post of Grade-III, a candidate must be :-

- (i) a citizen of India.
- (ii) 10 plus 2 or its equivalent from a recognised University /Board.
- (iii) a holder of Diploma Certificate in English Stenography.
- (iv) between 18 years and 30 years (upper age limit may be relaxable upto five years for Schedule Tribe and Schedule Caste)
- (v) having working knowledge of Mizo language of Middle standard is desirable.

- (3) Substantive appointments to the grades shall be made in order of seniority of officials of the respective grades except when, for reasons to be recorded in writing a person is not considered fit for such appointment in his turn.
- (4) For the purpose of sub-rule (1) and (2), Panel List for the various grades shall be prepared by the Government.
- (5) Notwithstanding anything contained in sub-rule (1) and (2) of the incumbents of the grades under sub-rules (1) and (2) may be appointed to officiate in a temporary vacancy for a period not exceeding six months in the respective higher grades as the case may be, if such official included in the Panel List for the relevant grade is not available or cannot for any reason be appointed to such vacancy.
- (6) The rules for Limited Departmental Examination and Direct Recruitment Examination referred to in sub-rules (1) and (2) shall be as determined by the Limited Departmental Examination Regulations as shown in Schedule -IV.

Probation

11. (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 not otherwise found unfit be substantively appointed to that particular cadre.

- (2) A probationer who holds lien on a post under the Central Government or any State Government may be reverted to such post 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**

prescribed in sub-rule (1) at the end of the extended period of probation, if any, under sub-rule (2), shall be discharged or reverted in accordance with sub-rule (1) may be.

Seniority

12. (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 employee has not been specifically determined before that day, it shall be as determined by the Government of Mizoram.

- (2) All permanent employees included in the initial constitution of each grade under Rule 6 shall rank senior to all persons substantively appointed to that grade with effect from any date after the appointed day.

- (3) Except as provided in sub-rules (1) and (2), the seniority of persons appointed to any grade on the commencement of those rules shall be regulated by the order in which their names are included in the Panel List for that grade :

Provided that an employee included in the Panel List who refused at any time to be appointed to the grade for reason acceptable to the appointing authority, shall on his appointment to the grade at any time thereafter, be placed immediately after the officer who was last appointed to that grade from the Panel List.

Constitution of the Departmental Promotion Committee.

13. The Departmental Promotion Committee under these rules shall comprise -
- a) Secretary to the Government of Mizoram, Department of Personnel and Administrative Reforms. - Chairman.
 - (b) Joint Secretary/Deputy Secretary to the Government of Mizoram, Department of Personnel and Administrative Reforms. - Member
 - (c) Under Secretary to the Government of Mizoram, Department of Personnel and Administrative Reforms. - Member-- Secretary

Pay

14. The scales of pay attached to the grades of the Service shall be as follows:-

- 1) Grade-II • Rs. 5500 - 175 - 9000/-
- 2) Grade-III • Rs. 5000 - 150 - 8000/-

Power of the Governor to amend, dispense with or relax.

15. Whereas the Governor of Mizoram 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 Schedule to these rules, to such extent or subject to such conditions as he may consider necessary from time to time.

Interpretation

16. If any question arises as to the interpretation of these Rules, the Government shall decide the same.

Repeal and Savings

17. All the previous Recruitment Rules for the posts in Schedule-II shall stand repealed with the commencement of these Rules.

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

By Orders, etc.

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

SCHEDULE - I

(See Rule 2 (d))

DUTY POSTS

1. Personal Assistant.
2. Stenographer.

SCHEDULE - II

(See Rule 5(1))

<u>Sl.No.</u>	<u>Grade</u>	<u>Authorised Permanent Strength</u>
1.	Grade-II	82 posts
2.	Grade-III	157 posts

SCHEDULE - III

**NAME OF DEPARTMENTS/OFFICES TO WHOM THE MIZORAM SUBORDINATE
STENOGRAPHERS SERVICE RULES, 2003 APPLY**

<u>Sl.No.</u>	<u>Name of Department</u>
1.	Personal Assistant to the Additional Secretaries, Joint Secretaries, Additional District and Sessions Judges.
2.	Personal Assistant to the Directors, Conservator of Forests, Registrar of Cooperative Societies.
3.	Personal Assistant to the Deputy Commissioners, Chief Engineers, Inspector General of Prisons.
4.	Stenographer to the Deputy Secretaries or Joint Directors. Superintending Engineers, Additional Deputy Commissioners, Deputy Inspector General of Prisons.