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SCHEDULE - IV

(See Rule 10(6))

No. 12018/26/2003-P&AR(GSW), the 16th January, 2004. In exercise of the power 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 is pleased to make the following regulations, namely :-

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|-------------------------------------|----|-----|--|
| Short title and commencement | 1. | 1) | These Regulations may be called "The Mizoram Subordinate Stenographer Service (Limited Departmental Examination) Regulations, 2004. |
| | | 2) | They shall come into force on the date of their publication in the official Gazette of Mizoram. |
| Holding of Examination | 2. | 1) | The Examination under these Regulations shall be conducted in the manner notified by the Government of Mizoram from time to time. |
| | | 2) | The date and venue of the examination shall be fixed by Government. |
| Condition of Eligibility | 3. | | In order to be eligible to compete Limited Departmental Examination for filling up of 50% vacancies against Grade - II, a candidate must be :- |
| | | (a) | a citizen of India, |
| | | (b) | holding the Post of Stenographer Grade III with not less than 3 (three) years regular service in the grade. |
| Disqualification | 4. | | No person - |
| | | (a) | who has entered into or contracted a marriage with a person having a spouse living; |

or

- (b) who, having a spouse living, has entered into or contracted a marriage with any person - shall be eligible for appointment to the service.

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

Decision of Eligibility

5. 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.

Result

6. 1) The names of the candidates who are considered by the Commission or Government suitable for appointment on the results of the examination shall be arranged in 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.

Appointment

7. Success at the examination shall confer no rights to appointment to posts of Grade-II and Grade-III of the service unless vacant post is available at that time.

Penalty for misconduct

8. A candidate who is or has been declared guilty by the Government shall be liable to penalty if he -
- is obtaining support for his candidature by any means; or
 - is impersonating; or
 - is procuring impersonation by any persons; or
 - is submitting fabricated documents which have been tampered with; or

- e) is making statements which are incorrect or false, or suppressing material information; or
 - f) is resorting to any other irregular or improper means in connection with his candidature for the examination; or
 - g) is using unfair means in the examination hall; or
 - h) is misbehaving in the examination hall; or
 - i) is attempting to commit or, abetting the Commission/ Government of all or any of the acts specified in the foregoing clauses, as the case may be, and that shall make himself disqualified for the post to which he applied for. If he is already in service under Central/ State Government, disciplinary action under the appropriate Rules shall be taken forthwith.
9. The Limited Departmental Examination for the post of Grade II as well as Direct Recruitment for the post of Grade II and Grade III shall be conducted with the syllabus as set forth below as Appendix I and II.

APPENDIX - I

SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF PERSONAL ASSISTANT

- English Stenography :
- (i) 100 Words per minutes for 3 minutes dictation given by an expert in English Stenography,
 - (ii) 10 minutes for reconciliation,
 - (iii) 30 minutes for typing,
 - (iv) Maximum permissible errors : 10 %

APPENDIX - II

SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION FOR THE POST OF GRADE-II (PERSONAL ASSISTANT)

(A) SHORTHAND SPEED TEST (English)

Minimum Speed Required

100 Words per minute

Time Allowed

- (a) 3 minutes for dictation
- (b) 10 minutes for reconciliation
- (c) 30 minutes for typing.
- (d) Maximum permissible errors: 10%

Candidates who qualify themselves in the shorthand speed test shall be eligible to sit in the written examination.

(B) WRITTEN EXAMINATION:

| <u>S/No.</u> | <u>Subject</u> | <u>Full Marks</u> | <u>Pass Marks</u> | <u>Time</u> |
|--------------|-------------------|-------------------|-------------------|-------------|
| 1. | General English | 100 | 36 | 3 Hrs. |
| 2. | General Knowledge | 100 | 36 | 3 Hrs. |

(C) Candidates who qualify themselves in the above two tests shall be called for Personal Interview.

(D) PERSONAL INTERVIEW : 50 Marks.

APPENDIX - III

**SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION FOR THE POST OF
STENOGRAPHER GRADE-III**

- (A) **English Stenography:**
- (i) 80 Words per minute for 5 minutes dictation given by an expert in English Stenography
 - (ii) 10 minutes for reconciliation
 - (iii) 30 minutes for typing
 - (iv) Maximum permissible errors: 10%

Candidate who qualify themselves in the Shorthand Speed test only shall be eligible to sit in the written Examination.

(B) WRITTEN EXAMINATION:

| <u>S/No.</u> | <u>Subject</u> | <u>Full Marks</u> | <u>Pass Marks</u> | <u>Time</u> |
|--------------|----------------|-------------------|-------------------|-------------|
| 1.- | Gen. English | 100 | 36 | 3 Hrs. |
| 2. | Gen. Knowledge | 100 | 36 | 3 Hrs. |

(C) Candidates who qualify themselves in the above two tests shall be called for Personal Interview.

(D) PERSONAL INTERVIEW: 50 Marks.

10. Candidate's Performance in General English, General Knowledge and Personal Interview may be taken into account in respect of Candidates who get equal Performance in English Stenography.

By Orders, etc.

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