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#### NOTIFICATION

No. C. 31015/5/2021-DC&MA(M), 26<sup>th</sup> February, 2021. In pursuance of paragraph 11 of the Sixth Schedule to the Constitution of India, the following Rules passed by the Mara Autonomous District Council which received approval of the Governor of Mizoram on 10.02.2021 is hereby published for general information, namely :-

“THE MARA AUTONOMOUS DISTRICT COUNCIL  
(MINISTERIAL) SERVICE RULES, 2020.”

Sangdingliana,  
Commr. & Secretary to the Govt. of Mizoram,  
District Council & Minority Affairs Deptt.

THE MARA AUTONOMOUS DISTRICT COUNCIL  
(MINISTERIAL) SERVICE RULES, 2020.

In exercise of the powers conferred by sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India, read with clause (h) of sub-paragraph (6) of paragraph 2 of the said Schedule, the Mara Autonomous District Council, with the approval of the Governor of Mizoram, makes the following rules for the constitution of the Mara Autonomous District Council Ministerial Service and for the improvement and regulation of the conditions of service of staff appointed under these rules, namely:-

“The Mara Autonomous District Council (Ministerial) Service Rules, 2020” .

#### Part - I Preliminary

- Short title and commencement.
- (1) These rules may be called the Mara Autonomous District Council (Ministerial) Service Rules, 2020.
  - (2) They shall come into force with effect from the date of their publication in the official Gazette.

## Definitions.

2. In these rules, unless the context otherwise requires—
  - (i) "Appointing Authority" means the Executive Committee of the Mara Autonomous District Council;
  - (ii) "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;
  - (iii) "Direct Recruit" means a person recruited to the Service on the basis of competitive examination in accordance with the provisions of these rules;
  - (iv) "District" means the Mara Autonomous District as provided in Part–III of the table appended to paragraph 20 of the Sixth Schedule to the Constitution of India;
  - (v) "District Council" means the Mara Autonomous District Council;
  - (vi) "Duty post" means any post as specified in Schedule–I appended to these rules and includes temporary posts carrying the same designation and pay as any of the posts specified in the said Schedule and any other temporary post declared as duty post by the Executive Committee of the Mara Autonomous District Council;
  - (vii) "Executive Committee" means the Executive Committee of the Mara Autonomous District Council;
  - (viii) "Grade" means any of the grades specified in rule 3 of these rules;
  - (ix) "Member" means a person appointed in a substantive capacity to any grade of the Mara Autonomous District Council Ministerial Service and includes a person appointed to the Service on probation in accordance with these rules;
  - (x) "Permanent staff" in relation to any grade means a person who has been substantively appointed and confirmed to any grade;
  - (xi) "Probationer" means a direct recruit appointed to any of the grades on probation;
  - (xii) "Recruitment Board" means the Mara Autonomous District Council Recruitment Board constituted by the Executive Committee of the Mara Autonomous District Council;
  - (xiii) "Schedule" means a Schedule appended to these rules;
  - (xiv) "Scheduled Tribe" means such tribes as are specified by the President of India under Article 342 (1) of the Constitution of India as modified by law made by Parliament from time to time in so far as the specification pertains to the state of Mizoram;
  - (xv) "Service" means the Mara Autonomous District Council Ministerial Service constituted under rule 3 of these rules;
  - (xvi) "State" means the state of Mizoram;
  - (xvii) "Temporary staff" in relation to any grade means a person holding temporary or officiating appointment in that grade or the basis of his or her being approved for such appointment;
  - (xviii) "Year" means Calendar Year.

Part – II  
Constitution, Strength of the Service, etc.

- |                                      |    |   |
|--------------------------------------|----|---|
| Constitution of the Service.         | 3. | <p>(1) There shall be constituted a Service to be known as the Mara Autonomous District Council Ministerial Service.</p> <p>(2) The Service shall consist of the following three (3) grades, namely:–</p> <ul style="list-style-type: none"><li>(i) Assistant Grade – Assistant and its equivalent posts.</li><li>(ii) Upper Division Clerk Grade – Upper Division Clerk and its equivalent posts.</li><li>(iii) Lower Division Clerk Grade – Lower Division Clerk and its equivalent posts.</li></ul> <p>(3) Members of the Service belonging to the grades specified in clauses (i) and (ii) of sub–rule (2) of this rule shall be Non–Gazetted Group ‘B’.</p> <p>(4) Members of the Service belonging to the grade specified in clause (iii) of sub–rule (2) of this rule shall be Non–Gazetted Group ‘C’.</p> |
| Strength of the Service.             | 4. | The number of permanent posts as well as temporary posts under each of the grades specified in sub–rule (2) of rule 3 of these rules shall be such as may be determined by the Executive Committee from time to time.   |
| Initial Constitution of the Service. | 5. | The permanent staff of various grades holding the posts in each grade at the commencement of these rules shall be members of the Service. After the commencement of these rules, all persons recruited to the Service in accordance with the provisions of these rules shall also be members of the Service.  |
| Posting of the members.              | 6. | <p>Every member of the Service shall, unless he or she 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:</p> <p style="padding-left: 40px;">Provided that any member of the Service may be liable to be posted to an ex–cadre post either on deputation or otherwise.</p>  |
| Duty post to be held by members.     | 7. | 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.  |
| Substantive appointment.             | 8. | All substantive appointments in the Service shall be made to the appropriate grade or post as may be convenient.  |

Part – III  
Recruitment, Eligibility, Disqualification, Selection Method and Physical Fitness

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|--------------|----|---|
| Recruitment. | 9. | <p><u>Assistant Grade:</u></p> <p>(1) Recruitment to the post of Assistant or its equivalent posts after the commencement of these rules shall be made by the following methods:–</p> |
|--------------|----|---|

- (i) Thirty percent (30%) of the vacancies in this grade shall be filled by promotion through selection method from amongst members of the Service in the Upper Division Clerk grade having at least eight (8) years regular service in the grade.
- (ii) Forty percent (40%) of the vacancies in this grade shall be filled by promotion through Limited Departmental Examination from amongst members of the Service in Upper Division Clerk grade with at least five (5) years regular service in the grade.
- (iii) The remaining thirty percent (30%) of the vacancies in this grade shall be filled by direct recruitment from candidates possessing a Graduate Degree in any discipline or its equivalent from a recognised University on the basis of the result of competitive examination conducted by the Recruitment Board in accordance with the syllabus as per Schedule-II appended to these rules.

Upper Division Clerk Grade:

- (2) Recruitment to the post of Upper Division Clerk or its equivalent posts after the commencement of these rules shall be made by the following methods:-
  - (i) Thirty percent (30%) of the vacancies in this grade shall be filled by promotion through selection method from amongst members of the Service in the Lower Division Clerk grade having at least eight (8) years regular service in the grade.
  - (ii) Thirty percent (30%) of the vacancies in this grade shall be filled by promotion through Limited Departmental Examination from amongst members of the Service in Lower Division Clerk grade with at least five (5) years regular service in the grade.
  - (iii) The remaining forty percent (40%) of the vacancies in this grade shall be filled by direct recruitment from candidates possessing a Graduate Degree in any discipline or its equivalent from a recognised University on the basis of the result of competitive examination conducted by the Recruitment Board in accordance with the syllabus as per Schedule-III appended to these rules.

Lower Division Clerk Grade:

- (3) Recruitment to the post of Lower Division Clerk or its equivalent posts after the commencement of these rules shall be made by the following methods:-
  - (i) Eighty percent (80%) of the vacancies in this grade shall be filled by direct recruitment on the basis of the result of competitive examination conducted by the Recruitment Board in accordance with the syllabus as per Schedule-IV appended to these rules. Candidates must have possessed a Higher

Secondary School Leaving Certificate/Pre-University Course /10+2 or its equivalent certificate from a recognised Board or University with Certificate Course of at least six (6) months in Computer Application (CCA) consisting of (a) Microsoft Words (b) Microsoft Excel (c) Microsoft PowerPoint (d) Adobe PageMaker from any institution recognised by the Mizoram State Council of Technical Education (MSCTE) or National Institute of Electronics and Information Technology (NIELET) or such other courses of the level as determined by the appointing authority from time to time:

Provided that five percent (5%) of such vacancies shall be reserved for Persons with Disabilities.

- (ii) Ten percent (10%) of the vacancies in this grade shall be filled by appointment of family members of employees of the District Council who died during their service on compassionate ground:

Provided that such family members shall possess all the requisite qualifications and eligibility for appointment to the post. The appointing authority may relax the upper age limit for such persons.

- (iii) Five percent (5%) of the vacancies in this grade shall be filled by promotion from amongst Group 'D' staff of the District Council with five (5) years regular service in the grade by selection method who are educationally qualified for appointment to the post with computer knowledge as required under clause (i) of sub-rule (3) of this rule and must also possess a typing speed of thirty (30) words per minute.

- (iv) Five percent (5%) of the vacancies in this grade shall be filled by appointment of persons having outstanding achievement in the fields of sports, music, art, literature, etc. and who are educationally qualified for appointment to the post, subject to the condition that they will have to possess a knowledge of computer as required under clause (i) of sub-rule (3) of this rule within one (1) year of their appointment which may be extended by another six (6) months in deserving cases by the Executive Committee:

Provided that in the event of sufficient qualified or suitable persons not being available under clauses (iii) and (iv) of the above, the vacancy or vacancies may be filled by direct recruitment through competitive examination.

Other conditions of eligibility.

10. In order to be eligible to appear at the competitive examination, a candidate must satisfy the following conditions, namely:—

- (i) He or she must be a citizen of India;
- (ii) He or she must have attained the age of 18 (*eighteen*) years and must not have completed the age of 35 (*thirty-five*) years on the first date fixed for receipt of application for direct recruitment to Lower Division Clerk grade. For direct recruitment to Assistant grade and Upper Division Clerk grade, he or she must have attained the age of 21 (*twenty-one*) years and must not have completed the age of 35 (*thirty-five*) years on the first date fixed for receipt of application:

Provided that the upper age limit may be relaxed by 5 (*five*) years in the case of candidates belonging to Scheduled Tribes and Persons with Disabilities;

- (iii) He or she must be a permanent resident of the District by birth or descent. For the purposes of this clause, the expression "Permanent resident of the District by descent" shall include a candidate whose parents or any of his or her ancestors in his or her direct lineage is a permanent resident of the District, with a documentary proof like Birth Certificate, enrolment in Electoral Rolls, etc. in support of his or her eligibility;
- (iv) He or she must possess knowledge of Mara language of at least elementary school standard.

Disqualification for appointment.

11. No person—

- (i) who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) 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 Executive Committee may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Selection method.

12. (1) To fill a vacancy or vacancies required to be filled by selection method under clause (i) of sub-rule (1) and clause (i) of sub-rule (2) of rule 9 of these rules, the Departmental Promotion Committee, constituted under rule 21 of these rules, shall determine the number of persons who will be considered from out of those eligible persons in the feeder grade and take all necessary steps well in advance so as to finalise the list of persons considered eligible for filling such vacancy or vacancies.
- (2) The following criteria shall be observed by the Departmental Promotion Committee for preparation of select list—
- (i) merit with due regard to seniority;
  - (ii) suitability and over all performance of the members;

- (iii) assessment of Annual Confidential Report (ACR) or Performance Appraisal Reports (PAR) of the members of the Service who are considered eligible for filling such vacancy or vacancies; and
  - (iv) assessment of performance in training and departmental examination as may be prescribed by the Executive Committee from time to time.
- (3) The names of the members of the Service recommended by the Departmental Promotion Committee for promotion to higher grade shall be submitted to the Executive Committee for approval.

Physical fitness. 13. No candidate shall be appointed to the Service unless he or she is declared, after such medical examination as the Executive Committee may prescribe, to be mentally and physically sound and free from any defects likely to interfere with the discharge of his or her duties.

Part – IV

Pay, Increment, Probation, Confirmation, Seniority and Retirement

- Pay. 14. The level of pay matrix admissible as per the Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018 to the members of the Service shall be as follows subject to revision by the Governor from time to time:-
- (i) Assistant Grade: Level 7 of Pay Matrix (*corresponding to PB-2 9300-34800 + 4400 GP pre-revised*)
  - (ii) Upper Division Clerk Grade: Level 6 of Pay Matrix (*corresponding to PB-2 9300-34800 + 4200 GP pre-revised*)
  - (iii) Lower Division Clerk Grade: Level 4 of Pay Matrix (*corresponding to PB-1 5200-20200 + 2400 GP pre-revised*)
- Increment. 15. The first increment due to a member of the Service in revised pay structure shall accrue on the successful completion of the period of probation.
- Probation. 16. (1) Every person recruited to the Service in accordance with these rules shall be on probation for a period of two years:  
Provided that the period of probation may, for good and sufficient reasons to be recorded in writing, be extended by the appointing authority in the individual cases.
- (2) A person on probation shall be liable to be discharged from the Service at any time by the appointing authority on account of his or her unsuitability for the Service:  
Provided that the ground or grounds for the discharge shall be clearly indicated in his or her discharged order.
- Confirmation. 17. A probationer who has been declared to have satisfactorily completed the period of probation shall be confirmed in the Service:  
  
Provided that once a member of the Service has been confirmed in the Service, he or she shall not be required to be confirmed in each grade or post of the Service.

- Seniority.
18. (1) The seniority inter-se of the members of the Service at its initial constitution shall be as determined by the Executive Committee in accordance with the orders and instructions in force before the commencement of these rules.
- (2) After the commencement of these rules, the seniority inter-se of the members of the Service, appointed by promotion or through Limited Departmental Examination and direct recruitment shall be determined in the following manners:-
- (i) Persons appointed on promotion to the grade from select list prepared for the grade be ranked inter-se according to the order in which they are so appointed;
- (ii) The seniority of persons appointed through Limited Departmental Examination shall be determined in the order of merit in the Limited Departmental Examination;
- (iii) Direct recruits shall be ranked inter-se in the order of merit in which they are placed at the competitive examination. Persons appointed on the result of an earlier examination shall rank senior to those of latter examination;
- (iv) The seniority of persons recruited under clauses (ii), (iii) and (iv) of sub-rule (3) of rule 9 of these rules shall be determined by the age of the members of the Service if they are appointed on the same date. The person senior in age shall be senior to the other.
- (3) Where persons are recruited to the same grade by promotion or through Limited Departmental Examination and direct recruitment on the same date, the person recruited by promotion shall take precedence over the person appointed through Limited Departmental Examination and direct recruit. The person recruited through Limited Departmental Examination shall take precedence over the direct recruit.
- (4) The Executive Committee shall prepare and publish a Seniority List of members of the Service in all grades from time to time and the list so published shall be used for the purpose of consideration for promotion to the next higher grade.
- Retirement.
19. A member of the Service shall retire from service on the afternoon of the last date of the month in which he or she attains the age of 60 years:
- Provided that the member of the Service whose date of birth is the 1<sup>st</sup> day of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

Part – V  
Miscellaneous Provisions

- Training and Departmental Examination.
20. A member of the Service shall undergo such training or appear at and pass such departmental examination as may be prescribed by the Executive Committee from time to time.



- Constitution of Departmental Promotion Committee. 21. The Departmental Promotion Committee for Assistant, Upper Division and Lower Division Clerk shall be constituted and its composition shall be as determined by the Executive Committee from time to time.
- Leave, Pension, etc. 22. Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service shall be regulated by rules framed or adopted by the District Council, and in the absence of such rules, by the relevant rules applicable to officers and staff of the state government, subject to such restrictions or modifications as the Governor may direct from time to time.
- Power of the Executive Committee to dispense with or relax any rule. 23. Where the Executive Committee is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, with the prior approval of the Governor, dispense with or relax that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner:
- Provided that the case of any person shall not be dealt with in any manner less favourable to him or her than that provided by any of these rules.
- Interpretation. 24. If any question arises relating to the interpretation of these rules, it shall be referred to the Governor, whose decision thereon shall be final.
- Repeal and Saving. 25. 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 anything done or any action taken under the rules so repealed shall be deemed to have been made, done or taken under the corresponding provisions of these rules.

SCHEDULE – I

Authorised permanent strength of the various Grades of the Mara Autonomous District Council Ministerial Service at the commencement of these rules shall be as follows:

Sl/No.	Grade	Authorised permanent strength
1.	Assistant Grade	100% of the sanctioned strength of Assistant, Assistant Liaison Officer, Caretaker, Head Assistant and Record Keeper.
2.	Upper Division Clerk Grade	100% of the sanctioned strength of Upper Division Clerk, Account Assistant, Cashier and Receptionist.
3.	Lower Division Clerk Grade	100% of the sanctioned strength of Lower Division Clerk, Lower Division Clerk cum Computer Operator and Peshkar.

SCHEDULE – II  
{See rule 9 (1)}

SYLLABUS FOR DIRECT RECRUITMENT TO THE MARA AUTONOMOUS DISTRICT  
COUNCIL MINISTERIAL SERVICE OF ASSISTANT GRADE

The competitive examination for direct recruitment to Assistant Grade shall consist of a written examination and an interview. A candidate who does not appear at the examination in one or more of the papers shall be declared as disqualified. Candidates who do not obtain 35% of the total mark in each paper and 40% (in aggregate) in the written examination shall not be qualified for interview. The number of candidates to be called for interview will be determined by the appointing authority from time to time. The competitive examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus:

PAPER – I

Duration: 3 Hours	<u>General English</u>	100 marks
1. Grammar	–	40 marks
2. Usage and vocabulary	–	10 marks
3. Synonyms and antonyms	–	10 marks
4. Phrases and idiomatic use of words	–	10 marks
5. Essay writing	–	20 marks
6. Precis writing	–	10 marks

PAPER – II

Duration: 3 Hours	<u>Mara</u>	100 marks
1. Grammar	–	25 marks
2. Translation	–	10 marks
3. Idiom and Phrase	–	5 marks
4. Essay	–	20 marks
5. Mara history nata culture	–	10 marks
6. Lakher Pioneer Mission thàtih nata raihriapazy	–	15 marks
7. MADC thyutõna nata biehneinazy	–	15 marks

*Note: The candidates will have to answer the Mara paper in Mara language except where translation is involved.*

PAPER – III

Duration: 3 Hours	<u>General Studies – I</u> (Objective Type)	100 marks
1. History of Modern India. <i>The History of Modern India will cover history of the country from about the middle of nineteenth century and would also include questions on important personalities who shaped the freedom movement and social reforms.</i>	–	25 marks

2. Geography of India. – 25 marks  
*Physical–Physiography of India, climate of India. Resources–soils of India, natural vegetation, mineral resources, energy resources. Agriculture and industries. Transport and communications. Demography–growth, distribution and density of population, demographic characteristics. Regional planning and development.*
3. Current events of national and international importance. – 35 marks
4. Computer Knowledge. – 15 marks  
*Introduction to computers, introduction to graphical user interface based operating system, elements of word processing, spreadsheets, power point presentations, computer communication and internet, world wide web and web browser, communication and collaboration.*

PAPER – IV

Duration: 3 Hours

General Studies – II  
(Objective Type)

100 marks

1. Constitution of India and Indian Polity – 40 marks  
*Salient features of the Indian Constitution. Fundamental rights, Directive principles of state policy and Fundamental duties. Union–executive, legislature and judiciary. State–executive, legislature and judiciary. Centre–state relations. Emergency provisions. Amendment of the Constitution. Services under the union and the states. Panchayati Raj and Urban Local Governments. Constitutional Bodies–Election Commission, Union Public Service Commission, Finance Commission, National Commission for Scheduled Castes and Scheduled Tribes, Comptroller and Auditor General of India, Attorney General and Solicitor General of India. Non–Constitutional Bodies–National Human Rights Commission, Central Vigilance Commission, Lokpal and Lokayuktas. Sixth Schedule to the Constitution of India.*
2. Indian Economy. – 25 marks  
*Salient features of Indian economy. Economic planning in India–History of planning in India, method of plan formulation, Role, composition and functions of NITI Aayog and National Development Council. Budgetary Process in India–formulation of budget, enactment of budget, execution of budget, Parliamentary control of public expenditure, role of Finance Ministry in monetary and fiscal area. Reserve Bank of India–World Bank, International Monetary Fund (IMF), World Trade Organisation (WTO). Economic Reforms–Globalization, Liberalization, Privatization and Disinvestment. Development, poverty alleviation and employment generation programmes in India.*
3. Simple Arithmetic. – 25 marks  
*Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.*

4. The role and impact of Science and Technology in the development of India. – 10 marks

Interview 50 marks

Interview (Viva voca) will carry 50 marks. The final result will be based on the total of marks a candidate obtained in the written examination as well as in the interview. Recommendation shall be made in order of merit for the number of vacancies available.

#### SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR ASSISTANT GRADE

The Limited Departmental Examination for Assistant Grade shall consist of four (4) papers and a candidate has to obtain 35% of the total mark in each paper and 40% in aggregate to pass such examination. The Limited Departmental Examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus.

#### PAPER – I

Duration: 3 Hours General English 100 marks

1. Grammar – 40 marks
2. Usage and vocabulary – 10 marks
3. Drafting – 15 marks
4. Essay writing – 25 marks
5. Precis writing – 10 marks

#### PAPER – II

Duration: 3 Hours 100 marks

1. Sixth Schedule to the Constitution of India. – 30 marks
2. The Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002 as amended upto date. – 20 marks
3. The Mara Autonomous District Council (Allocation of Business) Rules, 2011. – 10 marks
4. The Mara Autonomous District Council (Transaction of Business) Rules, 2011. – 10 marks
5. The Mara Autonomous District (Village Councils) Act, 1974. – 10 marks
6. The Mara Autonomous District Council (Agricultural Land Settlement) Act, 2011. – 10 marks
7. The Mara Autonomous District Council (Administration of Justice) Rules. – 10 marks

#### PAPER – III

Duration: 3 Hours 100 marks

1. The Mizoram Autonomous District Council Fund Rules, 2018. – 20 marks
2. The Mizoram Autonomous District Council (Grants-in-Aid) Rules, 2018. – 10 marks
3. The Mizoram Autonomous District Council Framework on Internal Audit. – 10 marks
4. General Financial Rules. – 20 marks
5. Treasury Rules. – 20 marks
6. Fundamental Rules and Supplementary Rules. – 20 marks

PAPER – IV

Duration: 3 Hours	100 marks
1. Central Civil Services (Conduct) Rules, 1964	– 25 marks
2. Central Civil Services (Classification, Control and Appeal) Rules, 1965	– 25 marks
3. Central Civil Services (Leave) Rules, 1972	– 15 marks
4. Central Civil Services (Pension) Rules, 1972	– 15 marks
5. Manual of Office Procedure	– 20 marks

SCHEDULE – III  
{See rule 9 (2)}

SYLLABUS FOR DIRECT RECRUITMENT TO THE MARA AUTONOMOUS DISTRICT COUNCIL MINISTERIAL SERVICE OF UPPER DIVISION CLERK GRADE

The competitive examination for direct recruitment to Upper Division Clerk Grade shall consist of a written examination and interview test. A candidate who does not appear at the examination in one or more of the papers shall be declared as disqualified. Candidates who do not obtain 25 marks in each part of the paper and 40% (in aggregate) in the written examination shall not be qualified for interview. The number of candidates to be called for interview will be determined by the appointing authority from time to time. The competitive examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus:

PAPER – I

Duration: 3 Hours	150 marks
Part – A:	<u>General English</u> 75 marks
1. Grammar	– 30 marks
2. Usage and vocabulary	– 10 marks
3. Synonyms and antonyms	– 5 marks
4. Phrases and idiomatic use of words	– 5 marks
5. Essay writing	– 25 marks
Part – B:	<u>Mara Reih</u> 75 marks
1. Grammar	– 30 marks
2. Translation	– 10 marks
3. Idiom and Phrase	– 10 marks
4. Essay	– 25 marks

*Note: The candidates will have to answer the Mara paper in Mara language except where translation is involved.*

PAPER – II

Duration: 3 Hours	150 marks
Part – A:	<u>General Studies – I</u> 75 marks (Objective Type)
1. History of Modern India	– 20 marks
2. Geography of India	– 20 marks
3. Current events of national and international importance	– 25 marks
4. Computer Knowledge	– 10 marks

Part – B:	<u>General Studies – II</u> (Objective Type)	75 marks
1.	Constitution of India and Indian Polity	– 30 marks
2.	Indian Economy	– 20 marks
3.	Simple Arithmetic	– 15 marks
4.	Science and Technology	– 10 marks

Interview 50 marks

Interview (Viva voca) will carry 50 marks. The final result will be based on the total of marks a candidate obtained in the written examination as well as in the interview. Recommendation shall be made in order of merit for the number of vacancies available.

### SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR UPPER DIVISION CLERK GRADE

The Limited Departmental Examination for Upper Division Clerk Grade shall consist of four (4) papers and a candidate has to obtain 35% of the total mark in each paper and 40% in aggregate to pass such examination. The Limited Departmental Examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus.

Duration: 3 Hours	<u>PAPER – I</u> <u>English</u>	100 marks
1.	Grammar	– 40 marks
2.	Drafting	– 20 marks
3.	Precis writing	– 15 marks
4.	Essay writing	– 25 marks

Duration: 3 Hours	<u>PAPER – II</u>	100 marks
1.	Sixth Schedule to the Constitution of India	– 30 marks
2.	The Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002 as amended upto date	– 20 marks
3.	The Mizoram Autonomous District Council Fund Rules, 2018	– 20 marks
4.	The Mizoram Autonomous District Council (Grants-in-Aid) Rules, 2018	– 15 marks
5.	The Mara Autonomous District Council (Transaction of Business) Rules, 2011	– 15 marks

Duration: 3 Hours	<u>PAPER – III</u>	100 marks
1.	Manual of Office Procedure –	50 marks
2.	Fundamental Rules and Supplementary Rules	– 25 marks
3.	Central Civil Services (Conduct) Rules, 1964	– 25 marks

Duration: 3 Hours	<u>PAPER – IV</u>	100 marks
1.	Central Civil Services (Classification, Control and Appeal) Rules, 1965	– 30 marks
2.	Central Civil Services (Leave) Rules, 1972	– 30 marks
3.	Central Services (Medical Attendance) Rules, 1944	– 20 marks
4.	Central Civil Services (Pension) Rules, 1972	– 20 marks

SCHEDULE – IV  
{See rule 9 (3)}

SYLLABUS FOR DIRECT RECRUITMENT TO THE MARA AUTONOMOUS DISTRICT COUNCIL MINISTERIAL SERVICE OF LOWER DIVISION CLERK GRADE

The competitive examination for direct recruitment to Lower Division Clerk Grade shall consist of a written examination, a practical examination and an interview. A candidate who does not appear at the examination in one or more of the papers shall be declared as disqualified. Candidates who do not obtain 18 marks in each part of the paper and 40% (in aggregate) in the written examination shall not be qualified for interview. The number of candidates to be called for interview will be determined by the appointing authority from time to time. The competitive examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus:

<u>PAPER – I</u>		
Duration: 3 Hours		100 marks
Part – A:	<u>English</u>	50 marks
1. Grammar		– 25 marks
2. Idiom and Phrase		– 5 marks
3. Essay writing		– 20 marks
Part – B:	<u>Mara</u>	50 marks
1. Grammar		– 20 marks
2. Idiom and Phrase		– 5 marks
3. Translation into Mara		– 5 marks
4. Essay writing		– 20 marks

*Note: The candidates will have to answer the Mara paper in Mara language except where translation is involved.*

<u>PAPER – II</u> (Objective Type)		
Duration: 3 Hours		100 marks
Part – A:	<u>General Knowledge</u>	– 50 marks
<i>Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mara history and culture, political history and development of the Mara Autonomous District Council, advent and works of christian missionaries in Maraland will also form part of the syllabus.</i>		
Part – B:	1. <u>Simple Arithmetic</u>	– 30 marks

*Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.*

2. Basic Computer Knowledge – 20 marks

*Introduction to computers, introduction to graphical user interface based operating system, elements of word processing, spreadsheets, power point presentations, computer communication and internet, world wide web and web browser, communication and collaboration.*

<u>Practical Examination</u>	– 50 marks
1. Microsoft Word	– 10 marks
2. Microsoft Excel	– 10 marks
3. Microsoft PowerPoint	– 10 marks
4. Adobe PageMaker	– 10 marks
5. Typing Test	– 10 marks

Interview 25 marks

Interview (Viva voca) will carry 25 marks. The final result will be based on the total of marks a candidate obtained in the written examination as well as in the interview. Recommendation shall be made in order of merit for the number of vacancies available.

SCHEDULE – V  
(See rule 20)

TRAINING AND DEPARTMENTAL EXAMINATION

Every Lower Division Clerk and Upper Division Clerk shall undergo training and pass departmental examination as and when prescribes by the Executive Committee under rule 20 as follows:–

1. Training and Departmental Examination for Lower Division Clerk shall consist of:–
  - (i) Definition of certain terms used in the Manual of Office Procedure.
  - (ii) Structure of the Government of India and functions at various levels.
  - (iii) Office Management – Attendance, punctuality and leave.
  - (iv) Discipline and sense of responsibility.
  - (v) Management of Dak – receipts and issues.
  - (vi) Maintenance of receipt register, daily register, etc.
  - (vii) File Management.
  - (viii) File Numbering System.
  - (ix) Machinery of Government and functions of various grades of officers.
  - (x) Drafting and Noting.
  - (xi) Central Civil Services (Conduct) Rules, 1964.
  
2. Training and Department Examination for Upper Division Clerk shall consist of:–
  - (i) Form and procedure of communication.
  - (ii) Drafting and Noting.
  - (iii) Records Management.
  - (iv) Security of official information and documents.
  - (v) Financial sanctions.
  - (vi) Parliamentary procedure.



- (vii) General Financial Rules.
- (viii) Treasury Rules.
- (ix) Fundamental Rules and Supplementary Rules.
- (x) Central Civil Services (Classification, Control and Appeal) Rules, 1965.
- (xi) Central Civil Services (Leave) Rules, 1972.
- (xii) Central Civil Services (Pension) Rules, 1972.