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NOTIFICATION

No.A.12018/2/98-P&AR(GSW), the 30th September, 2011. 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 Ministerial Service Rules, 2011.
 - 2) They shall come into force with effect from the date of publication in the official Gazette.
2. Definitions:
 - 1) 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 Secretary, DP & AR in respect of Assistant Grade and Head of Department in respect of UDC Grade and LDC 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) "Commission" means the Mizoram Public Service Commission.
 - (e) "DPC/Selection Committee" means appropriate DPC/Selection Committee duly constituted by the Government from time to time in case of LDC Grade and MPSC in case of Assistant Grade and UDC Grade.
 - (f) "Direct Recruit" means a person recruited on the basis of Competitive Examination.
 - (g) "Duty Post" means any post as specified in Second Schedule and includes 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.
 - (h) "Government" means Government of Mizoram.
 - (i) "Grade" means any of the Grades specified in Rule 3.
 - (j) "Panel List" means the Panel List prepared in accordance with the Regulations made under Rule.
 - (k) "Permanent Officer" in relation to any grade means a person who has been substantively appointed and confirmed 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 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. (p) "Year" means vacancy year which will be financial year or calendar year as decided by the Government from time to time.

3. Composition of the Service :

(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 & 2 of Sub-Rule (1) are Non-Gazetted Group 'B' and the posts at Sl.3 are 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 the grade Assistant and UDC for all the Departments and Offices specified in the First Schedule.

5. Authorised Permanent Strength & Temporary Strength of the Service.

- (1) The authorized 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 authorized 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 authorized 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 Services

Every member of the 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 another 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 or post as may be convenient.

10. Recruitment.

1) (a) **ASSISTANT GRADE:** 50% of the posts in this grade shall be filled by promotion from amongst the members of the Service in the U.D.C grade having 5(five) years regular service in the grade by selection method and 20 % by promotion through Limited Departmental Examination from amongst U.D.C grade with 3 years regular service in the grade. The remaining 30 % of the posts shall be filled by direct recruitment from candidates possessing Graduate Degree or its equivalent from a recognized University on the basis of the result of Competitive Examination conducted in accordance with the appropriate Regulations.

(b) **U.D.C.GRADE:** 40% of the posts shall be filled by promotion from amongst the members of the service in L.D.C grade with 5(five) years regular service in the grade by seniority cum merit 20% through Limited Departmental Examination amongst the L.D.C grade with 5(five) years regular service in the grade. The remaining 40% of the posts shall be filled by direct recruitment from candidates possessing Graduate Degree or its equivalent from a recognized University on the basis of the result of Competitive Examination conducted in accordance with the appropriate Regulations.

(c) **L.D.C GRADE:** 90% of the posts shall be filled by direct recruitment from candidates possessing HSSLC/PUC or (10+2) or its equivalent certificate from a recognized Institution with Computer knowledge of at least 3(three) months Certificate Course in Office Automation consisting of (1) Microsoft Words (2) Microsoft Excel (3) Page Maker, on the basis of the result of Competitive Examination conducted in accordance with the appropriate Regulations and a typing speed of 30 (thirty) words per minute.

The remaining 10% of the posts shall be filled by promotion from Group 'D' 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 months in deserving cases.

- 2) **Age Limit :** The age limit for direct recruitment to Assistant Grade, U.D.C Grade and L.D.C Grade shall be between 18 years and 35 years and the upper age limit may be relaxed by 5 years in case of the Scheduled Caste/the Scheduled Tribes.
- 3) 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.
- 4) For the purpose of sub-rules(1) (a), (b) and (c) of Rule 10, panel list for the various grades shall be prepared if and when considered necessary by the Government.
- 5) Notwithstanding anything contained in sub-rule (1)(a),(b) and(c) of Rule 10, officers of the grades under sub-rules(1)(a),(b) and (c) of Rule 10 may be appointed to officiate in a temporary vacancy for a period not exceeding 6(six) months in the grade

specified in Rule 3 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 6(six) months, may in exceptional cases and with the approval of Competent Authority in the Government of Mizoram be extended upto another 6(six) months in public interest.

11. Probation

- (1) Every person appointed to the Service on direct recruitment 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 to be recorded in writing, be extended by the appointing authority in individual case by a period not exceeding 1(one) year.

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

12. Confirmation:

A person, who has been appointed on regular basis to any grade, and has completed 2(two) years probation period or extended period of probation shall be deemed to have been confirmed in the grade.

Provided that once a member of the service has been confirmed in the lower grade he/she shall not be required to be confirmed again in each grade or post.

13. Seniority

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 determined in the following manner.

- (1) Persons appointed on promotion to the grade from panel list prepared for the grade be ranked inter-se according to the order in which they are so appointed.
- (2) The seniority of persons appointed through Limited Departmental Examination shall be determined in the order of merit in the Limited Departmental Examination.
- (3) 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 a latter examination.
- (4) The relative seniority of promotees and persons appointed through limited departmental examination and direct recruits shall be determined according to the rotation of vacancies which shall be based on the quota of vacancies reserved under Rule 10 (1)(a),(b) and (c).

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 time to time.

14. Constitution of Departmental Promotion Committee

The composition of Departmental Promotion Committee for Assistant, UDC and LDC shall be as constituted by the Government from time to time.

15. Power of the Governor to dispense with, relax, amend or repeal rules/Schedule.

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 extend 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

The Mizoram Subordinate Ministerial Service Rules, 1998 issued vide Notification No.A.12018/1/94-P & AR (GSW) dt 3.6.1998 and published in the Mizoram Gazette Extra-ordinary Issue No. 113 dt.08.06.1998 and all its subsequent amendments stand hereby repealed with the commencement of these Rules.

Provided that any order made or anything done or any action 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.

By orders etc


(C.ZOTHANKHUMI)
Joint Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms.

FIRST SCHEDULE
(See Rule 4)

**NAME OF DEPARTMENTS AND OFFICES TO WHICH THE MIZORAM MINISTERIAL
SERVICE RULES, 2011 SHALL APPLY.**

Sl. No.	Name of Department and Offices
1.	Governor's Secretariat.
2.	Chief Minister's Office.
3.	All Departments in Civil Secretariat.
4.	Directorate of Accounts and Treasuries and its subordinate Offices.
5.	Administrative Training Institute.
6.	Directorate of Agriculture(Crop Husbandry) and its subordinate Offices
7.	Directorate of Animal Husbandry & Veterinary and its subordinate Offices
8.	Directorate of Art & Culture and its subordinate Offices
9.	Directorate of Disaster Management & Rehabilitation and its subordinate Offices
10.	Office of the Registrar(Co-op) and its subordinate Offices
11.	Office of the Chief Electoral Officer and its subordinate Offices
12.	Office of the Deputy Commissioners and its subordinate Offices
13.	Directorate of Economics & Statistics and its subordinate Offices
14.	Directorate of School Education and its subordinate Offices
15.	Directorate of Higher & Technical Education and its subordinate Offices
16.	State Council of Educational Research & Training.
17.	District Institute of Education & Training.
18.	Commissionariat of Excise and its subordinate Offices
19.	Office of the Principal Chief Conservator of Forest and its subordinate Offices
20.	Directorate of Fisheries and its subordinate offices
21.	Directorate of Food Civil Supplies and Consumer Affairs and its subordinate Offices
22.	Directorate of Health Services and its subordinate Offices.
23.	Directorate of Hospital and Medical Education and its subordinate Offices
24.	Directorate of Horticulture and its subordinate Offices.
25.	Office of the Commandant General, Home Guards and its subordinate Offices.
26.	Directorate of Industries and its subordinate offices.
27.	Directorate of Information & Public Relations and its subordinate offices.
28.	Directorate of Minor Irrigation and its subordinate Offices.
29.	Directorate of Labour & Employment and its subordinate Offices.
30.	Directorate of Land Revenue & Settlement and its subordinate Offices.
31.	Directorate of Local Administration Department and its subordinate Offices.
32.	All Offices of Liaison Officers
33.	Office of the Engineer-in- Chief, P.W.D and all its subordinate Offices.
34.	Office of the Engineer-in- Chief, Power & Electricity and its subordinate Offices.
35.	Office of the Engineer-in-Chief, Public Health Engineering and its subordinate Offices..
36.	Office of the Contoller, Printing & Stationery and its subordinate Offices.
37.	Office of the Inspector General of Prison and its subordinate Offices.
38.	Office of the Resident Commissioner, Govt. of Mizoram, New Delhi
39.	Directorate of Rural Development and its subordinate Offices.
40.	Directorate of Sericulture and its subordinate Offices.

41. Directorate of Social Welfare and its subordinate Offices.
42. Directorate of Soil & Water Conservation and its subordinate Offices.
43. Directorate of Sports & Youth Services and its subordinate Offices.
44. Directorate of Small Saving & State Lottery and its subordinate Offices.
45. Commissionariat of Taxation and its subordinate Offices.
46. Directorate of Transport and its subordinate Offices.
47. Directorate of Trade & Commerce and its subordinate Offices.
48. Directorate of Tourism and its subordinate Offices.
49. Directorate of Urban Development & Poverty Alleviation.
50. Directorate of Minor Irrigation and its subordinate Offices.
51. Directorate of Agriculture, Research & Education and its subordinate offices.
52. Directorate of Hospital & Medical Education and its subordinate Offices.

SECOND SCHEDULE
(See Rule 5(1))

Authorised Permanent Strength of the various Grades of the Mizoram Ministerial Service on the appointed day shall be as follows:

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, Receptionist and Care taker, Investigator.
2.	U.D.C Grade	100% of the sanctioned strength of U.D.C, Accountant, Nazir, Assistant Nazir and Cashier.
3.	L.D.C. Grade	100% of the sanctioned strength of L.D.C, LDC -cum-Typist, Typist and Peshkars.

APPENDIX - I
SYLLABUS FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR ASSISTANT GRADE.

PAPER -I **Full Marks 100** **Duration 3 Hours**

- 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 Hours**

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) C.C.S (Leave)Rules,1972.

PAPER -III **Full Marks 100** **Duration 3 Hours**

1. G.F.R

- a) Essential conditions governing expenditure from public funds.
- b) Sanction of the Expenditure
- c) Date of effect of sanction.
- d) Lapse of sanction.
- e) Purchase of Store, 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. Servant.

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 Hours**

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

NB:- A candidate who does not appear in the examination in one or more of the papers shall be declared as disqualified

APPENDIX – II

SYLLABUS FOR DIRECT RECRUITMENT TO ASSISTANT GRADE

1. PAPER –I	Duration	3 Hrs
a) General English.	75	
b) Précis Writing.	25	
c) English Essay	25	
2. PAPER –II	Duration	3 Hrs
a) General Knowledge	75 marks	
b) Simple Arithmetic	50 marks	

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 will be determined as per norms laid down by the Govt. from time to time and will be in order of merit.

APPENDIX – III

SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR U.D.C GRADE.

PAPER –I	ENGLISH	Duration	3Hrs
	(1) Précis writing	15 marks	
	(2) Drafting	20 marks	
	(3) Essay	30 marks	
	(4) English Grammar	15 marks	
	(5) Mizo Tradition	20 marks	
PAPER –II		Duration	3Hr
	(1) Central Secretariat Manual of Office procedure	60 marks	
	(2) FR & SR part II (Traveling Allowance Chapter II & III	40 marks	
PAPER –III		Duration	3Hrs.
	(1) FR 9 and 56, and S.R .197-203	80	
	(2) CCS (Joining Time Rule), 1979	20	
	Ref. Appendix - 10 of Supplementary Rules.		

PAPER –IV	Duration	3Hrs
(1) CCS (Conduct) Rules, 1964	60 marks	
(2) CCS(GPF) Rules, 1960	40 marks	

PAPER –V	Duration	3Hrs
(1) CCS (Leave) Rules, 1972	60	
(2) LTC Rules	20	
(3) CCS (Medical Attendance) Rules, 1994	20	

NB:- A candidate who does not appear in the examination in one or more of the papers shall be declared as disqualified

APPENDIX – IV

SYLLABUS FOR DIRECT RECRUITMENT TO U.D.C. GRADE

1. PAPER –I	Duration	3 Hrs
<u>Subject</u>	<u>Marks</u>	
a) General English.	75	
b) Précis Writing.	25	
c) English Essay	25	
2. PAPER –II	Duration	3 Hrs
<u>Subject</u>	<u>Marks</u>	
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 will be determined as per norms laid down by the MPSC.

APPENDIX – VSYLLABUS FOR DIRECT RECRUITMENT TO L.D.C. GRADE

1. PAPER –I Duration 3 Hrs

<u>Subject</u>	<u>Marks</u>
a) General English.	50
b) Précis Writing.	25
c) Essay	25

2. PAPER –II Duration 3 Hrs

<u>Subject</u>	<u>Marks</u>
a) General Knowledge	50
b) Simple Arithmetic	50

3. PAPER –III Duration

<u>Subject</u>	<u>Marks</u>
<u>Computer Test</u>	
a) M.S Word	25
b) M.S Excel	25
c) Page Maker	25

4. PAPER-IV- Typing Test 25

- NB:
1. The minimum qualifying marks in the written test will be 35% in aggregate.
 2. Test in Computer knowledge for entry into LDC will be compulsory. The test will be at the level course prescribed under Rule 10(1) (c) of Mizoram Ministerial service Rules, 2011.
 3. Typing test shall be conducted in Computer for which qualifying speed shall be 30 words per minute.
 4. Those who are qualified in the written test, computer 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 will be determined as per norms laid down by the Govt. from time to time and will be in order of merit in the tests.