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NOTIFICATION

No. A.12018/77/2013-P&AR(GSW) dated Aizawl, the 1st October, 2018: In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf, the Governor of Mizoram, in consultation with the Mizoram Public Service Commission and the Hon'ble Gauhati High Court, hereby makes the following rules, namely: -

CHAPTER - I **PRELIMINARY**

1. Short Title and Commencement:

- (1) These rules may be called the Mizoram District Court Service Rules, 2018.
- (2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions:

In these rules, unless the context requires otherwise, -

- (1) "appointing authority" in relation to a member of the Service means, -
 - (a) the authority empowered to make appointments to the category of posts which the member for the time being holds, or
 - (b) the authority which appointed the member to the service, whichever authority is the higher authority;
- (2) "equivalent qualification" means a qualification notified by the Government as equivalent to a qualification prescribed in these rules in respect of any category of posts;
- (3) "Government" means the Government of Mizoram;
- (4) "High Court" means the Gauhati High Court;
- (5) "Official Gazette" means Mizoram Gazette;
- (6) "Selecting Authority" means, -
 - A. in the case of all Group 'A' and Group 'B' posts carrying a Grade Pay of \geq 4200/- and above under these rules, the Mizoram Public Service Commission. In the process of conducting interview for direct recruitment to various posts of the Mizoram District Court Service, the Mizoram Public Service Commission shall associate a representative of the High Court nominated by the Chief Justice of the High Court.
 - B. in the case of other category of posts, a Selection Committee consisting of -
 - (i) The District & Sessions Judge of the District - Chairman

- (ii) The senior-most Judicial Officer after the District & Sessions Judge in the District headquarters - Member
- (iii) A representative of the Government in DP&AR not below the rank of Deputy Secretary to the Government of Mizoram - Member
- (7) "Schedule" means schedule appended to these rules;
- (8) "Service" means the Mizoram District Court Service;
- (9) "State" means the State of Mizoram.

CHAPTER – II CONSTITUTION OF THE SERVICE

3. Constitution of the Service:

- (1) On and from the date of commencement of these rules, there shall be constituted a Court Staff Service known as the Mizoram District Court Service.
- (2) The Service shall consist of the category of posts or cadres specified in column (2) of Schedule A. The character and number of posts in each of those cadres and their scales of pay shall be as specified in the corresponding entries in columns (3) to (6) thereof. The Government of Mizoram may, in consultation with the High Court, increase or decrease the strength of the cadre by creation of additional posts or abolition of posts, both temporary and permanent, as and when necessary.
- (3) The appointing authority shall, for all Group 'A' posts be the Governor and for other category of posts, the District & Sessions Judge of the concerned District.

4. Initial Constitution:

- (1) With effect from the date of commencement of these rules, the existing regular incumbents of posts specified in column (4) of Schedule B shall stand absorbed in the equivalent posts specified in the corresponding entries in column (2) thereof.
Provided that absorption of staff of the Government viz. Assistants, Stenographers working in the District Courts on the date of commencement of these Rules shall be subject to approval of the Govt. of Mizoram in DP&AR in consultation with the High Court.
- (2) After initial recruitment by way of absorption under sub-rule (1) above, vacancies in the posts mentioned in Schedule – A shall be filled-up by direct recruitment in accordance with these rules.

CHAPTER – III RECRUITMENT

5. Method of recruitment, qualifications and age limit etc.:

Subject to the provision as contained in rule 4, in respect of each category of posts of the Service specified in column (2) of Schedule C, the method of recruitment and minimum qualification, age limit etc., shall be as specified in the corresponding entries in columns (3) and (4) thereof.

6. Procedure of recruitment:

Subject to the provisions of these rules, and subject to Police Verification Report, recruitment to any category of post in the service shall be made by the Selecting Authority, -

- (1) in the case of recruitment by direct recruitment, after giving such adequate publicity to the recruitment as the Selecting Authority may determine, in the order of merit of candidates as determined by the Selecting Authority;

- (2) in the case of recruitment by promotion, as per selection made by the Selecting Authority on the basis of selection method from among persons eligible for promotion.
- (3) In the case of recruitment by limited departmental examination, strictly on the basis of merit, from among the eligible persons, through limited departmental competitive examination as conducted by the Selecting Authority.

7. Disqualification for appointment:

- (1) No person shall be eligible for appointment unless he is a citizen of India.
- (2) No person who has more than one spouse living, shall be eligible for appointment, unless it is permissible under the personal law of such person.
- (3) No person who attempts to obtain extraneous support by any means for his candidature from officials or non-officials, shall be eligible for appointment.
- (4) No person shall be eligible for appointment if he or she –
 - (a) is or has been a member of, or has associated himself or herself with, any body or association after such body or association is declared an unlawful body or association; or
 - (b) has participated in or is associated with any activity or programme-
 - (i) aim at subversion of the Constitution of India;
 - (ii) aim at organized breach or defiance of law, involving violence;
 - (iii) which is prejudicial to the interests of sovereignty and integrity of India or security of the State; or
 - (iv) which promotes, on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people; or
 - (c) is dismissed from service under the Government of India or any State Government or any High Court;
 - (d) is or has been debarred or disqualified by the Union or any State Public Service Commission or any High Court from appearing at any examination or selection conducted by it; and
 - (e) is or has been convicted of an offence involving moral turpitude.

8. Provision for reservation of appointments:

Appointments shall be reserved for the members of Scheduled Castes, Scheduled Tribes, other Backward Classes, women and persons with disabilities to such extent and in such manner as may be specified by the Government from time to time in accordance with the relevant laws.

9. Direct Recruitment:

- (1) The appointing authority may notify and intimate to the Selecting Authority in the month of January every year the number of direct recruitment vacancies existing and likely to occur during the year in different categories of posts. The Selecting Authority shall invite applications by giving adequate publicity indicating the total number of vacancies notified for recruitment and the number of vacancies reserved for different reserved categories. Selecting Authority may fix minimum qualifying marks in the competitive examination conducted by it.
- (2) Subject to rules 10 to 13, direct recruitment shall be made, by the Selecting Authority, on the basis of the aggregate marks secured in the competitive examination and the interview under rule 11.

10. Eligibility of candidates for the interview:

- (1) For the purpose of selection of candidates for interview, the appointing authority shall prepare a list of names of candidates on the basis of the aggregate marks secured in the competitive

examination as provided in the Schedule-D and if two or more candidates have secured equal percentage of total marks in the qualifying examination, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. From amongst the candidates whose names are included in the list, such number of candidates, as far as may be, equal to three times the number of vacancies notified, and selected in the order of merit, shall be eligible for the interview.

- (2) Where posts are reserved for Scheduled Castes, Scheduled Tribes, other Backward Classes or others and the required number of candidates in terms of sub-rule (1) belonging to such castes, tribes or other classes are not eligible for the interview, notwithstanding anything contained in sub-rule (1), such number of candidates as will make up the deficiency, belonging to such castes, tribes or classes selected in the order of merit from the list of names of candidates prepared under sub-rule (1) shall also be eligible for the interview.

11. Interview:

The Selecting Authority shall interview the eligible candidates selected under rule 10 to assess the suitability of the candidates for appointment to the cadre or post applied for by them and award marks on the basis of their performance in the interview. The maximum marks for interview shall be twenty (20).

12. List of selected candidates. –

- (1) The Selecting Authority shall, on the basis of the aggregate marks secured in the competitive examinations as determined under rule 10 and of the marks secured at the interview under rule 11 and taking into consideration the orders in force relating to reservation of posts for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes and others prepare, in the order of merit, a list of candidates eligible for appointment to various categories of posts and if the aggregate of marks secured in the competitive examinations as determined under rule 10, and of the marks secured at the interview under rule 11, of two or more candidates is equal, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. The list shall contain names of candidates equal to the number of vacancies notified for recruitment.
- (2) The Selecting Authority shall, in accordance with the provisions of sub-rule (1), also prepare a reserved list of names of candidates not included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be ten percent of the number of vacancies notified.
- (3) The lists so prepared under sub-rules (1) and (2) shall be published in such manner as the Government may direct.

13. Validity of a panel list:

The panel drawn up by the Selecting Authority shall normally be valid for one year.

14. Conditions relating to suitability and certificates of Character:

No person shall be appointed unless the appointing authority is satisfied from the necessary Police Verification Report as mentioned in rule 6 and from the Certificates of Character mentioned herein after, that he is of good character and is in all respects suitable for appointment to the Service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates given not more than six months prior to the date of his selection, by two respectable persons unconnected with his school, college or university, and not related to him, testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institute last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment, the decision of the appointing authority shall be final.

15. Conditions relating to Physical Fitness:

- (1) No candidate selected for appointment shall be appointed to any post unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. The State Government may, by order, prescribe the physical standards required to be satisfied by a person for appointment and specify the medical authority which may grant the certificate of physical fitness and provide for such other incidental matters as may be necessary. The opinion of the Medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates.
- (2) A candidate selected for appointment, who fails to appear before the Medical Authority specified by the Government under sub-rule (1) shall be given one more opportunity to appear before such authority. If the candidate fails to appear before the Medical Authority even on the second occasion, his name shall be deleted from the list of selected candidates and he shall cease to be eligible for appointment.

16. Fees:

Every candidate for direct recruitment to any category of post may be required to pay such fees, as may be specified in the notification inviting applications.

17. Appointment of candidates:

- (1) Subject to these rules, candidates whose names are included in the list prepared under sub-rule (1) and published under sub-rule (3) of rule 12 may be appointed by the appointing authority in the vacancies in the particular cadre in the order in which the names are mentioned in the said list.
In case any candidate, whose name is mentioned in the list published under rule 12(1), does not join the post to which he is appointed, within such time as may be prescribed, the post will be filled up by making appointment to the post from the list prepared under sub-rule(2) and published under sub-rule (3) of rule 12.
- (2) Inclusion of the name of a candidate in any list published under rule 12, shall not confer on such candidate any right of appointment.

18. Joining time for appointment:

- (1) A candidate appointed by direct recruitment shall report for duty before the authority on the date specified in the order of appointment.
- (2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time but not exceeding fifteen days as it may deem necessary.
- (3) The name of a candidate who fails to assume charge of the post within the time specified in sub-rule (1) or within the further time granted under sub-rule (2) shall stand deleted from the list of selected candidates and the candidate concerned shall not be allowed to join the duty, his appointment having been deemed cancelled.

**CHAPTER – IV
PROBATION AND OFFICIATION**

19. Probation and Officiation:

- (1) All appointments to the Service by direct recruitment shall be on probation for a period of two years.
- (2) All appointments by promotion shall be on officiating basis for a period of one year.

- (3) The period of probation or officiation, as the case may be, for reasons to be recorded in writing, may be extended by the appointing authority by such period not exceeding three years.
- (4) At the end of the period of probation or officiation or the extended period of probation or officiation, as the case may be, the appointing authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was appointed or promoted, and –
 - (i) if it decides that he is suitable to hold the post to which he was appointed or promoted and has passed the examinations or tests, if any, required to be passed during the period of probation or officiation, as the case may be, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation or officiation, as the case may be, and such an order shall have the effect from the date of expiry of the period of probation or officiation, including extended period, if any, as the case may be.
 - (ii) if the appointing authority considers that the person is not suitable to hold the post to which he was appointed or promoted, as the case may be, he shall, by order –
 - (a) if he is a promotee, revert him or her to the post which he held prior to his promotion;
 - (b) If he is a probationer, discharge him or her from service.
- (5) A person shall not be considered to have satisfactorily completed the period of probation or officiation, as the case may be, unless a specific order to that effect is passed. Any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of officiation or probation, as the case may be.

20. Discharge of a probationer during the period of probation:

Notwithstanding anything contained in rule 19, the appointing authority may, at any time during the period of probation, discharge from service, a probationer on account of his or her unsuitability for the Service.

21. Increment during the period of probation or officiation:

- (1) A probationer or an officiating promotee may draw the increments that fall due during the period of probation or officiation. He or she shall not, however, draw any increment after the expiry of the period of probation or officiation unless and until he or she is declared to have satisfactorily completed his or her probation or officiation, as the case may be.
- (2) When a probationer or an officiating promotee is declared to have satisfactorily completed his or her probation or officiation, as the case may be, he or she shall draw, as from the date such order takes effect, the pay he or she would have drawn had he or she been allowed the increments for the whole of his or her service from the date of his appointment on probation or officiation, as the case may be.

CHAPTER – V SENIORITY

22. Seniority:

- (1) Seniority *inter-se* amongst the persons appointed to the Service at its initial constitution under rule 4 of these Rules shall be determined in accordance with their seniority in the respective grades on such initial constitution so that a member having seniority in a particular grade before the initial constitution shall not be junior to any other member after such initial constitution on the basis of their absorption, and that they shall *en bloc* be senior to the future appointees.
- (2) A person appointed, after the initial constitution is completed, in accordance with the rules of recruitment on regular basis shall be senior to persons appointed temporarily
- (3) Where the members are recruited to a cadre by promotion as well as by direct recruitment, the members recruited by promotion shall take precedence over the direct recruits in case the date of their appointment is same.

- (4) Save as provided in sub-rules (1), (3) and (6), seniority of members appointed by direct recruitment or promotion shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the Mizoram Public Service Commission or selecting authority.
- (5) Every year in the month of January, seniority list of the members of the Service in all cadres shall be prepared and published by the appointing authority and the lists so published shall be used for the purpose of making promotions to the next higher cadre.
- (6) Seniority of a person allowed to change his or her cadre as provided in these rules shall be determined in the changed cadre with reference to his or her first appointment to his or her original cadre.

CHAPTER – VI PENALTIES

23. Penalties:

- (1) One or more of the following penalties for good and sufficient reasons may be imposed on a member of the Service, namely:
 - (i) censure;
 - (ii) withholding of increment or promotion for a specified period;
 - (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Government or the High Court;
 - (iv) reduction to a lower stage in the time scale of pay for a specified period;
 - (v) reduction to a lower time scale of pay, grade or post with further direction regarding, -
 - (a) seniority and pay in the scale of pay, grade or post to which the member is reduced;
 - (b) conditions of restoration to the scale of pay, grade or post from which he was reduced and his seniority and pay on such restoration to that scale of pay, grade or post;
 - (vi) compulsory retirement;
 - (vii) removal from service which shall not be disqualification for future employment;
 - (viii) dismissal from service which shall ordinarily be a disqualification for future employment.

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the order, no penalty other than those specified in clauses (vi) to (viii) shall be imposed for an established charge of corruption i.e. criminal misconduct by a public servant as specified in section 13 of the Prevention of Corruption Act, 1988 (Central Act 49 of 1988).

- (2) Procedure for imposing any of the penalties mentioned in sub-rule (1) shall be as contained in the CCS (CCA) Rules, 1965 as adapted for the State Government employees of Mizoram.
- (3) The members of the Service shall also be liable to strictly and unfailingly abide by the provisions of the CCS (Conduct) Rules, 1964 as adapted for the State Government employees of Mizoram and all relevant orders made thereunder and made applicable, in letter and in spirit.

CHAPTER – VII MISCELLANEOUS

24. Age of Superannuation:

The age of superannuation of a member of the service shall be as specified by the Government of Mizoram from time to time for the State Government employees of Mizoram and all rules made by the State Government in this regard shall apply *mutatis mutandis* to the members of the Mizoram District Court Service.

25. Training etc:

- (1) Every person appointed by direct recruitment to the Service shall, undergo such training as may, from time to time, be specified by the High Court or by the State Government in consultation with the High Court.
- (2) Every member of the Service shall be given such periodical trainings as the High Court or State Government in consultation with the High Court may, from time to time, specify.
- (3) Every member of the Service shall pass such departmental tests or examinations and within such time as the High Court or State Government in consultation with the High Court may, from time to time, specify.

26. Change of Cadre:

- (1) Stenographers of all grades, who have put in such number of years of service as may be specified by the High Court, may be permitted by the appointing authority to change their cadre to a cadre of equivalent grade on the clerical or ministerial side.
- (2) Change of cadre once permitted shall be final.

27. Residuary provision:

The conditions of service of the members, for which no express provision has been made in these rules shall be determined by the laws, rules and orders for the time being applicable to other members of the State Civil Services of the Government, holding equivalent grades/posts;

Provided that if any rules, other than those referred to above are applicable to members of the service immediately prior to the commencement of these rules, it shall continue to apply to them, until specifically repealed or superseded or ordered otherwise.

28. Power to relax:

Where the Governor is satisfied, on the recommendation of the High Court, that the operation of any of these rules causes undue hardship in any particular case or to any category of service, it may, for reasons to be recorded in writing and in consultation with the Mizoram Public Service Commission, dispense with or relax the particular rule to such extent and subject to such exceptions and conditions as may be deemed necessary.

29. Repeal and Savings:

The Mizoram District Court Service Rules, 2011 notified vide No.A.12018/77/2010-P&AR(GSW) dated 25.01.2012 and published in the Mizoram Gazette Extra-ordinary Issue No.50 dated 02.02.2012 stands hereby repealed.

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

Lalrinsanga,
Joint Secretary to the Govt. of Mizoram,
Department of Personnel & Administrative Reforms.

SCHEDULE – A
[See rule 3 (2)]

Category of posts (cadres)

Sl. No.	Category of posts	No. of posts			Scale of pay (in ^)
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1.	Chief Administrative Officers(Group 'A') (Gazetted)	-	2	2	15600-39100 + 5400 (PB-3)
2.	Stenographers Grade-I(Group 'A') (Gazetted)	-	3	3	15600-39100 + 5400 (PB-3)
3.	Stenographers Grade-II(Group 'B') (Non-Gazetted)	3	11	14	9300-34800 + 4400 (PB-2)
4.	Stenographers Grade-III(Group 'B') (Non Gazetted)	3	13	16	9300-34800 + 4200 (PB-2)
5.	Bench Clerk Grade-I(Group 'B') (Non-Gazetted)	1	7	8	9300-34800 + 4400 (PB-2)
6.	Bench Clerk Grade-II(Group 'B') (Non-Gazetted)	14	2	16	9300-34800 + 4200 (PB-2)
7.	Bench Clerk Grade-III(Group 'C')	26	44	70	5200-20200 + 2400 (PB-1)
8.	Protocol Assistant(Group 'C')	-	1	1	5200-20200 + 2400 (PB-1)
9.	Drivers	7	4	11	5200-20200 + 1900 (PB-1)
10.	Process Server(Group 'C')	8	2	10	5200-20200 + 1800 (PB-1)
11.	Peons(Group 'D')	25	39	64	4440-7440 + 1650 (-1S)
12.	Chowkidar(Group 'D')	3	4	7	4440-7440 + 1650 (-1S)
13.	Sweeper(Group 'D')	-	11	11	4440-7440 + 1650 (-1S)
	TOTAL	90	143	233	

SCHEDULE – B
[See rule 4 (1)]

Sl. No.	Posts as per the Rules	No. of Posts	Existing equivalent posts	Remarks
1	2	3	4	5
1.	Chief Administrative Officer	2	-	-
2.	Stenographer, Grade-I	3	-	-
3.	Stenographer, Grade-II	14	Stenographer Grade-II	-
4.	Stenographer, Grade-III	16	Stenographer Grade-III	-
5.	Bench Clerk, Grade-I	8	Assistant	Assistant and Bench Clerk-I are equivalent and re-designated as Bench Clerk-I
6.	Bench Clerk, Grade-II	16	UDC	UDC and Bench Clerk-II are equivalent and re-designated as Bench Clerk-II
7.	Bench Clerk, Grade-III	70	LDC	LDC and Bench Clerk-III are equivalent and re-designated as Bench Clerk-III
8.	Protocol Assistant	1	-	-
9.	Driver	11	Driver	-
10.	Process Servers	10	Process Servers	-
11.	Peon	64	Peon	-
12.	Chowkidar	7	Chowkidar	-
13.	Sweeper	11	Sweepers	-
	Total Cadre Strength	233		

SCHEDULE – C
(See rule-4)

Sl. No.	Category of Posts	Method of Recruitment	Qualification etc.
1	2	3	4
1.	Chief Administrative Officer	50% by promotion from the cadre of Bench Clerk Grade-I 50% by Limited Departmental Examination	<u>Promotion</u> :Must have put in not less than five years of regular service in the cadre of Bench Clerk Grade-I <u>For Limited Departmental Examination</u> : Must have put in not less than three years of regular service in the cadre of Bench Clerk Grade-I
2.	Stenographer	66 2/3% by promotion from the cadre of Stenographers Grade-II 33 1/2% by Limited Departmental Examination	<u>For Promotion</u> :Must have put in not less than five years of regular service in the cadre of Stenographers Grade-II <u>For Limited Departmental Examination</u> : Must have put in not less than four years of regular service in the cadre of Stenographer Grade-II
3.	Stenographer Grade-II	50% by promotion from the cadre of Stenographer Grade-III 30% by Limited Departmental Examination 20% by Direct Recruitment	<u>For Promotion</u> :Must have put in not less than five years of regular service in the cadre of Stenographer Grade-III <u>For Limited Departmental Examination</u> : Must have put in not less than three years of regular service in the cadre of Stenographer Grade-III <u>For Direct Recruitment</u> : (i) Must be between 18 years and 35 years, relaxable by 5(five) years for Government servant and candidates belonging to SC and ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time. (ii) Must be holder of a Bachelor degree from recognized University. (iii) Must have passed examination in Type-writing and Shorthand conducted by the Govt. recognized institution or equivalent qualification (iv) Must have such knowledge or qualification in computer operation as may be specified by the State Govt. (v) Must have working knowledge of Mizo language at least Middle School standard

4.	Stenographer Grade-III	100% by direct recruitment	<p><u>For direct recruitment :</u></p> <p>(i) Must be between 18 years and 35 years, relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or the Govt. of Mizoram from time to time.</p> <p>(ii) Must have passed HSSLC/Class-XII examination conducted by Board recognised by the Govt.</p> <p>(iii) Must have passed examination in Type writing and short hand conducted by Govt. recognized institution or equivalent qualification.</p> <p>(iv) Must have such knowledge or qualification in computer operation.</p> <p>(v) Must have working knowledge of Mizo language at least Middle School standard</p>
5.	Bench Clerks Grade-I	<p>50% by promotion from the cadre Bench Clerks-II</p> <p>50% by Limited Departmental Examination</p>	<p><u>For Promotion:</u>Must have put in not less than five years regular service in the cadre of Bench Clerk Grade-II</p> <p><u>For Limited Departmental Examination:</u> Must have put in not less than three years regular service in the cadre of Bench Clerk Grade-II</p>
6.	Bench Clerk Grade-II	<p>50% by promotion from the cadre of Bench Clerk Grade-III</p> <p>30% by Limited Departmental Examination</p> <p>20% by direct recruitment</p>	<p><u>For Promotion:</u> Must have put in not less than five years of regular service in the cadre of Bench Clerk Grade-III</p> <p><u>For Limited Departmental Examination:</u> Must have put in not less than three years regular service in the cadre of Bench Clerk Grade-III</p> <p><u>For direct recruitment :</u></p> <p>(i) Must be between 18 years and 35 years, relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time.</p> <p>(ii) Must be holder of a Bachelor Degree from recognized University.</p> <p>(iii) Must have such knowledge or qualification in computer operation as may be specified by the state Govt.</p> <p>(iv) Must have working knowledge of Mizo language at least Middle School Standard.</p>

7.	Bench Clerk Grade-III	90% by direct recruitment 10% by promotion from Peon/Sweeper/ Chowkidar	<p><u>For direct recruitment :</u></p> <p>(i) Must be between 18 years and 35 years, relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time.</p> <p>(ii) Must have passed HSLC/SSLC examination conducted by Board recognised by the Govt.</p> <p>(iii) Must have knowledge and experience in Type writing and must have passed examination in Type-writing conducted by Govt. recognized institution.</p> <p>(iv) Must have such knowledge or qualification in computer operation as may be specified by the Govt.</p> <p>(v) Must have working knowledge of Mizo language at least middle school standard</p> <p><u>For promotion:</u></p> <p>(i) From Group 'D' staff who are educationally qualified for appointment to the post subject to the condition that they will have to possess knowledge or qualification in Type writing and in Computer Operation as may be specified by the State Government.</p> <p>(ii) Must have working knowledge of Mizo language at least Middle School standard.</p>
8.	Protocol Assistant	100% by direct recruitment	<p><u>For Direct Recruitment :</u></p> <p>(i) Must be between 18 years and 35 years, relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time.</p> <p>(ii) Must have passed SSLC/HSLC examination conducted by Board recognised by the Govt.</p> <p>(iii) Must be fluent in English and Hindi language.</p> <p>(iv) Must have knowledge of Mizo language at least Middle School standard</p>
9.	Driver Grade-I (Non-functional) (PB-2 : ^ 9,300- 34,800 + ^ 4,200 GP)	100% by promotion	<p><u>For Promotion :</u></p> <p>Driver Grade-II who had completed 10 years regular service in the grade shall be eligible for promotion to Driver Grade-I by selection method.</p>
10.	Driver Grade-II (PB-1 : ^ 5,200 – 20,200 + ^ 2,400 GP)	100% by promotion	<p><u>For Promotion :</u></p> <p>Driver Grade-III with 5 years regular service in the grade shall be eligible for promotion to Driver Grade-II by selection method</p>

11.	Driver Grade-III (PB-1 : ^ 5,200 – 20,200 + ^ 1,900 GP)	100% by direct recruitment	<p><u>For Direct Recruitment :</u></p> <p>(i) Must be between 18 years and 35 years relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time.</p> <p>(ii) Must have passed Class VIII.</p> <p>(iii) Must have professional driving license in Light Motor Vehicles with at least 5 years experience in professional Driving.</p> <p>(iv) Must have working knowledge of Mizo language at least middle school standard.</p>
12.	Process Server	100% by promotion	<p><u>For promotion :</u></p> <p>From Peon/Chowkidar/ Sweeper with five years regular service having a minimum qualification of HSLC</p>
13.	Peon/Chowkidar/ Sweeper	100% by direct recruitment	<p><u>For Direct Recruitment :</u></p> <p>(i) Must be between 18 years and 35 years, relaxable by 5(five) years for Govt. servant and candidates belonging to SC/ST and other special categories of persons in accordance with the orders issued by the Central Govt. or Govt. of Mizoram from time to time.</p> <p>(ii) Must have passed Class X standard examination.</p> <p>(iii) Must have working knowledge of Mizo language at least middle school standard. It may be relaxed in case of candidates belonging to Lawngtlai and Siah Districts.</p>

SCHEDULE – D
[See Rule 10 (1)]

A. SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER

PAPER-I FULL MARKS 100 **Duration 3 Hrs.**

- a) Central Manual of Office Procedure
- b) FR Rules 9-57 and 105-108
- c) SR Rules 17-195 (TA Rules) Rules 293-306 (Joining time)

PAPER-II FULL MARKS 100 **Duration 3 Hrs.**

- a) Gauhati High Court Civil Rules and Orders.
- b) Gauhati High Court Criminal Rules and Orders.
- c) CCS (Temporary Service) Rules, 1965.
- d) CCS (Conduct) Rules, 1964.
- e) CCS (Leave) Rules, 1972.

PAPER-III FULL MARKS 100 **Duration 3 Hrs.**

1. General Financial Rules, 2005:
 - 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 Stores, Office equipments and Stationeries
 - f) Keeping account thereof
 - g) Report of losses, defalcation, theft etc.
 - h) Keeping Service Book
 - i) Loans and Advance to Government servants
2. Central 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
 - k) Custody of cash.

PAPER-IV FULL MARKS 100 **Duration 3 Hrs.**

- a) General English
- b) Precis Writing
- c) Drafting
- d) English Grammar

INTERVIEW FULL MARKS 20

B. SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF BENCH CLERKS GRADE-I / BENCH CLERKS GRADE-II

PAPER	SUBJECT	MARKS	FULL MARKS
PAPER-I	ENGLISH		100
	1. Precis Writing	15	
	2. Drafting	20	
	3. Essay	30	
	4. English Grammar	15	
	5. Mizo Translation	20	
PAPER-II	a) Gauhati High Civil Rules and Orders	30	100
	b) Gauhati High Court Criminal Rules and Orders	30	
	c) Central Secretariat Manual of Office Procedure	20	
	d) Fundamental Rules and Supplementary Rules Part-II (Travelling Allowances) Chapter-II and III	20	
PAPER-III	a) Fundamental Rules 9 and 46 Supplementary Rules (197-203)	80	100
	b) Central Civil Service (Joining Time) Rules, 1979, ref: Supplementary Rules Appendix-10 of Supplementary Rules	20	
PAPER-IV	a) Central Civil Service (Conduct) Rules, 1964	80	100
	b) General Provident Fund (Central Services) Rules, 1960	20	
PAPER-V	a) CCS (Leave) Rules, 1972	60	100
	b) CCS (Leave Travel Concession) Rules, 1988	20	
	c) Central Civil Service (Medical Attendance) Rules, 1944	20	
INTERVIEW		20	

C. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF BENCH CLERK GRADE-II

PAPER	SUBJECT	MARKS	Duration
PAPER-I	a) General English	50	3Hrs.
	b) Precis Writing	25	
	c) English Essay	25	
PAPER-II	a) General Knowledge	75	3Hrs.
	c) Simple Arithmetic	25	
INTERVIEW		20	

D. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF BENCH CLERK GRADE-III

PAPER	SUBJECT	MARKS	Duration
PAPER-I	a) General English	50	3Hrs.
	b) Precis Writing	25	
	c) Essay	25	
PAPER-II	a) General Knowledge	50	3Hrs.
	b) Simple Arithmetic	50	
PAPER-III	Typing Test	50	30 minutes

Typing test will be Compulsory for entry into Bench Clerk Grade-III 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 test will be qualified for personnel interview which will carry 20 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 Government from time to time.

E. SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-I

English Stenography:

- i. 120 words per minute for 7 minutes dictation given by an expert in English Stenography.
- ii. 10 minutes for reconciliation
- iii. 30 minutes for typing

F. SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-II

English Stenography:

- i. 100 words per minute for 7 minute dictation given by an expert in English Stenography
- ii. 10 minutes for reconciliation
- iii. 30 minutes for typing

G. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF STENOGRAPHER GRADE-II

I. Shorthand Speed test (English):

- i. 100 words per minute for 7 minutes dictation given by an expert in English Stenography
 - ii. 10 minutes for reconciliation
 - iii. 30 minutes of typing
- * Candidates who qualify themselves in the shorthand speed test shall be eligible to sit in Written Examination.

II. Written Examination:

Sl.No.	Subject	Full Marks	Pass Marks	Time
1.	General English	100	36	3Hrs.
2	General Knowledge	100	36	3Hrs.

Candidates who qualify themselves in the above two test shall be called for Personal Interview.

III. Personal Interview: 20 Marks

H. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF STENOGRAPHER GRADE-III

I. English Stenography:

- i. 80 words per minute for 7 minutes dictation given by an expert in English Stenography
- ii. 10 minutes for reconciliation
- iii. 30 minutes for typing

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

II. Written Examination:

Sl.No.	Subject	Full Marks	Pass Marks	Time
1.	General English	100	36	3 Hrs.
2.	General Knowledge	100	36	3 Hrs.

* Candidates who qualify themselves in the above two sets shall be called for Personal Interview.

III. Personal Interview: 20 Marks

G. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF PROTOCOL ASSISTANT

I. Written Examination:

Sl.No.	Subject	Full Marks	Time
1.	General English	100	3 Hrs.
2.	General Knowledge	100	3 Hrs.

II. Personal Interview: 20 Marks

H. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF DRIVER GRADE-III

I. Driving Test- 30 Marks

Driving test shall be conducted by a Board comprising of three members (one of whom shall be the motor vehicle inspector/or an officer of similar rank of the Transport Department of the Government) constituted by the Selecting Authority.

* Candidates who qualify themselves in the above test shall be called for Personal Interview.

II. Personal Interview: 20 Marks

I. SYLLABUS FOR DIRECT RECRUITMENT FOR THE POST OF PEON/CHOWKIDAR/SWEEPER

I. Written Examination:

Sl. No.	Subject	Full Marks	Time
1.	General English	40	3 Hrs.
2.	General Knowledge	40	3 Hrs.

II. Personal Interview: 20 Marks