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#### NOTIFICATION

**No. A. 12018/31/2020-P&AR(GSW), the 7<sup>th</sup> February 2023.** In exercise of the powers conferred by sub-rule (5) of rule 6 of the Mizoram Ministerial Service Rules, 2021 and in supersession of the Mizoram Ministerial Service (Assistant and UDC Grade) Limited Departmental Examination Regulations, 2011 notified in the Mizoram Gazette Extra Ordinary Issue no. 469 dt. 30.09.2011 except as respects things done or omitted to be done before such supersession, the State Government hereby makes the following regulations, namely:-

**1. Short title and commencement.-**

- 1) These regulations may be called the Mizoram Ministerial Service (Limited Departmental Examination) Regulations, 2023.
- 2) They shall come into force with effect from the date of publication in the Official Gazette.

**2. Definitions.-**

- 1) In these regulations, unless the context otherwise requires,
  - a) "Constitution" means the Constitution of India;
  - b) "Departmental Promotion Committee" means the Departmental Promotion Committee as constituted by the Government from time to time which includes the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board, as the case may be;
  - c) "Government" means the Government of Mizoram;
  - d) "Governor" means the Governor of Mizoram;
  - e) "Limited Departmental Examination" means the examination conducted by the appropriate Departmental Promotion Committee for recruitment to the Assistant Grade and Upper Divisional Clerk Grade of Mizoram Ministerial Service under these regulations;
  - f) "Schedule" means the schedule appended to these regulations;
  - g) "Service" means the Mizoram Ministerial Service;
  - h) "Vacancy" means vacancy(ies) to the Assistant Grade and Upper Divisional Clerk Grade of Mizoram Ministerial Service to be filled by promotion on the result of Limited Departmental Examination;
- 2) All other words and expressions used in these regulations and not defined shall have the same meanings respectively assigned to them in the Mizoram Ministerial Service Rules, 2021 as amended from time to time.

**3. Conditions of eligibility.-**

In order to be eligible to compete at the limited departmental examination for promotion to the Assistant Grade and Upper Divisional Clerk Grade conducted under these regulations, a candidate must be a citizen of India and must satisfy all the eligibility criteria as per the provisions prescribed in Schedule-II of the Mizoram Ministerial Service Rules, 2021 as amended.

**4. Decision on eligibility.-**

- 1) The decision of the appropriate Departmental Promotion Committee as to the eligibility or otherwise of the candidates for examination shall be final and no candidate to whom a certificate of admission has not been issued by the competent authority shall be admitted to the limited departmental examination.
- 2) No request for withdrawal of candidature received from a candidate after he has submitted his application will be entertained under any circumstances.

**5. Holding of limited departmental examination.-**

- 1) Limited departmental examination for promotion to the Assistant Grade and Upper Divisional Clerk Grade shall be conducted by the appropriate Departmental Promotion Committee in the manner as laid down under these regulations.
- 2) The dates on which and the place at which the examination shall be held shall be fixed by the appropriate Departmental Promotion Committee.
- 3) A candidate seeking admission to the limited departmental examination shall apply to the appropriate Departmental Promotion Committee in the form prescribed by the Government.

**6. Syllabus.-**

- 1) The number of papers and the syllabus for conduct of limited departmental examination for promotion to the Assistant Grade shall be as prescribed in Schedule-I appended to these regulations.
- 2) The number of papers and the syllabus for conduct of limited departmental examination for promotion to the Upper Divisional Clerk Grade shall be as prescribed in Schedule-II appended to these regulations.

**7. Minimum Marks.-**

- 1) Candidates shall be required to obtain minimum 40 percent marks in each of the papers as prescribed under these regulations for qualifying in the limited departmental examination.
- 2) Failure to obtain the minimum marks prescribed in any of the papers will disqualify the candidate.

**8. No personal interview.-**

There shall be no personal interview for assessing the suitability of the candidates for promotion by means of limited departmental examination.

**9. Result of limited departmental examination.-**

- 1) The names of the candidates who are considered suitable for promotion as a result of the limited departmental examination shall be arranged by the appropriate Departmental Promotion Committee in order of merit, to be called as "Select List". They shall be recommended for promotion in order of merit up to the number of vacancies. The order of merit shall be determined in accordance with aggregate marks obtained by each candidate; if two or more candidates obtained equal marks in the limited departmental examination, their names shall be arranged in order of their age i.e. candidate having higher age will come before the candidate with lower age.

- 2) The appropriate Departmental Promotion Committee can prepare a Reserved Select List strictly on the basis of merit in the limited departmental examination for promotion only on the following contingencies and not for filling up vacancies falling within the quota prescribed for limited departmental examination which have arisen subsequent to the publication of result by the Departmental Promotion Committee or during currency of the Select List :
  - a) When officials included in the list are already on deputation or whose orders of deputation have been issued and will be proceeding on deputation shortly for more than a year, OR
  - b) When officials included in the list have refused promotion on earlier occasions and are under debarment for promotion, OR
  - c) When officials included in the list are retiring within the same year provided there is no change in the zone of consideration by the expected date of their retirement.
- 3) While making the Reserved Select List, the appropriate Departmental Promotion Committee should stipulate a condition against the additional names to the effect that they will be promoted only in the event of the official(s) in the regular Select List not being available for promotion for the reason(s) given by the department.
- 4) The form and manner of communication of the results of the limited departmental examination to individual candidates shall be as decided by the appropriate Departmental Promotion Committee at its discretion and it shall be communicated within a period of seven days from the date of declaration of the result.

**10. Penalty for misconduct.-**

A candidate who is or has been declared by the appropriate Departmental Promotion Committee to be guilty of:—

- (i) Obtaining support for his candidature by the following means, namely :—
  - a) offering illegal gratification to; or
  - b) applying pressure on; or
  - c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- (ii) impersonation; or
- (iii) procuring impersonation by any person; or
- (iv) submitting fabricated documents or documents which have been tampered with; or
- (v) uploading/ pasting irrelevant photos in the application form in place of actual photo / signature.
- (vi) making statements which are incorrect or false or suppressing material information; or
- (vii) resorting to the following means in connection with his candidature for the examination, namely :—
  - a) obtaining copy of question paper through improper means;
  - b) finding out the particulars of the persons connected with secret work relating to the examination;
  - c) influencing the examiners; or
- (viii) being in possession of or using unfair means during the examination; or
- (ix) writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or
- (x) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- (xi) harassing or doing bodily harm to the staff employed by the appropriate Departmental Promotion Committee for the conduct of their examination; or
- (xii) being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or bluetooth devices or any other equipment or related accessories either in

- working or switched off mode capable of being used as a communication device during the examination; or
- (xiii) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
  - (xiv) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses maj in addition to rendering himself liable to criminal prosecution, be liable :—
    - a) to be disqualified by the appropriate Departmental Promotion Committee from the examination for which he is a candidate; and/or
    - b) to be debarred either permanently or for ii specified period :—
      - (i) by the appropriate Departmental Promotion Committee, from any examination or selection held by them;
      - (ii) by the State Government from any employment under them; and
    - c) to disciplinary action under the appropriate rules :

Provided that no penalty under this regulation shall be imposed except after :—

- (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

**11. Miscellaneous.-**

The procedure for conduct of limited departmental examination, for which no express provisions are made under these regulations, shall be determined as per the instructions issued by the Government on the subject matter from time to time.

**12. Interpretation.-**

If any question arises as to the interpretation of these regulations, it shall be decided by the Government whose decision thereon shall be final.

**R. Lalramnghaka,**  
Secretary to the Government of Mizoram,  
Department of Personnel & Administrative Reforms.

**SCHEDULE -I**  
**[see regulation 6(1)]**  
**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO**  
**ASSISTANT GRADE**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>		
Paper - I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	Drafting	15			
	Precis writing	15			
	English Grammar	30			
	Essay Writing	20			
	<b>Total</b>	<b>100</b>			
Paper - II	CCS (Conduct) Rules, 1964	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	CCS (Leave) Rules, 1972	20			
	CCS (CCA) Rules, 1965	30			
	Fundamental Rules - 9 & 56	15			
	Supplementary Rules - 197-203	15			
	<b>Total</b>	<b>100</b>			
Paper - III	General Financial Rules, 2017 <i>Chapter 1</i> - The whole portion <i>Chapter 2</i> i) General principles relating to expenditure and payment of money ii) Defalcation and losses <i>Chapter 3</i> i) Budget formulation and implementation ii) Procurement of goods	40	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	Central Treasury Rules Volume I <i>Part I</i> Withdrawal of Moneys from the Government Account <i>Part III</i> 1) General instructions for handling cash 2) Procedure for paying money into Government Account <i>Part V</i> i) Preparation and forms of bills ii) Payment of claims at Treasury iii) Contingent charges	30			
	General Provident Fund (Central Services) Rules, 1960	20			
	CCS (Joining time) Rules, 1979	10			
	<b>Total</b>	<b>100</b>			
	Paper - IV	Central Secretariat Manual of Office Procedure		30	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
		CCS Pension Rules, 1972		30	
		The Government of Mizoram (Allocation of Business) Rules in force		5	
		The Government of Mizoram (Transaction of Business) Rules in force		10	
		Procedure to be followed by DPC for promotion, regularisation and limited departmental examination issued from time to time		25	
<b>Total</b>		<b>100</b>			
	<b>TOTAL MARKS</b>	<b>400</b>			

**Notes:**

- 1) Questions in any of the papers mentioned above may be set either in conventional essay type pattern or multiple choice objective type patterns. The appropriate Departmental Promotion Committee conducting the examination shall indicate the pattern of question papers well in advance.
- 2) The level of questions in the limited departmental examination for promotion to Assistant Grade shall be as expected of a diligent Government servant with adequate experience in office administration and the same shall be higher than that of the questions for limited departmental examination for promotion to Upper Divisional Clerk Grade.
- 3) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.

**SCHEDULE - II**  
**[see regulation 6(2)]**  
**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO**  
**UPPER DIVISIONAL CLERK GRADE**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
Paper - I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Drafting	15	
	Precis writing	15	
	English Grammar	30	
	Essay writing	20	
	<b>Total</b>	<b>100</b>	
Paper - II	CCS (Conduct) Rules, 1964	25	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (Leave) Rules, 1972	25	
	FR & SR Part II (Travelling Allowances)	20	
	Fundamental Rules - 9 & 56	15	
	Supplementary Rules - 197-203	15	
	<b>Total</b>	<b>100</b>	
Paper - III	General Financial Rules, 2017 <i>Chapter 1</i> - The whole portion <i>Chapter 2</i> - General principles relating to expenditure and payment of money <i>Chapter 4</i> 1) Structure of Government Account 2) Charge or voted expenditure, Plan or non-plan expenditure, Capital or Revenue expenditure	40	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Delegation of Financial Powers Rules, 1978 and re-delegation under the rules	30	
	Mizoram State Government Employees Group Insurance Scheme, 2014 as amended	15	
	The Mizoram New Defined Contributory Pension Scheme, 2010 as amended	15	
	<b>Total</b>	<b>100</b>	

Paper - IV	Central Secretariat Manual of Office Procedure	30	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS Pension Rules, 1972	30	
	The Government of Mizoram (Allocation of Business) Rules in force at the time of advertisement of vacancies	5	
	The Government of Mizoram (Transaction of Business) Rules in force at the time of advertisement of vacancies	10	
	Guidelines for fixation of inter-se-seniority issued by Government of Mizoram from time to time	25	
	<b>Total</b>	<b>100</b>	
<b>TOTAL MARKS</b>		<b>400</b>	

**Notes:**

- 1) Questions in any of the papers mentioned above may be set either in conventional essay type pattern or multiple choice objective type pattern. The appropriate Departmental Promotion Committee conducting the examination shall indicate the pattern of question papers well in advance.
- 2) The level of questions in the limited departmental examination for promotion to Upper Divisional Clerk Grade shall be as expected of a diligent Government servant with adequate experience in office administration. The level of difficulty shall be lower than that of the questions for limited departmental examination for promotion to Assistant Grade.
- 3) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.