

No. A.12024/27/2025-MPSC(DR-II)
MIZORAM PUBLIC SERVICE COMMISSION
Mizoram New Capital Complex, Aizawl

Dated Aizawl, the 18th March, 2025

Advertisement (Non-Gazetted Post) No. 14 of 2024 – 2025

The under mentioned vacant post can be applied online on the Mizoram Public Service Commission's online portal <https://mpsconline.mizoram.gov.in> till **17/04/2025**.

1. Name of Examination : Steno-II (Contract) under MPSC

2.

Name of Post	No. of Posts	Name of Office	Pay Level in the Pay Matrix	Education and other qualifications required	Reservation Position
Steno Grade-II (Contract Basis)	1 (One)	Mizoram Public Service Commission	Level 7 (Group 'B' Non-Gazetted)	P.U/HSSLC passed with diploma in English Stenography of 100 wpm.	Nil

3. Common eligibility criteria:

i) Age Limit:

A candidate must not be less than 18 years and not more than 35 years of age on the last date of application. Further relaxation to the upper age limit will be as per Notification No.A-12011/1/2019-P&AR (GSW) dt.3.6.2019 (published in the Mizoram Gazette Extraordinary, Issue No. 375 dt.10.6.2019) as amended from time to time. For age proof documents, HSLC/HSSLC Certificates which clearly shows the candidate's date of birth shall be accepted. In the absence of date of birth in such certificates, the relevant documents issued by the competent authority may be accepted.

ii) Mizo Language Proficiency:

A candidate must achieve a minimum score in the qualifying test of Mizo Language Proficiency as prescribed by the Government from time to time. However, a candidate who studied Mizo subject in Class-X standard(HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying test paper(Reference: the Mizoram Gazette Notification vide No.A-11019/1/2021-P&AR(GSW) dt.09.04.2024 issue No.247).

Documentary support to prove all eligibility conditions should not be dated later than the last date of application.

4. Disqualification :

- (i) Canvassing by a candidate directly or indirectly will disqualify his/her candidature.
- (ii) Particulars/Details to be mentioned in the application should be completely and correctly stated. Any application not specifying the required information of a concerned candidate shall be liable to be rejected.
- (iii) Any candidate who, on verification at any stage of the recruitment process, does not fulfil any of the eligibility conditions will be disqualified.

5. Expulsion of Candidate:

- (i) Where a candidate is found guilty of misconduct or malpractice or any offence he shall be expelled and shall not be allowed to continue the examination. In such cases, the Centre Superintendent shall submit a report in the prescribed form to the Controller, stating in full the facts and situation accompanied by the evidence against the candidate in a sealed cover.
- (ii) When a candidate is suspected of using unfair means during the Examination by the Centre Superintendent but lacking in proof of the candidate's misdeeds to warrant expulsion, the Centre Superintendent may allow him/her to continue the examination. However, the Centre Superintendent has to make a special report enclosing the answer book and any other incriminating documents, if any, in a sealed cover to the Controller, clearly indicating in red ink the portions wherein unfair means is suspected to have been practised.
- (iii) Any candidate threatening or intimidating any Invigilator will be expelled from the examination hall/room immediately and the matter will be reported to the Controller as well as the local police.
- (iv) In the event of any contingencies arising which may call for immediate action, action will be taken on the candidate under The Mizoram Prevention of Malpractices at Examination Act, 1990 and further action will also be taken under BNSS, 2023.

6. Debarment:

Candidate(s) charged under Mizoram Public Service Commission (Conduct of Examination) Guidelines 2023 Para 29 (i) or (ii) or (iii) and found guilty may be debarred from appearing in any examinations/recruitment conducted by the Mizoram Public Service Commission. The Commission will maintain a record of this and the same shall be sent to Union Public Service Commission as well as other State Public Service Commissions. Candidate(s) debarred by the Union Public Service Commission and other State Public Service Commissions shall automatically be debarred by the Mizoram Public Service Commission.

7. Government servants will have to apply through proper channel.

8. **Syllabus** for the examination is available for download on the Commission's official website <https://tinyurl.com/stenographer-ii> and is appended in this advertisement.

9. Any other information pertinent to this advertisement will be published on the Commission's official website.

In case of queries/clarification regarding their applications, candidature, etc. candidates may contact MPSC's Helpline No. 0389-3596493 on working days between 10:00am and 3:30pm.

Sd/-JAMES LALRINCHHANA
Controller of Examinations

Memo No. A.12024/27/2025-MPSC(DR-II) : Dated Aizawl, the 18th March, 2025

Copy to:-

1. Sr.PPS to Chairman, Mizoram Public Service Commission, Aizawl.
2. PPS/PS to Members, Mizoram Public Service Commission, Aizawl.
3. PS to Secretary, Mizoram Public Service Commission, Aizawl.
4. The Under Secretary, Mizoram Public Service Commission with reference to the letters No. A.44013/1/2024-MPSC dt.23.8.2024.
5. All Administrative Departments, Govt. of Mizoram.
6. All Heads of Departments, Govt. of Mizoram.
7. Deputy Commissioners, Aizawl / Lunglei / Siaha / Champhai / Kolasib / Serchhip / Lawngtlai / Mamit / Saitual / Khawzawl / Hnahthial with two spare copies each. One copy should be displayed in the Notice Board.
8. Resident Commissioner / Additional / Joint / Deputy / Asst. Resident Commissioners, Mizoram Houses – New Delhi / Kolkata / Mumbai / Guwahati / Shillong / Silchar / Bengaluru with two spare copies each for display in the Notice Board of Mizoram Houses.
9. District Employment Officer, Aizawl, Lunglei, Siaha, Champhai, Kolasib, Serchhip, Lawngtlai and Mamit with two spare copies each for display in the Notice Board.
10. All Officers, Mizoram Public Service Commission.
11. All Sections, Mizoram Public Service Commission.
12. Confidential Cell, Mizoram Public Service Commission, with 2 spare copies.
13. I.T. Cell, Mizoram Public Service Commission for uploading on the website.
14. Notice Board.
15. Guard File.



(R.LALTHANTLUANGA)
Deputy Controller of Examinations

SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION FOR THE POST OF STENOGRAPHER GRADE - II(CONTRACT) UNDER MPSC

(A) WRITTEN EXAMINATION(to be conducted for the purpose of selecting candidates to be eligible for speed Test in English Stenography only):

Sl.No.	Subject	Full Marks	Pass Marks	Time
1.	Gen. English	100	40	3 Hrs
2.	Gen. Knowledge (with current events,simple Arithmetic & Reasoning)	100	40	2 Hrs

Paper-I

General English(Conventional Type questions)

1.	Essay	-	20	Marks
2.	Comprehension	-	20	Marks
3.	Precis Writing	-	10	Marks
4.	Letter Writing	-	10	Marks
5.	Grammar	-	40	Marks
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	Total	-	100	Marks

Paper-II

(All questions will be of MCQ type. There shall be 100 questions, each carrying 1mark)

General Knowledge including Current Events	-	75 Marks
Simple Arithmetic & Reasoning	-	25 Marks
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Total	-	100 Marks

(B) Candidates who qualify themselves in the Written Examination shall be called for Speed Test in English Stenography.

- (C) English Stenography:
- 100 Words per minute for 5 minutes dictation given by an expert in English Stenography,
 - 10 minutes for reconciliation,
 - 30 minutes for typing,
 - Maximum permissible errors: 10%