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#### NOTIFICATION

**No. A. 12018/77/2010-P&AR(GSW), the 25<sup>th</sup> January, 2012.** 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, in consultation with the Mizoram Public Service Commission, 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, 2011.
- (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  $\wedge$  4600/- and above under these Rules, the Mizoram Public Service Commission;
  - B. in the case of other category of posts, a committee consisting of -
    - (i) the Principal District Judge or the District Judge, as the case may be, of the District - Chairman
    - (ii) the senior-most Additional District Judge in the district headquarters - Member
    - (iii) Secretary, DP & AR or his representative - Member
    - (iv) One representative of the Law and Judicial Department, Government of Mizoram, not Below the rank of Under Secretary - 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.
- (3) The appointing authority shall, for all Group 'A' posts be the Governor and for all Group 'B' posts shall be the Secretary, Law and Judicial Department and for other category of posts, the Principal District Judge of the district/District Judge concerned.

### 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
- (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, by selection by the Selecting Authority on the basis of seniority-cum-merit, that is, seniority subject to fitness of the candidate to discharge the duties of the post, from among persons eligible for promotion.

### 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.
- (2) Subject to rules 10 to 13, direct recruitment shall be made, on the basis of the percentage of total marks secured in the qualifying examination and of the marks secured at the interview under rule 11, by the Selecting Authority.

**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 percentage of total marks secured in the qualifying 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 ten 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.
- (3) For the purpose of this rule, -

- (a) 'qualifying examination' means the examination or examinations prescribed as the minimum qualification required for appointment, in the rules of recruitment to the cadre concerned;
- (b) Where the qualifying examination consists of more than one examination, the percentage of total marks secured in the qualifying examination shall be the average of the percentage of total marks secured in those examinations.

**11. Interview. –**

- (1) The Selecting Authority shall interview the eligible candidates selected under rule 10 and award marks on the basis of their performance in the interview. The maximum marks for interview shall be fifty (50). The object of such interview is to assess the suitability of the candidates for appointment to the cadre or post applied for by them and their caliber including intellectual and social traits of personality.
- (2) The Selecting Authority shall publish on the notice board of its office on the day on which interview is held or on the day following but before the commencement of the interview on that day, a list of marks obtained by each candidate in the said interview.  
Provided that where the interview is held at any place other than the place of its office, the said list shall be published in such other place.

**12. List of selected candidates. –**

- (1) The Selecting Authority shall, on the basis of the aggregate of the percentage of total marks secured in the qualifying 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 the percentage of total marks secured in the qualifying 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 number of names of candidates to be included in such list shall be 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 an additional 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. 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 found in the list after satisfying itself, and after such enquiry as may be considered necessary that each such candidate is suitable in all respects for the appointment to a post in the cadre. Candidates whose names are included in the list prepared under sub-rule (2) and published under sub-rule (3) of rule 12 may be similarly appointed after the candidates whose names are included in the list prepared under sub-rule (1) of rule 12 have been appointed.
- (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.

**14. Validity of a panel list: -**

The panel drawn up by the Departmental Promotion Committee (DPC) shall normally be valid for one year, unless extended by the Government further.

**15. 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 institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment, the decision of the Government shall be final.

**16. 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.
- (3) The appointing authority may, in the case of persons appointed temporarily in short vacancies of less than three months duration, dispense with production of the certificate under sub-rule (1).

**17. 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;

Provided that in the case of a candidate belonging to a Scheduled Caste or a Scheduled Tribe or a Backward Class, or any other Class as mentioned hereinabove, the fees payable shall be one-half of the fee specified in the notification for other candidates.

**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. –**

- (1) 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.
- (2) An order under sub-rule (1) shall indicate the grounds for the discharge but no disciplinary enquiry shall be necessary.

**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.
- (3) Notwithstanding anything contained in sub-rules (1) and (2) if the validity of appointment of any person, -
  - (i) as probationer is questioned in any legal proceedings before a court of law, the period of probation of such person shall continue until the final disposal of such proceedings;
  - (ii) as a promotee on officiating basis is questioned in any legal proceedings, before a court of law, the period of officiation of such promotee shall continue until the final disposal of such proceedings.

## 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 enblock 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 or.
- (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) and (5) to (8), 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) The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively.
- (6) 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.
- (7) 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 the age of superannuation specified by the Government from time to time for the members of the State Civil Services of the Government.

### 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 State Government.
- (2) Every member of the Service shall be given such periodical trainings as the State Government 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 State Government may, from time to time, specify.

### 26. **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 any rules other than those referred to above applicable to members of the service immediately prior to the commencement of these rules shall continue to apply to them, until specifically repealed or superceded or ordered otherwise.

**C. Zothankhumi,**  
Joint Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & Adve. Reforms.



## SCHEDULE – A

[See rule 3 (2)]

## Category of posts (cadres)

Sl. No.	Category of posts	No. of posts			Scale of pay (in `)
		Permanent	Temporary	Total	6
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	10	13	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	-	14	9300-34800 + 4200 (PB-2)
7.	Bench Clerk Grade-III (Group 'C')	26	37	63	5200-20200 + 2400 (PB-1)
8.	Protocol Assistant (Group 'C')	-	1	1	5200-20200 + 2400 (PB-1)
9.	Drivers	7	2	9	5200-20200 + 1900 (PB-1)
10.	Process Servers (Group 'C')	8	2	10	5200-20200 + 1800 (PB-1)
11.	Peons (Group 'D')	25	36	61	4440-7440 + 1650 (-1S)
12.	Chowkidars (Group 'D')	3	4	7	4440-7440 + 1650 (-1S)
13.	Sweepers (Group 'D')	-	11	11	4440-7440 + 1650 (-1S)
TOTAL		90	128	218	

## 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	13	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	14	UDC	UDC and Bench Clerk-II are equivalent and re-designated as Bench Clerk-II
7.	Bench Clerk, Grade-III	63	LDC	LDC and Bench Clerk-III are equivalent and re-designated as Bench Clerk-III
8.	Protocol Assistant	1	-	-
9.	Driver	9	Driver	-
10.	Process Servers	10	Process Servers	-
11.	Peon	61	Peon	-
12.	Chowkidar	7	Chowkidar	-
13.	Sweeper	11	Sweepers	-
Total Cadre Strength		218		

**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 Grade-I	66 2/3% by promotion from the cadre of Stenographers Grade-II 33½% 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 three 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 Govt. 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 Typewriting 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 upto middle school standard
4.	Stenographer Grade-III	100% by direct recruitment	<u>For direct recruitment</u> : (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

			<p>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 upto 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>90% 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 upto Middle School Standard.</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</p>

7	Bench Clerk Grade-III	10% by promotion from Peons/Sweepers/Orderlies/ Chowkidars  100% by direct recruitment	<p>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 upto 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 upto Middle School standard.</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 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 upto middle school standard</p>
8.	Protocol Assistant		<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>
9	Driver Grade-I (Non-functional) (^5500-9000) Pre-revised	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>
10	Driver Grade-II (Non-functional) (^ 4500-7000) Pre-revised	100% by promotion	<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</p>
11	Driver Grade-III (^ 4000-6000) Pre-revised	100% by direct recruitment	

			<p>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 upto middle school standard.</p>
12.	Process Servers	100% by promotion	<p><u>For promotion :</u> From Peons/Chowkidars/Orderlies/ Sweeper with five years regular service having a minimum qualification of Class VIII.</p>
13.	Peons/Orderlies/ Chowkidars/ Sweepers	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 VII standard examination.</p> <p>(iii) Must have working knowledge of Mizo language upto middle school standard. It may be relaxed in case of candidates belonging to Lawngtlai and Saiha Districts.</p>

**SCHEDULE – D**

[See Rule 10 (1)]

**A. SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF BENCH CLERK GRADE-I**

**PAPER-I                      Full Marks 100                      Duration                      3 Hrs.**

- (a) Central Secretariat Manual of Office Procedure.
- (b) FR Vol.-I – 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) Instruction for submission, receipt and transmission of petitions addressed to the President etc.
- (b) CCS (Temporary Service) Rules, 1965.
- (c) CCS (Conduct) Rules, 1964.
- (d) 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 equipment and Stationeries
  - (f) Keeping account thereof
  - (g) Report of losses, defalcation, theft etc.
  - (h) Keeping Service Book
  - (i) Loans and Advance to Govt. 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
  - (j) Custody of cash

**PAPER-IV                      Full Marks 100                      Duration                      3 Hrs.**

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

**B. SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF BENCH CLERK GRADE-II**

<u>PAPER</u>	<u>SUBJECT</u>	<u>MARKS</u>	<u>FULL MARKS</u>
PAPER-I	ENGLISH		
	1. Precis Writing	15	100
	2. Drafting	20	
	3. Essay	30	
	4. English Grammar	15	
5. Mizo Translation	20		
PAPER-II	a) Central Secretariat Manual of Office Procedure	60	100
	b) Fundamental Rules and Supplementary Rules Part-II (Travelling Allowances) Chapter II and III	40	
PART-III	a) Fundamental Rules 9 and 46 Supplementary Rules 197-203	80	100
	b) Central Civil Service (Joining Time) Rules, 1979ref. Supplementary Rules Appendix-10 of Supplementary Rules	20	
PART-IV	a) Central Civil Service (Conduct) Rules, 1964	60	100
	b) Central Civil Service (General Provident Fund) Rules, 1964	40	
PART-V	a) Central Civil Service (Leave) Rules, 1972	60	100
	b) Leave Travel Concession Rules	20	
	c) Central Civil Service (Medical Attendance) Rules, 1994	20	

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

1. PAPER-I	Full Marks	Duration	3 Hrs.
(a) General English	75		
(b) Precis Writing	25		
(c) English Essay	25		



<b>2. PAPER-II</b>		Full Marks	Duration	3 Hrs.
(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, in order of merit, will be determined as per the norms laid down by the Govt. from time to time.

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

<b>1. PAPER-I</b>		Full Marks	Duration	3 Hrs.
(a)	General English	50		
(b)	Precis Writing	25		
(c)	Essay	25		
<b>2. PAPER-II</b>		Full Marks	Duration	3 Hrs.
(a)	General Knowledge	50		
(b)	Simple Arithmetic	50		
<b>3. PAPER-III</b>		Full Marks	Duration	3 Hrs.
	Typing Test	50		

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 tests will be qualified for personal interview which will carry 50 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 Govt. from time to time.

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

- English Stenography: (i) 100 Words per minutes for 3 minutes dictation given by an expert in English Stenography  
(ii) 10 minutes for reconciliation  
(iii) 30 minutes for typing  
(iv) Maximum permissible errors: 10%

**F. SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-II**

**I. SHORTHAND SPEED TEST (English)**

<u>Minimum Speed Required</u>		<u>Time Allowed</u>
100 Words per minute	(a)	3 minutes for dictation
	(b)	10 minutes for reconciliation
	(c)	30 minutes for typing
	(d)	Maximum permissible errors: 10%

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

**II. WRITTEN EXAMINATION:**

<u>S/No.</u>	<u>Subject</u>	<u>Full Marks</u>	<u>Pass Marks</u>	<u>Time</u>
1.	General English	100	36	3 Hrs.
2.	General Knowledge	100	36	3 Hrs.

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

IV. PERSONAL INTERVIEW : 50 Marks.

**G. SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III**

- I. **English Stenography:**
- (i) 80 Words per minute for 5 minutes dictation given by an expert in English Stenography
  - (ii) 10 minutes for reconciliation
  - (iii) 30 minutes for typing
  - (iv) Maximum permissible errors: 10%

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

**II. WRITTEN EXAMINATION:**

<u>S/No.</u>	<u>Subject</u>	<u>Full Marks</u>	<u>Pass Marks</u>	<u>Time</u>
1.	General English	100	36	3 Hrs.
2.	General Knowledge	100	36	3 Hrs.

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

IV. PERSONAL INTERVIEW : 50 Marks.