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NOTIFICATION

No. A-12018/31/2020-P&AR (GSW), the 30th Novemebr, 2021. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Mizoram Ministerial Service Rules, 2011 notified in the Mizoram Gazette extraordinary issue number 468 dated 30.09.2011 and its subsequent amendments except as respects things done or omitted to be done before such supersession, the Governor of Mizoram hereby makes the following rules, namely:-

1. Short title and commencement.-

- 1) These rules may be called the Mizoram Ministerial Service Rules, 2021.
- 2) They shall come into force with effect from the date of publication in the Official Gazette.

2. Definitions.-

In these rules, unless the context otherwise requires:

- (a) "Appointing Authority" means the authorities as defined under rule 2(a) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965;
- (b) "Authorised strength" means the strength of duty posts in the Mizoram Ministerial Service cadre against which regular appointments are made.
- (c) "Commission" means the Mizoram Public Service Commission;
- (d) "Constitution" means the Constitution of India;
- (e) "Board" means the Mizoram Subordinate Services Selection Board;
- (f) "Departmental Promotion Committee" in relation to any grade, means the Committee constituted by the Government from time to time as indicated in Schedule-IV of these rules;
- (g) "Duty post" means any post, whether permanent or temporary, as specified in the Schedule-I;
- (h) "Gazette" means the Official Gazette of Mizoram;
- (i) "Government" means Government of Mizoram;
- (j) "Governor" means the Governor of Mizoram;
- (k) "Grade" means a grade of the Service;
- (l) "Regular service" in relation to any grade means the period or periods of service in that grade rendered after selection and appointment thereto under the rules according to the prescribed procedure for regular appointment to that grade and includes any period or periods:-
 - (1) taken into account for the purpose of seniority in case of those already in service at the time of notification of these rules;

- (2) during which an officer would have held a duty post in that grade but for being on leave or otherwise not being available for holding such post;
- (m) "Schedule" means the Schedule appended to these rules;
- (n) "Service" means the Mizoram Ministerial Service;
3. Constitution of the Service.-
- 1) There shall be constituted a service known as the Mizoram Ministerial Service.
 - 2) The posts included in the Assistant Grade and Upper Division Clerk Grade of the Service shall be classified as Group "B" (Non-Gazetted) posts while posts included in Lower Division Clerk Grade of the Service shall be classified as Group "C" posts.
4. Grade, authorized strength and its review.-
- 1) The authorized strength of the duty posts included in the various grades of the Service on the date of commencement of these rules shall be as specified in Schedule-I.
 - 2) After the commencement of these rules, the authorized strength of the duty posts in the various grades shall be such as may be determined by the Government from time to time.
 - 3) The Government may make temporary addition to, or reduction in, the strength of the duty posts in the various grades as deemed necessary from time to time.
 - 4) The Government may include in the Service any post other than those included in Schedule-I or exclude from the Service a post included in the said Schedule.
 - 5) The Government may, in consultation with the appropriate Departmental Promotion Committee, appoint an officer whose post is included in the Service under sub-rule (4), to the appropriate grade of the Service in a temporary capacity or in a substantive capacity, as may be deemed fit, and fix his seniority in the grade after taking into account continuous regular service in the analogous grade.
5. Members of the service.-
- 1) The following persons shall be the members of the Service, namely:
 - a) The officers of the Mizoram Ministerial Service holding duty posts in various grades of that Service on regular basis or holding lien on such posts on the date of commencement of these rules, and
 - b) A person appointed to any grades of the Service under rule 6.
 - 2) A person appointed under clause (a) of sub-rule (1) shall be deemed to be a member of the Service in the appropriate grade applicable to him.
 - 3) A person appointed under clause (b) of sub-rule (1) shall be a member of the Service in the appropriate grade applicable to him from the date of such appointment.
6. Future maintenance of the Service.-
- 1) After the commencement of these rules, the vacancies in any of the grades referred to in Schedule-I shall be filled in the manner as hereinafter provided under these rules.
 - 2) The methods of recruitment, the field of selection and the eligibility criteria, as the case may be, for appointment to the grades included in the Service shall be as specified in Schedule-II.
 - 3) The educational and other qualifications including the age limits for direct recruitment to the appropriate grades of the Service shall be as specified in Schedule-III.
 - 4) The composition of the Departmental Promotion Committee and the circumstances for consultation with the Mizoram Public Service Commission or Mizoram Subordinate Service Selection Board for various methods of recruitment shall be as specified in Schedule-IV.
 - 5) The procedure for conduct of direct recruitment including any other methods of recruitment shall be as per the regulations framed by the Government from time to time.

7. Filling of duty posts by deputation.-

- 1) In the event of non-availability of eligible candidates and notwithstanding anything contained in rule 6, where the Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing, fill-up duty post in any grade by deputation of suitable officers holding analogous posts under the Central/State Government.
- 2) The period of deputation shall be for a period not exceeding three years, which may, in special circumstances, be extended in any case not beyond five years, as the Government may think fit.

8. Seniority.-

- 1) The relative seniority of the members of the Service on commencement of these rules shall be the relative seniority in their respective grades as determined before the commencement of these rules:

Provided that if the seniority of any member of the Service has not been determined before the commencement of these rules, it shall be determined by the Government in accordance with the general guidelines governing fixation of seniority issued by the Government from time to time.

- 2) The seniority of persons recruited to the Service, after the commencement of these rules, shall be determined in accordance with the general guidelines issued by the Government in this behalf from time to time.
- 3) In the cases not covered under sub-rule (1) and (2) above, the seniority shall be determined by the Government in consultation with the Commission.

9. Probation.-

- 1) Every officer on appointment to the Service by direct recruitment shall be on probation for a period of two years;

Provided that the period of probation for officers appointed to the Service through methods of recruitment other than direct recruitment shall be governed by the orders or instructions issued in this behalf by the Government from time to time;

Provided further that the appointing authority may extend the period of probation in accordance with the instructions issued by the Government in this behalf from time to time;

Provided also that any decision for extension of probation period shall be taken within six to eight weeks after the expiry of initial period of probation and communicated in writing to the concerned officer, together with reasons for doing so within the said period.

- 2) On completion of the period of probation or any extension thereof, an officer shall, if considered fit for permanent appointment, be considered for confirmation in terms of the orders of the Government issued from time to time.
- 3) If, during the period of probation or any extension thereof, as the case may be the Government is of the opinion that an officer is not fit for permanent appointment, it may discharge the officer or revert him to the post held by him prior to his appointment in the service, as the case may be.
- 4) During the period of probation or any extension thereof, an officer may be required by Government to undergo such courses of mandatory foundation/induction training or to pass such examinations or tests as the Government may deem fit, as condition for satisfactory completion of probation.
- 5) Once a member of the Service has been confirmed in the lower grade, he/she shall not be required to be confirmed again in each grade or post.
- 6) As regards other matters relating to probation, the members of the Service shall be governed by the orders or instructions issued by the Government in this behalf from time to time.

10. Appointment to the Service.- All appointments to the Service shall be made by the appointing authority to the appropriate grades of the Service and not against specific posts.
11. Posting of Members of the Service.-
 - 1) Every member of the Service shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate grade in the Service.
 - 2) Notwithstanding anything contained in sub-rule (1), the State Government, in public interest, shall have the right and power to transfer any officials, so recruited under these rules to any other post or position which is equivalent in rank or grade.
12. Training and Departmental Examination.- Every member of the Service shall undergo such training or pass such Departmental Examination as may be prescribed by the Government from time to time.
13. Disqualification.- No person –
 - a) who has entered into or contracted a marriage with a person having a spouse living; or
 - b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service;

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other valid grounds for doing so, exempt any such person from the operation of this rule.
14. Other conditions of Service.- The conditions of service of the members of the Service in respect of matters not expressly provided for in these rules, shall, mutatis mutandis and subject to any special orders issued by the Government in respect of the Service, be governed by the general rules framed or orders issued by the Government from time to time.
15. Power to relax.- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, through the Department of Personnel & Administrative Reforms, relax any of the provisions of these rules with respect to any class or category of persons.
16. Saving.- Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen and other special categories of persons in accordance with the order issued by the Government of Mizoram from time to time in this regard.
17. Interpretation.- If any question arises as to the interpretation of these rules, it shall be decided by the Government.

K. Lalthawmmawia,
Secretary to the Government of Mizoram
Department of Personnel & Administrative Reforms

SCHEDULE – I
[see rule 4]

(Name of post/grade, level of pay and number of sanctioned posts)

- A. Assistant Grade in level 7 of the pay matrix (` 39100 – ` 86800)
B. Upper Division Clerk Grade in level 6 of the pay matrix (` 35400 – ` 78800)
C. Lower Division Clerk Grade in level 4 of the pay matrix (` 25500 – ` 56800)

Sl. No.	Name of department/Offices	No. of sanctioned posts			
		Assistant Grade		UDC Grade	LDC Grade
		Secre- tariat	Directorates & subordinate offices		
(1)	(2)	(3)	(4)	(5)	(6)
1	Agriculture	4	13	33	44
2	Animal Husbandry & Veterinary	3	20	34	38
3	Chief Minister's Office	2			
4	Art & Culture	1	5	11	16
5	Commerce & Industries	6	20	30	40
	* Directorate of Geology & Mineral Resources	-	4	4	3
6	Cooperation	3	17	18	23
7	DP&AR (ATI)	-	2	3	3
8	DP&AR	31			
9	Disaster Management & Rehabilitation	3	2	3	3
10	District Council & Minority Affairs	3			
11	Environment, Forest & Climate Change	4	31	85	66
12	Excise & Narcotics	2	10	17	20
13	Finance	30			
	1) Chief Controller of Accounts & Treasuries	-	6	14	25
	2) Directorate of IF&SL		6	11	8
14	Fisheries	2	5	12	19
15	Food, Civil Supplies & Consumer Affairs	4			
	1) Directorate of FCS&CA	-	14	24	45
	2) Legal Metrology	-	1	8	7
16	General Administration	10			
	1) Aviation Wing	-	2	2	4
	2) Deputy Commissioners' Offices				
	a) Aizawl	-	4	40	36
	b) Champhai	-	1	8	10
	c) Hnahthial	-	3	5	7
	d) Khawzawl	-	3	5	7

	e) Kolasib	-	3	14	11
	f) Lawngtlai	-	2	14	14
	g) Lunglei	-	1	24	19
	h) Mamit	-	3	5	9
	i) Saitual	-	4	5	7
	j) Serchhip	-	3	7	7
	k) Siahia	-	2	10	13
	2) Directorate of Election	-	3	6	10
	3) Mizoram Houses				
	a) Bengaluru	-	-	-	-
	b) Guwahati	-	1	2	2
	c) Kolkata	-	3	2	5
	d) Mumbai	-	-	-	-
	e) New Delhi	-	4	3	5
	f) Shillong	-	-	2	2
	g) Silchar	-	3	1	2
	4) Protocol & Hospitality Wing	-	1	4	8
	5) Secretariat Administration Wing	14	-	145	203
17	Governor's Secretariat	3	-	2	2
18	Health & Family Welfare	8	32	120	129
19	Higher & Technical Education	5	34	47	82
20	Home	8			
	1) Directorate of Forensic Science Laboratory	-	1	2	2
	2) Mizoram Home Guard & Civil Defence	-	4	5	8
	3) Prisons	-	3	6	13
21	Horticulture	3	11	29	33
22	Information & Communication Technology	-	3	6	4
23	Information & Public Relations	2	3	17	29
24	Irrigation & Water Resources	2	9	17	23
25	Labour, Employment, Skill Development & Entrepreneurship	3	4	18	17
26	Land Resources, Soil & Water Conservation	2	14	28	29
27	Land Revenue & Settlement	6	20	34	30
28	Law & Judicial	7	1	2	3
29	Local Administration	4	15	21	31
30	Parliamentary Affairs	2			
31	Planning & Programme Implementation	2			
	1) Directorate of Economics & Statistics	-	6	15	17
	2) Research & Development Branch (RDB)	-	7	7	5
	3) Directorate of Science & Technology	-	2	2	3

32	Political & Cabinet	2			
33	Power & Electricity	3	29	112	165
34	Printing & Stationery	2	6	10	12
35	Public Health Engineering	3	25	89	117
36	Public Works Department	8	51	198	221
37	Rural Development	4	37	74	80
38	School Education	6	22	71	270
	* Directorate of SCERT	-	5	12	10
39	Sericulture	2	9	9	21
40	Social Welfare & Tribal Affairs	7			
	1) Directorate of Social Welfare & Tribal Affairs		4	15	9
	2) Directorate of Women & Child Development		6	30	39
	3) Office of Commissioner, PwD		1	1	2
41	Sports & Youth Services	3	8	14	14
42	Taxation	3	16	29	33
43	Tourism	2	3	5	5
44	Transport	4	16	32	45
45	Urban Development & Poverty Alleviation	4	8	16	16
46	Vigilance	4			

Note: 1. *The total sanctioned posts of Assistant Grade under the control of DP&AR (SSW) in various Departments (Secretariat) are shown separately in column 3 of the Schedule while the sanctioned posts of Assistant Grade under Directorates/Subordinate Offices are clubbed in column 4 of the Schedule except Assistant Grade posts in Subordinate offices under General Administration Department.*

Note 2: *Some Departments to which UDC Grade and LDC Grade are posted from GAD (SAW) are left blank in column 5&6 of the Schedule as the sanctioned posts are totaled and included in SI. No. 16 under GAD (SAW).*

SCHEDULE – II

[see rule 6]

(Methods of recruitment, field of selection and eligibility criteria)

Sl. No.	Name of Grade	Methods of recruitment and percentage of the vacancies to be filled by various methods	Whether selection or non-selection posts?	Field of selection and eligibility criteria
(1)	(2)	(3)	(4)	(5)
1	Assistant Grade	50% by promotion 20% by limited departmental examination 30% by direct recruitment	Selection in case of promotion	Promotion: From officers holding posts in Upper Division Clerk grade with 5 years of regular service in the grade rendered after appointment thereto on a regular basis. Limited departmental examination: From officers holding posts in Upper Division Clerk grade with 5 years of regular service in the grade rendered after appointment thereto on a regular basis. Note: The qualifying/eligibility service shall continue to be 3 years for limited departmental examination for persons holding posts in the Upper Division Clerk grade on regular basis on the date of notification of these rules.
2	Upper Division Clerk Grade	50% by promotion 20% by limited departmental examination 30% by direct recruitment	Selection in case of promotion	Promotion: From officers holding posts in Lower Division Clerk grade with 10 years of regular service in the grade rendered after appointment thereto on a regular basis. Limited departmental examination: From officers holding posts in Lower Division Clerk grade with 7 years of regular service in the grade rendered after appointment thereto on a regular basis. Note: The qualifying/eligibility service shall continue to be 5 years for persons holding posts in the Lower Division Clerk grade on regular basis as on the date of notification of these rules.
3	Lower Division Clerk Grade	85% by direct recruitment 15% by promotion	Selection in case of promotion	Promotion: From officers holding posts in Group 'D' with 10 years of regular service in the grade rendered after appointment thereto on a regular basis and possessing the educational and other qualifications for direct recruitment. Note: The qualifying/eligibility service shall continue to be 5 years for persons holding posts in the Group 'D' posts on regular basis as on the date of notification of these rules and such candidates must possess the educational and other qualifications for direct recruitment.

Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than three months, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

SCHEDULE – III

[see rule 6]

[Educational and other qualifications including age limit for direct recruitment]

Sl. No.	Name of Grade	Educational and other qualifications	Age limit for direct recruitment
(1)	(2)	(3)	(4)
1	Assistant Grade	1. Bachelor's degree from a recognized University. 2. Basic knowledge of computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer Application/ Certificate in Computer Application from institutions recognised by Mizoram State Council of Technical Education or such other courses of the level as determined by the Government from time to time. 3. Working knowledge of Mizo language at least Middle School standard.	Between 18 years and 35 years Note: The crucial date for determining the age limit of candidates shall be the closing date of receipt of applications from candidates.
2	Upper Division Clerk Grade	1. Bachelor's degree from a recognized University. 2. Basic knowledge of computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer Application/ Certificate in Computer Application from institutions recognised by Mizoram State Council of Technical Education or such other courses of the level as determined by the Government from time to time. 3. Working knowledge of Mizo language at least Middle School standard.	Between 18 years and 35 years Note: The crucial date for determining the age limit of candidates shall be the closing date of receipt of applications from candidates.
3	Lower Division Clerk Grade	1. Higher Secondary School Leaving Certificate from recognized institution. 2. Diploma in Computer Application/ Certificate in Computer Application from institutions recognised by Mizoram State Council of Technical Education (MSCTE). 3. Typing speed of 30 words per minute. 4. Working knowledge of Mizo language at least Middle School standard.	Between 18 years and 35 years Note: The crucial date for determining the age limit of candidates shall be the closing date of receipt of applications from candidates.

Note 1: Candidates whose final examination for a degree of recognized University has been held and the results are yet to be declared in due course may be allowed to appear in the written examination. All candidates who are declared qualified in the written examination will be required to produce proof of passing the requisite examination on or before the date of personal interview.

Note 2: In exceptional cases, the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board or the Department conducting the examination may treat a candidate who does not have any of the foregoing qualification as a qualified candidate provided that he/she has passed examination conducted by other institution the standard of which in the opinion of the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board or the Department justifies his/her admission to the examination.

SCHEDULE – IV
[see rule 6]

[Composition of the Departmental Promotion Committee for various methods of recruitment]

Sl. No.	Name of Grade	Educational and other qualifications Composition of Departmental Promotion Committee for various methods of recruitment	Circumstances for consultation with the Mizoram Public Service Commission
(1)	(2)	(3)	(4)
1	Assistant Grade	Promotion or limited departmental examination or direct recruitment: Mizoram Subordinate Services Selection Board or Departmental Promotion Committee as constituted by the Government from time to time.	As per Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time.
2	Upper Division Clerk Grade	Promotion or limited departmental examination or direct recruitment: Mizoram Subordinate Services Selection Board or Departmental Promotion Committee as constituted by the Government from time to time.	As per Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time.
3	Lower Division Clerk Grade	Promotion or direct recruitment: Departmental Promotion Committee as constituted by the Government from time to time.	As per Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time.