



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

Regn. No. NE-313(MZ)

VOL - XXXIII Aizawl, Thursday 22.1.2004 Magha 2, S.E. 1925, Issue No. 21

NOTIFICATION

No.A.12018/26/2003-P&AR(GSW), the 16th January, 2004. 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 hereby makes the following rules, namely :-

Short title and commencement

- (1) These Rules may be called the Mizoram Stenographers Service (MSS) Rules, 2004.
- (2) They shall come into force with effect from the date of publication in the Official Gazette of Mizoram.

Definition

2. In these rules, unless the context otherwise requires :

- (a) "Appointed Authority" means the Governor of Mizoram;
- (b) "Authorised Permanent Strength" in relation to any grade means the strength of permanent and specified posts in that grade;
- (c) "Commission" means the Mizoram Public Service Commission
- (d) "Duty Post" means any post specified in Schedule I and includes a temporary post carrying the same designation;
- (e) "Gazette" means the Mizoram Gazette.
- (f) "Government" means Government of Mizoram.
- (g) "Governor" means the Governor of Mizoram.
- (h) "Grade" means any of the Grades specified in Rule 3;
- (i) "Panel List" means the Panel List prepared in accordance with the regulation made under Rule 10;
- (j) "Permanent Officer" in relation to any grade means a person who has been appointed to any grade,
- (k) "Probationer" means a direct recruit appointed to a grade on probation in or against a vacant posts;

- (l) "Schedule" means Schedule to these Rules;
- (m) "Service" means the Mizoram Stenographer Service.
- (n) "Temporary Officer" in relation to any grade means a person holding temporary or officiating appointment in that grade on the basis of his being approved for such appointment.

- Composition**
3. On and from the commencement of these rules, there shall be 3 (three) grades in the service namely :-
- (a) Selection Grade which shall be held by such official designated as the Senior Principal Private Secretary.
 - (b) Senior Grade-I which shall be held by such official designated as the Principal Private Secretary; and
 - (c) Stenographer Grade-I which shall be held by such official designated as the Private Secretary.
- Combined Gradation Lists of the Officers of the 3(three) grades.**
4. There shall be a combined gradation list as specified in Schedule IV in respect of the officers in each grade attached to various offices specified in Schedule-II
- Authorised Permanent Strength & Temporary Strength of the Service.**
5. (1) The authorised permanent strength of the various grades of the service on the commencement of these rules shall be specified in the Schedule II.
- (2) The Government may amend the authorised permanent strength of the various grades as it may deem necessary from time to time.
- Initial Constitutions of Service**
6. The Officer holding the permanent and the temporary posts in each grade of the service on the commencement of these rules shall be the member of the service under these rules.
- Posting of the members of the Service**
7. 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 cadre.
- Provided that any member of the service may be posted to an ex-cadre post either on deputation or otherwise.
- Duty post to be held by members of the Service.**
8. Every duty post in the cadre shall, unless declared to be excluded from the cadre or kept in abeyance for any reasons, be held by a member of the service of the appropriate grade.
- Substantive appointment in the Service.**
9. All substantive appointment in the service shall be made to the appropriate grade of the Service and not against any specified post in the grade.

Mode of Recruitment

10. (1) "Vacancies in the Selection Grade shall be filled by promotion from amongst the members of the service in the Senior Grade-I carrying a scale of pay of Rs. 10,000-325-15200/-per month with not less than five years regular service in that grade or who have completed a period not less than twelve years regular service from the year of entry in the grade of the Stenographer Grade-I under these rules and are duly recommended by the Commission for promotion. The Selection method shall be followed while consideration of the promotion of this grade.

(2) Recruitment to the Senior Grade-I shall be made by promotion from amongst the members of the service in the Grade-I carrying a scale of pay of Rs. 8,000-275-13500/- per month with not less than five years regular service in the grade and are duly recommended by the Commission for Promotion. The Selection method shall be followed while consideration of the promotion to this grade.

(3) 50% of the posts in this Grade-I shall be filled by promotion from amongst the members of the Personal Assistant(Grade-II) carrying a scale of pay of Rs. 5,500-175-9,000/- per month with not less than seven years' regular service in the grade. The method of promotion to this grade shall be on the basis of 'Seniority-Cum-Merit' and the remaining 50% shall be filled by promotion through Limited Departmental Competitive Examination from amongst the members of the Personal Assistant with not less than five years regular service in the Grade in accordance with the Mizoram 'Stenographers' Service Grade-I (Limited Departmental Examination) Regulations, 2003 as laid down in the Schedule V.

Seniority

- 11. (1) The relative seniority of members of the Service appointed to any grade on the commencement of these rules shall be regulated by their relative seniority as hereinafter provided.
- (2) All permanent employees shall rank senior to such persons either appointed to that grade in a temporary capacity or as a temporary measure for a specific period.
- (3) Except as provided in sub-rules (1) and (2) the interse seniority of officers appointed to any grade under rule 3 after the commencement of these rules shall be regulated by the order in which their names are included in the panel list for that grade.

Provided that an officer included in the panel list who refused at any time to be appointed to the grade for reason acceptable to the appointing authority, shall on his appointment to the grade at any time thereafter be placed immediately after the officer who was last appointed to that grade from the panel list.

Pay 12. The scale of pay attached to the various grades of the Service shall be as follows :-
(1) Selection Grade - Rs. 12,000-375-16,500/-
(2) Senior Grade-I - Rs. 10,000-325-15,200/-
(3) Stenographer Grade-I - Rs. 8,000-275-13,500/-

Power of the Governor to amend, dispense with or relax. 13. Whereas the Governor is satisfied that the operation of any of these Rules causes undue hardship in any particular case of that in the exigencies of public service as well as for effective implementation of these Rules, he may dispense with or relax or amend and repeal such particular rule or any of the Schedule to these rules, to such extent or subject to such conditions as he may consider necessary from time to time.

Interpretation 14. If any question arises as to the interpretation of these Rules, the decision of the Government shall be binding.

Repeal and Savings 15. The Mizoram Government Stenographer Grade-I (Class-I post) Service Rules, 1973 shall stand repealed on and from the commencement of these Rules:

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

By orders etc.

Lalmalsawma,
Secretary,

Department of Personnel & Administrative Reforms.

SCHEDULE - I

(See Rule 2(d))

DUTY POSTS

1. Senior Principal Private Secretary.
2. Principal Private Secretary.
3. Private Secretary.

SCHEDULE - II

(See Rule 5 (1))

Sl. No.	Grade	Authorised permanent strength
1.	Selection Grade	2 posts
2.	Senior Grade-I	8 posts
3.	Grade - I	16 posts

SCHEDULE - III

(See Rule 4)

NAME OF DESIGNATED OFFICERS TO WHOM VARIOUS GRADES OF STENOGRAPHERS SHALL BE ATTACHED.

Sl. No.	Name of Department
1.	Personal Branch of the Chief Secretary; Personal Branch of the Commissioners and Secretaries, Personal Branch of the District and Session Judges.
2.	Personal Branch of the Principal Chief Conservator of Forests, Chief Conservator of Forests, Chief Wildlife Warden;
3.	Personal Branch of the Engineer-In-Chief, Public Works Department.
4.	Assistant Director, Administrative Training Institute (by transfer on deputation).
5.	Governor's Secretariat (by transfer on deputation as Personal Secretary to Governor).
6.	Any other Department specified by the Government from time to time.

SCHEDULE - IV

COMBINED GRADATION LIST

1.	Senior Principal Private Secretary	Selection Grade	Chief Minister/Chief Secretary	2
2.	Principal Private Secretary	Senior Grade-I	Commissioners/Secretaries	8
3.	Private Secretary	Grade-I	Secretaries/Addl. Secretaries	16



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NOTIFICATION

No. A. 12018/26/2003-P&AR(GSW), the 11th June, 2004. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following Rules to amend the Mizoram Stenographers Service (MSS) Rules, 2004 (hereinafter called the Principal Rules) as notified vide Government of Mizoram, DP & AR No. A. 12018/26/2003-P&AR (GSW) dated 16.1.2004 and published in the Mizoram Gazette Issue No. 21 dated 22.1.2004.

Short title and commencement.

1. (1) These rules may be called the Mizoram Stenographer Service (Amendment) Rules, 2004.
- (2) They shall come into force w.e.f. the date of publication in the Official Gazette of Mizoram.

Amendment of rule 10(1).

2. In the Principal Rules, for Rule 10(1) the following shall be substituted namely :-
"10 Mode of Recruitment"
(1) Vacancies in the Selection Grade shall be filled by promotion from amongst the members of the service in the Senior Grade I carrying a scale of pay of Rs. 10,000-325-15,200/- per month with not less than five years regular service in Senior Grade I failing which at least 2 years regular service in Senior Grade I with 8 years regular service in Stenographer Grade I under these rules and are duly recommended by the Commission for promotion. The Selection method shall be followed while consideration of the promotion to this grade.

By orders etc.

Sd/- Lalmalsawma,
Secretary to the Govt. of Mizoram,
Deptt. of Personnel & Adve. Reforms.



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NOTIFICATION

No.A.12018/28/2003-P&AR (GSW), the 11th October, 2010. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the Governor of Mizoram is pleased to make the following rules further to amend the Mizoram Stenographer Service Rules, 2004 (herein after referred to as the Principal Rules), namely:-

Short title and
Commencement

- : 1. (1) These rules may be called the Mizoram Stenographers Service (MSS) (Amendment) Rules, 2010.
- (2) They shall come into force from the date of their publication in the Mizoram Gazette.

Amendment of
Rule 8

- : 2. Under Rule 8 of the Principal Rules, a new proviso shall be added, namely:-

“Provided that a member of the service shall be liable to be transferred to a post outside the cadre under the Government which is equivalent in rank or grade as the Governor may consider necessary”.

By orders, etc.

Sd/-

Addl. Secretary to the Govt. of Mizoram,
Deptt. of Personnel & Adve. Reforms.

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SCHEDULE - V

(See sub-rule (3) of rule 10)

MIZORAM STENOGRAPHER SERVICE GRADE I (LIMITED DEPARTMENTAL EXAMINATION) REGULATIONS, 2003

No. 12018/26/2003-P&AR(GSW), the 16th January, 2004. 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 is pleased to make the following rules, namely :-

- Short titles & Commencement**
- 1) These Rules may be called the Mizoram Stenographer Service Grade-I (Limited Departmental Examination) Regulations 2004.
 - 2) They shall come into force on the date of publication in the official Gazette of Mizoram.
- Holding of Examination**
- 1) The Examination under these regulations shall be conducted by the Mizoram Public Service Commission.
 - 2) The date and venue of examination shall be fixed by the Commission.
- Conditions of Eligibility**
- 1) In order to be eligible to compete Limited Departmental Examination for filling up of 50% vacancies against Grade-I, a candidate must :-
 - 1) be a citizen of India;
 - 2) be holding the post of Senior Personal Assistant with not less than five years regular service in the Grade.

- Decisions of the Commission shall be final**
4. The decision of the Commission as to the eligibility it otherwise of candidates for admission to the examination shall be final and a candidate to whom a certificate of admission has not been issued by the Commission be admitted to the examination.
- Result**
5. 1) The names of the candidates who are considered by the Commission suitable for appointment on the results of the examination shall be arranged in the order of merit. They shall be recommended for appointment in that order upto the number of appointment required to be made. The order of merit shall be determined in accordance with aggregate marks obtained by each candidate and if two or more candidates obtained same marks in the examination, their names shall be arranged in the list according to their age or name in alphabetical order in case, they are of the same age.
- 2) The form and manner of communication of result of the examination to the individual candidate shall be decided by the Commission at its discretion.
- Appointment**
6. Success at the examination shall confer no right to appointment to posts of Grade-I of the Service unless vacant posts of the appropriate grade is available.
- Penalty for misconduct at the time of Examination**
7. A candidate who is or has been declared guilty by the Commission shall be liable to penalty for misconduct at the time of or in the eve of examination if he -
- a) is obtaining support for his candidature by any means, or
 - b) is impersonating any Invigilator or Centre superintendent, or
 - c) is procuring impersonation by any persons, or
 - d) is submitting fabricated documents which have been tampered with, or
 - e) is making statements which are incorrect or false, or suppressing material information, or
 - f) is resorting to any other irregular or improper means in connection with his candidature for the examination, or

- g) is using unfair means in the examination hall, or
 - h) is misbehaving in the examination hall, or
 - i) is attempting to commit or, abetting the commission of all or any of the acts specified in the foregoing clauses as the case may be.
8. The Limited Departmental Examination for the post of Grade -I shall be conducted with the Syllabus as set forth below :-

Dictation should be done by an examiner who is expert in English Stenography.

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

- English Stenography
- (i) 120 words per minute for 3 minutes dictation given by the expert in English Stenography
 - (ii) 10 minutes for reconciliation.
 - (iii) 30 minutes for typing.
 - (iv) Maximum permissible error: 10%

By orders, etc.

Lalmalsawma,
Secretary,
Department of Personnel and Administrative Reforms