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NOTIFICATION

No. A.12018/20/2025-P&AR(GSW), Aizawl, the 16th July, 2026: In exercise of the powers conferred by rule 6 and rule 11 of the Mizoram Stenographers Service Rules, 2021 notified in the Mizoram Gazette Extra Ordinary Issue No. 599 dated 07.12.2021 and in supersession of the Mizoram Stenographers Service Grade-I (Limited Departmental Examination) Regulations, 2004 notified in the Mizoram Gazette Extra Ordinary Issue No. 22 dated 22.01.2004 except as respects things done or omitted to be done before such supersession, the Government hereby makes the following regulations, namely:-

1. Short Title and Commencement.-

- i) These Regulations may be called the Mizoram Stenographers Service (Cadre Training and Examinations) Regulations, 2026.
- ii) 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) "Commission" means the Mizoram Public Service Commission;
 - b) "Constitution" means Constitution of India;
 - c) "Gazette" means the official Gazette of the State of Mizoram;
 - d) "Government" means Government of Mizoram;
 - e) "Governor" means Governor of Mizoram;
 - f) "Grade" means any of the grades of the Service as specified in Schedule of these regulations;
 - g) "Limited Departmental Examination" means the examination conducted by the appropriate Departmental Promotion Committee for recruitment to the Stenographer Grade-I of Mizoram Stenographers Service under these regulations;
 - h) "regular service" in relation to any grade means the period or periods of service in that grade after selection and appointment thereto under the rules according to the prescribed procedures for regular appointment to that grade and includes any period or periods:-
 - (a) taken into account for the purpose of seniority in case of those already in service at the time of notification of these regulations;
 - (b) 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;
 - i) "Service" means Mizoram Stenographers Service;
 - j) "Schedule" means Schedule appended to these regulations;
 - k) "Vacancy" means vacancy in the posts of Grade-I of Mizoram Stenographers 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 meaning respectively assigned to them in the Mizoram Stenographers Service Rules, 2021 as amended from time to time.

3. Training Programmes.-

1) Objectives of Training Programmes.-

- 2) To enhance the capacity and skill of the officers for efficient service delivery;
- 3) To develop new occupational skills, knowledge, understanding and attitude of the officers;
- 4) Prepare the officers for greater responsibilities.

2) Training Programme for Mizoram Stenographers Officers.-

Sl. No.	Name of Training	Duration	Level of Participants
1	Mid-Career Training	1 week	Senior Grade / Stenographer Grade-I

3) Mid-Career Training Course for Senior Grade / Stenographer Grade-I.-

- a) Every officer inducted into Senior Grade/Grade-I of the Service, either by promotion on seniority or by Limited Departmental Examination, shall undergo and successfully complete at least one Mid-Career Training conducted by the Administrative Training Institute (ATI), Aizawl or any other training institute prescribed by the Government.
- b) Every officer shall also undergo any other course either online (iGOT Karmayogi etc.) or offline prescribed by the Government from time to time.

4) Course Contents – Mid-Career Training.-

The Mid-Career Training programme shall cover, but shall not be limited to, the following modules. The Government may modify, expand or supplement these topics from time to time as necessary.

a) Updating knowledge :

- i) Review of latest amendments in CCS Rules, Pay Rules, Pension/New Pension Scheme, Leave Travel Concession, Medical Attendance Rules, Vigilance Awareness.
- ii) Office management/procedure

b) Technology & e-Governance :

- i) e-Office (practical exercises in file movement, e-drafting, DSC).
- ii) Basics of Cyber Security, NIC Email Policy, CERT-In directions.
- iii) MS Word, Excel, PowerPoint
- iv) Introduction to Digital Signature, e-Sign, Government portals

c) Advanced Communication & Office Management :

- i) English Stenography refresher (dictation at higher speed, error-free transcription).
- ii) Bilingual Drafting (Official Language Rules – Mizo/English formats).
- iii) Spoken English/basic spoken Hindi

d) Soft Skills and Capacity Building :

- i) Effective Communication & Business Writing.
- ii) Public Relations, handling VIPs & senior officials.

e) Governance & Policy Awareness :

- i) Official Language Policy & compliance (Hindi/Mizo/English use in correspondence).
- ii) Ethics & Integrity in Public Service (case studies, vigilance awareness).

f) Leadership & Secretarial Skills :

- i) Supervisory Skills– prioritisation, delegation, confidentiality.
- ii) Protocol, Etiquette & Event Management (meetings, conferences, VIP visits).
- iii) Stress/Well-being modules – mindfulness, work-life balance.

g) Practical Workshops :

- i) Drafting Notes & Speaking Orders (simulation).
- ii) Conduct of Meetings, preparation of Minutes, Agenda & Action Taken Reports.

4. Limited Departmental Examination.-

Promotion to Stenographer Grade-I by Limited Departmental Examination shall be as prescribed under the Mizoram Stenographers Service Rules, 2021 as amended and conducted by the Commission.

1) Decision on eligibility.-

- a) The Commission's decision regarding candidate eligibility shall be final.
- b) No withdrawal of candidature shall be allowed after submission of application.

2) Conduct of Examination.-

- a) The examinations shall be conducted by the Commission in the manner laid down in these regulations.
- b) Dates and venues shall be fixed by the Commission.
- c) Applications shall be in the prescribed form as notified by the Commission.

3) Syllabus.-

The number of papers and the syllabi shall be as prescribed in Schedule-I.

4) Skill Test in English Stenography.-

- a) Skill Tests shall be conducted by the Commission, as prescribed in these regulations.
- b) Candidates failing to secure the prescribed minimum percentage shall be ineligible for promotion. For Limited Departmental Examination for promotion to Stenographer Grade-I, the test shall be of qualifying nature only.

5) Qualifying Marks.-

- a) Candidates must secure a minimum of 40% marks in each written paper to qualify for Limited Departmental Examination.
- b) The maximum number of errors for skill test in English Stenography is 10%.
- c) Failure in any paper shall disqualify the candidate.

6) No personal interview for Limited Departmental Examination.-

There shall be no personal interview for assessing the suitability of the candidates for promotion by means of Limited Departmental Examination.

7) Result of Limited Departmental Examination.-

- a) A merit-based Select List shall be prepared by the Commission in order of aggregate marks obtained in the written examination, upto the number of vacancies to be filled.
- b) In case of tie in aggregate marks obtained, inter se seniority in the feeder grade shall decide order of merit; if seniority is equal, the older candidate shall rank higher.
- c) The Commission can prepare a Reserved Select List strictly on merit for promotion 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 Commission or during currency of the Select List :
 - i) 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
 - ii) When officials included in the list have refused promotion on earlier occasions and are under debarment for promotion, OR
 - iii) 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.

8) Penalty for misconduct.-

Any candidates who has been found to be guilty of:-

- a) obtaining support for his candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any persons, or
- d) submitting fabricated documents which have been tampered with, or
- e) making statements which are incorrect or false, or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his candidature in the examination hall, or
- g) using unfair means in the examination hall, or
- h) misbehaving in the examination hall, or
- i) attempting to commit or abetting the Commission of all or any of the acts specified in the foregoing clause, as the case may be, shall, in addition to rendering himself liable to criminal prosecution, be liable :-
 - i) to be disqualified by the Commission from the examination for which he is a candidate; and/or
 - ii) to be debarred either permanently or for a specified period :-
 - (i) by the Commission from any examination or selection held by them;
 - (ii) by the State Government from any employment under them; and
 - iii) to disciplinary action under the appropriate rules.

9) Canvassing by a candidate directly or indirectly will disqualify his/her candidature

5. Miscellaneous.-

Procedures not expressly covered in these regulations shall be governed by instructions issued by the Government from time to time.

6. Interpretation.-

Doubts regarding interpretation shall be decided by the Government, whose decision shall be final.

7. Power to Relax.-

The Governor may, by general or special order, in consultation with the Mizoram Public Service Commission exempt any officer from training requirements or relax any provision of these regulations, for reasons to be recorded in writing, in the interest of public service.

Udit Prakash Rai

Secretary to the Govt. of Mizoram,
Department of Personnel & Administrative Reforms.

SCHEDULE-I
[see regulations 4(3) -4(6)]

(A) Syllabus for Limited Departmental Examination for promotion to Stenographer Grade-I

Paper	Subject	Marks	Duration
Paper I	A. Manual of Office Procedure (latest edition) Definitions, Structure of Government, Management of dak Receipt, diarisation, File management, Forms and procedure of correspondence, Noting, Oral Instructions, Drafting, D.O. letters, demi-official style, security of Official Information.	30	3 hours
	B. Drafting of Communication	15	
	C. English Grammar	20	
	D. Comprehension	15	
	D. Fundamental Rules & Supplementary Rules FR 9 (Definitions: duty, leave, pay, lien),10,13 & 18 FR 26-29 : Increments, past service counting FR 56: Retirement age provisions SRs on Joining Time	20	
	Total	100	
	<i>Note: Questions for Part C (English Grammar) & 50% of Part A(Manual on Office Procedure) shall be of objective type only, which shall be set as Multiple Choice Questions (MCQs), True or False, Fill-in-the-blanks, or a combination thereof.</i>		
Paper II	A. CCS (Conduct) Rules, 1964 Rules 3, 3A, 3C, 5, 7,11,13,15,17,18, 19,20,22	20	3 hours
	B. CCS (Leave) Rules, 1972 Chapters 2,3,4,5,7,8 & 9	10	
	C. FR&SR Part II (Travelling Allowance) Practical on preparation of TA bill & TA on Transfer	10	
	D. CCS(CCA)Rules Rules 10, 11,12,13,14,16,18,19,22-23,29,29A	30	
	E. General Financial Rules, 2017 Chapter 1, 2 , 12 (Rule 287, 288)	20	
	F. Right to Information Act Sections 3,4,5,14	5	
	G. Official Secrets Act, 1923 Sections 3,4,5,14	5	
	Total	100	
	<i>Note: 75 marks shall be of objective-type, which shall be set as Multiple Choice Questions (MCQs), True or False, Fill-in-the-blanks, or a combination thereof.</i>		
Total marks for Paper-I & Paper-II		200	

A) Conduct of Examination:

- a) The Limited Departmental Examination shall be conducted by the Commission prior to the Skill Test in English Stenography.
- b) Unless indicated, all topics in the syllabus will be based on the latest Swamy's Compilations (latest instructions/OMs/Notifications issued by GoM). In case where the subject or topic is specified as "latest" or "as amended/in force at the time," the Cadre Controlling Authority shall, along with the requisition papers submitted to the Commission, clearly indicate the specific edition of the rules, regulations, etc., to be used for the upcoming examination.
- c) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.
- d) Candidates must secure a minimum of 40% marks in each written paper to qualify in the Limited Departmental Examination.

(B) Skill Test in English Stenography:**1) Mode of Dictation**

Dictation is to be given by a gazetted officer working under the Government of Mizoram / Central Government employee within Mizoram / Statutory Bodies / Retired Government servant not more than 62 years of age who is an expert in English Stenography with not less than 5 years' experience as a gazetted officer.

2) Procedure

- a) The dictation shall be taken in shorthand on the prescribed notepad and transcribed on a computer.
- b) The duration of the Skill Test shall be as follows:

Sl. No.	Particulars	Duration
1	Dictation in English Stenography at 100 words per minute	3 minutes
2	Reconciliation	10 minutes
3	Transcription and typing	30 minutes

3) Passages for Test

- a) A trial passage and a test passage shall be selected in advance.
- b) The passages shall be based on official language and rules.
- c) The passages shall be framed by a gazetted officer (other than the examiner) working under the Government of Mizoram who is an expert in English Stenography with not less than 5 years' experience as a gazetted officer.
- d) The trial passage shall be dictated twice at the same speed; the test passage shall be dictated once, after an interval of one minute.

4) Qualifying Standard

The maximum permissible errors shall be 10% of the dictated words, i.e., a candidate must transcribe at least 270 correct words out of the dictated 300 words. (3 minutes at 100 words per minute)

5) Nature of Test

- a) The Skill Test shall be of qualifying nature only. Marks obtained therein shall not be added to the marks of the written examination for determining merit.
- b) A candidate failing to secure the prescribed qualifying standard shall not be eligible for promotion to the post of Stenographer Grade I.

SCHEDULE-II
[see regulation 4(2)]

Guidelines for conduct of written examination for persons with benchmark disabilities

1. Any person with benchmark disability, as defined in Section 2(r) of the Rights of Persons with Disabilities Act, 2016, having limitation in writing (including speed), may avail the facility of a scribe/reader, if so desired. Candidates with blindness, cerebral palsy, and locomotor disability (both arms affected – BA) shall be provided a scribe/reader on request, without additional certification. Candidates belonging to other categories of benchmark disability may also avail this facility on production of a certificate from the Chief Medical Officer/Medical Superintendent/Civil Surgeon of a Government health institution, in the prescribed format (Appendix-I).
2. Candidates may either bring their own scribe/reader or request the Commission to provide one. If a candidate opts to bring own scribe/reader, all expenses shall be borne by the candidate. The Commission may also prepare a panel of scribes/readers in advance. In such cases, candidates will be allowed to meet the scribe/reader two days prior to the examination to assess suitability.
3. Where the Commission provides the scribe/reader, their qualification shall not exceed the minimum qualification prescribed for the examination. The scribe/reader must, however, be at least a matriculate. Where the candidate arranges own scribe/reader, the scribe's qualification must be one step lower than that of the candidate. Details of own scribe/reader must be submitted by the candidate in the prescribed format (Appendix-II).
4. Change of scribe/reader is permitted in case of emergency. Candidates may use different scribes/readers for different papers, particularly language papers. However, only one scribe is allowed per subject.
5. Candidates with benchmark disabilities shall, as far as possible, be given the option to write the examination in large print, Braille, or by recording answers. The Commission shall endeavour to ensure availability of question papers in the format chosen by the candidate.
6. A disability certificate issued by any competent medical authority shall be valid and accepted across the country.
7. Candidates using the facility of a scribe/reader shall be provided 20 minutes of extra time per hour of examination. Candidates with benchmark disabilities not using a scribe/reader shall also be granted compensatory time of at least 1 hour in a 3-hour examination. For examinations of less than one hour, compensatory time shall be provided on a pro-rata basis, subject to a minimum of 5 minutes and in multiples of 5 minutes.
8. Candidates are permitted to use assistive devices such as tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape, communication charts, and augmentative electronic devices. However, such devices must not be used for communication with persons outside the examination hall.
9. PwBD candidates shall, as far as possible, be seated separately, preferably on the ground floor. Where the services of a scribe/reader are availed, not more than five candidates shall be seated in one room—one in each corner and one in the centre. Candidates not availing scribes may be seated as per the general seating arrangement.
10. The time of distribution of question papers should be scrupulously followed and timely supply of supplementary papers, if required, should be ensured.
11. Hearing impaired candidates shall be provided alternative objective-type questions in place of descriptive questions. Visually impaired candidates shall be provided alternative objective-type questions in place of questions requiring visual inputs.

APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION OF A CANDIDATE TO WRITE

This is to certify that I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), Son/Daughter of _____, a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), a resident of _____ (Village, District, State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Psychologist

Signature of Chief Medical Officer/Medical Superintendent/
Civil Surgeon of a Government health care institution
Name & designation
Name of Government hospital/health care centre with seal

Place :

Date :

Note: Certificate should be given by a specialist doctor of the relevant stream/disability (eg. Visual impairment – Ophthalmologist; Locomotor disability – Orthopaedic surgeon)].

APPENDIX-II

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____ (name), a candidate with _____ (name of the disability) appearing for the _____ (name of examination) bearing roll number _____ at _____ (name of the centre) in the District _____, _____ (name of the State) declare that my educational qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his educational qualification is _____. In case it is found subsequently that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Name and signature of the candidate with disability

Place :

Date :

Note: The undertaking should be submitted by the candidate with disability using his own scribe/reader to the concerned Centre Supervisor on the day of examination before the start of the examination.