

No.A-34011/1/2019-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Aizawl, the 19th July, 2019

SUBJECT: Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to conduct of limited departmental examination and issues connected thereto

The Government has been considering for quite some time the issue of framing comprehensive instructions to be followed by Departmental Promotion Committee for conduct of limited departmental examination for promotion to higher grade/post. In this connection, the following instructions on the procedure to be followed by Departmental Promotion Committee (DPC) under the Government of Mizoram including Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board and any other autonomous/statutory bodies, etc. for conduct of limited departmental examination for promotion to higher grade/post are hereby issued which will come into force with immediate effect unless there is anything contrary in the relevant recruitment rules/service rules or specific regulations framed for conduct of limited departmental examination.

2. COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE:

- 1) The composition of Departmental Promotion Committee to conduct limited departmental examination for assessing the suitability of officials through a limited examination for promotion to higher grade/posts which requires consultation with the Mizoram Public Service Commission as per the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time shall be the Mizoram Public Service Commission itself.
- 2) The composition of Departmental Promotion Committee to conduct limited departmental examination for assessing the suitability of officials through a limited examination for promotion to such posts/grades which does not require consultation with the Mizoram Public Service Commission as per the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended shall be the Departmental Promotion Committee as constituted by the Government from time to time.

3. FUNCTION OF DEPARTMENTAL PROMOTION COMMITTEE:

The main function of a Departmental Promotion Committee in this context is to conduct limited examination for assessment of the suitability of officials in

the feeder grade for promotion to higher grade/post in an objective and impartial manner in accordance with the eligibility criteria as prescribed in the respective recruitment rules/service rules.

4. RECRUITMENT RULES/SERVICE RULES IN FORCE AT THE TIME OF OCCURRENCE OF VACANCY TO BE APPLIED:

- 1) A vacancy falling within the quota prescribed for limited departmental examination shall be filled in accordance with the recruitment rules/service rules in force on the date of occurrence of vacancy, unless rules made subsequently have been given retrospective effect. Since amendments to recruitment rules normally have only prospective application, the existing vacancies should be filled as per the recruitment rules/service rules in force as on the date of occurrence of vacancy
- 2) The practice of carrying forward of vacancies which cannot be filled up on account of various reasons during the relevant vacancy year to the next vacancy year or to the current vacancy year should not normally be done as it can result in injustice to the officials who were eligible at that point of time. However, vacancies falling within the quota prescribed for limited departmental examination which cannot be filled up purely on account of unavailability of eligible officials in the feeder post/grade in the relevant vacancy year may only be carried forward to the next vacancy year by the Appointing Authority unless there is anything contrary in the relevant recruitment rules/service rules.

5. DETERMINATION OF VACANCIES:

- 1) Departments may calculate the vacancies which fall within the quota prescribed by the recruitment rules/service rules for limited departmental examination on financial year wise for reporting to the concerned Departmental Promotion Committee.
- 2) The number of vacancies should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/grade in the relevant vacancy year due to retirement, resignation, death, regular long term promotion or from creation of additional posts.
- 3) Purely short term vacancies created as a result of officials proceeding on leave, or on deputation for a short period, training etc. should not be taken into account for the purpose of determination of vacancies
- 4) The proposal for conduct of limited departmental examination which falls within the purview of the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board shall be sent as per the format at *Annexure-I*.

6. CRUCIAL DATE

- 1) The crucial date for determining the eligibility or otherwise of the candidates for limited departmental examination shall be the last date of submission of application forms as specified by the Departmental Promotion Committee conducting the examination.
- 2) The crucial date specified under sub-paragraph (1) above shall be applicable only for such services/posts for which the statutory service rules/recruitment rules and regulations do not prescribe a separate crucial date

7. ADVERTISEMENT OF VACANCIES FOR LIMITED DEPARTMENTAL EXAMINATION:

- 1) Vacant posts which falls within the quota prescribed by the recruitment rules/service rules for limited departmental examination shall be duly advertised which shall be widely circulated in Departmental websites, Notice Board etc. and a copy of the advertisement duly served to all the eligible candidates.
- 2) The last date for submission of duly completed application forms shall be fixed not earlier than 30 days from the date of issue of the advertisement.
- 3) The advertisement for recruitment to the vacant post(s) shall clearly indicate the following points
 - a) Name of the service/post
 - b) Number of vacant post
 - c) Level in the Pay Matrix corresponding to the post/service
 - d) Name of Department
 - e) Eligibility criteria as prescribed by the service rules/recruitment rules, etc.
 - f) Application fee
 - g) Last date of submission of application form
 - h) Name of Office where application forms can be obtained and submitted
 - i) Any other relevant information as desired by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Departmental Promotion Committee
- 4) Candidates shall pay the application fees as prescribed by the Government/Mizoram Public Service Commission from time to time for appearing in the limited departmental examination
- 5) The format of common application form for limited departmental examination shall be as per *Annexure-II* which may be added/modified by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee conducting

the examination to suit the particular requirement of the services/post(s) being advertised

- 6) Suitable instructions for payment of application fees and filling up of the application form may be issued by the Mizoram Public Service Commission/ Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee conducting the examination as per requirements on a case to case basis

8. APPLICATION FORMS AND FEES:

- 1) Application Forms for the limited departmental examination shall be made available by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee conducting the examination in its own office premises as well as the offices of the Deputy Commissioners in all Districts during office working hours with effect from the date of publication of the advertisement.
- 2) The Application Form for limited departmental examination shall be provided to the candidates seeking such forms free of cost. It shall invariably be made available in public domain such as the departmental websites for easy access.
- 3) The Application Fee for limited departmental examination to be conducted by Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee outside the purview of Mizoram Public Service Commission shall be ₹150/- (Rupees one hundred and fifty) only for Scheduled Tribe/Scheduled Caste/Other Backward Class candidates and ₹200/- (Rupees two hundred) only for General category candidates unless anything contrary is prescribed in the relevant Service Rules/Recruitment Rules/Examination Regulations.
- 4) The Application Fee for limited departmental examination to be conducted by Mizoram Public Service Commission shall be as prescribed by the Commission from time to time unless anything contrary is prescribed in the relevant service rules/recruitment rules/examination regulations.
- 5) The duly filled in Application Forms can be submitted on or before the last date fixed for submission of application at the office of the Mizoram Public Service Commission or Mizoram Subordinate Services Selection Board or concerned Departmental Promotion Committee conducting such examination.
- 6) The Application Fees for limited departmental examination to be conducted by Departmental Promotion Committee outside the purview of Mizoram Public Service Commission shall be deposited by the concerned Departmental Promotion Committee in the State Treasury at the Head of

Accounts mentioned below:

0070	-	Other Administrative Services
60	-	Other Services
800	-	Other Receipts
08	-	Application fees for Recruitment Examination conducted outside MPSC
00	-	
00	-	

9. ACCEPTANCE OF SELF ATTESTED/SELF CERTIFIED DOCUMENTS:

- 1) Candidates shall be permitted to submit self attested/self certified copies of documents, if necessary, at the time of submission of application forms in response to the advertisement for recruitment through limited departmental examination to such services/posts
- 2) Candidates who have been declared successful in the limited departmental examination on the basis of forged documents/fake documents shall be summarily disqualified and his/her name shall be deleted from the results of successful candidates i.e. Select Lists and the name of the candidate on the Reserved Select List in order of merit shall be declared as the successful candidate.

10. SYLLABUS:

There shall be a common syllabus for limited departmental examination for promotion to higher grade/post as prescribed at *Annexure-III* unless anything contrary is prescribed in the relevant recruitment rules/service rules/examination regulations.

11. MINIMUM MARKS:

- 1) Candidates shall be required to obtain minimum 40 percent marks in each of the Papers as prescribed under these instructions, unless there is anything contrary in the relevant rules/regulations, for qualifying in the limited departmental examination.
- 2) Failure to obtain the minimum marks prescribed in any of the Papers will disqualify the candidate, unless there is anything contrary in the relevant rules/regulations

12. CONDITIONS OF ELIGIBILITY

In order to be eligible to appear in the limited departmental examination for filling up of vacancies, a candidate must be a citizen of India and must satisfy the eligibility criteria as per the provisions prescribed in the relevant recruitment rules/service rules.

13. DECISION ON ELIGIBILITY:

The decision of the Mizoram Public Service Commission, in respect of posts which falls under its purview or Mizoram Subordinate Services Selection Board or the concerned Departmental Promotion Committee, in respect of posts falling outside the purview of the Mizoram Public Service Commission, on the eligibility or otherwise of candidates for admission to the limited departmental examination shall be final and no candidates to whom a certificate of admission has not been issued by the competent authority shall be admitted to the limited departmental examination.

14. HOLDING OF EXAMINATION

- 1) The limited departmental examination as prescribed in the relevant recruitment rules/service shall be conducted by the Departmental Promotion Committee in the manner as laid down in this O.M unless anything contrary is prescribed in the relevant recruitment rules/service rules/examination regulations.
- 2) The date on which and the venue at which the limited departmental examination shall be held shall be fixed either by the Mizoram Public Service Commission, in respect of posts which falls under its purview, or Mizoram Subordinate Services Selection Board or the concerned Departmental Promotion Committee, in respect of posts falling under their respective purview.

15. NO PERSONAL INTERVIEW

There shall be no personal interview for assessing the suitability of the candidates for promotion by means of limited departmental examination unless the same is provided in the relevant recruitment rules/service rules/regulations.

16. RESULTS OF LIMITED DEPARTMENTAL EXAMINATION:

- 1) The names of the candidates who are considered suitable for promotion as a result of the limited departmental examination shall be arranged in order of merit, to be called as "Select List". They shall be recommended for promotion in order of merit up to the number of vacancies. The order of merit shall be determined in accordance with aggregate marks obtained by each candidate; if two or more candidates obtained equal marks in the limited departmental examination, their names shall be arranged in order of their age i.e. candidate having higher age will come before the candidate with lower age.
- 2) Departmental Promotion Committee can prepare a Reserved Select List strictly on the basis of merit in the limited departmental examination for promotion only 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 Departmental Promotion Committee or during currency of the Select List):

- a) 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
 - b) When officials included in the list have refused promotion on earlier occasions and are under debarment for promotion, OR
 - c) 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.
- 3) While making the Reserved Select List, the Departmental Promotion Committee should stipulate a condition against the additional names to the effect that they will be promoted only in the event of the official(s) in the regular Select List not being available for promotion for the reason(s) given by the Department.
- 4) The form and manner of communication of the results of the limited departmental examination to individual candidates shall be as decided by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee at its discretion and it shall be communicated within a period of seven days from the date of declaration of the result

17. PENALTY FOR MISCONDUCT: Any candidate(s) 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 statement 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
- 1) to be disqualified by the Mizoram Public Service Commission/ Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee from the examination for which he is a candidate

- 2) to be debarred either permanently or for a specified period by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/concerned Departmental Promotion Committee from any examination or selection by them;
- 3) to disciplinary action under the appropriate rules

18. APPOINTMENT OF OFFICIALS FOR CONDUCT OF LIMITED DEPARTMENTAL EXAMINATION:

- 1) The Mizoram Subordinate Services Selection Board or the Chairman of the concerned Departmental Promotion Committee shall make appointment to the following panel of experts who shall discharge such duties as are necessary for the conduct of limited departmental examination:
 - a) Centre Supervisor : A Gazetted Officer with impeccable integrity not below the rank of Assistant Director may be appointed
 - b) Assistant Supervisor: Government servants with impeccable integrity not below the rank of Group 'B', who may be drawn from the recruiting Department as well as outside of the recruiting Department, may be appointed. The number of Assistant Supervisors to be appointed shall be at the discretion of the Mizoram Subordinate Services Selection Board or the Chairman of concerned Departmental Promotion Committee, as the case may be, taking into consideration the number of Examination Halls/Rooms and the number of candidates.
 - c) Invigilators: Government servants with impeccable integrity not below the rank of Group 'B', who are drawn from the recruiting Department as well as outside of the recruiting Department, may be appointed. The ratio of the number of Invigilators to the number of candidates should normally be 1:24 subject to the condition that no room should have less than two Invigilators.
 - d) Question Paper Setters: A Gazetted Officer with impeccable integrity outside the recruiting Department may be appointed. There can be more than one Question Paper Setter for every Paper of the examination.
 - e) Head Examiner/Examiner: A Gazetted Officer with impeccable integrity outside the recruiting Department may be appointed
- 2) The Mizoram Public Service Commission, in respect of posts/services falling within its purview, shall also make appointment to the panel of experts as mentioned at sub-paragraph (1) or such other additional experts, if considered necessary, who shall discharge such duties as are necessary for the conduct of limited departmental examination as per their convenience.
- 3) All persons appointed shall be given an appointment order and the duration of their tenure will be up to the completion of the process of recruitment.

- 4) All persons appointed for conduct of limited departmental examination are duty bound to maintain complete secrecy of information
- 5) No person whose close relatives are appearing in the limited departmental examination for recruitment to services/posts shall be appointed to discharge any of the expert duties as mentioned in sub-paragraph (1) of this O.M.

19. QUESTION PAPERS:

- 1) In respect of posts which falls outside the purview of Mizoram Public Service Commission, the Question Paper Setter(s) shall prepare two sets of draft questions for each Paper strictly in accordance with the prescribed syllabus and shall submit the drafts in a sealed cover marked "CONFIDENTIAL" to the Mizoram Subordinate Services Selection Board/Chairman of the concerned Departmental Promotion Committee
- 2) The Question Paper Setter should not retain a copy of the draft in any form
- 3) The Chairman of the Mizoram Subordinate Services Selection Board or any other officer authorized by him in writing or the Chairman of the concerned Departmental Promotion Committee in consultation with the Head Examiner/Examiner, shall moderate the manuscripts and finalise the question papers
- 4) Copies of the final question papers, as far as practicable, will be printed only one week before the commencement of the examination
- 5) Once the question papers are printed under the guidance of the Chairman of the Mizoram Subordinate Services Selection Board or any other officer authorized by him in writing or the Chairman of the concerned Departmental Promotion Committee, the number of copies printed will be verified and packed in a confidential bag and properly sealed.
- 6) The sealed packets should be kept in safe custody either at the Treasury Strong Room or in a chest of the Mizoram Subordinate Services Selection Board or in a chest of the concerned recruiting Department
- 7) On each day of the examination, the Centre Supervisor shall take out the question papers from the Treasury Strong Room or from the Chest.
- 8) The sealed packets of question papers should not be opened earlier than 30 minutes before the time fixed for the commencement of the examination. The sealed packets should be opened in the presence of at least two Invigilators in the prescribed form.

- 9) In respect of posts which fall within the purview of Mizoram Public Service Commission, the Commission shall follow its own procedure with regard to the setting of question papers.

20. ADMIT CARD:

- 1) An Admit Card in respect of the candidates for whom their candidature has been accepted by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of the concerned Departmental Promotion Committee shall be prepared as per the format at *Annexure-IV* and will be collected by the candidate on intimation.
- 2) If a candidate loses his Admit Card, he should inform the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of the concerned Departmental Promotion Committee immediately stating clearly the reason for the loss and if the competent authority is satisfied of the genuineness of the loss, a duplicate Admit Card will be issued on payment of ₹50/-.

21. SEAT PLAN:

- 1) The Seat Plan is to be made in such a manner that in one room, there are four vertical rows with six candidates in each vertical row. Sample seat plan is enclosed at *Annexure-V*.
- 2) In case of certain venues which may have more number of vertical rows like School Halls, the sample format of Seat Plan at *Annexure-V* should be followed with more vertical rows added.
- 3) A seat plan for each Room/Hall showing the Roll No. of candidates should be ready one day prior to the examination.
- 4) Seat Plans should not be displayed on the day of arrangement.
- 5) Seat Plans for the venue as a whole should be displayed at a place centrally located.
- 6) Outside each room its respective Seat Plan should be displayed. This should be done 2 hours prior to commencement of examination and not before that. When the number of candidates is large, the overall display should be made at more than one place to avoid overcrowding at one place.

22. ARRANGEMENT FOR LIMITED DEPARTMENTAL EXAMINATION:

- 1) The Centre Supervisor shall complete all the seating arrangements of the candidates and its connected matters such as writing of roll numbers on the table/desks, preparation and display of seating plans, etc. one day prior to the examination.

- 2) Posters, charts, maps, proverbs, etc. on the walls of the Examination Hall/Room, if any, should either be removed or covered.
- 3) Electrical fittings, fans and lights in the Examination Hall/Room should be ensured to be in working condition
- 4) Furniture available in the Examination Hall/Room should be of good quality and standard size. Furniture meant for small children should not be used.
- 5) Proper arrangements for keeping books, bags, mobile phones etc. of candidates at the entrance of premises under the charge of a suitable official should be made.
- 6) Proper arrangements for frisking of candidates at the entry to the venue, preferably by Police Personnel, on the day of the examination should be made. For this purpose, the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee/Centre Supervisor should liaise with the Local Police Authorities etc. well in advance of the date of examination.
- 7) Copies of important instructions to be followed by the candidate (in detail as well as in poster form) should be displayed at prominent places to enable the candidates to read them
- 8) The seats should be so arranged that candidates, when seated, shall face in one direction only and placed at a distance of approximately 3 feet from one another so as to prevent copying, prompting or adopting of unfair practices.
- 9) It should be ensured that there is adequate space not only between rows but also between seats.

23. ADMISSION OF CANDIDATES TO EXAMINATION HALL/ROOM:

- 1) The Examination Hall/Room should be opened half an hour before the commencement of the examination and candidates allowed entry in the Examination Hall/Room 20 minutes before the commencement of the examination in each session.
- 2) Candidate, whose validity of his/her candidature cannot be proven, shall not be allowed to enter or sit in the examination.
- 3) A candidate should not be admitted to the Examination Hall/Room after the lapse of 10 minutes from the commencement of examination in each session.
- 4) A candidate, once given an Answer paper should, in no case be allowed to leave the Examination Hall/Room without submitting the same.

- 5) Candidates shall be permitted to take a seat only at the Venue and in the Centre where he/she has been allotted.
- 6) Candidates shall be duly subjected to frisking preferably by policemen before entry into the Examination Hall/Room. Female candidates shall be frisked by female personnel only. In case adequate number of policemen are not available, the Centre Supervisor may obtain the services of Government servants of proven integrity to conduct frisking of candidates.

24. DISTRIBUTION OF ANSWER PAPERS TO CANDIDATES:

- 1) One Answer Paper with the first page printed as per the specimen at *Annexure-VI* should be supplied to each candidate present 10 minutes before the commencement of examination in each session. The candidates shall write with black or blue ball point pen their centre, subject/paper, Roll Number and put their signature at the appropriate space provided for at the top of the Answer paper.
- 2) Invigilators will distribute Answer Paper to the candidates present only
- 3) All the copies of the Answer papers supplied to the candidates should be treated as scripts irrespective of whether the candidates have written their answers or not
- 4) All spare copies of unused Answer papers should be returned to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of the Departmental Promotion Committee by the Centre Supervisor at the end of the examination.
- 5) No candidate should be allowed to take away the Answer paper with him. To ensure this, the Invigilators/Assistant Supervisors should close the doors of each Examination Room/Hall five minutes before completion of each session of the examination and allow the candidates to leave the Examination Room/Hall only after Answer Scripts are collected from all the candidates and are properly accounted for.

25. DISTRIBUTION OF QUESTION PAPERS TO CANDIDATES:

- 1) The Question Papers should be distributed in vertical rows three minutes before the commencement of the examination in each session only to those candidates who have occupied their seats in the Examination Hall/Room. No Question Paper should be left on the tables not occupied by the candidate(s).
- 2) The Invigilators should ensure that the candidates are seated strictly in accordance with the Seat Plan. It should be ensured that no candidate is moved to another seat after distribution of Question Papers.

- 3) If any candidate reports any unprinted or torn or missing page(s) or item(s) etc. in the Question Papers supplied to him/her, it should be got replaced with another complete Question Papers
- 4) The spare copies of the Question Papers should be collected by the Centre Supervisor from each Invigilator immediately after ten minutes of commencement of examination in each session
- 5) The unused Question Papers should be sealed forthwith and kept by the Centre Supervisor in his personal custody
- 6) If any candidate raises a doubt about any apparent mistake/ambiguity or anomaly about any item in the Question Papers, he/she may be advised to answer the item as it is and make a representation to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee within 5 days from the date of completion of the examination. The representation should indicate the name of the examination, name of the candidate, his roll number, name of subject/paper, centre, serial number of the items and nature of mistake/ambiguity.
- 7) A copy of the Question Papers should not be retained by the Centre Supervisor or the Assistant Supervisor(s) or the Invigilators and no Question Paper is taken out of the Examination Hall/Room for any purpose whatsoever until conclusion of the examination in each session.
- 8) The candidates should be permitted to take away the Question Papers issued to them after the conclusion of the examination.
- 9) The candidates should not be permitted to take with them into the Examination Halls/Room the Question Papers thus distributed to them in the earlier session, in the next session of examination.
- 10) Question Papers are very sensitive documents and the Centre Supervisor is personally responsible for their complete accountability.

26. ATTENDANCE LISTS:

- 1) There should be separate Attendance Lists for each session of examination.
- 2) The Attendance Lists shall contain candidate's name, Roll number, signature of the candidate, Invigilator's signature etc. as per the format at *Annexure-VII*
- 3) The Invigilator shall verify the identity of the candidates in the Examination Hall/Room with reference to the name and photograph of the candidate in the Admit Card after the Answer Papers and Question Papers have been provided to the candidates. The Invigilator will check the correctness of the entries made by the candidate in the relevant columns and thereafter, the

candidate will append his/her signature in the relevant column in Blue or Black Ball Point pen.

- 4) After the above particulars are filled in by the candidate, the Invigilator shall append his/her signature in Blue or Black Ball Point Pen in the space provided for the purpose.
- 5) In respect of candidates who are absent, the Invigilator shall mark them as absent, by writing the letter 'A' with Blue or Black Ball Point Pen and also append his/her signature for such candidates in Blue or Black Ball Point Pen.
- 6) In case a candidate who is absent in the first session appears in a subsequent session of the examination, he may be allowed to appear notwithstanding the fact that he has not appeared in the first session. The Attendance List should be filled accordingly.
- 7) The Centre Supervisor shall be responsible for collection of all the pages of Attendance List from the Invigilators and maintain a proper account of the same. Further, he/she should indicate the total number of candidates registered, present and absent at the end of Attendance List. He/she shall also append his signature in Blue or Black Ball Point Pen on each sheet within the space provided for the purpose at the bottom of the Attendance List.

27. INSTRUCTIONS TO CANDIDATES:

- 1) Candidates will be admitted to the Examination Hall/Room on production of their Admit Card and original ID such as EPIC or Aadhaar with a view to establish the true identity of the candidate
- 2) Candidates shall reach the venue of examination at least 30 minutes in advance and admission will be refused to a candidate who is late by 10 minutes from the start of the examination
- 3) No candidate shall be permitted to leave the Examination Hall/Room until the time for the examination is over
- 4) Candidates should bring their pens and any other special requirements such as mathematical boxes, etc. for use in the Examination Hall.
- 5) The candidates should not bring any articles (other than those specified above) such as books, notes, loose sheets, mobile phones, pagers, digital diaries, calculators, etc. inside the Examination Hall/Room.
- 6) Candidates, other than persons with benchmark disability, must write in their own hand. In no circumstances will they be allowed to avail the help of

a scribe. In case of visually challenged (VC) candidates or candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing down the performance of function (minimum 40% impairment) (LDCP(WE)) and such other persons of benchmarked disability who are allowed the use of a scribe, compensatory time shall be granted. Scribes can be provided either by the candidates himself or by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee.

- 7) Answers must be written/marked using Blue or Black Ball Point Pen and pencils should not be used unless drawing of maps, diagrams, etc is required.
- 8) Candidates must produce their Admit Card, give their specimen signature where required and reply to questions put by the Invigilator.
- 9) Particulars/Details to be filled up in the answer paper should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.
- 10) The candidates must attempt questions in accordance with the directions on each question paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be evaluated and the remaining ignored.
- 11) Candidate(s) detected in using unfair means or communicating with one another or found in possession of unauthorised books, papers, mobile phones, pagers, digital diaries, calculators, etc. during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Government.
- 12) No candidate shall leave the Examination Hall/Room without prior permission of the Invigilator. If the candidate has to answer the call of nature, he may be allowed to leave the Examination Hall/Room accompanied by the Invigilator himself.
- 13) Silence must be observed at all time in the Examination Hall/Room
- 14) Smoking in the Examination Hall/Room is strictly prohibited.
- 15) The candidates must abide by such instructions as may be specified on the cover of the Answer Paper or instructions to candidates given at the back of the Admit Card. If a candidate fails to do so or indulges in improper conduct, he/she will render himself/herself liable to expulsion from the examination or

such other punishment as the Mizoram Public Service Commission/ Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee deemed fit to impose.

- 16) Any candidate found to be intoxicated with alcohol and/or psychotropic substances will be expelled from the Examination Hall/Room
- 17) Any candidate who applies for his/her Marks should enclose original copy of Admit Card.
- 18) Answer scripts of candidates who do not complete the examination will not be evaluated.
- 19) Wrongly numbered or unnumbered answers will not be evaluated.

28. DUTIES OF CENTRE SUPERVISOR:

- 1) To make an arrangement for the smooth conduct of limited departmental examination
- 2) He/she shall convene a briefing session with the Invigilators prior to the actual date of examination.
- 3) Examination programme scheduled by the Mizoram Public Service Commission/ Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee shall be sent to the Centre Supervisor who, in turn will inform the Invigilators and others concerned.
- 4) He/she shall take all possible steps to ensure that there is no case of impersonation.
- 5) His/her decisions at the Examination centre with regard to the conduct of examination shall be final.
- 6) He/she shall frequently visit different rooms of Examination at his Centre.
- 7) The Centre Supervisor should necessarily remain at the examination centre until the examination is over.
- 8) The Centre Supervisor is responsible for the efficient performance of the Invigilators at his centre. If there is any misconduct or misbehavior on the part of the personnel involved with the examination at his/her centre, he will prepare a special report under sealed cover and forward the same to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee for further action.

- 9) If an Invigilator is unable to perform his/her duties, the Centre Supervisor may appoint any person from the panel of Invigilators in his/her place
- 10) The Centre Supervisor shall open the box containing the question papers at his/her Centre by using Form 'A' (*Annexure-VIII*) and then distribute it to the Invigilators for opening it in their respective rooms using Form 'B' (*Annexure-IX*)

29. DUTIES OF ASSISTANT SUPERVISOR:

- 1) Each Assistant Supervisor may be made responsible for supervision of a certain number of rooms.
- 2) The Centre Supervisor should assign specific duties to each Assistant Supervisor which may include:
 - a) To make announcement over the public address system not to bring banned items like electronic or any other type of calculators, mobile phones, pagers or any other communication device to the venue of the examination.
 - b) To announce that violation of these instructions shall entail disciplinary action including ban from future examinations.
 - c) To position himself/herself at the entry point (main gate) of the venue where frisking of candidates will be done, for all sessions of the examination, to prevent candidates from carrying banned items in the examination Hall/Rooms.
 - d) To carry out inspection of halls/rooms, toilets, etc. to prevent the possession and use of any such device during the course of the examination.
 - e) To ensure that banned devices/items are not kept in Examination Halls/Rooms and that arrangement have been made at the entrance of the venue to deposit the banned devices which may be returned to the candidates on the conclusion of the examination
 - f) To ensure that candidates are allowed to take with them only pen, Admit Card and any other items as specified in the instructions appended to the Admit Card.

30. DUTIES OF INVIGILATOR:

- 1) Invigilators should see that the candidates fill up their answer paper correctly. Only after such careful checking should they put their signature in the answer paper of the candidates.
- 2) Invigilators appointed for an examination should reach the examination centre at least one hour before the commencement of the examination.
- 3) On the morning of the first day of the examination, all candidates should be instructed to go through the instruction details carefully, giving them due warning regarding offences which may entail expulsion from the examination.

- 4) Invigilators should take utmost care not to disturb or distract the candidates in any way while on duty. Reading materials like books, newspapers etc. must be avoided.
- 5) The Invigilators should maintain constant vigil to prevent unfair practices by the candidates
- 6) No Invigilator should talk or communicate with the candidates except under unavoidable circumstances.
- 7) No Invigilator should carry with him/her any mobile phones or any other communication devices into the Examination Hall/Room.
- 8) If any unfair practice is detected by the Invigilators, it shall be their duty to seize the incriminating document along with statement of 2 witnesses and promptly report the incident to the Centre Supervisor for further action.
- 9) The Invigilators should not normally allow any candidate to leave the examination hall/room during the examination. If the candidate has to answer the call of nature, he may be allowed to leave the Examination Hall/Room accompanied by the Invigilator himself.
- 10) The Invigilators should ensure that each candidate sits in the seat allotted to him/her.
- 11) If circumstances compelled a candidate's seat to be changed, it will be arranged with the approval of the Centre Supervisor.
- 12) On receipt of the sealed packet(s) of question papers from the Centre Supervisor, the Invigilators, using Form B (*Annexure-IX*) shall open it in their respective rooms.
- 13) If any query is raised by the candidates on the correctness of the questions or otherwise, the Invigilator shall not give any clarification by himself/herself, but report the matter to Centre Supervisor.

31. PROCESSING OF ANSWER PAPERS:

- 1) Immediately after completion of a particular subject or paper, the answer papers must be sorted out and arranged in order of Roll Number of the candidates, the answer papers along with two question papers should be packed and sealed in the presence of the Centre Supervisor.
- 2) The sealed package must be kept in a safe custody and shall be delivered to the Mizoram Public Service Commission/Mizoram Subordinate Services

Selection Board/Chairman of Departmental Promotion Committee after the end of the last session for the day.

- 3) Each packet of answer paper must have a separate Top Sheet (*Annexure-X*), two copies of which will be made, one copy will be kept inside the packet and the remaining copy will be retained by the Centre Supervisor.
- 4) Coding of the answer papers using alpha-numeric characters shall be done by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee when all the answer papers are received
- 5) Coding should invariably hide the Roll Number of the candidates to ensure that the Head Examiner/Examiner should in no way know the Roll Number of any of the candidates whose answer papers are being checked/examined.

32. DUTIES OF HEAD EXAMINER/EXAMINER:

- 1) The Examiner shall examine the answer scripts strictly in accordance with these instructions and give marks for the answers of a candidate in a separate sheet attached to the answer paper and not in the answer paper itself.
- 2) The Examiner shall receive the answer papers from the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee with proper receipt.
- 3) The Examiner shall personally submit the answer papers to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee giving confidential marking. The receiver of the answer papers from the Examiner shall ensure that the number of answer papers given out and those received are the same.
- 4) It shall be the duty of the Head Examiner (if appointed) to convene meetings of the examiners and discuss guidelines for evaluation of answer papers.
- 5) The Head Examiner shall satisfy himself in regard to proper evaluation of the answer papers by the examiners through a random test check which will generally be done on 10% of answer papers submitted to him.
- 6) The Head Examiner shall have the right to re-examine the marginal cases and any re- assessment made by him shall be deemed valid.
- 7) The Head Examiner shall have the powers necessary for rectification of discrepancies.
- 8) It is the duty of the Examiner to see whether the candidate has attempted

beyond the prescribed number of questions. If the questions are attempted in excess of the prescribed number, only the questions up to the prescribed number shall be evaluated and the remaining ignored.

9) Wrongly numbered or unnumbered answers should not be evaluated

33. FINAL REPORT OF CENTRE SUPERVISOR: As soon as the limited departmental examination is over, the Centre Supervisor shall submit a final report to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of Departmental Promotion Committee as per the format at *Annexure-XI* along with the following items:

- (a) Any unused Answer papers, additional sheets and other articles
- (b) Attendance Lists showing the candidate's signature
- (c) List of expelled candidates, if any
- (d) Confidential Report on the conduct of examination at the Centre

34. RE-EVALUATION: After the declaration of the final result, re-evaluation of answer papers/scripts for limited departmental examinations shall not be permitted under any circumstances

35. REMUNERATION: The rate of remuneration for Officials engaged by the Government for conduct of limited departmental examinations falling outside the purview of Mizoram Public Service Commission shall be similar to the rates prescribed for conduct of direct recruitment examinations. The remuneration of officials engaged by the Commission shall be as per the norms followed by the Commission.

36. PROMOTION THROUGH LIMITED DEPARTMENTAL EXAMINATION TO HAVE PROSPECTIVE EFFECT ONLY:

While promotions will be made in the order of merit declared by the Departmental Promotion Committee, each promotion will have only prospective effect even in cases where the vacancies relate to earlier year(s).

37. PROCESSING OF DEPARTMENTAL PROMOTION COMMITTEE RECOMMENDATION:

The recommendations of the Departmental Promotion Committee are advisory in nature and should be duly approved by the Appointing Authority

38. PROCEDURE TO BE FOLLOWED FOR DISAGREEMENT WITH DEPARTMENTAL PROMOTION COMMITTEE:

There may be certain occasions when the Appointing Authority may find it necessary to disagree with the recommendations of the Departmental Promotion Committee. The procedure to be followed in such cases is indicated below:

- a) If it is so considered necessary by the Appointing Authority to vary or disagree with the recommendations of the Mizoram Public Service Commission, such Appointing Authority may refer the matter again to the Mizoram Public Service Commission (MPSC) for reconsideration of its earlier recommendations. If the Mizoram Public Service Commission reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Council of Ministers for decision. The decision taken by the Council of Ministers either to accept or to vary the recommendations of the Mizoram Public Service Commission shall be final.
- b) The recommendations of the duly constituted Departmental Promotion Committee other than MPSC should be dealt with as under: -
 - i) Where the Appointing Authority, being lower than the Governor, does not agree with the recommendations of the Departmental Promotion Committee, such Appointing Authority should indicate the reasons for disagreeing and refer the entire matter to the Departmental Promotion Committee for reconsideration of its earlier recommendations. In case the Departmental Promotion Committee reiterates its earlier recommendations, giving also reasons in support thereof, the Appointing Authority may accept the recommendations, if the reasons adduced by the Departmental Promotion Committee are convincing. If that authority does not accept the recommendations of the Departmental Promotion Committee, it shall submit the papers to the next higher authority with its own recommendations. The decision of the next higher authority shall be final.
 - ii) Where the Appointing Authority is the Governor, the recommendations of the Departmental Promotion Committee should be submitted to the Minister in charge of the Department concerned for acceptance or otherwise of the recommendations. In case the circumstances so necessitate, the Minister may refer the matter again to the Departmental Promotion Committee for reconsideration of its earlier recommendations. If the Departmental Promotion Committee reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Minister for his decision. The decision taken by the Minister either to accept or to vary the recommendations of the Departmental Promotion Committee shall be final.

39. TIME LIMIT FOR TAKING DECISION ON THE RECOMMENDATION OF DEPARTMENTAL PROMOTION COMMITTEE:

An Appointing Authority shall take decision on the recommendation of Departmental Promotion Committee, either to accept the recommendation or disagree with it, within 3 months from the date of issue of the recommendation for promotion through limited departmental examination.

40. VALIDITY PERIOD OF SELECT LIST:

- 1) The Select List for promotion through limited departmental examination recommended by a Departmental Promotion Committee shall be valid for a period of one year. It should therefore, cease to be in force at the expiry of a period of one year or when a fresh Select List is prepared, whichever is earlier.
- 2) The date of commencement of the validity of the Select List would be the date on which the Departmental Promotion Committee declared the result of the limited departmental examination.

41. DATE FROM WHICH PROMOTION THROUGH LIMITED DEPARTMENTAL EXAMINATION IS TO BE TREATED AS REGULAR:

The general principle is that promotion of officials included in the Select List based on the limited departmental examination would be regular from the date of validity of the Select List or the date of their actual promotion whichever is later.

42. REFUSAL OF PROMOTION:

- 1) When an official does not want to accept promotion through limited departmental examination which is offered to him, he may make a written request that he may not be promoted and the request will be considered by the Appointing Authority, taking relevant aspects into consideration. If the reasons adduced for refusal of promotion are acceptable to the Appointing Authority, the next official in the Select List may be promoted.
- 2) Since it may not be administratively possible or desirable to offer appointment to the officials who initially refused promotion through limited departmental examination, on every occasion on which a vacancy arises during the period of validity of the Select List, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of first promotion or till the holding of the next limited departmental examination, whichever is later. The concerned official shall be debarred from appearing in the limited departmental examination when the first vacancy arises after his refusal of promotion.

43. VIGILANCE CLEARANCE BEFORE ACTUAL PROMOTION:

A Clearance from the Vigilance Department should also be obtained before making actual promotion, if the Appointing Authority has reasons to believe that certain officials in the Select List are coming under any of the circumstances mentioned in Para 45(1) of this O.M after being recommended by the Departmental Promotion Committee.

44. ORDER IN WHICH PROMOTIONS TO BE MADE:

Promotion should as far as possible be made in the order in which the names of officials appear in the Select List duly recommended by the Departmental Promotion Committee

45. PROCEDURE TO BE FOLLOWED IN RESPECT OF OFFICIALS UNDER CLOUD:

1) Officials falling under the following categories should also be allowed by the Departmental Promotion Committee to write the limited departmental examination:

- i) Officials under suspension;
- ii) Officials in respect of whom a chargesheet has been issued and the disciplinary proceedings are pending; and
- iii) Officials in respect of whom prosecution for a criminal charge is pending

2) As regards the stage when prosecution for a criminal charge can be stated to be pending, the definition of pendency of judicial proceedings in criminal cases given in Rule 9 (6)(b)(i) of CCS (Pension) Rules, 1972 as under is adopted for the purpose:

"(b) judicial proceedings shall be deemed to be instituted –
(i) in the case of criminal proceedings, on the date on which the complaint or report of a Police Official, of which the Magistrate takes cognizance, is made"

3) The vigilance status of the officials who cleared the limited departmental examination should be intimated by the Department to the Departmental Promotion Committee before publication of the result i.e. the Select List

4) The Departmental Promotion Committee shall consider the performance of the officials in the limited departmental examination coming within the purview of the circumstances mentioned at sub-para (1) above without taking into consideration the disciplinary case/criminal prosecution pending. The result of the limited departmental examination in respect of the officials under cloud will be kept in a sealed cover and the cover will be superscribed "*Final Result of limited departmental examination for promotion to the post/grade of _____ in respect of Shri _____ (name of official). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri _____*". The proceedings of the Departmental Promotion Committee for limited departmental examination need only contain the note "The findings are contained in the attached sealed cover". The authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher post/grade only in an officiating capacity when the final result of the limited departmental examination in respect of the concerned official for his

promotion are kept in a sealed cover. However, the actual position of the officials coming under cloud should be specifically mentioned in the proceedings of the Departmental Promotion Committee which is kept in sealed cover.

- 5) The same procedure outlined in sub-para (4) above shall be followed by the subsequent Departmental Promotion Committee convened till the disciplinary case/criminal prosecution against the official is concluded.

46. CONSIDERATION OF OFFICIALS UNDERGOING PENALTY:

- 1) If any penalty is imposed on the official as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the final results of the limited departmental examination which is kept in sealed cover shall not be acted upon.
- 2) In assessing the suitability of the official on whom a penalty has been imposed, the Departmental Promotion Committee will take into account the circumstances leading to the imposition of penalty and decide whether in the light of the general service record of the official and the fact of imposition of penalty, the official should be considered for promotion through limited departmental examination. The Departmental Promotion Committee, after due consideration, has the authority to assess the official as “unfit” for promotion although he may figure in the order of merit prepared on the basis of the limited departmental examination. However, where the Departmental Promotion Committee considered that despite the imposition of penalty the official is suitable for promotion, the official will be actually promoted on the basis of the results of the limited departmental examination after the currency of the penalty is over.
- 3) All relevant records including penalty imposed, chargesheet issued, if any, to the concerned official must be duly placed before the Departmental Promotion Committee by the concerned Department who shall assess the suitability of the official for promotion through limited departmental examination keeping in view the general service record of the official and the fact of imposition of penalty or the circumstances leading to the framing of the chargesheet against him.
- 4) While there is no illegality in denying promotion during the currency of the penalty, denying promotion in such cases after the period of penalty is over would amount to violation of the provisions of article 20 of the Constitution of India.

47. SEALED COVER CASES - ACTION ON COMPLETION OF DISCIPLINARY PROCEEDINGS/CRIMINAL PROSECUTION:

- 1) If the proceedings of a Departmental Promotion Committee for promotion through limited departmental examination contain findings/final results in a

sealed cover, on the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the official is completely exonerated/acquitted, the due date of his promotion through limited departmental examination will be determined with reference to the position/rank assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The official may be promoted, if necessary, by reverting the junior most officiating official. He may be promoted notionally with reference to the date of promotion of his junior. Whether the official concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion, and if so, to what extent, will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal proceedings, are for example, delayed at the instance of the employee or the exoneration in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

- 2) If any penalty is imposed on the official as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. If he is considered fit for promotion by the Departmental Promotion Committee which meets after the imposition of the said penalty, the promotion may be given effect to after the expiry of currency of the penalty. His seniority would be fixed according to his position in that Select List. Since the promotion is to take effect only from a date subsequent to the expiry of the currency of the penalty, the official would be entitled to pay fixation in the promotional post/grade with effect from the date of actual promotion only. Even if a person junior to him in the Select List is promoted earlier, it will have no bearing on the pay to be allowed on promotion to the official on whom a penalty was imposed, and there shall be no stepping up of his pay. Similarly, as the official undergoing penalty is not to be promoted during the currency of the penalty, the eligibility service in the promotional post/grade for further promotion shall commence only from the date of actual promotion and in no case, it may be related, even notionally, to the date of promotion of the junior in the Select List.

48. SEALED COVER PROCEDURE – ACTION TO BE TAKEN WHERE AN OFFICIAL HAS BEEN ACQUITTED BUT APPEAL IS CONTEMPLATED OR PENDING:

In case an official whose case is kept in a sealed cover is acquitted by a trial court but an appeal against the judgement is either contemplated or has been filed, the procedure to be followed is laid down as shown below:

- a) If the recommendation of the Departmental Promotion Committee i.e. Select List has been kept in sealed cover solely on account of the pendency of the criminal case, the sealed cover may be opened in case of acquittal of the official provided it has not been stayed by a superior court
- b) In the order of promotion, mention may however be made that the promotion is provisional subject to the outcome of an appeal that may be filed against the acquittal of the official. The promotion, thus, will be without prejudice to the action that may be taken if the judgement of the trial court acquitting the official is set aside.
- c) In case of an appeal, if the official stands convicted, the following action will be taken:
 - i. The provisional promotion shall be deemed *non est*, and the official shall stand reverted
 - ii. In case of the official being sentenced to imprisonment exceeding 48 hours, he will be deemed to be under suspension in terms of rule 10(2)(b) of the CCS (CCA) Rules, 1965 from the date of conviction

49. SIX MONTHLY REVIEWS OF SEALED COVER CASES:

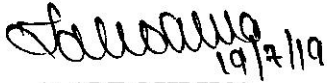
It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any official is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of an official in a sealed cover is limited to the barest minimum. The Appointing Authorities concerned should review comprehensively the case of an official whose suitability for promotion through limited departmental examination to a higher post/grade has been kept in a sealed cover on the expiry of 6 months from the date of publication of the result and which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter-alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion

Sd/- LALRINSANGA

Joint Secretary to the Govt. of Mizoram

Copy to:

1. Secretary to Governor, Mizoram
2. Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
4. Sr. P.P.S. to Chief Secretary
5. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries
6. All Administrative Departments
7. Secretary, MPSC/MSIC/MSEC/AMC
8. All Heads of Departments
9. All Deputy Commissioners
10. All wings of DP&AR
11. Website Manager, DP&AR for uploading in the official website
12. Guard File


19/7/19
(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Administrative Reforms

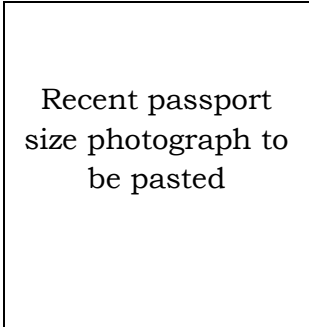
PROFORMA FOR REFERRING PROPOSALS FOR LIMITED DEPARTMENTAL EXAMINATION TO MIZORAM PUBLIC SERVICE COMMISSION/MIZORAM SUBORDINATE SERVICES SELECTION BOARD

1)	Name of Department	
2)	Name of post/grade to which limited departmental examination is to be conducted	
3)	Level in the Pay Matrix of the post/grade to which limited departmental examination is to be conducted	
4)	Number of vacancy(ies) to be filled up	
5)	Give year-wise breakup of the vacancies	
6)	Give reasons of vacancy(ies)	
7)	Name of the relevant Recruitment Rules/Service Rules for the post/grade to which limited departmental examination is to be conducted (Enclose a copy of the relevant recruitment rules/ service rules duly certified by a Gazetted Officer)	
8)	Eligibility criteria prescribed in the recruitment rules/service rules for limited departmental examination	
9)	Feeder post/grade from which limited departmental examination is to be made	
10)	Enclose post-based roster, duly certified by a Gazetted Officer, of the post/grade to which limited departmental examination is to be conducted in case the	

	recruitment rules/service rules prescribe more than one method of recruitment	
11)	Enclose a copy of approval of the Competent Authority for filling up of vacancies by limited departmental examination	
12)	Enclose self contained note explaining the proposals for limited departmental examination	
13)	Any other relevant remarks	

Signature of officer sending the proposal

**COMMON APPLICATION FORM FOR LIMITED DEPARTMENTAL EXAMINATION
FOR PROMOTION TO SERVICES/POSTS CONDUCTED BY MIZORAM PUBLIC
SERVICE COMMISSION/MIZORAM SUBORDINATE SERVICES SELECTION
BOARD/DEPARTMENTAL PROMOTION COMMITTEE UNDER
THE GOVERNMENT OF MIZORAM**



- 1) Name of candidate (*in capital letters only as recorded in Service Book/Service Card*) : _____

- 2) Father's/Mother's name : _____

- 3) Name of Service/Post to which applied : _____

- 4) Name of Department/ Office presently posted : _____

- 5) (a) Permanent address : _____

- (b) Address for correspondence : _____

- (c) Phone number : _____
- 6) Date of joining the feeder post/grade on regular basis (*attach self attested photocopy of the supporting document*) : _____
- 7) Educational and other Certificate if the relevant recruitment rules/service rules prescribed such qualifications other than length of qualifying service in the feeder grade/post (*attach self attested photocopy of the supporting document*) : 1. _____
2. _____
3. _____
- 8) Whether or not the candidate is a Person with benchmarked disability? (YES/NO) : _____
- 9) If the answer at Sl. No. 8 is YES, whether or not the candidate wanted to avail the services of Scribe for writing the examination? (YES/NO) : _____
- 10) If the answer at Sl. No. 9 is YES, whether or not the candidate will bring his/her own Scribe OR utilize the services of Scribe provided by the Commission/Board/DPC? : _____

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place :

Date :

(Signature of the candidate)

CERTIFICATE BY HEAD OF DEPARTMENT

Certified that Mr/Mrs/Miss _____ holds a temporary/permanent post under the State Government and has been holding the feeder post/grade on regular basis since _____. His/her character so far as known to me is good and I am not aware of any circumstances which show that he/she would be unsuitable for any appointment to any post if successful in the limited departmental examination

Date :

Signature : _____

Designation : _____

(Office Seal)

**COMMON SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION TO
GROUP 'A' POSTS**

*[The syllabi mentioned below shall be followed unless anything contrary is provided
in the recruitment rules/ service rules/ examination regulations for the relevant
service/post(s)]*

Paper	Subject	Marks	Duration
Paper-I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Drafting	20	
	English Grammar	30	
	Basic Computer knowledge	30	
	Total	100	
Paper-II	CCS (Conduct) Rules, 1964	20	3 hours with 3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (CCA) Rules, 1965	20	
	Fundamental Rules Chapter II, III, IV, V, VIII	20	
	General Financial Rules	20	
	Central Treasury Rules	20	
	Total	100	
Paper-III	See Notes	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
Paper-IV	See Notes	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	TOTAL MARKS	400	

Notes:

- 1) Syllabi for Paper-III & Paper-IV shall be notified by the Department concerned well in advance and the same shall be in tune with the nature of duties attached to the promotional posts/grade. Mizoram Public Service Commission shall be consulted while framing the syllabi for such posts/services.
- 2) A candidate who fails to appear in any one or more of the Papers mentioned above shall stand disqualified.

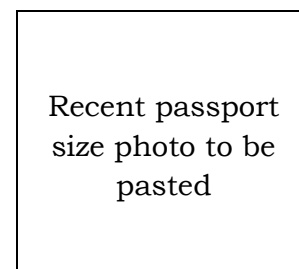
**COMMON SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION TO
GROUP 'B' AND GROUP 'C' POSTS**

*[The syllabi mentioned below shall be followed unless anything contrary is provided
in the recruitment rules/ service rules/ examination regulations for the relevant
service/post(s)]*

Paper	Subject	Marks	Duration
Paper-I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Drafting	20	
	English Grammar	30	
	Basic Computer knowledge	30	
	Total	100	
Paper-II	CCS (Conduct) Rules, 1964	20	3 hours with 3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (Leave) Rules, 1972	20	
	FR & SR Part II (Travelling Allowances)	20	
	FR 9 & 56 and SR 197-203	40	
	Total	100	
Paper-III	See Notes	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
Paper-IV	See Notes	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	TOTAL MARKS	400	

Notes:

- 1) Syllabi for Paper-III & Paper-IV shall be notified by the Department concerned well in advance and the same shall be in tune with the nature of duties attached to the promotional posts/grade. Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board shall be consulted while framing the syllabi for such posts/services which come under their respective purview.
- 2) A candidate who fails to appear in any one or more of the Papers mentioned above shall stand disqualified.



A D M I T

Mr/Ms _____
Roll Number _____ **to the limited departmental examination for promotion to the post of** _____
under _____ **Department**

His/her attention is drawn to the instructions overleaf

Name of Centre : _____

Name of Venue : _____

Date(s)	Morning (Time to be specified)	Evening (Time to be specified)

(Name & Signature of the Centre Supervisor)

INSTRUCTIONS TO THE CANDIDATES

(To be written at the back of the Admit Card for eligible candidates)

- a) Candidates will be admitted to the Examination Hall/Room on production of this Admit Card and original ID such as EPIC or Aadhaar with a view to establish the true identity of the candidate
- b) Admission will ordinarily be refused to a candidate who is late by 10 minutes from the start of the examination
- c) Loss of Admit Card must be reported to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee immediately and duplicate copy of the same will be issued on payment of ₹50/- (Rupees Fifty) only.
- d) No candidate shall be permitted to leave the Examination Hall/Room until the time for the examination is over

- e) The candidates should not bring any articles such as books, notes, loose sheets, mobile phones, pagers, digital diaries, calculators, etc. inside the Examination Hall/Room.
- f) Candidates, other than persons with benchmark disability, must write in their own hand. In no circumstances will they be allowed to avail the help of a scribe. In case of visually challenged (VC) candidates or candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing down the performance of function (minimum 40% impairment) (LD/CP(WE)) and such other persons of benchmarked disability who are allowed the use of a scribe, compensatory time shall be granted. Scribes can be provided either by the candidates himself or by the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee.
- g) Answers must be written/marked using Blue or Black Ball Point Pen and pencils should not be used unless drawing of maps, diagrams, etc is required
- h) Particulars/Details to be filled up in the answer paper should be filled up completely and correctly, answer scripts of candidates failing to do so will not be evaluated.
- i) Candidates must attempt questions in accordance with the directions on each question paper. If questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be evaluated and the remaining ignored.
- j) Answer scripts of candidates who do not complete the examination will not be evaluated.
- k) Wrongly numbered or un-numbered answers will not be evaluated.
- l) Any candidate who applies for his/her Marks should enclose original or attested copy of Admit Card.
- m) Candidates detected in using unfair means or communicating with one another or found in possession of unauthorised books, papers, mobile phones, pagers, digital diaries, calculators, etc. during the examination shall be expelled and their names struck off the rolls. They will be liable to be debarred from applying for all future examinations and selection to be conducted by the Department.
- n) No candidate shall leave the Examination Hall/Room without prior permission of the Invigilator.

SEAT PLAN

NAME OF EXAMINATION : _____

NAME OF CENTRE : _____

NAME OF VENUE : _____

SUBJECT/PAPER : _____

DATE OF EXAMINATION : _____

SESSION (1st/2nd) : _____

ROLL NUMBERS : **From** _____ **to** _____

INVIGILATOR'S SEAT

VETICAL	HORIZONTAL			
	ROW 1	ROW 2	ROW 3	ROW 4
	Roll No.	Roll No.	Roll No.	Roll No.
	01	07	13	19
	02	08	14	20
	03	09	15	21
	04	10	16	22
	05	11	17	23
	06	12	18	24

Notes:

- Sufficient copies of Seat Plan shall be prepared by the Centre Supervisor
- The Seat Plan should be displayed at every venue where the examination is held
- The Roll Number of the candidates in the Seat Plan should be neatly typed instead of being written by hand
- The Roll Numbers of the absent candidates should be encircled immediately after 10 minutes from the commencement of the examination so as to distinguish them from the candidates present

Name of Invigilators	Allotted Numbers	Row	Signature of Invigilators

(Name & Signature of Centre Supervisor)

ANSWER PAPER

Centre	Subject/Paper (Paper- I/II/III/IV)	Roll Number	Signature of Candidate	Signature of Invigilator

ATTENDANCE LISTS

NAME OF EXAMINATION : _____

NAME OF CENTRE : _____

NAME OF VENUE : _____

SUBJECT/PAPER : _____

DATE OF EXAMINATION : _____

SESSION (1st/2nd) : _____

Roll Number	Name of candidate	Present (P)/ Absent (A)	Signature of candidate	Signature of Invigilator

(Name & Signature of Centre Supervisor)

FORM 'A'

CERTIFICATE OF OPENING QUESTION PAPER PACKET(S)

(To be sent to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee by the Centre Supervisor)

Name of Examination : _____

Name of Centre : _____

We, the undersigned, hereby certify that the Sealed envelope(s) containing question papers in _____ (Subject/Paper) for the above Examination has/have been examined by us and found to be in proper condition and opened in our presence at _____(time) on _____ (date).

(Name & Signature of Invigilator)

(Name & Signature of Invigilator)

(Name & Signature of Centre Supervisor)

FORM 'B'

CERTIFICATE OF OPENING QUESTION PAPER PACKET(S)

(To be sent to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee through the Centre Supervisor)

Name of Examination : _____

Name of Centre : _____

We, the undersigned, hereby certify that the Sealed envelope(s) containing question papers in _____ (Subject/Paper) for the above Examination has/have been examined by us and found to be in proper condition and opened in our presence at _____(time) on _____ (date).

(Name & Signature of Candidate)

(Name & Signature of Candidate)

(Name & Signature of Invigilator)

(Name & Signature of Invigilator)

TOPSHEET

(To be prepared in duplicate and submitted to the Mizoram Public Service Commission/ Mizoram Subordinate Services Selection Board/ Chairman of concerned Departmental Promotion Committee)

NAME OF EXAMINATION : _____
NAME OF CENTRE : _____
NAME OF VENUE : _____
SUBJECT/PAPER : _____
DATE OF EXAMINATION : _____
SESSION (1st/2nd) : _____

ROLL NUMBER OF CANDIDATES PRESENT:

TOTAL NUMBER OF ANSWER PAPERS SENT WITH THE TOPSHEET :

(Name & Signature of Centre Supervisor)

FINAL REPORT OF THE CENTRE SUPERVISOR

(To be submitted to the Mizoram Public Service Commission/Mizoram Subordinate Services Selection Board/Chairman of concerned Departmental Promotion Committee)

- 1) Name of examination :
- 2) Name of Centre :
- 3) Date(s) of examination :
- 4) Number of registered candidates :
for each Session
- 5) Number of candidates present for :
each Session
- 6) Number of cases of candidates :
resorting to unfair means, if any.
- 7) Whether any candidates(s) :
reported after 10 minutes from
the commencement of
examination or reported wrongly
at the centre. If so give
particulars?
- 8) If any candidate was NOT allowed :
to take the examination at this
Centre? If so, reasons thereof and
roll number of the candidate(s)
- 9) Whether any case of non- :
submission of answer paper by
the candidate(s) writing the
examination?
- 10) Whether frisking of candidates :
were conducted by Police
personnel?

- 11) Whether all the instructions laid :
down for the conduct of
examination were followed?

- 12) Any other report regarding
conduct of the examination
including suggestions, if any

(Name & Signature of Centre Supervisor)