

**No.A-23020/1/2019-P&AR (GSW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GENERAL SERVICE WING)**

**Mizoram Secretariat, MINECO**  
**Aizawl, the 13<sup>th</sup> December, 2019**

**OFFICE MEMORANDUM**

**Subject:** Guidelines for fixation of seniority and matters connected thereto

The Government has been considering for quite some time the issue of making definite guidelines for fixation of seniority amongst the officials under the Government of Mizoram. Taking into account the broad guidelines on the subject matter issued by the Government of India in Department of Personnel and Training vide OM No.20011/1/2008-Estt.(D) dt. 11.11.2010 and OM No.20011/1/2012-Estt.(D) dt. 04.03.2014, the guidelines to be followed for fixation of seniority are hereby laid down as follows which will be applicable for all departments under the Government of Mizoram, including autonomous bodies/statutory bodies/bodies substantially financed by the Government, unless there are separate rules/regulations governing seniority and these guidelines shall come into force with immediate effect.

**2. PROCEDURE AND FORMAT FOR FIXATION OF INTER SE SENIORITY:**

- 1) The standard format for fixation of inter se seniority of officials under the Government of Mizoram had been issued vide OM No.A.23024/1/2009-P&AR (GSW) dt. 02.02.2010 which provided for entries pertaining to the name of officer, date of birth, date of superannuation, date of appointment/joining to the present grade/post along with a remarks column. A revised format as prescribed in *Annexure-I* may be scrupulously followed while undertaking fixation of inter se seniority of officials. The aforesaid OM also stands superseded with effect from the date of issue of this OM.
- 2) A provisional seniority lists may first be circulated to all the concerned officials for making representation, if any, for a reasonable period ranging from a minimum of 7 days to a maximum of 45 days, as decided by the appointing authority concerned while fixing the inter se seniority of officials.
- 3) The appointing authority shall, after taking into consideration representations, if any, on the provisional seniority list, issue final seniority lists. If valid points are raised in the representations and any deviations from the provisional seniority lists is to be made in the final seniority lists, then, a suitable speaking order may be made while issuing the final seniority lists.

- 4) The Appointment's Department OM No. ABG.245/79/1 dt. 13.08.1979 which prescribed the requirement of issuing second provisional seniority lists stands superseded with effect from the date of issue of this OM.
- 5) The final seniority lists has to be duly issued and duly authenticated by an officer not below the rank of Under Secretary to the Government/Deputy Director in subordinate offices.
- 6) Seniority lists is to be fixed grade wise and thus, higher and lower grades should not be mixed together even if there is a necessity of preparation of combined eligibility lists of different grades for promotion to the next higher grade/posts.
- 7) Seniority lists has to be updated regularly with a view to delete the names of officials who had left the grade/posts on various accounts such as promotion to higher grade/post, retirement from service, resignation, absorption to other department/posts, death, etc. In such cases, circulation of provisional seniority lists is not required since the existing seniority lists is only to be updated but the names of officials who are deleted from the seniority lists has to be duly shown as per the format at *Annexure-II*.

### **3. SENIORITY OF DIRECT RECRUITS:**

- 1) The relative seniority of all direct recruits in a grade is determined by the order of merit in which they were selected for appointment on the recommendation of the relevant Departmental Promotion Committee (DPC) such as Mizoram Public Service Commission (MPSC), Mizoram Subordinate Services Selection Board (MSSSB), etc. Persons appointed as a result of an earlier selection will be *en bloc* senior to those appointed on the basis of the results of subsequent selection.
- 2) The inter se seniority of candidates nominated from reserve panel will be fixed as per consolidated merit given by the relevant Departmental Promotion Committee such as MPSC, MSSSB, etc.
- 3) If the DPC such as MPSC, MSSSB, etc. in response to two separate requisitions from the Department on different point of time, sends two selection panels of direct recruits on the same date, it becomes difficult to fix the inter-se seniority of the candidates in such cases drawn from two different selection panels of the same date since the general principles on seniority envisages that the candidates appointed through an earlier selection stand senior to those appointed through a subsequent selection. In order to avoid such problems, effort should be made by the DPC concerned to avoid recommending the panels on the same date and strive to send the panel for earlier requisition first. However, in case of such an eventuality (i.e. different panels on the same date), the following procedures may be followed for fixation of the inter se seniority of the candidates from the two panels:

- a) Chronology of recommendation letters from the recruiting agency;
- b) Where the date of recommendation letter is same, chronology of interview board reports and
- c) Where both (a) and (b) are also same, then the chronology of requisition made by the respective departments.

#### **4. SENIORITY OF PROMOTEES:**

- 1) Where promotions are made on the basis of recommendations of a DPC, either by 'selection' or 'non-selection' method as per due procedure, the seniority of an officer assessed as 'fit' in the promoted grade shall be the same as in the feeder grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such persons shall not, if he/she is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him/her. Persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection
- 2) Where promotions to a grade are made from more than one grade and quotas have been laid down for each feeder grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. The officers in each grade, assessed as fit by the Departmental Promotion Committee, shall be interpolated in the ratio prescribed for each grade in the recruitment rules for the post.
- 3) Where promotions to a grade/post are made from more than one grade and no quota has been fixed for various feeder grades owing to a small number of posts in the promotion grade, the aforesaid principle at paragraph 4(2) would not be viable. In such cases, it would be required to prepare a combined eligibility list of the candidates from various feeder grades with due regard to the inter-se seniority of the candidates of various feeder grades. Whereas specific criteria need to be issued/incorporated in the recruitment rules by the cadre controlling authorities for preparation of combined eligibility list of the candidates from various feeder grades, broad parameters as under may be kept in view while preparing such list.
  - a) Date of completion of the qualifying service prescribed in the relevant recruitment rules, in the feeder grade for promotion.
  - b) If the aforesaid date is same, then the date of completion of the qualifying service in the feeder-to-feeder grade
  - c) Inter-se seniority of the officers in each feeder grade will be maintained.

## 5. RELATIVE SENIORITY OF DIRECT RECRUITS AND PROMOTEES:

- 1) The relative seniority of direct recruits vis-à-vis promotees shall be determined according to the rotation of vacancies between direct recruits and promotees. The rotation of vacancies in turn shall be based on the quotas reserved for direct recruitment and promotion respectively in the relevant recruitment rules.
- 2) If adequate number of direct recruits does not become available in any particular year, rotation of quotas for purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees. In other words, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority list, below the last position up to which it is possible to determine seniority on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. Thereafter, in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for that year, the additional direct recruits selected against the carried forward vacancies of the previous year would be placed en-bloc below the last promotee (or direct recruit as the case may be) in the seniority list based on the rotation of vacancies for that year. The same principle holds good in determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent years.

**Illustration:** Where the recruitment rules provide 50% of the vacancies in a grade to be filled by promotion and the remaining 50% by direct recruitment, and assuming there are 10 vacancies in the grade arising in each of the years 2018-19 and 2019-20 and that 2 vacancies intended for direct recruitment remained unfilled during 2018-19 and they could be filled during 2019-20, the seniority position of the promotees and direct recruits of these two years will be as under assuming that the starting point in the recruitment roster maintained for this post is the method of promotion:

2018-19		2019-20	
1)	P_1	9)	P_1
2)	D_1	10)	D_1
3)	P_2	11)	P_2
4)	D_2	12)	D_2
5)	P_3	13)	P_3
6)	D_3	14)	D_3
7)	P_4	15)	P_4
8)	P_5	16)	D-4

		17)	P_5
		18)	D_5
		19)	D_6
		20)	D_7

- 3) The available direct recruits and promotees, for assignment of inter se seniority, would refer to the direct recruits and promotees who are appointed against the vacancies of a recruitment year.
- 4) Recruitment year would be the year of initiating the recruitment process against a vacancy year. Recruitment year would be reckoned corresponding to the vacancy year (i.e. from 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the next year) and not calendar year.
- 5) Initiation of recruitment process against a vacancy year would be the date of sending of requisition for filling up of vacancies to the recruiting agency viz. MPSC/MSSSB/DPC in the case of direct recruits. In the case of promotees, the date on which a proposal, complete in all respects, is sent to MPSC/MSSSB/Chairman-DPC for convening of DPC to fill up the vacancies through promotion would be the relevant date.
- 6) The initiation of recruitment process for any of the method of recruitment viz. direct recruitment or promotion would be deemed to be the initiation of recruitment process for the other method as well.
- 7) Carry forward of vacancies against direct recruitment or promotion quota would be determined from the appointments made against the first attempt for filling up of the vacancies for a recruitment year.
- 8) The above principles for determination of inter se seniority of direct recruits and promotees shall come into force with immediate effect. Cases of seniority already settled between direct recruits and promotees need not be re-opened.
- 9) As the conferment of seniority would be against the recruitment year in which the recruitment process is initiated for filling up of the vacancies, it is incumbent upon all administrative authorities to ensure, as far as possible, that the recruitment process is initiated during the vacancy year itself.

**Illustration:** Where the recruitment rules provide 60% of the vacancies to be filled up by direct recruitment and the remaining 40% by promotion and assuming that 10 vacancies arises during the vacancy year 2019-20. The requisition for filling up of 4 vacancies falling within the promotion quota was sent to the MPSC within the vacancy year itself i.e. 01.04.2019 while the requisition for filling up of 6 vacancies falling under direct recruitment was sent to the MPSC within the same vacancy year itself but on a later date i.e. 10.01.2020. In this context, the initiation of recruitment process for promotion i.e. 01.04.2019 will also be taken as the initiation of the

recruitment process for the other method viz. direct recruitment although it was initiated at a much later date. The relative seniority position of the direct recruits and promotees for the recruitment year 2019-20 may be arranged according to the rotation of vacancies between direct recruits and promotees based on the quota prescribed in the relevant recruitment rules as follows assuming that the starting point in the recruitment roster is the method of promotion:

- 1) P\_1
- 2) P\_2
- 3) D\_1
- 4) D\_2
- 5) D\_3
- 6) P\_3
- 7) P\_4
- 8) D\_4
- 9) D\_5
- 10) D\_6

10) In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment as prescribed by the recruitment rules, a Vacancy Register giving a running account of the vacancies arising and being filled from year to year may henceforth, be maintained as per the format in *Annexure-III*.

## **6. MAINTENANCE OF ROSTER AND STARTING POINT IN RECRUITMENT ROSTER BETWEEN DIFFERENT METHODS OF RECRUITMENT:**

1) A recruitment roster should be maintained based on the quota prescribed for different methods of recruitment in the recruitment rules. Appointment should be made in accordance with the roster and seniority determined accordingly.

**Illustration:** Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment and assuming that the starting point in the recruitment roster is the method of promotion, then, each direct recruit shall be ranked in seniority below 3 promotees. i.e. P\_1, P\_2, P\_3, D\_1. If for any reason, a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not re-arranged merely for the purpose of ensuring the promotion referred to above.

2) Starting point in the recruitment roster for the purpose of determination of inter se seniority of officers through direct recruitment, promotion, limited departmental examination, absorption etc. should be that method of recruitment prescribed in the recruitment rules for which the selection process had been completed first. The method of recruitment which is written first in the recruitment rules may not necessarily be the starting

point in the roster unless the selection process had been completed first. For this purpose, the date of the completion of the selection process will be determined as follows:

<b>Sl. No.</b>	<b>Method of recruitment</b>	<b>Date of completion of selection process</b>
1.	<b>Direct recruitment</b>	
(a)	Through examination conducted by MPSC/MSSSB or any other recruiting authorities	Date of publication/announcement of results
(b)	Through interviews conducted by MPSC/MSSSB or any other recruiting authorities	Date of issue of the letter of the MPSC/MSSSB conveying their recommendation
(c)	Through interviews conducted by DPC as constituted by the Government from time to time	Date of meeting of the DPC or last date of meeting of the DPC, in case meeting is spread over more than a day
2.	<b>Promotion</b>	
(a)	Through the MPSC or MSSSB	Date of issue of the letter of the MPSC/MSSSB conveying their recommendation
(b)	Through the DPC as constituted by the Government from time to time	Date of meeting of the DPC or last date of meeting of the DPC, in case meeting is spread over more than a day
3.	<b>Limited departmental examination</b>	
(a)	Through the MPSC or MSSSB	Date of publication/announcement of results
(b)	Through the DPC as constituted by the Government from time to time	Date of publication/announcement of results

- 3) A new roster will have to be started in the following cases:
- a) From the date the recruitment rules are notified in the Gazette
  - b) When there is an amendment to the recruitment rules which changes the percentage allotted for the various methods of recruitment.

## **7. SENIORITY OF ABSORBEES:**

- 1) The relative seniority of persons appointed by absorption to a State service from the subordinate offices of the Central/State Government or other departments of the Central or a State Government shall be determined in accordance with the order of their selection for such absorption

- 2) Where such absorptions are effected against specific quotas prescribed in the recruitment rules, the relative seniority of such persons appointed by absorption vis-à-vis direct recruits or promotees, shall be determined by rotation of vacancies amongst the available direct recruits, promotees and persons appointed by absorption which shall be based on the quotas reserved for direct recruitment, promotion and absorption respectively in the recruitment rules. Where the vacancies in any quota or quotas are carried forward, the principles stated earlier will apply, mutatis mutandis, in determining inter-se seniority of the appointees.
- 3) The principle laid down in paragraph 7(1) above will not present any difficulty where recruitment by absorption is made singly and at intervals but it will be found wanting in cases where two or more persons are selected from different sources on the same occasion and the selection is spread over a number of days. It will, therefore, be necessary for the authorities responsible for approving appointments by absorption to indicate the inter se order of merit of the selected persons in such cases.
- 4) **Seniority of persons absorbed after being on deputation:** In the case of a person who is initially taken on deputation and absorbed later (i.e. where the relevant recruitment rules provide for “deputation/absorption”, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he/she has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his/her parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he/she will be given seniority from:-
  - a) The date he/she has been holding the post on deputation, (or)
  - b) The date from which he/she has been appointed on a regular basis to the same or equivalent grade in his parent department, whichever is earlier.
- 5) The fixation of seniority of an absorbee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption.
- 6) **Seniority of persons who are transferred and absorbed directly without being on deputation:** In case of persons who are transferred and absorbed directly without being on deputation i.e. where the recruitment rules provide for recruitment through absorption, his seniority in the grade in which he/she is absorbed will also be counted from the date of absorption. If he/she has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his/her parent department,



such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he/she will be given seniority from:

- a) the date he/she has been holding the post on deputation, (or)
- b) the date from which he/she has been appointed on a regular basis to the same or equivalent grade in his parent department, whichever is earlier.

**8. SENIORITY OF AN OFFICER UNDER SUSPENSION AND OF OFFICERS AGAINST WHOM INQUIRIES ARE PENDING:**

An officer under suspension who on conclusion of the departmental proceeding against him/her, is completely exonerated, the suspension being held to be wholly unjustified, should be promoted in the first vacancy that could be made available for the purpose and his/her seniority in the next higher grade fixed as if he/she had been promoted in accordance with his/her position in the select list. In such a case, the period during which any officer junior to the suspended officer concerned was promoted to the higher grade should be reckoned towards the minimum period of service prescribed for purpose of eligibility for promotion to the higher grade.

**9. SENIORITY OF OFFICERS WHO HAVE BEEN RECOMMENDED FOR PROMOTION BY A DPC DURING THE CURRENCY OF A PENALTY:**

An officer who has been recommended for promotion by a DPC despite imposition of a minor penalty on him/her, will be promoted on the basis of the recommendation of the said DPC, only after expiry of the penalty and his/her seniority would be fixed according to his/her position in that select list. In this context, it may be reiterated that one of the minor penalties prescribed under CCS (CCA) Rules, 1965 i.e. censure does not have currency of penalty as in other major and minor penalties.

**10. SENIORITY OF A GOVERNMENT SERVANT REVERTED TO A LOWER POST/GRADE/SERVICE AS A MEASURE OF PENALTY AND SUBSEQUENTLY PROMOTED TO A HIGHER POST:**

- 1) An order imposing the penalty of reduction to a lower service, grade or post or to a lower time-scale/level in the pay matrix should invariably specify:
  - a) the period of reduction, unless the clear intention is that the reduction should be permanent or for an indefinite period;
  - b) whether on such re-promotion, the official will regain his original seniority in the higher service, grade or post or higher time-scale/level

in the pay matrix which had been assigned to him prior to the imposition of the penalty.

- 2) In cases where the reduction is for a specified period and is not to operate to postpone future increments, the seniority of the official may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time scale/level in the pay matrix at what it would have been but for his/her reduction.
- 3) Where the reduction is for a specified period and is to operate postpone future increments, the seniority of the official on re-promotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him/her in the higher service, grade or post or higher time-scale/level in pay matrix.

**11. SENIORITY OF STAFF RENDERED SURPLUS AND REDEPLOYED ON DIFFERENT OCCASIONS BUT IN THE SAME OFFICE:**

- 1) The surplus employees are not entitled for benefit of the past service rendered in the previous organisation for the purpose of their seniority in the new organisation. Such employees are to be treated as fresh entrants in the matter of their seniority, promotions etc.
- 2) When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another office, their inter-se seniority in the latter office will be same as in their previous office provided that:
  - a) no direct recruit has been selected for appointment to that grade in between these dates; and
  - b) if there are no fixed quotas for direct recruitment and promotion to the grade in question in the new office no promotee has been approved for appointment to that grade in between these dates.
- 3) When two or more surplus employees of a particular grade in an office are simultaneously selected for re-deployment in another office in a grade, their inter se seniority in the particular grade, on redeployment in the latter office, would be the same as it was in their previous office.
- 4) The above orders would not be applicable in respect of personnel who are appointed on the recommendations of the MPSC/MSSSB to posts/services recruitment to which is made through the Commission/Board. Seniority of surplus officers appointed on the recommendations of the Commission/Board will be decided on merits in consultation with the Commission/Board.

**12. SENIORITY IN CASES OF DELAY IN REPORTING FOR DUTY AFTER SELECTION:**

- 1) An offer of appointment issued by different Departments should clearly specify the period (which shall not normally exceed one or two months, unless otherwise expressly specified in the relevant recruitment rules) after which the offer would lapse automatically if the candidate did not join within the specified period.
- 2) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Departments but extension beyond three months should not be granted and it may be granted only as an exception where facts and circumstances so warrant and in any case only up to a maximum of six months from the date of issue of the original offer of appointment. An offer on appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment. The candidates who join within the above period of six months will have their seniority fixed under the seniority rules applicable to the service/post concerned to which they are appointed, without any depression of seniority.
- 3) If, even after the extension(s), if any, granted by the Departments, a candidate does not within the stipulated time (which shall not exceed a period of six month), the offer of appointment should lapse.
- 4) An order of appointment which has lapsed, should not ordinarily be revived later, except in exceptional circumstances and on grounds of public interest. The Commission (MPSC) should in all cases be consulted before such offers are revived.
- 5) In a case where after the lapsing of the offer, the offer is revived in consultation with the commission as mentioned in paragraph 12(4) above, the seniority of the candidates concerned would be fixed below those who have already joined the posts concerned within the prescribed period of six months; and if the candidates join before the candidates of the next selection examination join, he/she should be placed below all others of his batch. If however, the candidates join after some or all the candidates of the next selection examination have joined he/she should be:
  - a) In case of selection through interview, placed at the bottom of all the candidates of the next batch;
  - b) In the case of examination, allotted to the next year's batch and placed at the bottom.

**13. SENIORITY OF A PERSON WHO HAS BEEN TRANSFERRED TO A LOWER POST UNDER FR-15A:**

When an official is transferred to a lower post on his own request under FR 15(a)(2), it neither, identifies itself as a case of penal action on the employee nor as a case of transfer to a lower post in public interest. As the person already stood promoted to the next higher grade, in case of his/her reoccupying the lower post at the top of the seniority (original position), would affect adversely not only the existing officers in the grade, but would apparently nullify the very purpose of his /her transfer to the lower post. As such an official seeking transfer to a lower post under FR-15, at his own request, would be placed below all officers appointed regularly to the lower grade on the date of transfer.

**14. SENIORITY OF AN OFFICIAL TRANSFERRED TO THE SAME POST IN ANOTHER CADRE:**

When an official is transferred to the same post on his own request in another cadre, his occupying the same position in the seniority lists in the new cadre would affect adversely the existing officials in the grade/post. Hence, an official seeking transfer to the same post in another cadre, at his own request, would be placed below all officials appointed regularly to the grade/post in that cadre on the date of transfer.

**15. SENIORITY OF MERITORIOUS SPORTSPERSONS APPOINTED IN RELAXATION OF RECRUITMENT RULES:**

- 1) Where sportspersons are recruited through the Employment Exchange or by direct advertisement and are considered along with other general category candidates, they may be assigned seniority in the order in which they are placed in the panel for selection.
- 2) Where recruitment to a post is through a selection made by the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board, whether by a competitive examination or otherwise, the sportspersons recruited by the department themselves should be placed en bloc junior to those who have already been recommended by the Mizoram Public Service Commission or the Mizoram Subordinate Services Selection Board.
- 3) The inter se-seniority of sportspersons will be in the order of selection.
- 4) A sportsperson appointed to a higher post/grade by grant of out of turn promotion in relaxation of provisions of statutory recruitment rules applicable to the post/grade, will be assigned seniority below all the regular personnel appointed (recruited/promoted) in that particular year.

**16. SENIORITY OF PERSONS APPOINTED ON COMPASSIONATE GROUND:**

- 1) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their date of appointment without disturbing the inter-se seniority of direct recruits/promotees.
- 2) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.
- 3) A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

**17. SENIORITY OF PERSONS SELECTED FOR APPOINTMENT TO DIFFERENT POSTS IN THE SAME GRADE REQUIRING DIFFERENT QUALIFICATIONS:**

- 1) The relative seniority of all direct recruits are to be determined by the order of merit in which they are selected for such appointment on the recommendation of the MPSC or other selecting authority and persons appointed as a result of an earlier selecting being senior to those appointed as a result of a subsequent selection.
- 2) In cases where persons are selected either by the MPSC for appointment to different posts in the same grade with different qualification (e.g, posts of Assistant Professor in History, Economics, Physics & Chemistry, etc.), the MPSC should be requested to recommend candidates for such posts in a consolidated order of merit. Similarly, other selecting authorities such as Mizoram Subordinate Services Selection Board should also be requested to indicate such an order of merit while making selections for recruitment such posts.
- 3) The seniority of persons appointed to posts indicated above will be determined in the order in which their names appear in the consolidated list.

**18. SENIORITY OF CIVIL GOVERNMENT SERVANTS WHO ARE PERMITTED TO TAKE UP MILITARY SERVICE DURING EMERGENCY AND OF CIVIL GOVERNMENT SERVANTS WHO ARE MEMBERS OF DEFENCE RESERVES/TERRITORIAL ARMY/AUXILIARY AIR FORCE AND ARE CALLED UP FOR MILITARY SERVICE DURING EMERGENCY:**

In the case of all such Civil Government servants, the period spent in military service/training will be counted towards seniority in their Civil posts. If such a Government servant is promoted to a higher post in his parent Department/office during his absence on military service, his military

service, from the date of such promotion will count for seniority in the higher post.

**19. SENIORITY OF RE-EMPLOYED OFFICERS:**

- 1) The question of determination of seniority of re-employed officers should arise only in cases where the officers are re-employed before they attain the age of normal superannuation.
- 2) Officers re-employed after they had retired/discharged, whether from Defence or Civil employment prior to the attainment of the age of superannuation under the civil rules, will, if appointed to civil posts under the provisions of the recruitment rules applicable to direct recruits, be treated as direct recruits and their seniority in the grade fixed accordingly.
- 3) However, where such officers are appointed to civil posts and the recruitment rules applicable thereto prescribed re-employment as a distinct method of recruitment, their seniority will be determined as under:
  - a) The inter se-seniority of persons so re-employed shall be determined in accordance with the order of their selection.
  - b) The relative seniority of persons so re-employed in relation to direct recruits and promotes shall be determined:
    - i) Where the recruitments rules prescribed specific quotas for each of the categories, on the basis of rotation of vacancies based on the said quota;
    - ii) In other cases, on the basis of the chronology of selection.
- 4) These instructions would apply subject to any special provisions that may be applicable to particular services/posts in terms of the recruitment rules applicable to those services/posts.

**20. SENIORITY OF WORK-CHARGED/ CONTRACT/ MUSTER ROLL EMPLOYEES UPON REGULAR APPOINTMENT:**

- 1) Seniority of Work-charged, Contract, Muster Roll employees upon regular appointment to the same substantive sanctioned posts held earlier on work-charged/contract/muster roll basis shall count from the date of appointment as per the rules on regular basis.
- 2) The inter se seniority of Work-charged, Contract or Muster Roll employees upon regular appointment to the same substantive sanctioned posts shall be determined as per the order of merit recommended by the respective Departmental Promotion Committee.

- 3) Work-charged, Contract, Muster Roll employees upon regular appointment to the same substantive sanctioned posts shall be treated as “direct recruits” since the regularisation is done within the direct recruitment quota as prescribed by the relevant recruitment rules.
- 4) When relative seniority is to be maintained between direct recruits, promotees, etc as per the quota prescribed in the recruitment rules, Work-charged, Contract, Muster Roll employees upon regular appointment to the same substantive sanctioned posts are to be treated as “direct recruits”.

**21. SENIORITY OF AD HOC/OFFICIATING EMPLOYEES UPON REGULAR APPOINTMENT:**

Ad hoc/officiating employees who were appointed initially without following the procedure laid down by rules but who continues in the post uninterruptedly till the regular appointment in accordance with the rules to the same substantive sanctioned posts held earlier on ad hoc/officiating basis, the period of officiating service shall be counted for fixation of seniority. This is in accordance with the law laid down by the Supreme Court in its judgement in the case of *Direct Recruits Class II Engineering Officers' Association vs State of Maharashtra and Ors* dated 02.05.1990.

**22. DELINKING SENIORITY FROM CONFIRMATION:**

Seniority of a person regularly appointed to a post according to rules would be determined by the order of merit indicated at the time of initial appointment and not according to the date of his confirmation. Thus, seniority is delinked from confirmation.

**23. FIXATION OF SENIORITY WHEN HIGHER EDUCATIONAL QUALIFICATIONS ARE ESSENTIAL FOR PROMOTION TO HIGHER GRADE/POST:**

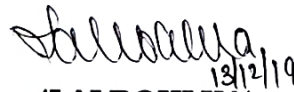
The seniority of officials in a grade/post for which possession of higher educational qualifications are essential as per the relevant recruitment rules for promotion to the next higher grade/post are to be fixed as per the instructions in these guidelines irrespective of the possession or otherwise of the educational qualifications essential for promotion to the next higher grade/post. However, the educational qualifications possessed by the officials may be suitably indicted under the “Remarks” column in *Annexure-I* while finalising the seniority lists since the same will be essential for consideration of cases for promotion to the next higher grade/post.

**Sd/- LALRINSANGA**

Joint Secretary to the Govt. of Mizoram

Copy to:

1. Secretary to Governor
2. Addl. Chief Secretary to Chief Minister
3. P.S. to Deputy Chief Minister
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. P.P.S. to Chief Secretary
6. All Administrative Departments
7. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta
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

  
13/12/19  
**(LALROHLUA)**

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



**FINAL SENIORITY LIST OF \_\_\_\_\_ (NAME OF GRADE/POST)  
AS ON \_\_\_\_\_**

<b>Sl. No.</b>	<b>Name of official<sup>1</sup></b>	<b>Date of birth<sup>2</sup></b>	<b>Due date of superannuation</b>	<b>Date of first entry on regular basis in Govt. service and name of the post</b>	<b>Date of appointment /regular promotion to the present grade/post</b>	<b>Remarks<sup>3</sup></b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

Name, designation and signature of cadre controlling authority

<sup>1</sup> The name of official should be entered exactly as recorded in the Service Book in the case of Non-Gazetted officials and Service Card in case of Gazetted officials.

<sup>2</sup> Date of birth as originally recorded in the Service Book in the case of Non-Gazetted officials and Service Card in case of Gazetted officials should be entered in this column

<sup>3</sup> When educational qualification is one of the eligibility condition for promotion to a higher grade, the educational qualification of the officials may invariably be indicated against each of the official in the "remarks" column

**DELETION LISTS IN THE FINAL SENIORITY LIST OF \_\_\_\_\_**  
**(NAME OF GRADE/POST) AS ON \_\_\_\_\_**

<b>Sl. No.</b>	<b>Name of official<sup>4</sup></b>	<b>Date of birth<sup>5</sup></b>	<b>Due date of superannuation</b>	<b>Reason(s) for deletion from the seniority lists</b>	<b>Remarks, if any</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>

Name, designation and signature of cadre controlling authority

<sup>4</sup> The name of official should be entered exactly as recorded in the Service Book in the case of Non-Gazetted officials and Service Card in case of Gazetted officials

<sup>5</sup> Date of birth as originally recorded in the Service Book in the case of Non-Gazetted officials and Service Card in case of Gazetted officials should be entered in this column

## VACANCY REGISTER

		2018-19	2019-20	2020-21	2021-22
<b>1.</b>	<b>Total number of vacancies arising during the vacancy year</b>				
<b>2.</b>	<b>Vacancies falling under direct recruitment</b>				
	i) No. of vacancies to be filled				
	a) Vacancies of the year (as per quota prescribed)				
	b) Vacancies of the previous year(s) brought forward				
	c) Total				
	ii) No. of vacancies actually filled				
	iii) No. of vacancies carried forward				
<b>3.</b>	<b>Vacancies falling under promotion</b>				
	i) No. of vacancies to be filled				
	a) Vacancies of the year (as per quota prescribed)				
	b) Vacancies of the previous year(s) brought forward				
	c) Total				
	ii) No. of vacancies actually filled				
	iii) No. of vacancies carried forward				
<b>4.</b>	<b>Vacancies falling under limited departmental examination</b>				
	i) No. of vacancies to be filled				
	a) Vacancies of the year (as per quota prescribed)				
	b) Vacancies of the previous year(s) brought forward				
	c) Total				
	ii) No. of vacancies actually filled				
	iii) No. of vacancies carried forward				

**Note:** The methods of recruitment mentioned above are only illustrative; those prescribed in the relevant recruitment rules will be reflected in the register.