

No.A-12018/50/2019-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

...

Mizoram Secretariat, MINECO
Aizawl, the 20th March, 2020

OFFICE MEMORANDUM

Subject: Instructions on implementation of vacancy based roster

The Government of Mizoram ordered implementation of vacancy based roster for calculation of vacancies in case different methods of recruitment are prescribed in the recruitment rules vide OM of even number dated 07.01.2020. Certain queries/requests for clarifications have been received with regard to implementation of the vacancy based roster in this department both in writing and oral.

2. In continuation of the OM referred to above, the following instructions are hereby issued to ensure smooth and effective implementation of vacancy based roster:

- i) The starting point in the roster shall be that method of recruitment in the recruitment rules for which the selection process had been completed first as prescribed in paragraph 8 of the OM of even no. dated 07.01.2020. The starting point in the roster which has been established either from the date the recruitment rules were notified in the Official Gazette or from the date an amendment to the recruitment rules were made which changes the percentage allotted to various methods of recruitment should continue to be the starting point in the roster in subsequent years too. For instance, there is only one vacancy in a post of Headmaster, Government Middle School during the year 2020-21 vacancy year and the method of recruitment provided in the relevant recruitment rules is 50% by promotion and another 50% by limited departmental examination. The lone vacancy shall go to that method of recruitment which was established as the starting point of the roster which was prepared either from the date the recruitment rules were notified in the Official Gazette or from the date an amendment to the recruitment rules were made which changes the percentage allotted to various methods of recruitment.
- ii) A new roster is to be started in the following cases as prescribed in paragraph 9 of the OM of even no. dated 07.01.2020:
 - 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.

The starting point which has been established in any of the cases mentioned above should continue to be the starting point in the roster in subsequent vacancy years too until another amendment to the recruitment rules is made which changes the percentage allotted for various methods of recruitment.

- iii) The quota prescribed for persons with benchmarked disabilities shall be calculated with reference to the vacancies falling under direct recruitment quota as prescribed in paragraph 2 of OM No. A.12027/1/2011-P&AR(GSW) dt. 18.02.2019 since the reservation for persons with benchmarked disabilities is vacancy based as per sub-section (1) of section 34 of the Rights of Persons with Disabilities Act, 2016. Thus, vacancies have to be worked out on the basis of vacancy based roster.
- iv) The quota prescribed for meritorious sportspersons shall also be calculated with reference to the vacancies falling under direct recruitment quota in the respective recruitment rules as prescribed in paragraph 3 of OM No. A.12032/1/2019-P&AR(GSW) dt. 14.11.2019. Thus, vacancies have to be worked out on the basis of vacancy based roster.
- v) The quota prescribed for ex-servicemen shall also be calculated with reference to the vacancies falling under direct recruitment quota in the respective recruitment rules as prescribed in rule 4 of the Mizoram Ex-servicemen (Re-employment in Civil Posts) Rules, 2019. Thus, vacancies have to be worked out on the basis of vacancy based roster.
- vi) Regularisation of work-charged employees falls under direct recruitment quota as prescribed in the respective recruitment rules in line with the provisions in the Government of Mizoram Regularisation of Work-charged Employees (in Public Works Department, Public Health Engineering Department, Power and Electricity Department and other Establishments) Scheme, 2000 and thus, the vacancies falling under direct recruitment quota for the purpose of regularisation have to be calculated on the basis of vacancy based roster.
- vii) Regularisation of Muster Roll employees (now re-designated as Provisional Employees) falls under 35% of the direct recruitment quota as per the provisions in paragraph 4(iv) of the Government of Mizoram Regularisation of Muster Roll Employees Scheme, 2018 and thus, the vacancies falling under direct recruitment quota for the purpose of regularisation have to be calculated on the basis of vacancy based roster.

- viii) Regularisation of Contract employees falls under 20% of the sanctioned posts in direct recruitment quota as per the provisions in paragraph 4(2) of the Government of Mizoram Regularisation of Contract Employees Scheme, 2008 as amended and thus, the vacancies falling under direct recruitment quota for the purpose of regularisation have to be calculated on the basis of vacancy based roster.
- ix) Notwithstanding anything in paragraph 2 (vi), 2 (vii) and 2 (viii) above, regularisation of Work-charged, Contract and Provisional employees who are otherwise eligible and falls within the reservation quota for regularisation as per the respective regularisation schemes for the vacancy year 2019-20 and before with calculations on the basis of the erstwhile post based roster shall continue to be considered for regularisation on the basis of the post based roster. However, regularisation of Work-charged, Contract and Provisional employees for vacancies falling under direct recruitment quota for the vacancy year 2020-21 and afterwards shall be calculated on the basis of vacancy based roster for every vacancy years.
- x) Cases of approvals for filling up of vacancies by any of the methods of recruitment accorded by the Government in DP&AR (ARW) and/or Finance (E) Department, wherever necessary, before the date of issue of the OM of even no. dated 07.01.2020 with calculations on the basis of post based roster shall stand and vacancies shall be filled up accordingly.
- xi) Vacancies have to be calculated vacancy year wise under the vacancy based roster. Vacancy year, in this context, refers to the period from 1st April of a calendar year to 31st March of the next calendar year.

3. Paragraph 7(c) of the OM of even no. dated 07.01.2020 ordered that “vacancies which are left unfilled as on the date of issue of this Office Memorandum but which fell vacant in previous vacancy years shall also be filled up by following the vacancy based roster in case there are more than one methods of recruitment to a post/grade as per the relevant recruitment rules”. The above provision has been reviewed and it has been decided that the same shall be withdrawn *ab initio* and paragraph 7(c) shall be substituted as follows:

“Vacancies which are left unfilled as on the date of issue of the Office Memorandum of even number dt. 07.01.2020 including vacancies which fell vacant in previous vacancy years with calculations on the basis of post based roster shall continue to belong to such method of recruitment as assigned to such vacant post(s) on the basis of post based roster in such vacancy year in case there are more than one methods of recruitment to a post/grade as per the relevant recruitment rules”

Illustration: For instance, for vacancies falling under direct recruitment quota and limited departmental examination quota for the vacancy year 2018-19 with calculations on the basis of post based roster and which remain unfilled as on 07.01.2020 shall continue to belong to the roster point for direct recruitment and limited departmental examination respectively in such vacancy year and the vacancies shall be filled up accordingly.

4. The term “post based roster” appearing in the following OM’s insofar as it relates to the calculation of vacancies between different methods of recruitment shall be read or understood as “vacancy based roster” and hence, vacancy based rosters shall instead be included in agenda papers for promotion, regularisation, limited departmental examination, etc. for consideration of the respective Departmental Promotion Committees in respect of vacancies falling after the implementation of vacancy based roster with effect from 07.01.2020.

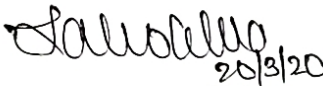
- i) OM on “Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to promotion and issues connected thereto” issued vide No. No-A.32012/1/2011-P&AR(GSW) dt. 28.02.2019
- ii) OM on “Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to regularisation and issues connected thereto” issued vide No.A-12032/2/2019-P&AR(GSW) dt. 14.06.2019
- iii) OM on “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” issued vide No.A-34011/1/2019-P&AR(GSW) dt. 19.07.2019
- iv) Any other government instrument in the form of an Office Memorandum, Orders, Circulars, etc. wherein the term “post based roster” appears insofar as it relates to the calculation of vacancies between different methods of recruitment.

Sd/- LALRINSANGA

Additional Secretary to the Govt. of Mizoram

Copy to:-

1. Secretary to Governor
2. Additional 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. PPS to Chief Secretary
6. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries
7. All Administrative Departments
8. Secretary, MPSC/SEC/MIC/MSSSB/Lok Ayukta
9. All Heads of Department
10. All Deputy Commissioners, Mizoram
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the website
13. Guard File


20/3/20
(LALROHLUA)

Deputy Secretary to the Govt. of Mizoram