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NOTIFICATIONS

No.A-12018/61/2012-P&AR(GSW), the 21st October 2019. In exercise of the powers conferred by the proviso to article 309 of the Constitution read with Section 62-B of the Mizoram Municipalities Act, 2007 (No. 6 of 2007) as amended, the Governor of Mizoram is pleased to make the following rules regulating the method of recruitment and conditions of service of persons appointed to the post(s) of Group 'B' (Non-Gazetted), Group 'C' and Group 'D' of Urban Local Bodies in Mizoram.

1. Short Title and Commencement.-

- 1) These rules may be called the Mizoram Municipal Subordinate Service Rules, 2019
- 2) They shall come into force from the date of publication in the Mizoram Gazette.

2. Application.-

These rules shall apply to all Group 'B' (Non-Gazetted), Group 'C' and Group 'D' posts in the urban local bodies in Mizoram.

3. Definitions.-

In these rules unless the context otherwise requires:-

- a) "Act" means the Mizoram Municipalities Act, 2007 (No.6 of 2007) as amended from time to time;
- b) "appointed on probation" means appointment on temporary basis awaiting confirmation;
- c) "Appointing Authority" means the Head of the Urban Local Body in the case of Group "B" (Non-Gazetted), Group "C" and Group "D" posts;
- d) "contract appointment" means appointment of a person to the Mizoram Municipal Subordinate Service on contract on the terms and conditions prescribed in the contract agreement;
- e) "Government" means the Government of Mizoram;
- f) "CEO" means Chief Executive Officer or Municipal Commissioner or by whatever name designated, of the official head of Urban Local Bodies;
- g) "direct recruitment" in relation to any service or post means appointment otherwise than by promotion or absorption or on deputation;
- h) "employee" or "municipal employee" means an official appointed under these rules;
- i) "Municipal Service Selection Board" means the board specified in rule 10;
- j) "Mizoram Subordinate Services Selection Board" means the board duly constituted by the Government in Department of Personnel and Administrative Reforms for recruitment of Group 'B' (Non-gazetted) posts;

- k) "probationer" means an employee appointed, who is on probation;
- l) "promotion" means the appointment of an employee from a lower post/grade to a higher post/grade;
- m) "schedule" means a Schedule appended to these rules;
- n) "section" means a particular section of the Mizoram Municipalities Act, 2007 (No. 6 of 2007) as amended from time to time;
- o) "Urban Local Body" means any Municipality established by the Government of Mizoram under the Mizoram Municipalities Act, 2007 (No.6 of 2007).

4. Constitution.-

- 1) There shall be constituted a service for the Urban Local Bodies of Mizoram to be known as the Mizoram Municipal Subordinate Service comprising of Group 'B' (Non Gazetted), Group 'C' and Group 'D' posts.
- 2) Members of the Mizoram Municipal Subordinate Service shall remain under the direction and control of the respective Municipality to which he is recruited and shall not be liable to be transferred to other Municipality.

5. Initial Constitution.-

At the commencement of these rules, employees recruited on regular basis to

- a) the Aizawl Municipal Corporation shall be members of the Service and the past services rendered in any of the posts in the Schedule I appended to these rules shall be counted as service under these rules for all purposes
- b) the dissolved Aizawl Development Authority shall be members of the Service and the past services rendered in any of the posts in the Schedule I appended to these rules shall be counted as service under these rules for all purpose provided that the employees of the above authorities/bodies are absorbed with due procedure as may be prescribed by the Government.

6. Regularization of Contract/Muster Roll employees.-

Notwithstanding anything in these rules, the employees under Aizawl Municipal Corporation and the dissolved Aizawl Development Authority or any other Municipalities constituted after the commencement of these rules who were engaged on Muster Roll or contract basis may be considered for regularisation in their corresponding posts after they have been engaged continuously for 5 years in respect of contract employees and 7 years in respect of Muster Roll employees subject to screening of eligibility either by the Mizoram Subordinate Services Selection Board or the Municipal Service Selection Board, as the case may be, as per the criteria laid down for direct recruitment in the Schedule-II of these rules.

Provided that this shall not be construed as giving right of regularization to the employees, and regularization shall always be subject to assessment of suitability of the employees by the concerned Board.

7. Grouping of Posts.-

Various posts included in the Mizoram Municipal Subordinate Service shall be categorized as under:-

- a) Group 'B' (Non-Gazetted) – All the posts in Level 6 of the Pay Matrix (Pay Band 2 of ^ 9300 - 34800 with Grade Pay ^ 4200 of the pre-revised pay) and Level 7 of the Pay Matrix (Pay Band 2 of ^ 9300 - 34800 with Grade Pay ^ 4400 of pre-revised pay) are categorized as Group 'B' (Non-Gazetted);
- b) Group 'C' – All the posts in Level 1A of the Pay Matrix (Pay Band 1 of ^ 5200 – 20200 with Grade Pay ^ 1800 of the pre-revised pay) or above but below posts in Level 6 of the Pay

- 2) The scheme of examinations for the posts in the Mizoram Municipal Subordinate Service will be decided by the concerned Board.
- 3) In order to be eligible to compete for the recruitment, a candidate must satisfy the following conditions, namely –
 - (a) Nationality
 - i) He must be a citizen of India.
 - ii) He shall possess working knowledge of Mizo language at least Middle School standard
 - (b) Age-
 - i) Between 18 years and 35 years of age
 - ii) the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes/the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government or Government of Mizoram from time to time
- 4) The crucial date for determining the age limit and other eligibility criteria for direct recruitment shall be the closing date fixed for receipt of application as notified in the advertisement issued by the concerned Board for recruitment of such posts.

14. Medical Fitness.-

- 1) A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties as an official of the service.
- 2) The Government may prescribe production of medical fitness certificate issued by the competent authority from the selected candidates.
- 3) After joining the service, a member shall be in good health and shall undergo prescribed medical examination at different stages in service.

15. Disqualification.- No person –

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post(s);

Provided that the Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other valid grounds for doing so, exempt any such person from the operation of these rules.

16. Appointment of Direct Recruits.-

- 1) Subject to the provisions of these rules, appointment to the Mizoram Municipal Subordinate Service shall be made from the candidates strictly in order of merit as recommended by the concerned Board.
- 2) A direct recruit shall join duty within 45 days from the date of issue of the order of appointment, failing which and unless the Government is otherwise pleased to extend the period, the appointment shall stand cancelled.
- 3) All appointments to posts under the Mizoram Municipal Subordinate Service shall be made by the concerned Municipality.

17. Probation.-

- 1) All persons appointed to the service shall be on probation for a period of two years including training in case of direct recruitment which shall be counted from the date of joining the post.

Provided that the period of probation shall not include the following:—

- i) Extraordinary leave
 - ii) Period of unauthorised leave
 - iii) Any other period held to be not being on actual duty.
- 2) During the period of probation, persons appointed to the service shall undergo training as may be prescribed by the Government from time to time and non-attendance of training, unless specifically exempted by the Government, shall debar the person from confirmation to the service and promotion to higher grade.
 - 3) The appointing authority may extend the period of probation or terminate the services of a person in case of direct recruitment during or at the end of period of probation, if the work and conduct of such person is not found satisfactory.

18. Confirmation.-

A member who has been declared to have satisfactorily completed the period of probation shall be confirmed in the service.

19. Training.-

Personnel appointed to Mizoram Municipal Subordinate Service shall undergo such trainings as may be prescribed by the Government. The Government may arrange such training to direct recruits or any persons at any stage if it deems fit and necessary.

20. Promotion.-

- 1) Promotion from lower grade to higher grade shall be made by the Municipality on the recommendation of the concerned Board.
- 2) Promotions shall be on the basis of selection method, subject to fulfillment of the eligibility criteria in Schedule II of these rules
- 3) The procedure for promotion to higher grade/posts shall be as per the instructions on the subject matter issued by the Government from time to time

21. Seniority.-

- 1) Inter-se seniority of the members of the Service shall be determined by the Municipality separately for each category.
- 2) In the case of a member appointed by direct recruitment, the order of merit determined by the concerned Board shall form the seniority of members of the service.
- 3) Inter-se seniority of members recruited by direct recruitment and promotion shall be regulated in line with instructions on seniority and promotion in force under the Government.
- 4) In the case of members who join the service from the State Government or its agencies/ autonomous bodies/authorities by absorption, their seniority shall be determined by the Municipality taking into consideration their length of continuous service, grade and date of initial appointment under the Government.

22. Miscellaneous provision.-

Except as provided under these rules, all matters relating to pay, allowances, leave, discipline and other conditions of service shall be regulated by the general rules in force under the Government from time to time

23. Interpretation.-

If any question arises on any matter pertaining to Mizoram Municipal Subordinate Service, such cases shall be referred to the Government whose decision thereon shall be final and binding.

24. Power to relax.-

Where the Governor is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

By order etc.

Lalrinsanga,

Joint Secretary to the Government of Mizoram
Department of Personnel & Administrative Reforms

SCHEDULE – I
(See rule 8)

AUTHORISED STRENGTH OF MIZORAM MUNICIPAL SUBORDINATE SERVICE

Sl. No.	Name of posts	Number of posts	Level in the Pay Matrix
1.	Junior Engineer	18 (eighteen) posts or as sanctioned from time to time	Level 7 in the Pay Matrix
2.	Planning Assistant	19 (nineteen) posts or as sanctioned from time to time	Level 7 in the Pay Matrix
3.	Assistant	2 (two) posts or as sanctioned from time to time	Level 7 in the Pay Matrix
4.	Stenographer Grade-II (Personal Assistant)	7 (seven) posts or as sanctioned from time to time	Level 7 in the Pay Matrix
5.	Assistant Accounts Officer	2 (two) posts or as sanctioned from time to time	Level 7 in the Pay Matrix
6.	Enforcement Inspector	19 (nineteen) posts or as sanctioned from time to time	Level 6 in the Pay Matrix
7.	Upper Division Clerk	6 (six) posts or as sanctioned from time to time	Level 6 in the Pay Matrix
8.	Electrician	2 (two) posts or as sanctioned from time to time	Level 4 in the Pay Matrix
9.	Lower Division Clerk	37 (thirty seven) posts or as sanctioned from time to time	Level 4 in the Pay Matrix
10.	Driver Grade-III (functional)	20 (twenty) posts or as sanctioned from time to time	Level 2 in the Pay Matrix
11.	Despatch Rider Grade-III (functional)	2 (two) posts or as sanctioned from time to time	Level 2 in the Pay Matrix
12.	Backhoe Loader Operator	2 (two) posts or as sanctioned from time to time	Level 2 in the Pay Matrix
13.	Group 'D' posts	61 (sixty one) posts or as sanctioned from time to time	Level 1 in the Pay Matrix

SCHEDULE-II
(See rule 11)

METHODS OF RECRUITMENT AND ELIGIBILITY CRITERIA FOR POSTS UNDER THE MIZORAM MUNICIPAL SUBORDINATE SERVICE

Sl. No.	Name of posts	Number of post(s)	Level in the Pay Matrix	Age limit for direct recruitment	Educational & other qualifications for direct recruitment
1	2	3	4	5	6
1	Junior Engineer	18 (eighteen) posts or as sanctioned from time to time	Level 7 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential:</p> <ol style="list-style-type: none"> 1. Three years Diploma or above in the appropriate branch of engineering i.e. Civil Engineering or Electrical Engineering or Mechanical Engineering from Institutions recognized by State/Central Government 2. Computer proficiency of the level as notified by the Government from time to time 3. Working knowledge of Mizo language at least Middle School standard <p>Preferential: Preference may be given to candidates with Master/ Bachelor's Degree in Computer Application</p>
2	Planning Assistant	19 (nineteen) posts or as sanctioned from time to time	Level 7 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential:</p> <ol style="list-style-type: none"> 1. Three years Diploma in Civil Engineering / Architecture/ 2. Town Planning from Institutions recognized by State/Central Government or above 3. Computer proficiency of the level as notified by the Government from time to time 4. Working knowledge of Mizo language at least Middle School standard <p>Preferential: Preference may be given to candidates with Master/ Bachelor's Degree in Computer Application</p>
3	Assistant	2 (two) posts or as sanctioned from time to time	Level 7 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University 2. Six months Diploma/Certificate in Computer Application from institutions recognized by State/Central Government 3. Working knowledge of Mizo language at least Middle School standard

4	Stenographer Grade-II (Personal Assistant)	7 (seven) posts or as sanctioned from time to time	Level 7 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential :</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University with Diploma Certificate in English Stenography 2. Six months Diploma/Certificate in Computer Application from Institutions recognized by State/Central Government 3. Working knowledge of Mizo language at least Middle School standard <p>Preferential: Preference may be given to candidates with at least 2 years experience as Personal Assistant under State/Central Government or Corporations/Companies</p>
5	Assistant Accounts Officer	2 (two) posts or as sanctioned from time to time	Level 7 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential :</p> <ol style="list-style-type: none"> 1. Bachelor's degree or above in Commerce & Accountancy from a recognized University with not less than 2 years experience in Accounting at State/Central Government or Corporation/ Companies 2. Six months Diploma/ Certificate in Computer Application from Institutions recognized by State/Central Government 3. Working knowledge of Mizo language at least Middle School standard
6	Enforcement Inspector	19 (nineteen) posts or as sanctioned from time to time	Level 6 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University 2. Computer proficiency of the level as notified by the Government from time to time 3. Working knowledge of Mizo language at least Middle School standard <p>Preferential: Preference may be given to candidates with Degree/Diploma in Civil Engineering/ Architecture/ Town Planning</p>
7	UDC	6 (six) posts or as sanctioned from time to time	Level 6 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University 2. Six months Diploma/Certificate in Computer Application from Institutions recognized by State/Central Government 3. Working knowledge of Mizo language at least Middle School standard

8	Electrician	2 (two) posts or as sanctioned from time to time	Level 4 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential: 1. HSLC with National Trade Certificate in Electrician from Industrial Training Institute 2. Computer proficiency of the level as notified by the Government from time to time 3. Working knowledge of Mizo language at least Middle School standard Preferential: Preference may be given to candidates with six months Diploma/ Certificate in Computer Application from Institutions recognized by State/Central Government
9	LDC	37 (thirty seven) posts or as sanctioned from time to time	Level 4 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential : 1. HSSLC with six months Diploma/ Certificate in Computer Application from Institutions recognized by State/Central Government 2. Working knowledge of Mizo language at least Middle School standard
10	Driver Grade-I (non-functional)	NA	Level 6 in the Pay Matrix	NA	NA
	Driver Grade-II (non-functional)	NA	Level 4 in the Pay Matrix	NA	NA
	Driver Grade-III (functional)	20 (twenty) posts or as sanctioned from time to time	Level 2 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential: 1) Class VIII passed or above from Government recognised Institution 2) Possessing driving license either in Light Motor Vehicle Non Transport (LMV-NT) or Transport Vehicle Medium/Heavy Motor Vehicle (Regid Chassis)-Goods (TRANS) or Transport Vehicle Regid - Medium/Heavy Motor Vehicle (Regid Chassis) Public Service Vehicle-Bus (PSVBUS) 3) Candidate shall pass Skills Test conducted by Motor Vehicle Inspector in a) driving b) traffic signal test c) road signs d) practical knowledge of the components and mechanism of all types of vehicles 4) Working knowledge of Mizo language at least Middle School standard
11	Despatch Rider Grade-I (non-functional)	NA	Level 6 in the Pay Matrix	NA	NA

	Despatch Rider Grade-II (non-functional)	NA	Level 4 in the Pay Matrix	NA	NA
	Despatch Rider Grade-III (functional)	2 (two) posts or as sanctioned from time to time	Level 2 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential: 1) Class VIII passed or above from Government recognised Institution 2) Possessing driving license for Motor Cycle with Gear (MCWG) and Light Motor Vehicle Non Transport (LMV-NT) 3) Computer proficiency of the level as notified by the Government from time to time 4) Working knowledge of Mizo language at least Middle School standard
12	Backhoe Loader Operator	2 (two) posts or as sanctioned from time to time	Level 2 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential : 1. HLSC with Certification Training in Backhoe Loader Operations 2. Computer proficiency of the level as notified by the Government from time to time 3. Working knowledge of Mizo language at least Middle School standard Preferential: Preference may be given to candidates with valid Heavy Commercial Vehicle Driving License
13	Group 'D' posts	61 (sixty one) posts or as sanctioned from time to time	Level 1 in the Pay Matrix	Between 18 years and 35 years of age. Upper age limit is relaxable up to 5 years for candidates belonging to Scheduled Tribe/ Scheduled Caste	Essential : 1. Class VIII passed from recognized Institution 2. Working knowledge of Mizo language at least Middle School standard

Whether selection or non selection posts?	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the total sanctioned posts to be filled by various methods	In case of recruitment by promotion/absorption/ deputation, grade from which promotion/deputation/ absorption to be made	If DPC exists, what is its composition?
7	8	9	10
NA	Direct recruitment OR Deputation	Deputation: From officers holding analogous post under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
NA	Direct recruitment OR Deputation	Deputation: From officers holding analogous post under State/Central Government OR From Draftsman/Tracer under the State/Central Government possessing the educational qualifications for direct recruitment with not less than 8 years regular service in the grade. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
Selection in case of promotion	Direct recruitment OR promotion failing which by deputation	Promotion: From UDC with not less than 5 years regular service in the grade Deputation: From officers holding analogous post in State/Central Government OR From UDC with not less than 5 years regular service under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
NA	Direct recruitment OR Deputation	Deputation: From Officers holding analogous posts under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
NA	Direct recruitment OR Deputation	Deputation: From Officers holding analogous post in State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
NA	Direct recruitment OR Deputation	Deputation: From officers holding analogous post under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB
Selection in case of promotion	50% by direct recruitment and 50% by promotion failing which by deputation	Promotion: From LDC with not less than 5 years regular service in the grade Deputation: From officers holding analogous post under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSSB

N.A	Direct recruitment OR deputation	Deputation: From Officers holding analogous posts under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSB
Selection in case of promotion	90% by direct recruitment; 10% by promotion failing which by deputation	Promotion: From Group 'D' officials possessing the educational qualifications for direct recruitment with 5 years regular service in the grade Deputation: From Officers holding analogous posts under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSB
Selection	Promotion	Promotion: From Driver Grade-II with 10 years regular service in the grade with unblemished service records	MSSB
Selection	Promotion	Promotion: From Driver Grade-III with 5 years regular service in the grade with unblemished service records	MSSB
Selection in case of promotion	90% by direct recruitment and 10% by promotion	Promotion: From Group 'D' officials possessing the educational qualifications for direct recruitment with 5 years regular service in the grade	MSSB
Selection	Promotion	Promotion: From Despatch Rider Grade-II with 10 years regular service in the grade with unblemished service records	MSSB
Selection	Promotion	Promotion: From Despatch Rider Grade-III with 5 years regular service in the grade with unblemished service records	MSSB
NA	Direct recruitment	NA	MSSB
Selection in case of promotion	Direct recruitment OR Promotion OR Deputation	Promotion: From Group D officials possessing the educational qualification for direct recruitment with not less than 5 years regular service in the grade. Deputation: From officers holding analogous posts under State/Central Government. Period of deputation shall ordinarily be 3 years which can be extended up to 5 years in special cases	MSSB
NA	Direct recruitment	NA	MSSB