



# The Mizoram Gazette

EXTRA ORDINARY

*Published by Authority*

RNI No. 27009/1973

Postal Regn. No. NE-313(MZ) 2006-2008

Re. 1/- per page

VOL - XL Aizawl, Friday 12.8.2011 Sravana 21, S.E. 1933, Issue No. 352

## NOTIFICATION

No. C. 31012/6/2011-DCA/L, the 10th August, 2011. In exercise of the powers conferred by clause (h) of sub-paragraph (6) of paragraph 2 to the Sixth Schedule to the Constitution of India, the following Act passed by the Lai Autonomous District Council which received assent of the Governor of Mizoram on 2<sup>nd</sup> August, 2011 is hereby published for general information, namely :-

P. Chakraborty,  
Principal Secretary to the Govt. of Mizoram,  
District Council Affairs Department.

### THE LAI AUTONOMOUS DISTRICT COUNCIL (GENERAL SERVICE) RULES, 2011.

#### PART I - GENERAL

*Short title and commencement.-*

1. (1) These Rules may be called the *Lai Autonomous Council (General Service) Rules, 2011.*
- (2) They shall come into force from the date of publication in the Mizoram Gazette.

*Definitions.-*

2. In these Rules unless the context otherwise requires:
  - (1) "*Appointing Authority*" means the Executive Committee of the Lai Autonomous District Council.
  - (2) "*Constitution*" means the Constitution of India.
  - (3) "*DPC*" means the Departmental Promotion Committee, constituted by the Executive Committee of the Lai Autonomous District Council.
  - (4) "*Executive Committee*" means Executive Committee of the Lai Autonomous District Council.
  - (5) "*Gazette*" means the Mizoram Gazette.
  - (6) "*Government*" means the Government of Mizoram.
  - (7) "*Governor*" means the Governor of Mizoram.
  - (8) "*Member*" means a person appointed in a substantive capacity to any grade of the Lai Autonomous District Council General Service and included a person appointed on probation to the Lai Autonomous District Council General Service in accordance with these rules.

**(IV) General Studies – Paper –II : 50 Marks**

- (a) Indian Polity.
- (b) Indian economy and Geography of India,
- (c) Sixth schedule to the Constitution of India, and
- (d) The role and impact of science and technology in the development of India.

In paper II, the part relating to Indian Polity will include questions, the modern political system in India and Sixth Scheduled to the Constitution of India. In the part pertaining to the Indian Economy and Geography of India, question will be put on planning in India and the general physical economic and social geography of India. In the third part relating to the role and impact of science and technology in the development of India, question will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects. It will also include general knowledge relating to science, inventions and discoveries, terminologies, etc.

Sd/-

Chairman,

Lai Autonomous District Council,  
Lawngtlai : Mizoram.

SCHEDULE - IV

( See Rule 17 )

COMBINED GRADATION LIST

Sl. No.	Name of Officers	Designation/ Post held	Date of Birth	Date of entry into service	Date of promotion to present grade	Date of joining the present post	Code No.	Date of retirement
1.	2.	3.	4.	5.	6.	7.	8.	9.

SENIOR ADMINISTRATIVE GRADE ( 1 POST )

1.	Mr. A	Executive Secretary	10.1.1950	4.2.1975	7.4.1998	8.4.1998	1	31.1.2010
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SELECTION GRADE ( 2 POSTS )

1.	Mr. B	CP & R	10.1.1950	4.2.1975	7.4.1998	8.4.1998	2.	31.1.2010
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JUNIOR ADMINISTRATIVE GRADE ( 8 POSTS )

1.	Mr. C	Deputy Secretary (GAD)	-	-	-	-	3	-
2.	Mr. D	P&DO	-	-	-	-	4	-

SENIOR GRADE ( 9 POSTS )

1.	Mr. E	Under Secretary (GAD)	-	-	-	-	5	-
2.	Mr. F	Under Secretary (PRC)	-	-	-	-	6	-

JUNIOR GRADE 'A' ( 16 POSTS )

1.	Mr. G	Private Secretary to CEM	-	-	-	-	7	-
2.	Mr. H	Liaison Officer	-	-	-	-	8	-

JUNIOR GRADE 'B' ( 16 POSTS )

1.	Mr. I	ARDO	-	-	-	-	9	-
2.	Mr. J	ALAO	-	-	-	-	10	-

- (9) "Schedule" means schedule appended to these rules.
- (10) "Scheduled Castes" means such Castes as are specified by the President of India under Article 341(1) of the Constitution of India and as amended from time to time in so far as the specification pertains to the State of Mizoram.
- (11) "Scheduled Tribes" means such tribe as are specified by the President of India under Article 342(1) of the Constitution of India as amended from time to time in so far as the specification pertains to the State of Mizoram.
- (12) "Service" means the Lai Autonomous District Council General Service constituted under these Rules.
- (13) "Year" means Calendar Year.

## PART - II

CONSTITUTION, DESIGNATION AND CLASSIFICATION*Constitution of the Service.-*

3. There shall be constituted a Service to be known as the Lai Autonomous District Council General Service (LGS).

The Service shall consist of the following persons namely:

- (1) Persons already appointed to the existing post as mentioned in the Schedule-I appended to these Rules.
- (2) Persons recruited to the Service after commencement of these Rules:
- (a) By Selection as provided under Rule 6 of these Rules.
- (b) Through Competitive Examination (Direct Recruitment) as provided under Rule 8 and 9 of these Rules.

*Classification.-*

4. The Service shall have the following Grades, namely:
- (1) Senior Administrative Grade (Gazetted Group 'A')
- (2) Selection Grade (Gazetted Group 'A')
- (3) Junior Administrative Grade (Gazetted Group 'A')
- (4) Senior Grade (Gazetted Group 'A')
- (5) Junior Grade 'A' (Gazetted Group 'A')
- (6) Junior Grade 'B' (Gazetted Group 'B')

*Designation.-*

5. Members of the Service shall, at the commencement of these rules, be designated as mentioned in the Schedule - I appended to these rules and such other designations which the Governor may decide.

*Initial Constitution.-*

6. On and from the commencement of these Rules the persons appointed under Schedule II appended hereto shall be Members of the Service and the past services rendered in any of the posts specified in the schedule appended to these rules shall be counted as Service under these Rules for all purposes other than seniority.

Provided that no persons shall be considered for inclusion under these rules who does not qualify for appointment as under Schedule II appended.

**PART - III**

**AUTHORISED PERMANENT STRENGTH OF THE SERVICE**

*Authorised Strength of the Service.-*

7. (1) The authorized permanent strength of the Service and number of the posts therein at the commencement of these rules shall be as specified in the Schedule I appended to these rules.
- (2) The authorized permanent strength of the Service and number of the posts after the commencement of these rules shall be determined by the Executive Committee with prior approval of the Governor from time to time.

**PART - IV**

**RECRUITMENT TO THE SERVICE**

*Recruitment to the Service.-*

8. Recruitment to the Service in the Junior Grade 'B' (Entry Grade) after the commencement of these rules shall be by the following methods:

Ninety percent of the vacancies shall be filled up by direct recruitment through Competitive Examination to be conducted and a list prepared by the Departmental Promotion Committee in the manner prescribed in these rules and in accordance with the syllabus appended as Schedule III, and, another ten percent shall be filled-up by Induction into the service by selection method from amongst Assistant having a graduate degree from a recognized university and having eight years qualifying service in the grade through Limited Departmental Examination conducted by the DPC and passed such Limited Departmental Examination by securing atleast forty percent of total marks.

Provided that Limited Departmental Examination Regulation should be prescribed by the Executive Committee and the examination should be conducted as per Regulation and no other process is admissible.

9. For appearing at the competitive examination, a candidate must satisfy the following conditions:

- (1) He must be a citizen of India
- (2) He must attain the age of 21 years of age but not exceeded the age of 35 years on the first day of the year of advertisement.

Provided that the upper age limit may be relaxed by five years in the case of candidates belonging to Schedule Tribes/ Schedule Castes and in respect of candidates belonging to special categories of persons in accordance with any general or special orders issued by the Central/State Government from time to time, in this regard.

- (3) He must hold a degree of any University recognized by the Central/ State Government.
- (4) He must have the working knowledge of Lai language atleast Middle School standard.

*Eligibility for Appearance at the Competitive Examination for Direct Recruitment.-*

**PART - V**  
**APPOINTMENT, PROBATION, CONFIRMATION AND TRAINING**

- Appointment to the Service.-*** 10. (1) All appointments to the Service shall be made by the Executive Committee and shall be notified in the Mizoram Gazette.  
(2) All appointments to the Service shall be made to the appropriate Grades of the Service and not against any specific posts.
- Appointment of Direct Recruits.-*** 11. (1) Subject to the provision of these rules, appointments to the Junior Grade 'B' of the Service shall be made from candidates in the list referred to in Rule 8 of these Rules strictly in order of merit recommended by the Departmental Promotion Committee.  
(2) A direct recruits shall join within 45 days from the date of issue of the order of appointment, failing which and unless the Governor is otherwise pleased to extend the period, the appointment shall stand cancelled.
- Disqualification.-*** 12. No person:-  
(1) Who has entered into or contracted a marriage with a person having a spouse living, or  
(2) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment under these rules.  
  
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 there are other grounds for doing so, exempt any person from the operation of this rule.
- Physical fitness.-*** 13. No candidates shall be appointed to the Service unless he/she is declared after such medical examination, to be mentally and physically sound and free from and defect likely to interfere with the discharge of duties and his/her Service.
- Probation.-*** 14. (1) Every person recruited to the Service in accordance with these rules shall be on probation for a period of two years.  
  
Provided that the period of probation may, for good and sufficient reasons to be recorded in writing, be extended by the Executive Committee in the individual case.  
(2) Person on probation shall be liable to be discharged from the Service at any time without assigning any reason thereof during the period of probation;  
  
Provided that if, during the period of probation or any extension period thereof, the Governor is of the opinion that the officer is not fit for permanent appointment, he may be discharged from service.
- Confirmation.-*** 15. A person who has been declared to have satisfactorily completed the period of probation shall be confirmed in the service.

**Training.-**

16. Every person selected and appointed under these rules shall undergo such training and for such period as the Executive Committee may prescribe in any established training institute within or outside the state.

**PART - VI**  
**MISCELLANEOUS**

**The Scale of Pay/ pay Band and Grade pay.-**

17. The Scale of Pay(Based on 6<sup>th</sup> Pay) and Grade admissible to the Members of the Service, subject to revision by the Governor from time to time, shall be as follows:-

(1) Senior Administrative Grade	Rs. 37400-67000-8900/- pm
(2) Selection Grade	Rs.37400-67000-8700/- pm
(3) Junior Administrative Grade	Rs.15600-39100-7600/- pm
(4) Senior Grade	Rs.15600-39100-6600/- pm
(5) Junior Grade 'A'	Rs.15600-39100-5400/- pm.
(6) Junior Grade 'B'	Rs. 9300-34800-4600/- pm.

There shall be a combined gradation list as on 1<sup>st</sup> April of each year as illustration appended in Schedule-IV in respect of the officers in each grade.

**Increment.-**

18. The first increment due, to a Member in the time scale of pay, shall be on the expiry of successful completion of the period of one year from his/her entry into the Service.

**Promotion to higher Grades.-**

19. (1) Subject to the provision of sub-rules 2,3,4, 5 or 6 below, appointments of the members of the Service to the Junior Grade 'A', Senior Grade, Junior Administrative Grade, Selection Grade and Senior Administrative Grade shall be made in consultation with the Departmental Promotion Committee on the basis of seniority with due regard to merit.
- (2) A member of the Service in the Junior Grade 'B' shall be eligible for consideration for promotion to the Junior Grade 'A' after he/she rendered regular qualifying service for a minimum period of five years in the Junior Grade 'B' and passed Departmental Promotion Examination conducted by the DPC.
- (3) A member of the Service in the Junior Grade 'A' shall be eligible for consideration for promotion to the Senior Grade after he/she rendered regular Qualifying service for a minimum period of five years in the Junior Grade 'A' and passed Departmental Promotion Examination conducted by the DPC.
- (4) A member of the Service in the Senior Grade shall be eligible for consideration for promotion to the Junior Administrative Grade after he/she rendered regular Qualifying service for a minimum period of five years.
- (5) A member of the Service in the Junior Administrative Grade shall be eligible for consideration for promotion to the Selection Grade after he/she rendered regular Qualifying service for a minimum period of five years in the Junior Administrative Grade.
- (6) A member of the Service in the Selection Grade shall be eligible for consideration for promotion to the Senior Administrative Grade after he/she rendered regular Qualifying service for a minimum period of five years in the Selection Grade

DPC

- Seniority.-** 20. (1) The seniority interse of the members of the Service at its initial constitution shall be determined by the Executive Committee in accordance with the orders and instructions in force before commencement of the Rules.
- (2) The seniority interse of the members of the Service appointed after the commencement of these rules shall be determined from time to time in accordance with principles/rules by the Executive Committee.
- Other provision relating to conditions of Service.-** 21. (1) Notwithstanding anything contained in these Rules, the Executive Committee, in public interest shall have right and power to transfer any officers so recruited under these rules to any other posts or positions which is equivalent rank or grade.
- (2) Except as provided in these Rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service shall be regulated by the General Rules in force or Rules adopted by the State Government from time to time.
- Power of the Governor to dispense with or relax any rule:** 22. Where the Governor is satisfied that the operation of these rules caused undue hardship in any particular case he may, in consultation with the Departmental Promotion Committee, Lai Autonomous District Council dispense with or relax the rules to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.
- Provided that the case of any persons shall not be dealt with in any manner less favorable to him than that provided by any of these rules.
- Interpretation:** 23. If any question arises relating to the interpretation of these rules, it shall be referred to the Governor whose decision thereon shall be final and binding.
- Repeal and Saving:** 24. (1) (a) The Lai, Mara and Chakma District Councils (Group A,B,C&D Posts) Recruitment Rules 1992, is hereby repealed for the Lai Autonomous District Council;
- (b) The Lai Autonomous District Council Private Secretary to Chief Executive Member Recruitment Rules, 2002; and any other Recruitment Rule, or Recruitment Rules framed by the Lai Autonomous District Council which were in force and continued to be in existence shall stand hereby repealed; and
- (2) The Recruitment Rules relating to any of the posts mentioned in Rule 6 of these rules shall stand repealed with effect from the date of commencement of these rules.

Provided that any order made or anything done or any action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have been made, done or taken under the corresponding provisions of these rules.



GENERAL SERVICE  
**AND PARTICULARS OF THE POST INCLUDED IN THE SERVICE RULES**

**SENIOR ADMINISTRATIVE GRADE**

1.	Executive Secretary	-	1
	Total	-	1

**SELECTION GRADE**

1.	Secretary, District Council Secretariat	-	1
2.	Court President & Recorder	-	1
	Total	-	2

**II. JUNIOR ADMINISTRATIVE GRADE**

1.	Deputy Secretary (GAD)	-	1
2.	Planning & Development Officer	-	1
3.	Senior Revenue Officer	-	1
4.	Education Officer (M & P)	-	2
5.	Local Administrative Officer	-	1
6.	Art & Culture Officer	-	1
7.	Secretary LADBSE	-	1
	Total	-	8

**IV. SENIOR GRADE**

1.	Under Secretary (GAD)	-	1
2.	Under Secretary (PRC)	-	1
3.	Revenue Officer (Hqrs.)	-	1
4.	Rural Development Officer	-	1
5.	District Council Sports & Youth Officer	-	1
6.	Taxation Officer	-	1
7.	District Council Social Welfare Officer	-	1
8.	District Council Industries Officer	-	1
9.	Deputy Registrar (Co-op)	-	1
10.	Assistant Planning & Development Officer	-	1
	Total	-	10

**V. JUNIOR GRADE 'A'**

1.	Liaison Officer	-	1
2.	Private Secretary to CEM	-	1
3.	Private Secretary to Chairman	-	1
4.	Asst. Art & Culture Officer	-	1
5.	Information & Publicity Officer	-	1
6.	District Council Transport Officer	-	1
7.	Academic Officer	-	1
8.	Sanitation Officer	-	1
9.	Revenue Officer (Div.)	-	3
10.	Asst Education Officer	-	2
11.	District Council Adult Education Officer	-	1
12.	Controller of Examinations	-	1
	Total	-	15

<b>VI. JUNIOR GRADE 'B'</b>		
1.	Asst Revenue Officer	- 4
2.	Asst Local Administrative Officer	- 1
3.	Asst. Rural Development Officer	- 1
4.	Circle Education Officer	- 6
5.	Circle Adult Education Officer	- 1
6.	Asst. Sports Promotion Officer	- 1
7.	Asst Taxation Officer	- 1
8.	Assistant Survey Officer	- 1
	<b>Total</b>	<b>- 16</b>
	<b>TOTAL OF -</b>	<b>- 52</b>
	<b>The total effective strength of the Service</b>	<b>- 52 posts</b>

**SCHEDULE - II**

(See Rule 6)

**LIST OF RECRUITMENT RULES AND NOTIFICATIONS WHOM SERVICE TO BE RENDERED:**

1. The Lai, Mara & Chakma District Councils (Group A,B,C&D Posts) Recruitment Rules, 1992. In which it shall include Serial No.13,35,36,45,52,63, of column 1 of Annexure I, for the Lai Autonomous District Council.
2. The Lai Autonomous District Council Private Secretary to Chief Executive Member Recruitment Rules, 2002.
3. Lai Autonomous District Council Notification Nos. of the following:-
  1. A.32011/1/89-LDC/GEN/6 of 5.12.1989
  2. A.12014/2/89-LDC/GEN/26 of 16.1.1990
  3. A.12014/1/91-LDC/GEN of 14.7.1995
  4. A.12014/2/89 - LDC/GEN /46 of 17.5.1990
  5. A.12014/1/91 - LDC/GEN of 15.2.1996
  6. A.12012/2/92 - LDC/GEN of 23.8.1996
  7. A.12014/2/91-LDC/GEN of 18.9.1995
  8. A.12014/2/91-LDC/GEN of 18.9.1995
  9. A.11013/1/99-LDC/EST of 1.4.2002
  10. A.11011/2/08-LADC/DCS of 10.10.08
  11. A.12012/3/95-LDC/GEN of 31.3.1997
  12. A.11012/2/99-LDC/EST of 21.7.2000
  13. A.11012/8/99-LDC/EST of 4.12.2003
  14. A.12012/3/85-PDC (E) (Part) of 21.7.1987
  15. M.11015/1/94-LDC/EDN (Part-I) of 23.8.1996
  16. A.12012/2/99-LDC/EST of 28.6.2001
  17. A.12014/2/41-LDC/Gen of 14.7.1995
  18. A.12012/3/92-LDC/GEN of 13.3.1997
  19. A.11012/3/99-LDC/EST of 8.11.1999
  20. A.11012/2/99-LDC/EST of 28.3.2002
  21. A.11013/2/99-LDC/EST of 12.4.2002
  22. A.32014/1/06-LADC/GAD of 26.3.2007
  23. A.11012/2/99-LDC/EST of 21.2.2008
  24. A.12026/1/06-LADC/GAD of 26.2.2008
  25. A.12026/1/06-LADC/GAD of 15.7.2008
  26. A.11011.3.03-04-LADC/DCS of 30.9.2001
  27. A.12026/1/06-LADC/GAD of 11.11.2009
  28. A.12026/1/06-LADC /GAD of 5.10.2010

**SCHEDULE- III**

(See rule 8)

**SYLLABUS FOR COMPETITIVE EXAMINATION  
FOR DIRECT RECRUITMENT TO  
JUNIOR GRADE 'B' OF GENERAL SERVICE  
LAI AUTONOMOUS DISTRICT COUNCIL**

<i>Sl. No.</i>	<i>Subject</i>		<i>Time allowed</i>	<i>Full Marks</i>	
1.	General English	-	Paper I & Paper II	3 hrs	100 Marks
2.	General Studies	-	Paper I & Paper II	3 hrs	100 Marks
			<b><u>TOTAL</u></b>	<b><u>6 hrs</u></b>	<b><u>200 Marks</u></b>

***Detail of Syllabus:***

*Detail Syllabus for the above mentioned papers shall be as follows:-*

- (I) General English Paper – I: 50 Marks.**
- Comprehension of given passages.
  - Grammar: Part of Speech; Nouns, Adjective, Verb, Adverb, Preposition, etc.
  - Compositions :
    - Analysis of complex and compound sentences.
    - Transformation of sentences.
    - Synthesis of sentences
  - Usage and vocabularies.
- (II) General English Paper – II: 50 Marks**
- Essay writing.
  - Letter writing
  - Idioms & Phrases
  - Expansion of passages.
- (III) General Studies Paper – I : 50 Marks**
- Modern History of India and Indian Culture.
  - Current events of national and international importance.
  - Simple arithmetic, simple statistical analysis, graphs and diagrams.
  - History of LAI.

In paper I, Modern History of India and Indian Culture will cover the broad history of the country from about the middle of the nineteenth century and questions on Gandhi, Nehru, Tagore and Cultural heritage. It would also include cultural and traditional practices of LAI community.

The part relating to simple arithmetic, simple statistical analysis and diagrams will include exercise to test the candidate's ability to draw common sense, conclusions from information presented in simple arithmetical, simple statistical, graphical or diagrammatical form and on to point out, deficiencies, limitations or inconsistencies therein and it will carry a weightage of not more than 25% marks and will be of HSLC standard.