

No. A. 34012/4/2025-MPSC (PRE)
MIZORAM PUBLIC SERVICE COMMISSION
NEW CAPITAL COMPLEX, AIZAWL

NOTIFICATION

LDE (Non-Gazetted Post) No. 4 of 2025 – 2026

Dated Aizawl, the 3rd June, 2025

No. A.34012/4/2025-MPSC(PRE): Limited Departmental Examination for the under mentioned posts is to be conducted by the The Mizoram Public Service Commission. Application can be submitted through the Mizoram Public Service Commission's online portal <https://mpsconline.mizoram.gov.in>

An Applicant must verify that his/her application is actually submitted after payment is made, otherwise the claim of the Applicants regarding his/her Candidature will not be entertained.

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|---|-------------------|--|-------------------|------------------|-----------------------------|------------------|--------------------|-----------------|--------------------|------------------|-----------------------|-----------------|---------------------|------------------|---------------------|------------------|---------------|------------------|---|------------------|---------------------|-------------------|--------------------------|-----------------|------------------------------|------------------|
| 1. Name of Post | : | <i>Upper Divisional Clerk</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Classification | : | <i>Group 'B' (Non-Gazetted)</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Pay | : | <i>Level 6 in the Pay Matrix (Rs. 35,400 – 78,800)</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Name of Department &
No. of Posts | : | <table border="0"><tr><td style="vertical-align: top;">1. P&E</td><td style="vertical-align: top;">- 4 Posts</td></tr><tr><td style="vertical-align: top;">2. Art & Culture</td><td style="vertical-align: top;">- 2 Posts</td></tr><tr><td style="vertical-align: top;">3. I&WR</td><td style="vertical-align: top;">- 1 Post</td></tr><tr><td style="vertical-align: top;">4. I&PR</td><td style="vertical-align: top;">- 3 Posts</td></tr><tr><td style="vertical-align: top;">5. Cooperation</td><td style="vertical-align: top;">- 1 Post</td></tr><tr><td style="vertical-align: top;">6. EF&CC</td><td style="vertical-align: top;">- 2 Posts</td></tr><tr><td style="vertical-align: top;">7. Transport</td><td style="vertical-align: top;">- 2 Posts</td></tr><tr><td style="vertical-align: top;">8. PHE</td><td style="vertical-align: top;">- 7 Posts</td></tr><tr><td style="vertical-align: top;">9. Agriculture & Farmers Welfare</td><td style="vertical-align: top;">- 2 Posts</td></tr><tr><td style="vertical-align: top;">10. GAD(SAW)</td><td style="vertical-align: top;">- 12 Posts</td></tr><tr><td style="vertical-align: top;">11. Home (Prison)</td><td style="vertical-align: top;">- 1 post</td></tr><tr><td style="vertical-align: top;">12. Rural Development</td><td style="vertical-align: top;">- 3 posts</td></tr></table> | 1. P&E | - 4 Posts | 2. Art & Culture | - 2 Posts | 3. I&WR | - 1 Post | 4. I&PR | - 3 Posts | 5. Cooperation | - 1 Post | 6. EF&CC | - 2 Posts | 7. Transport | - 2 Posts | 8. PHE | - 7 Posts | 9. Agriculture & Farmers Welfare | - 2 Posts | 10. GAD(SAW) | - 12 Posts | 11. Home (Prison) | - 1 post | 12. Rural Development | - 3 posts |
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| 12. Rural Development | - 3 posts | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Relevant Rules | : | <i>Mizoram Ministerial Service Rules, 2021</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Conditions of Eligibility | : | From officers holding posts in LDC grade with 7 years of regular service in the grade rendered after appointment thereto on a regular basis. | | | | | | | | | | | | | | | | | | | | | | | | |

Note: The qualifying/eligibility service shall continue to be 5 years for Limited Departmental Examination for persons holding posts in the LDC grade on regular basis on the date of notification of the extant rules as notified in the Mizoram Gazette extraordinary **Issue No.**

577 Vide No. A.12018/31/2020-PAR(GSW) dt.
30.11.2021.

7. Last date of Application : 10.07.2025

10. **Syllabus** for the Examination is available for download on the Commission's official website <https://tinyurl.com/UDCfor-LDE>

11. Any additional information pertaining to this notification will be published on the Commission's official website.

Candidates can contact MPSC's Helpline No. 0389-3596493 on working days between 10:00 AM and 4:30 PM for any information/clarification regarding their applications, candidature etc.

Sd/- Dr. H. LIANZELA
Secretary

No. A.34012/4/2025-MPSC (PRE)

Dated Aizawl, the 3rd June, 2025

Copy to:

1. Sr.PPS to Chairman, Mizoram Public Service Commission.
2. PA to Members, Mizoram Public Service Commission.
3. PS to Secretary, Mizoram Public Service Commission.
4. Under Secretary to the Govt. of Mizoram, DP&AR(GSW) with reference to her letter No._____. dt. _____ for wide circulation.
5. Under Secretary, to the Govt. of Mizoram, _____ Department, for necessary action and wide circulation.
6. All Officers, Mizoram Public Service Commission.
7. Examination Section, Mizoram Public Service Commission with 2 spare copies.
8. Post Examination Section, Mizoram Public Service Commission with 2 spare copies.
9. Establishment & I.T. Section, Mizoram Public Service Commission, for uploading on the Commission's Website, etc.
10. Notice Board.
11. Guard File.


(LALSAWMZUALA)
Deputy Secretary

SCHEDULE - II
[see regulation 6(2)]
**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
UPPER DIVISIONAL CLERK GRADE**

Paper	Subject	Marks	Duration
Paper - I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Drafting	15	
	Precis writing	15	
	English Grammar	30	
	Essay writing	20	
	Total	100	
Paper - II	CCS (Conduct) Rules, 1964	25	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (Leave) Rules, 1972	25	
	FR & SR Part II (Travelling Allowances)	20	
	Fundamental Rules - 9 & 56	15	
	Supplementary Rules - 197-203	15	
	Total	100	
Paper - III	General Financial Rules, 2017 <i>Chapter 1</i> - The whole portion <i>Chapter 2</i> - General principles relating to expenditure and payment of money <i>Chapter 4</i> 1) Structure of Government Account 2) Charge or voted expenditure, Plan or non-plan expenditure, Capital or Revenue expenditure	40	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Delegation of Financial Powers Rules, 1978 and re-delegation under the rules	30	
	Mizoram State Government Employees Group Insurance Scheme, 2014 as amended	15	
	The Mizoram New Defined Contributory Pension Scheme, 2010 as amended	15	
	Total	100	

Paper - IV	Central Secretariat Manual of Office Procedure	30	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS Pension Rules, 1972	30	
	The Government of Mizoram (Allocation of Business) Rules in force at the time of advertisement of vacancies	5	
	The Government of Mizoram (Transaction of Business) Rules in force at the time of advertisement of vacancies	10	
	Guidelines for fixation of inter-se-seniority issued by Government of Mizoram from time to time	25	
	Total	100	
	TOTAL MARKS	400	

Notes:

- 1) Questions in any of the papers mentioned above may be set either in conventional essay type pattern or multiple choice objective type pattern. The appropriate Departmental Promotion Committee conducting the examination shall indicate the pattern of question papers well in advance.
- 2) The level of questions in the limited departmental examination for promotion to Upper Divisional Clerk Grade shall be as expected of a diligent Government servant with adequate experience in office administration. The level of difficulty shall be lower than that of the questions for limited departmental examination for promotion to Assistant Grade.
- 3) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.