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NOTIFICATION

No.A.28011/2/2013-DC&MA, the 13th February, 2020: In pursuance to the paragraph 11 (eleven) of the Sixth Schedule to the Constitution of India, the following Rules, after receiving assent of the Hon'ble Governor of Mizoram on 03.02.2020-is hereby published for general information.

"The Mara Autonomous District Council (General) Service Rules, 2019".

Sangdingliana,
Secretary to the Govt. of Mizoram,
District Council & Minority Affairs Deptt.

**THE MARA AUTONOMOUS DISTRICT COUNCIL
(GENERAL) SERVICE RULES, 2019**

In exercise of the powers conferred by sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India, read with clause (h) of sub-paragraph (6) of paragraph 2 of the Sixth Schedule, the Mara Autonomous District Council, with the approval of the Governor of Mizoram, makes the following rules for the constitution of the Mara Autonomous District Council General Service and for the improvement and regulation of the conditions of service of officers appointed under these rules, namely:-

The Mara Autonomous District Council (General) Service Rules, 2019.

Part - I

Preliminary

**Part - I
Preliminary**

Short title and commencement. (1) These rules may be called the Mara Autonomous District Council (General) Service Rules, 2019.

(2) They shall come into force with effect from the date of their publication in the Mizoram Gazette.

Definitions. 2. In these rules, unless there is anything repugnant to the subject or context:-

- (i) "Appointing Authority" means the Executive Committee of the Mara Autonomous District Council;
- (ii) "Constitution" means the Constitution of India;
- (iii) "District Council" means the Mara Autonomous District Council;
- (iv) "DPC" means the Departmental Promotion Committee constituted by the Executive Committee of the Mara Autonomous District Council;
- (v) "Executive Committee" means the Executive Committee of the Mara Autonomous District Council;

- (vi) "Government" means the Government of Mizoram;
- (vii) "Governor" means the Governor of Mizoram;
- (viii) "Member of the Service" means a person appointed in a substantive capacity to any grade of the Mara Autonomous District Council General Service in accordance with these rules;
- (ix) "Recruitment Board" means the Mara Autonomous District Council Recruitment Board constituted by the Executive Committee of the Mara Autonomous District Council;
- (x) "Schedule" means a Schedule appended to these rules;
- (xi) "Scheduled Tribe" means such tribes as are specified by the President of India under Article 342 (1) of the Constitution of India as modified by law made by Parliament from time to time in so far as the specification pertains to the state of Mizoram;
- (xii) "Service" means the Mara Autonomous District Council General Service;
- (xiii) "State" means the state of Mizoram;
- (xiv) "Year" means Calendar Year.

Part - II

Constitution, Classification, Designation and Strength of Service

Constitution of the Service.

- (1) There shall be constituted a Service to be known as the Mara Autonomous District Council General Service.
- (2) The Service shall consist of the following persons, namely:-

(i) all persons already appointed to the existing posts as mentioned in Schedule-I appended to these rules, before the commencement of these rules;

(i) all persons already appointed to the existing posts as mentioned in Schedule-I appended to these rules, before the commencement of these rules;

(ii) all persons recruited to the Service in accordance with the provisions of these rules, after the commencement of these rules.

(ii) all persons recruited to the Service in accordance with the provisions of these rules, after the commencement of these rules.

Classification. (1) The Service shall have the following grades, namely:-

(1) The Service shall have the following grades, namely:-

(i) Senior Administrative Grade;

(i) Senior Administrative Grade;

(ii) Selection Grade;

(ii) Selection Grade;

(iii) Junior Administrative Grade;

(iii) Junior Administrative Grade;

(iv) Senior Grade;

(iv) Senior Grade;

(v) Junior Grade 'A'; and

(v) Junior Grade 'A'; and

(vi) Junior Grade 'B'.

(vi) Junior Grade 'B'.

(2) Members of the Service belonging to the grades specified in clauses (i), (ii), (iii), (iv) and (v) of sub-rule (1) above shall be officers of Group 'A' Gazetted rank.

(2) Members of the Service belonging to the grades specified in clauses (i), (ii), (iii), (iv) and (v) of sub-rule (1) above shall be officers of Group 'A' Gazetted rank.

(3) Members of the Service belonging to Junior Grade 'B' shall be officers of Group 'B' Gazetted rank.

(3) Members of the Service belonging to Junior Grade 'B' shall be officers of Group 'B' Gazetted rank.

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 Executive Committee, with prior approval of the Governor, may decide.

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 Executive Committee, with prior approval of the Governor, may decide.

Strength of the Service.

6. (1) The authorised permanent strength of the Service and nature of the posts therein at the commencement of these rules shall be as shown in the Schedule-I appended to these rules.

- (2) The authorised permanent strength of the Service and nature of the posts therein after the commencement of these rules shall be determined by the Executive Committee, with prior approval of the Governor, from time to time.

Part - III

Recruitment, Disqualification, Eligibility, Appointment, etc.

Recruitment to the Service.

- (1) Recruitment to the Service in the Junior Grade 'A' after the commencement of these rules shall be by the following methods:-

- (i) Fifty percent (50%) of the vacancies shall be filled by direct recruitment through competitive examination to be conducted by the Recruitment Board.
- (ii) Fifty percent (50%) of the vacancies shall be filled by promotion through selection method from amongst officers holding not less than five years the post of Junior Grade 'B' under the District Council.

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

- (i) Fifty percent (50%) of the vacancies shall be filled by direct recruitment through competitive examination to be conducted by the Recruitment Board;
- (ii) Twenty-five percent (25%) of the vacancies shall be filled by induction into the Service through selection method from amongst Assistants with Graduate in any discipline and who have completed not less than eight years of service in the grade;
- (iii) Twenty-five percent (25%) of the vacancies shall be filled by induction into the Service through limited

departmental examination and officers holding not less than five years the post of Group 'B' (Non-Gazetted) under the District Council shall be eligible to appear at the examination.

departmental examination and officers holding not less than five years the post of Group 'B' (Non-Gazetted) under the District Council shall be eligible to appear at the examination:

Provided that the officer shall possess a degree in any discipline of any university recognised by the Central or State Government.

Subject to the provision of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the Service as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method shall be determined on each occasion by the Executive Committee in consultation with the Recruitment Board.

Subject to the provision of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the Service as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method shall be determined on each occasion by the Executive Committee in consultation with the Recruitment Board.

Disqualification for Appointment.

8. No person—

- (i) who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service.

- (i) who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

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

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

Eligibility for Direct Recruitment.

9. In order to be eligible to appear at the competitive examination, a candidate must satisfy the following conditions, namely:—

- (i) He must be a citizen of India;

(i) He must hold a degree in any discipline of any university recognised by the Central or State Government.

(ii) He must have attained the age of 21 (Twenty-one) years and must not have attained the age of 35 (Thirty-five) years on the last date fixed for receipt of applications.

Provided that the upper age limit may be relaxed by 5 (Five) years in the case of candidates belonging to Scheduled Tribes.

(iii) He must be a permanent resident of the District Council area.

(iv) He must possess knowledge of Mara language of at least Middle School standard.

(ii) He must hold a degree in any discipline of any university recognised by the Central or State Government;

(iii) He must have attained the age of 21 (Twenty-one) years and must not have attained the age of 35 (Thirty-five) years on the last date fixed for receipt of applications:

Provided that the upper age limit may be relaxed by 5 (Five) years in the case of candidates belonging to Scheduled Tribes.

(iv) He must be a permanent resident of the District Council area;

(iv) He must possess knowledge of Mara language of at least Middle School standard.

Appointment to the Service.

10.

(1)

All appointments to the Service, after the commencement of these rules, shall be made by the Executive Committee and shall be notified in the Mizoram Gazette.

(2)

No such appointment shall be made except in the manner specified in rule 7.

(3)

All appointments to the Service shall be made to the appropriate grades of the Service and not against any specific post.

(4)

All the appointments to the Service in the higher grades shall be made only by promotion in accordance with the appropriate provisions under these rules.

Competitive Examination.

11.

(1)

A competitive examination for direct recruitment to the Service shall be held at such intervals as the Executive Committee may, in consultation with the Recruitment Board, determine from time to time. The dates on which and the places at which the examination shall be held may be fixed by the Recruitment Board.

The examination shall be conducted by the Recruitment Board in accordance with the syllabus as per Schedule-II and the Regulations as the Executive Committee may prescribe from time to time.

Whenever a vacancy or vacancies required to be filled by direct recruitment under clause (i) of sub-rule (1) and clause (i) of sub-rule (2) of rule 7, the Recruitment Board shall invite, by advertisement and in at least two local newspapers in two consecutive issue, applications in such form as it may determine from intending candidates who possess the prescribed qualifications. The advertisement shall indicate the number of vacancies and shall contain all necessary information relating to the recruitment.

The Recruitment Board shall prepare and forward to the Executive Committee a list of successful candidates who appeared at the examination in order of merit.

Candidates whose names are included in the list prepared under sub-rule (4) above shall be considered for appointment in the order in which their names appear in the list and they may be appointed by the appointing authority in the vacancies notified under sub-rule (3) above.

Inclusion of the name of a candidate in the list prepared under sub-rule (4) above shall not confer any right of appointment to such candidate.

To fill a vacancy or vacancies required to be filled by selection method under clause (ii) of sub-rule (1) and clause (ii) of sub-rule (2) of rule 7, the DPC shall determine the number of persons who will be considered from out of

Selection method.

12. (1)

The examination shall be conducted by the Recruitment Board in accordance with the syllabus as per Schedule-II and the Regulations as the Executive Committee may prescribe from time to time.

Whenever a vacancy or vacancies required to be filled by direct recruitment under clause (i) of sub-rule (1) and clause (i) of sub-rule (2) of rule 7, the Recruitment Board shall invite, by advertisement and in at least two local newspapers in two consecutive issue, applications in such form as it may determine from intending candidates who possess the prescribed qualifications. The advertisement shall indicate the number of vacancies and shall contain all necessary information relating to the recruitment.

The Recruitment Board shall prepare and forward to the Executive Committee a list of successful candidates who appeared at the examination in order of merit.

Candidates whose names are included in the list prepared under sub-rule (4) above shall be considered for appointment in the order in which their names appear in the list and they may be appointed by the appointing authority in the vacancies notified under sub-rule (3) above.

Inclusion of the name of a candidate in the list prepared under sub-rule (4) above shall not confer any right of appointment to such candidate.

To fill a vacancy or vacancies required to be filled by selection method under clause (ii) of sub-rule (1) and clause (ii) of sub-rule (2) of rule 7, the DPC shall determine the number of persons who will be considered from out of those eligible persons in the feeder grade and take all necessary steps well in advance so as to finalise the list of persons considered eligible for filling such vacancy or vacancies.

(2) The following criteria shall be observed by the DPC for preparation of select list-

- (i) merit with due regard to seniority;
- (ii) suitability and over all performance of the persons; and
- (iii) assessment of Annual Confidential Reports (ACRs) of the persons who are considered eligible for filling such vacancy or vacancies.

(3) The names of the persons recommended by the DPC for promotion or induction to the Service shall be submitted to the Executive Committee for approval.

Limited Departmental Examination.

13. (1) Appointment to the Service against 25% of the vacancies in the Junior Grade 'B' under clause (iii) of sub-rule (2) of rule 7 which may occur from time to time in the authorised permanent strength of the Service shall be made through a limited departmental examination.

(2) A limited departmental examination shall be held by the Recruitment Board at such intervals as the Executive Committee may determine from time to time.

(3) The examination shall be in accordance with the syllabus as per Schedule-III appended to these rules.

(4) The Recruitment Board shall prepare and forward to the Executive Committee a list of successful candidates who appeared in the examination in order of merit.

Part - IV

Physical Fitness, Joining, Probation, Training and Confirmation.

Physical Fitness.

13. No candidate shall be appointed to the Service unless he/she is declared, after such medical examination, as the Executive Committee may prescribe to be mentally and physically sound and free from any

likely to interfere with the discharge of his/her duties.

- Joining time for appointment.** (1) A candidate by direct recruitment shall report for duty before the authority on the date specified in the order of appointment.
- (2) Notwithstanding anything contained in sub-rule (1) the appointing authority may on the application of the candidate, if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time as it may deem necessary.
- (3) The appointment of a candidate who fails to assume charge of the post within the time specified in sub-rule (1) or within the further time granted under sub-rule (2) shall stand cancelled.
- Probation.** (1) Every person appointed to the Service by direct recruitment shall be on probation for a period of one year.
- (2) The period of probation, for reasons to be recorded in writing, may be extended by the Executive Committee in the individual case but the total period of probation shall not exceed two years.
- (3) At the end of the period of probation or the extended period of probation, as the case may be, the Executive Committee shall consider the suitability of the person so appointed to hold the post to which he/she was appointed.
- (4) If the Executive Committee decides that the probationer is suitable to hold the post to which he/she was appointed, it shall issue an order declaring him/her to have satisfactorily completed the period of probation and such an order shall have effect from the date of expiry of the period of probation, including extended period, if any, as the case may be.

- (5) The Executive Committee may, at any time during the period of probation, discharge from Service a probationer on account of his/her unsuitability for the Service:

Provided that the grounds for the discharge shall be clearly indicated in his/her discharge order.

Training.

16. A member of the Service shall undergo such training as the Executive Committee may prescribe from time to time in any established training institute within or outside the state.

Confirmation.

17. A probationer who has been declared to have satisfactorily completed the period of probation shall be confirmed in the Service:

Provided that once a member of the Service has been confirmed in the Service, he/she shall not be required to be confirmed in each grade or post of the Service.

Part - V **Miscellaneous.**

Pay.

18. The level of pay matrix admissible as per the Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018 to the members of the Service shall be as follows subject to revision by the Governor from time to time:-

- (i) Senior Administrative Grade: Level 13A of Pay Matrix (corresponding to PB-4 37400-67000+8900 GP pre-revised)
- (ii) Selection Grade: Level 13 of Pay Matrix (corresponding to PB-4 37400-67000+8700 GP pre-revised)
- (iii) Junior Administrative Grade: Level 12 of Pay Matrix (corresponding to PB-3 15600-39100+7600 GP pre-revised)
- (iv) Senior Grade: Level 11 of Pay Matrix (corresponding to PB-3 15600-39100+6600 GP pre-revised)

Junior Grade 'A': Level 10 of Pay Matrix (v)
(corresponding to PB-3 15600-39100+5400
GP pre-revised)

Junior Grade 'A': Level 10 of Pay Matrix
(corresponding to PB-3 15600-39100+5400
GP pre-revised)

Junior Grade 'B': Level 8 of Pay Matrix (vi)
(corresponding to PB-2 9300-34800+
4600 GP pre-revised)

Junior Grade 'B': Level 8 of Pay Matrix
(corresponding to PB-2 9300-34800+
4600 GP pre-revised)

Increment. The first increment due to a member of the Service in the revised pay structure shall accrue on the successful completion of the period of probation.

19. The first increment due to a member of the Service in the revised pay structure shall accrue on the successful completion of the period of probation.

Promotion to Higher Grade. Subject to the provision of sub-rules (2), (3), (4) and (5) below, promotion of the members of the Service to the Senior Grade, Junior Administrative Grade, Selection Grade and Senior Administrative Grade shall be made in consultation with the DPC on the basis of merit with due regard to seniority.

(1) Subject to the provision of sub-rules (2), (3), (4) and (5) below, promotion of the members of the Service to the Senior Grade, Junior Administrative Grade, Selection Grade and Senior Administrative Grade shall be made in consultation with the DPC on the basis of merit with due regard to seniority.

(2) For filling up of vacancies in Senior Grade, members of the Service in the Junior Grade 'A' who have rendered regular service in the Junior Grade 'A' for a minimum period of five years shall be eligible for consideration for promotion.

(2) For filling up of vacancies in Senior Grade, members of the Service in the Junior Grade 'A' who have rendered regular service in the Junior Grade 'A' for a minimum period of five years shall be eligible for consideration for promotion.

(3) For filling up of vacancies in Junior Administrative Grade, members of the Service in the Senior Grade who have rendered regular service in the Senior Grade for a minimum period of five years or with not less than twelve years service counted from the date of entry into Junior Grade 'A' out of which he/she should have rendered regular service at least three years in the Senior Grade shall be eligible for consideration for promotion.

(3) For filling up of vacancies in Junior Administrative Grade, members of the Service in the Senior Grade who have rendered regular service in the Senior Grade for a minimum period of five years or with not less than twelve years service counted from the date of entry into Junior Grade 'A' out of which he/she should have rendered regular service at least three years in the Senior Grade shall be eligible for consideration for promotion.

(4) For filling up of vacancies in Selection Grade, members of the Service in the Junior Administrative Grade who have rendered regular service in the Junior Administrative Grade for a minimum period of five years or with not less than eighteen years service counted from the date of entry into Junior Grade 'A' out of which he/she should have

(4) For filling up of vacancies in Selection Grade, members of the Service in the Junior Administrative Grade who have rendered regular service in the Junior Administrative Grade for a minimum period of five years or with not less than eighteen years service counted from the date of entry into Junior Grade 'A' out of which he/she should have

rendered regular service at least three years in the Junior Administrative Grade shall be eligible for consideration for promotion.

- (5) For filling up of vacancies in Senior Administrative Grade, members of the Service in the Selection Grade who have rendered regular service in the Selection Grade for a minimum period of five years or with not less than twenty three years service counted from the date of entry into Junior Grade 'A' out of which he/she should have rendered regular service at least three years in the Selection Grade shall be eligible for consideration for promotion.

Seniority.

21.

- (1) The seniority inter-se of the members of the Service at its initial constitution shall be as determined by the Executive Committee in accordance with the orders and instructions in force before the commencement of these rules.
- (2) The seniority inter-se of the members of the Service, appointed after the commencement of these rules on the basis of result of competitive examination shall be determined according to the Merit List prepared by the Recruitment Board.
- (3) Where two persons are placed at the same position of the Merit List, the person senior in age shall be senior to the other.
- (4) Where persons are recruited to the same grade by promotion or by direct recruitment on the same date, the person recruited by promotion shall take precedence over the direct recruit person.
- (5) The Executive Committee shall prepare and publish a Seniority list of members of the Service in all grades from time to time and the list so published shall be used for the purpose of consideration for promotion to the next higher grade.

Retirement.

22. A member of the Service shall retire from service on the afternoon of the last date of the month in which he attains the age of 60 years:

Provided that the member of the Service whose date of birth is the 1st day of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

Other provisions

23. Notwithstanding anything contained in these rules, the Executive Committee shall have the right and power to transfer any member of the Service to any post or position which is

(1) Notwithstanding anything contained in these rules, the Executive Committee shall have the right and power to transfer any member of the Service to any post or position 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 framed or adopted by the state government from time to time.

Power of the

Governor to dispense with or relax any rule.

24. Where the Governor is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may in consultation with the Executive Committee, dispense with or relax that rule 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 person shall not be dealt with in any manner less favourable to him than that provided by any of these rules.

Interpretation.

25. If any question arises relating to the interpretation of these rules, it shall be referred to the Governor whose decision thereon shall be final.

Repeal and

Saving.

26. All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

SCHEDULE - I
{See Rule 6 (1)}

**AUTHORISED PERMANENT STRENGTH OF THE
 MARA AUTONOMOUS DISTRICT COUNCIL GENERAL SERVICE**

I. SENIOR ADMINISTRATIVE GRADE

1. Executive Secretary
2. Secretary to the District Council

-	1
-	1
Total	2

II. SELECTION GRADE

1. Art & Culture Promotion Officer
2. Planning & Development Officer
3. Senior Education Officer
4. Senior Local Administration Officer
5. Senior Revenue & Settlement Officer

-	1
-	1
-	1
-	1
-	1
Total	5

III. JUNIOR ADMINISTRATIVE GRADE

1. Deputy Secretary (GAD)
2. Deputy Secretary to the District Council
3. Deputy Secretary (Finance) cum Controller of Accounts
4. Deputy Secretary (DPAR & P)
5. Divisional Administrative Officer (Tipa)
6. Rural Development Officer
7. Secretary (Board of School Education)

-	1
-	1
-	1
-	1
-	1
-	1
-	1
Total	7

IV. SENIOR GRADE

1. Assistant Art & Culture Promotion Officer
2. Circle Administrative Officer
3. Controller of Examinations
4. Education Officer
5. Industries Development Officer
6. Local Administration Officer
7. Planning Officer
8. Revenue & Settlement Officer
9. Road Transport Officer
10. Sports & Youth Officer
11. Under Secretary (GAD)
12. Under Secretary to the District Council
13. Under Secretary (DPAR & P)

-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
-	1
Total	13

V. JUNIOR GRADE 'A'

1. Academic Officer	-	1
2. Adult Education Officer	-	1
3. Assistant Education Officer (M/S)	-	1
4. Assistant Education Officer (P/S)	-	1
5. Assistant Industries Development Officer	-	1
6. Assistant Local Administration Officer	-	1
7. Assistant Planning Officer	-	1
8. Assistant Rural Development Officer	-	1
9. Committee Officer	-	1
10. Editor of Debate	-	1
11. Information & Publicity Officer	-	1
12. Liaison Officer	-	1
13. Research Officer (A & C)	-	1
14. Research Officer (Planning)	-	1
15. Revenue Officer	-	3
16. Sanitation Officer	-	1
17. Sports Promotion Officer	-	1
18. Social Welfare Officer	-	1
Total		20

VI. JUNIOR GRADE 'B'

1. Assistant Research Officer (A & C)	-	1
2. Assistant Research Officer (Planning)	-	1
3. Assistant Revenue Officer	-	5
4. Assistant Sanitation Officer	-	3
5. Assistant Social Welfare Officer	-	1
6. Assistant Sports Promotion Officer	-	1
7. Assistant Urban Development Officer	-	1
8. Circle Adult Education Officer	-	1
9. Circle Education Officer	-	5
10. Industries Extension Officer	-	1
Total		20

The total effective strength of the Service — 67

39
41

SCHEDULE - II
{See Rule 11 (2)}

**SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT
RECRUITMENT TO THE MARA AUTONOMOUS DISTRICT COUNCIL
GENERAL SERVICE**

The competitive examination for direct recruitment to the Mara Autonomous District Council General Service shall consist of a written examination and an interview test. The competitive examination shall be conducted by the Mara Autonomous District Council Recruitment Board in accordance with the following syllabus:

I. Paper - I	ENGLISH	- 100 marks
(i) <i>Comprehension of given passages.</i>	-	15 marks
(ii) <i>Usage and Vocabulary.</i>	-	10 marks
(iii) <i>Grammar.</i>	-	35 marks
(iv) <i>Precis Writing.</i>	-	15 marks
(v) <i>Essay Writing.</i>	-	25 marks
II. Paper - II	MARA	- 100 marks
(i) <i>Grammar, etc.</i>	-	25 marks
(ii) <i>History and Culture of Maras.</i>	-	20 marks
(iii) <i>Political History and Development of the Mara - Autonomous District Council.</i>	-	20 marks
(iv) <i>Advent and works of Christian Missionaries in Maraland.</i>	-	20 marks
(v) <i>Essay Writing.</i>	-	15 marks

Note: The Candidates will have to answer the Mara paper in Mara language except where translation is involved.

GENERAL STUDIES Paper - III 100 marks

GENERAL STUDIES - I - 100 marks

1. History of Modern India. - 40 marks

The History of Modern India will cover history of the country from about the middle of nineteenth century and would also include questions on important personalities who shaped the freedom movement and social reforms.

2. Geography of India. - 20 marks

(i) Physical - Physiography of India, Climate of India.

(ii) Resources - Soils of India, Natural Vegetation, Mineral Resources, Energy Resources.

(iii) Agriculture and Industries.

(iv) Transport and Communications.

(v) Demography - Growth, distribution and density of population, demographic characteristics.

(vi) Regional Planning and Development.

3. Simple statistical analysis, graphs and diagrams. - 15 marks

4. Current events of national and international importance. - 25 marks

GENERAL STUDIES Paper - IV 100 marks

GENERAL STUDIES - II - 100 marks

1. Constitution of India and Indian Polity. - 60 marks

(i) Salient features of the Indian Constitution.

(ii) Fundamental Rights, Directive Principles of State Policy and Fundamental Duties.

- (iii) Union - Executive, Legislature and Judiciary.
- (iv) State - Executive, Legislature and Judiciary.
- (v) Centre-State Relations.
- (vi) Emergency Provisions.
- (vii) Amendment of the Constitution.
- (viii) Services under the Union and the States.
- (ix) Panchayati Raj and Urban Local Governments.
- (x) Constitutional Bodies - Election Commission, Union Public Service Commission, Finance Commission, National Commission for Scheduled Castes and Scheduled Tribes, Comptroller and Auditor General of India, Attorney General and Solicitor General of India.
- (xi) Non-Constitutional Bodies - National Human Rights Commission, Central Vigilance Commission, Lokpal and Lokayuktas.
- (xii) Sixth Schedule to the Constitution of India.

2. Indian Economy.

30 marks

- (i) Salient features of Indian Economy.
- (ii) Economic Planning in India - History of Planning in India, Method of Plan formulation, Role, composition and functions of NITI Aayog and National Development Council.

(iii) *Budgetary Process in India - Formulation of Budget, Enactment of Budget, Execution of Budget, Parliamentary Control of Public expenditure, Role of Finance Ministry in monetary and fiscal area.*

(iv) *Reserve Bank of India - World Bank, International Monetary Fund (IMF), World Trade Organisation (WTO).*

(v) *Economic Reforms - Globalization, Liberalization Privatization and Disinvestment.*

(vi) *Development, Poverty Alleviation and Employment Generation Programmes in India.*

3. ^{10 marks} *The role and impact of Science and Technology in the development of India.*

- 10 marks

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SCHEDULE - III**{See Rule 13 (3)}****SYLLABUS FOR THE MARA AUTONOMOUS DISTRICT COUNCIL
GENERAL SERVICE****DEPARTMENTAL EXAMINATION****ENGLISH I. Paper - I ENGLISH - 100 marks**

- | | | | |
|-------|---|---|----------|
| (i) | <i>Comprehension of given passages.</i> | - | 15 marks |
| (ii) | <i>Usage and Vocabulary.</i> | - | 10 marks |
| (iii) | <i>Grammar.</i> | - | 35 marks |
| (iv) | <i>Precis Writing.</i> | - | 15 marks |
| (v) | <i>Essay Writing.</i> | - | 25 marks |

II. Paper - II - 100 marks

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|----|--|---|----------|
| 1. | Constitution of India. | - | 60 marks |
| | (i) <i>Salient features of the Indian Constitution.</i> | | |
| | (ii) <i>Fundamental Rights.</i> | | |
| | (iii) <i>Directive Principles of State Policy.</i> | | |
| | (iv) <i>Union - Executive, Legislature and Judiciary.</i> | | |
| | (v) <i>State - Executive, Legislature and Judiciary.</i> | | |
| | (vi) <i>Centre - State Relations.</i> | | |
| | (vii) <i>Services under the Union and the States.</i> | | |
| | (viii) <i>Administrative Tribunal.</i> | | |
| 2. | Sixth Schedule to the Constitution of India. | - | 20 marks |
| 3. | The Mara Autonomous District Council (Constitution, Conduct of Business, etc) Rules, 2002 as amended upto date. | - | 20 marks |

III. Paper – III**– 100 marks****1. Revenue Law.****– 50 marks**

- (i) *The Mara Autonomous District Council (Agricultural Land Settlement) Act, 2011.*
- (ii) *The Mara Autonomous District Council (Non-Agricultural Land Settlement) Act, 2011.*
- (iii) *The Mara Autonomous District Council (Trading) Regulation, 2012.*
- (iv) *The Mara Autonomous District Council (Taxes and Rent on Buildings) Regulations, 2013.*
- (v) *Law on Land Acquisition in India.*

2. Other Laws.**– 50 marks**

- (i) *The Mara Autonomous District Council (Village Council) Act, 1974 as amended upto date.*
- (ii) *The Mara Autonomous District Council (Election to Village Councils) Rules, 2014 as amended upto date.*
- (iii) *The Mara Autonomous District Council (Public Health and Sanitation) Rules, 2012.*
- (iv) *The Mara Autonomous District Council (Transaction of Business) Rules, 2011.*

IV. Paper – IV**– 100 marks**

- 1. *The Mizoram Autonomous District Council Fund– Rules, 2018.* **– 15 marks**
- 2. *General Financial Rules, 1963.* **– 30 marks**

- (i) Chapter - 2 (General System of Financial Management and Control).
- (ii) Chapter - 3 (Revenue and Receipts).
- (iii) Chapter - 4 (Powers of Sanction).
- (iv) Chapter - 5 (Budget, Grants and Appropriations).

3. Central Civil Services (Classification, Control and Appeal) Rules, 1965. 25 marks

CHAPTER - I

- (i) Part IV - Rule 10 (Suspension).
- (ii) Part V - Rule 11 (Penalties and Disciplinary Authorities).
- (iii) Part VI - Rule 14 (Procedure for imposing major penalties).
- (iv) Part VI - Rule 16 (Procedure for imposing minor penalties).
- (v) Part VI - Rule 18 (Common proceedings).

4. Fundamental Rules and Supplementary Rules. 30 marks

Part - I

- (i) Chapter II - (Definitions).
- (ii) Chapter III - (General Conditions of Service).
- (iii) Chapter IV - (Pay).
- (iv) Chapter V - (Additions to Pay).
- (v) Chapter VIII - (Dismissal, Removal and Suspension).

(Signature)
BEIROKHU BEITA