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NOTIFICATION

No. A.12018/80/2011-P&AR(GSW), the 31st January, 2012. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following rules regulating the method of recruitment to the post(s) of Data Entry Operator in various offices under the Government of Mizoram, namely :-

1. *Short Title and Commencement*
 - (1) These Rules may be called the Mizoram Data Entry Operator (Group 'C' posts) Recruitment Rules, 2011.
 - (2) They shall come into force from the date of their publication in the Official Gazette.
2. *Application*

These rules shall apply to the post(s) specified in Column 1 of the Annexure-I annexed to these rules.
3. *Number of posts, classification, pay band and grade pay/pay scale*

The number of the said post(s), their classification, Pay Band and Grade pay/pay scale attached thereto shall be as specified in columns (2) to (4) of the aforesaid Annexure-I.
4. *Method of recruitment, age limit, qualifications, etc-*

The method of recruitment, age limit, qualification and other matters relating to the said post(s) shall be as specified in columns (5) to (14) of the said Annexure-I.

Provided that the upper age limit prescribed for direct recruit 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 the Government of Mizoram from time to time.

5. *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 other person, shall be eligible for appointment to the said post;

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 grounds for doing so, exempt any person from the operation of this rule.

6. *Training and Departmental Examination.*

Every Government servant recruited under these rules shall undergo such training or pass such Departmental Examination as may be prescribed from time to time.

7. *Powers to transfer*

Notwithstanding anything contained in these rules, the Governor of Mizoram, in public interest, shall have the right and power to transfer any officer so recruited under these rules to any other post or position which is equivalent in rank or grade.

8. *Power to relax*

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

9. *Reservation and other concessions*

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes/the Scheduled Tribes and other categories of persons in accordance with the orders issued by the Central Government or the Government of Mizoram from time to time in this regard.

10. *Repeal and Savings*

All rules pertaining to these posts, if framed by various departments in the Government of Mizoram and are in force, shall stand repealed from the date of commencement of these Rules;

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

By orders, etc.

C. Zothankhumi,

Joint Secretary to the Govt. of Mizoram,
Department of Personnel & Administrative Reforms.

ANNEXURE - I
(See Rule 2, 3 and 4)

**RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR UNDER THE
GOVERNMENT OF MIZORAM**

Name of post	No. of post	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection post or Non-selection post
1	2	3	4	5
1. Data Entry Operator	As sanctioned from time to time	General State Service (Group 'C' or Class III post) (Non-Gazetted) (Non-Ministerial)	PB-1 ₹ 5200-20200 + Grade Pay ₹ 2800/-PM	Not applicable

Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9	10
Not applicable	Between 18-35 years, Upper age limit is relaxable upto 5 years in case of SC/ST	<p>Essential :</p> <ol style="list-style-type: none"> HSSLC with Govt. approved six months Certificate in Computer Application (CCA) or equivalent qualification from recognized Institutes with computer typing speed of 30 words per minutes. Working knowledge of Mizo language at least Middle School standard. <p>Desirable :</p> <p>Knowledge of computer hardware maintenance and operation, Operating System for Windows, Basic internet/internet technologies, office automation software like Word processing, spreadsheet, PowerPoint presentation and Database.</p>	Not applicable	Two years for direct recruits

Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of posts to be filled by various methods	In case of recruitment by promotion/transfer/deputation, grades from which promotion/deputation/transfer is to be made	If a DPC exist, what is its composition ?	Circumstances in which MPSC is to be consulted in making recruitment
11	12	13	14
100% by direct recruitment	Not applicable	Secretary of the Department concerned- Chairman Head of Department concerned - Member Secretary Representative of DP&AR not below the rank of Under Secretary-Member Or As constituted by the Government from time to time	Exempted from the purview of Mizoram Public Service Commission