

No.A.12026/2/2019 - ATI  
GOVERNMENT OF MIZORAM  
ADMINISTRATIVE TRAINING INSTITUTE  
MIZORAM : AIZAWL

Aizawl, the 5<sup>th</sup> of March, 2020.

## ADVERTISEMENT

Applications are invited for filling up of 1(One) post of Upper Division Clerk (UDC) in the Level - 06 of the Pay Matrix through Limited Departmental Examination (LDE) for the Administrative Training Institute, Mizoram.

All the Lower Division Clerks (LDC's) under Administrative Training Institute who had completed 5(Five) years regular service may submit their application (to be obtained from the office of the undersigned) along with an exam fee of ₹300/- (₹150/- for SC/ST), 2(Two) copies of passport sized photo and Bio-data indicating Name, Father's Name, Date of Birth, Date of Entry into present grade through proper channel on or before 20.03.2020.

The date of examination and Syllabus are as follows:-

Date of Examination	Subjects	Duration & Marks
20.04.2020 (Monday)	<b>Paper-I English : (Full Marks-100, Pass Marks:35)</b>	<b>10:00AM - 1:00PM</b>
	1) Précis Writing	15 Marks
	2) Drafting	20 Marks
	3) Essay	30 Marks
	4) English Grammar	15 Marks
	5) Mizo Translation	20 Marks
21.04.2020 (Tuesday)	<b>Paper-II : (Full Marks-100, Pass Marks:35)</b>	<b>10:00AM - 1:00PM</b>
	1) Central Secretariat Manual of Office Procedure	60 Marks
	2) FR&SR Part II(Travelling Allowances Chapter II&III)	40 Marks
22.03.2020 (Wednesday)	<b>Paper-III : (Full Marks-100, Pass Marks:35)</b>	<b>10:00AM - 1:00PM</b>
	1) FR 9 and 56, and SR 197-203	80 Marks
	2) CCS(Joining Time Rules) 1979 Ref. Appendix-10 of Supplementary Rules	20 Marks
23.04.2020 (Thursday)	<b>Paper-IV : (Full Marks-100, Pass Marks:35)</b>	<b>10:00AM - 1:00PM</b>
	1) CCS(Conduct) Rules, 1964	60 Marks
	2) CCS (General Provident Fund Rules), 1960	40 Marks
24.04.2020 (Friday)	<b>Paper-V : (Full Marks-100, Pass Marks:35)</b>	<b>10:00AM - 1:00PM</b>
	1) CCS(Leave) Rules, 1972	60 Marks
	2) LTC Rules	20 Marks
	3) CCS(Medical Attendance) Rules, 1944	20 Marks


**NB :- A candidate who does not appear in the examination in one or more of the papers shall be declared as disqualified.**

**Sd/- Kesavan R, IAS  
Director  
Administrative Training Institute  
Mizoram : Aizawl**

**Memo No. A.12026/2/2019 - ATI : Aizawl, the 5<sup>th</sup> of March, 2020.**

**Copy to :-**

- 1) Under Secretary to the Govt. of Mizoram, DP&AR(ARW)/Trg. for information.
- 2) Notice Board.
- 3) Guard File No.5.

  
Director  
Administrative Training Institute  
Mizoram : Aizawl