

**No.A.12024/12/2024-MPSC(DR-II)**  
**MIZORAM PUBLIC SERVICE COMMISSION**  
**Mizoram New Capital Complex, Aizawl**

*Dated Aizawl, the 25<sup>th</sup> February, 2025*

**Advertisement (Non-Gazetted Post) No. 12 of 2024 – 2025**

The under mentioned vacant posts can be applied online on the Mizoram Public Service Commission's online portal <https://mpsconline.mizoram.gov.in> till **26/03/2025**.

1. **Name of Examination :** Combined UDC Examination, 2025
2. **Name of Post :** Upper Division Clerks
3. **Classification :** Group 'B' (Non-Gazetted)
4. **No. of Posts :** 53 (Fifty Three) (51+1 PWD+ 1 Ex-Servicemen)
5. **Pay :** Level 6 in the Pay Matrix

Sl.No.	Name of Department	No. of Posts	Reservation
1	Agriculture & Farmers Welfare	4	Nil
2	DC Khawzawl-GAD	2	Nil
3	DC Kolasib-GAD	2	Nil
4	Dte. of Geology and Mining-Commerce & Industries	1	Nil
5	Dte. of Stamps & Registration-Land Revenue & Settlement	2	Nil
6	Dte. of W&CD-Social Welfare, Tribal Affairs Women & Child Development	4	Nil
7	Irrigation & Water Resources	5	Nil
8	Local Administration	2	Nil
9	Power & Electricity	15 (14+1)	<i>Blindness, Low Vision - 1 (Physical requirement-Sitting, Walking, Hearing, Reading &amp; Writing, Communication)</i>
10	Public Works Department	16 (15+1)	<i>Ex-servicemen - 1</i>
	Total	<b>53</b>	

***Candidates shortlisted for screening of documents shall mandatorily indicate option for Posts/Departments at the time of submission of documents. Option once exercised shall be final.***

**6. Eligibility criteria:**

**i) Educational Qualification:**

Bachelor's Degree from recognised University.

*Note 1: Candidates whose final examination for a degree of recognizes University has been held and results are yet to be declared in due course may be allowed to appear in the written examination. All candidates who are declared qualified in the written examination will be required to produce proof of passing the requisite examination on or before the date of personal interview.*

*Note 2: In exceptional case, the Mizoram Public Service Commission or the Department conducting the examination may treat a candidate who does not have any of the foregoing*

*qualification as a qualified candidate provided that he/she has passed examination conducted by other institution the standard of which in the opinion of the Mizoram Public Service Commission or the Department justifies his/her admission to the examination.*

**ii) Age Limit:**

A candidate must not be less than 18 years and not more than 35 years of age on the last date of application. Upper age limit relaxation will be as per Notification No.A-12011/1/2019-P&AR(GSW) dt.3.6.2019 (published in the Mizoram Gazette Extraordinary, Issue No. 375 dt.10.6.2019) as amended from time to time. For age proof, HSLC/HSSLC Certificates which clearly shows the candidate's date of birth shall be accepted. In the absence of date of birth in such certificates, the relevant documents issued by the competent authority may be accepted.

**iii) Mizo Language Proficiency:**

A candidate must achieve a minimum score in the qualifying test of Mizo Language Proficiency as prescribed by the Government from time to time. However, a candidate who studied Mizo subject in Class-X standard(HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying test paper(Reference: the Mizoram Gazette Notification vide No.A-11019/1/2021-P&AR(GSW) dt.09.04.2024 issue No.247).

**iv) Computer Proficiency:**

Computer Proficiency as prescribed by the Mizoram Group 'A', 'B' and 'C' posts Service/Recruitment (Amendment) Rules, 2023 notified vide No. A.12018/31/2020-P&AR (GSW) dated 10.03.2023. (Details can be seen on MPSC website). ***Documentary support for computer proficiency should not be dated later than the last date for submission of application.***

**7. Disqualification:**

- (i) Canvassing by a candidate directly or indirectly will disqualify his/her candidature.
- (ii) Particulars/Details to be mentioned in the application should be completely and correctly stated. Any application not specifying the required information of a concerned candidate shall be liable to be rejected.
- (iii) Any candidate who, on verification at any stage of the recruitment process, does not fulfil any of the eligibility conditions will be disqualified.

**8. Expulsion of Candidate:**

- (i) Where a candidate is found guilty of misconduct or malpractice or any offence he shall be expelled and shall not be allowed to continue the examination. In such cases, the Centre Superintendent shall submit a report in the prescribed form to the Controller, stating in full the facts and situation accompanied by the evidence against the candidate in a sealed cover.
- (ii) When a candidate is suspected of using unfair means during the Examination by the Centre Superintendent but lacking in proof of the candidate's misdeeds to warrant expulsion, the Centre Superintendent may allow him/her to continue the examination. However, the Centre Superintendent has to make a special report enclosing the answer book and any other incriminating documents, if any, in a sealed cover to the Controller, clearly indicating in red ink the portions wherein unfair means is suspected to have been practised.
- (iii) Any candidate threatening or intimidating any Invigilator will be expelled from the examination hall/room immediately and the matter will be reported to the Controller as well as the local police.
- (iv) In the event of any contingencies arising which may call for immediate action, action will be taken on the candidate under The Mizoram Prevention of Malpractices at Examination Act, 1990 and further action will also be taken under BNSS, 2023.

**9. Debarment:**

Candidate(s) charged under Guidelines Para 29 (i) or (ii) or (iii) of MPSC(Conduct of Examination) Guidelines, 2023 and found guilty may be debarred from appearing in any examinations/recruitment conducted by the Mizoram Public Service Commission. The Commission will maintain a record of this and the same shall be sent to Union Public Service Commission as well as other State Public Service Commissions. Candidate(s) debarred by the Union Public Service Commission and other State Public Service Commissions shall automatically be debarred by the Mizoram Public Service Commission.

10. Government servants will have to apply through proper channel.
11. **Syllabus** for the examination is available for download on the Commission's official website <https://tinyurl.com/Combined-UDC-Exam-2025> and is appended in this advertisement.
12. Any pertinent information regarding this advertisement will be published on the Commission's official website.

*In case of queries/clarification regarding their applications, candidature, etc. candidates may contact MPSC's Helpline No. 0389-3596493 on working days between 10:00 AM - 3:00 PM.*

**Sd/-Dr.H.LIANZELA**

Secretary

Mizoram Public Service Commission

Dated Aizawl, the 25<sup>th</sup> February, 2025

**Memo.No.A.12024/12/2024-MPSC(DR-II)**

Copy to:-

1. Sr.PPS to Chairman, Mizoram Public Service Commission, Aizawl.
2. PPS/PS to Members, Mizoram Public Service Commission, Aizawl.
3. PS to Secretary, Mizoram Public Service Commission, Aizawl.
4. The Secretaries to the Govt. of Mizoram, A&FW, GAD, C&I, LR&S, SWTAW&CD, I&WR, LAD, PWD and H&FW Departments with reference to the letter Nos: No.A.12011/1/2024-P&AR(GSW) dt. 30.01.2025; No.A.32014/11/2024-P&AR(GSW) dt. 30.10.2024; No.A.12011/5/2020-GAD(DC-K) dt. 25.07.2024; No.A.12011/5/2020-GAD(DC-K) dt. 25/07/2024; No.B.12031/3/2024-C&I(GM) dt. 25.11.2024; No.A32014/13/2023-REV dt. 01.08.2024; No.A.11013/67/2023-SWD dt. 17.09.2024; No.A.12011/1/2024-P&AR(GSW) dt. 20.12.2024; No.A.32013/4/2023-P&AR(GSW) dt. 25.09.2024; No.A.12026/37/2024-P&E dt. 05.08.2024 and No.A.12011/1/2024-P&AR(GSW) dt. 25.09.2024. respectively.
5. All Administrative Departments, Govt. of Mizoram.
6. All Heads of Departments, Govt. of Mizoram.
7. Deputy Commissioners, Aizawl / Lunglei / Siaha / Champhai / Kolasib / Serchhip / Lawngtlai / Mamit / Saitual / Khawzawl / Hnahthial with two spare copies each. One copy should be displayed in the Notice Board.
8. Resident Commissioner / Additional / Joint / Deputy / Asst. Resident Commissioners, Mizoram Houses – New Delhi / Kolkata / Mumbai / Guwahati / Shillong / Silchar / Bengaluru with two spare copies each for display in the Notice Board of Mizoram Houses.
9. District Employment Officer, Aizawl, Lunglei, Siaha, Champhai, Kolasib, Serchhip, Lawngtlai and Mamit with two spare copies each for display in the Notice Board.
10. All Officers, Mizoram Public Service Commission.
11. All Sections, Mizoram Public Service Commission.
12. Confidential Cell, Mizoram Public Service Commission, with 2 spare copies.
13. I.T. Cell, Mizoram Public Service Commission for uploading on the website.
14. Notice Board.
15. Guard File.

(VANLALTANPUIA)

Joint Controller of Examinations  
Mizoram Public Service Commission

**SCHEDULE – II**

[see regulation 7 (2)]

**SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO UPPER DIVISION CLERK GRADE**

Paper	Subject	Marks	Duration
Paper-I	<b>PART A</b>		3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General Knowledge(50 questions)	100	
	General English (25 questions)	50	
	<b>PART B</b>		
	Précis writing	10	
	Essay writing	20	
	English Comprehension	20	
	<b>Total</b>	<b>200</b>	
Paper-II	Basic Computer Knowledge(35 questions)	70	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic(30 questions)	60	
	General Intelligence & Reasoning(35 questions)	70	
	<b>Total</b>	<b>200</b>	
	<b>Grand Total</b>	<b>400</b>	

**Notes:**

- 1) Questions shall be set and answered in English only and of multiple choice questions pattern only except in Part B of Paper I, each question will carry two marks. The candidates shall be given probable answers atleast four wherein the candidate has to choose one correct answer for every objective type question.
- 2) Questions will be set in tune with the level of educational qualifications prescribed in the service rules and the same shall be higher than that of the questions for direct recruitment to Lower Division Clerk Grade.
- 3) A brief description of the syllabus for direct recruitment to Upper Division Clerk Grade is as follows:

**Paper-I**

**General Knowledge:** Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

**General English:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc.

**English Comprehension:** There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

**Paper-II**

**Basic Computer knowledge:** Introduction to Computers, introduction to Graphical user interface based Operating System, elements of Word Processing, Spreadsheets, Power point presentations, Computer communication and internet, world wide web and web browser, communication and collaboration.

**Simple Arithmetic:** Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

