No.A.11016/2/2019-GAD (SEC) GOVERNMENT OF MIZORAM GENERAL ADMINISTRATION DEPARTMENT

CIRCULAR

Aizawl, the 10th September, 2024

Applications are hereby re-invited for appointment to the post of **Deputy Secretary, State Election Commission, to be filled up by deputation basis** for an initial period of 2 (two) years. The number of post, pay level and eligibility conditions for deputation as per provisions of the Mizoram State Election Commission (Group 'A' posts) Recruitment Rules, 2018 are mentioned below:-

Name of Post	Pay Level in the Pay Matrix	No. of	Eligibility Conditions
		posts	
Deputy Secretary, State Election Commission	Level – 12 (Rs. 78800 – 175200)	1 (one)	By deputation from IAS/MCS Officers holding analogous posts under the Central/State Government with experiences in electoral management, OR From MCS Officers in Senior Grade with 5 years' regular service in the grade with experiences in electoral management.

As per the provisions of para 9 of Government O.M No.A.12011/2/2019-P&AR(GSW) dt.09.01.2020, the upper age limit for appointment by deputation shall not be exceeding 56 (fifty six) years as on the closing date of receipt of applications.

Application forms as per prescribed proforma (copy at Annexure) duly filled up for the above post can be submitted to the Under Secretary, General Administration Department, Room No.136, 1st Floor, Mizoram Secretariat Building No.1, MINECO, Khatla, Aizawl, extend the period for submission of willingness **on or before 18th September, 2024** through the respective Administrative Department / Cadre Controlling Authority.

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Sd/- VANLALDINA FANAI

Commissioner & Secretary to the Govt. of Mizoram General Administration Department

Memo No.A.11016/2/2019-GAD (SEC) : Aizawl, the $10^{\rm th}$ September, 2024 Copy to:-

- 1. P.S to Chief Minister, Mizoram.
- 2. Sr. P.P.S to Chief Secretary, Govt. of Mizoram.
- 3. All Administrative Departments.
- 4. All Heads of Departments.
- 5. Web Manager, GAD.
- 6. Guard File

(LALDINFELI)

Under Secretary to the Govt. of Mizoram General Administration Department

Annexure

COMMON APPLICATION FORM FOR APPOINTMENT BY DEPUTATION (INCLUDING SHORT TERM CONTRACT/FOREIGN SERVICE/ABSORPTION)

1	Name of applicant		nt	
	(in capital letters)			
2	Date of birth			
	(enclose self-attested copy of supporting			
	document)			
3	Address for correspondence including			
	contact number			
4	Name of post applied for			
5	Designation of present post held			
6	Name of service/department			
7	Present scale of pay/level in the pay matrix			
8	Date of joining the present grade/post on			
	regular basis			
9	Educational	_		
	,		sted copy of certificates)	
			ther or not the educational	
	and other qualifications / experience prescribed for the post in the vacancy circular are satisfied by the applicant			
10	O Qualifications/Experience required		Experience required	Qualifications/experience possessed
				by the official
		i)		
	Essential	ii)		
		iii)		
		,		
	Desirable	i)		
		ii)		

11	Nature of present em	ployment (i.e			
	permanent/regular of	rmanent/regular or ad hoc or temporary,			
	contract, etc.)				
12	Please state whether the substantive				
	employment is under	any of the followi	ng		
	employer:				
	(a) Central Govern	nment			
	(b) State Governm	ent			
	(c) Universities				
	(d) Autonomous C	rganizations			
	(e) Government U	ndertaking			
	(f) Others				
13	Any additional inform	ation which you			
	would like to mention	in support of you	ır		
	suitability for the post.				
	(This may, among oth	er things, include	e (i)		
	additional academic of	qualifications (ii)			
	professional training	(iii) work experien	ce		
	etc. Separate sheet m	ay be enclosed if			
	necessary)				
14	Whether penalty, if a	ny, was imposed o	on		
	the applicant during	a period of 5 years	S		
	preceding the last dat	te of submission o	of		
	application? If any, en	nclose a copy of th	ne		
	order of imposition of				
		Disciplinary Authority.			
15	Details of post(s) held	ost(s) held in chronological order (enclose s			rate sheet, if necessary)
S1.	Name of post held	Dui	ation		Nature of duties
No.					
		From		То	

The information furnished is / are correct to the best of knowledge and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or misrepresented at a later stage, my selection is liable to be cancelled with the approval of Competent Authority.
Date:
Name & signature of applicant
CERTIFICATE OF THE ADMINISTRATIVE DEPARTMENT/CADRE CONTROLLING AUTHORITY
Certified that the particulars furnished by the officer are correct as per the service records and the department has no objection for the officer on deputation (including short term contract/deputation on foreign service/absorption) (Please select the appropriate one).
Date:
Signature of an officer not below the rank of Under Secretary in the Cadre Controlling Authority