

**No. A.12031/1/2000-SAE/Pt**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Secretariat Administration Wing**

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**ADVERTISEMENT NO. 2 OF 2024 – 2025**

**Dated Aizawl, the 25<sup>th</sup> July, 2024.**

General Administration Department, Secretariat Administration Wing hnuai LDC (Provisional Employee) post 9 (pakua) lak ani dawn a, dil theite chu a hnuai mi ang hi a ni.

1. Hna hming : LDC (Provisional Employee)
2. Hnaruak zat : Post 9 ( pakua) 7 ( Unreserved) 2 ( Reserved for PwD, with one post each for category – i) Blindness and Low vision ii) Deaf and hard of hearing.
3. Hlawhbi : Rs. 16,920/- (monthly remuneration)
4. Kum bithliah : 18 to 37 years. SC/ST tan kum 5 ngaihnhathiam theih ani ang. PwD candidate tan kum 10 thleng ngaihnhathiam theih ani.
5. Thiamna ngaite :
  1. HSSLC from recognized Institution.
  2. Diploma in Computer Application/Certificate in Computer Application from Institution recognized by MSCTE.
  3. Typing speed of 30 words per minute.
  4. Language Proficiency Test. MBSE hnuai a HSLC a Mizo subject zir leh Mizoram pawn a MIL subject a Mizo la te chu ngaihnhathiam an ni ang.
6. Application Fee : 1.Rs. 150/- for ST/SC/OBC category and Rs. 200/- for General Category.

Dilna Form hi General Administration Department, Secretariat Administration Wing Office, MINECO, Aizawlah Office hunchhungin lak theih ani a. Department website - [sad.mizoram.gov.in](http://sad.mizoram.gov.in) ah te download theih a ni bawk.

Application Form GAD, SAW (E) atanga la chhuak leh Department website atanga lo download te tan pawh ni **30.08.2024** tlai dar **03:00 p.m** ral hma-in Under Secretary, GAD, SAW (E) Mizoram Secretariat Building No.-1 Room No.051 (Basement-I)-ah chauh theih tur a ni. Dilna theih rual hian Exam Fee pek nghal tur a ni. Exam Fee pekna Receipt hmang hian Admit card pek chhuah leh tur a ni a, receipt tibo te hnenah Admit card pek chhuah theih a ni lovang.

**Sd/- ALAN LALTHANZARA**  
Deputy Secretary to the Govt. of Mizoram  
General Administration Department  
(Secretariat Administration Wing)


**Memo No. 12031/1/2024 - SAE**

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**Dated Aizawl, the 25<sup>th</sup> July, 2024.**

Copy to:-

1. P.S to Chief Minister for information and necessary action.
2. P.S to All members of Legislative Assembly for information.
3. P.S to Commr. & Secretary, GAD for information and necessary action.
4. Website Manager, GAD, SAW for uploading in the Department Website.
5. File concerned.
6. Guard File.

  
Under Secretary to the Govt. of Mizoram  
General Administration Department  
Secretariat Administration Wing

**APPLICATION FORM FOR THE POST OF LDC (P.E)  
UNDER GENERAL ADMINISTRATION DEPARTMENT,  
SECRETARIAT ADMINISTRATION WING**

Passport size  
photo 2  
copies to be  
affixed

1. Name of Service/Post : \_\_\_\_\_
2. Name of Department : \_\_\_\_\_
3. Name of candidate : \_\_\_\_\_  
*(in capital letters)*
4. Father's/Mother's Name : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. a) Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_
- b) Phone Number : \_\_\_\_\_
7. Date of Birth (*attached self Photocopy of Birth Certificate or HSLC or Aadhar*) : \_\_\_\_\_
8. Sex (*Male or Female*) : \_\_\_\_\_
9. Community i.e SC/ST/OBC : \_\_\_\_\_  
*(attach self attested photocopy of the supporting document)*
10. Education and other qualification : 1. \_\_\_\_\_  
as prescribed in the advertisement 2. \_\_\_\_\_  
*(attach self attested photocopy of the supporting document)* 3. \_\_\_\_\_  
4. \_\_\_\_\_
11. Experience, if any (*attach self attested photocopy of the supporting document*) : \_\_\_\_\_
12. Whether the candidate possessed working knowledge of Mizo language at least Middle School standard? : YES / NO
13. Indicate the list of self attested Documents enclosed with the application (*i.e Educational Certificate, ST Certificate, Birth Certificate etc*) : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_
14. If Person with Disability (*attach self attested photocopy of the supporting document*) : YES/NO

**( Dilna diklo leh fello a awm a nih chuan keiman a mawh ka phur ang)**

*( I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true., I will have to face the punishment as per law. Also, all the benefit availed by me shall be summarily withdrawn)*

I rintlak,

Date : \_\_\_\_\_ Signature : ( \_\_\_\_\_ )

Place: \_\_\_\_\_ Hming : ( \_\_\_\_\_ )

**Note :** *He hna diltute hi kum 18 aia naupang lo leh form thehluh ni hnukung bera kum 37 aia upa lo an ni tur ani. Scheduled Tribe/Scheduled Caste tan kum 42 thleng nghaihnhathiam theih ani. Dilna hi Under Secretary, GAD, SAW (E) Mizoram Secretariat Building No.-1 Room No.051 (Basement-I) ah chauh thehluh tur a ni. Dilna thehluh rual hian Exam Fee pek nghal tur a ni. Exam Fee pekna Receipt hmang hian Admit card pek chhuah leh tur a ni a, receipt tibo te hnenah Admit card pek chhuah theih a ni lovang.*

## SYLLABUS

Paper	Subject	Marks
Paper – I	<b><u>PART 'A'</u></b>	
	General Knowledge	100
	General English	50
	<b><u>PART 'B'</u></b>	
	Essay Writing	20
	English Comprehension	30
	<b>Total</b>	<b>200</b>
Paper – II	Computer Knowledge	100
	Simple Arithmetic	50
	General Intelligence & Reasoning	50
	<b>Total</b>	<b>200</b>
	<b>Grand Total</b>	<b>400</b>