

No. B. 13016/2/12 - RD (MGNREGS)  
GOVERNMENT OF MIZORAM  
RURAL DEVELOPMENT DEPARTMENT

**OFFICE MEMORANDUM**

Dated Aizawl, the 16<sup>th</sup> December, 2022.

**Subject : MIZORAM MGNREGA PERSONNEL (RECRUITMENT AND  
CONDITION OF CONTRACT) GUIDELINES, 2022**

For regulation and streamlining of the services of the contract employees under MGNREGA in Mizoram, it is felt necessary to issue Guidelines for the service conditions of the employees as under:

**1. Short Title :**

These Guidelines may be called the Mizoram MGNREGA Personnel (Recruitment and Condition of Contract) Guidelines, 2022.

**2. Commencement:**

These Guidelines shall come into effect from the date of its publication.

**3. Application:**

These Guidelines shall be applicable to all categories of personnel recruited or appointed by Departmental Selection Committee under MGNREGA or MGNREGS or District Selection Committee under MGNREGA or MGNREGS as the case may be

**4. Definitions :**

- i) 'Appointing Authority' means authority empowered to make appointment as given in Rule 10.
- ii) 'District Programme Coordinator' means the District Programme Coordinator under MGNREGA or MGNREGS
- iii) 'Government' means the Government of Mizoram
- iv) 'Schedule' means Schedule to these Guidelines

- v) 'Village Level Administrative Assistant' means any person engaged for the purpose of assisting Village Employment Council for implementation of Mizoram Mahatma Gandhi Rural Employment Guarantee Scheme. This shall include Employment Guarantee Assistant.

The words and expressions used but not defined in these Guidelines shall have the same meaning as assigned to them.

**5. Mizoram MGNREGA Personnel :**

The Mizoram MGNREGA personnel means employees, whose constituents are shown in the Schedule I and II of the Guidelines and are recruited following the procedures as qualifications prescribed in these Guidelines. The detailed list of the personnel appointed in the Mizoram MGNREGA and their brief descriptions are given in Schedule I and II of these Guidelines. However, the government may create additional posts, by adding schedule to these guidelines or by making necessary modifications to these guidelines as the case may be.

**6. Mode of recruitment :**

All recruitment to posts under Mizoram MGNREGA will be on contract basis or tenure basis by signing of Deed of Agreement between Government of Mizoram and the appointee. The candidates selected will be on probation for an initial period of one year. Any extension of the tenure of the appointee shall be based on the assessment done by the controlling authority during the assessment period.

No engagement on MGNREGA employee shall be made except with prior approval of the Rural Development Department, Government of Mizoram.

**7. Method of recruitment :**

The Departmental Selection Committee shall be responsible for conduct of examination or otherwise for recruitment of Group A and B employees. In the case of Group C and D employees, District Selection Committee shall be responsible for making recruitment in their respective districts. The Departmental Selection Committee for Group A and B Contract employee shall consist of the following :

Chairman	: Secretary, Rural Development Deptt.
Member	: Addl. Secretary/ Joint Secretary, R.D. Deptt. Director, Rural Development Deptt. Subject Specialist (if any)
Member Secretary	: Deputy Secretary/Under Secretary, Rural Development Deptt.

For recruitment of Group C and D Contract employees, the District Selection Committee shall consist of the following :

Chairman	: DPC, MGNREGA
Member	: 1. Representative of State Govt. 2. Representative of Director, RD Deptt.
Member Secretary	: Project Director, DRDO/DPO, MGNREGA
Co-Opted Member	: Programme Officer concerned.

When Interview for Group A and B employees at the District level is conducted after approval of the State Government, the District Programme Coordinator shall chair the Interview Board and the State Government and Directorate shall depute their representatives as Members.

For employees under State MGNREGA Cell, Departmental Selection Committee for Group 'A' and 'B' shall conduct examination and Interview for all categories of employees and shall bear the prefix name of "State" to their respective Group.

8. **Qualification :**

In respect of each category of posts specified in the Schedule - I and II, rules for General Requirement for each category of posts are given hereunder :

Provided that Government may include any posts in the Schedule - I and II for regulating direct recruitment to that post under this guidelines or exclude any post from the purview of this guidelines. In order to be eligible to compete for the recruitment, a candidate must satisfy the following conditions, namely -

i) **Eligibility**

(a) He shall be a citizen of India

(b) He shall be able to speak, read and write Mizo language and shall have Mizo as a language subject in the HSLC Examination or an equivalent examination or has been declared to have passed a test in Mizo language equivalent to the Middle School standard, if necessary.

(c) Computer Proficiency as prescribed by the Mizoram Group 'A', 'B' and 'C' posts Service/Recruitment (Amendment) Rules, 2016 notified vide No. A. 11013/1/2013 - P&AR (GSW) dated 29.09.2016 & 16.12.2016 and vide No. A. 12034/1/2015 - P&AR (GSW) dated 04.12.2017, 23.02.2018, 10.01.2019 & 10.07.2019.

(ii) **Age Limit**

Candidates must be between eighteen years and thirty-five years of age for Group A, B, C and D posts on the last date of application.

(The upper age-limit in case of candidates belonging to Scheduled Caste or Scheduled Tribe shall be relaxed by five years).

Relaxation of 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).

Date of Birth as written in HSLC Certificate only will be used for Age Proof for Group A, B & C. Date of Birth as per Birth Certificate shall be used for Group D.

9. **Monthly Remuneration :**

Personnel appointed to Mizoram MGNREGA shall receive monthly remuneration as decided by the Government of Mizoram.

10. **Appointing Authority :**

The Appointing Authority for Mizoram MGNREGA personnel shall be Secretary to the Government of Mizoram, Rural Development Department in the case of Group A, State MGNREGA Cell employees and the District Programme Coordinator of each district in the case of Group B, C and D employees.

11. **Holidays :**

Personnel appointed shall be entitled to avail holidays as are applicable to state government for its employees.

12. **Renewal of tenure or Contract:**

The appointing authority may renew or extend the tenure of the appointee for a fixed term which may be decided by the appointing authority based on his assessment during the period of engagement.

Deed of Agreement shall be executed with all the Contract Employees. Period of engagement on contract basis shall be for one year at the initial stage. Thereafter, they shall be screened again by the duly constituted DPC/DSC to see whether they are fit for further retention or otherwise. If they are found fit for further retention, the appointing authority may extend their services for another period of 2 years at a time after approval of the Government is obtained. The tenure or contract shall be reviewed after every two years consecutively.

**13. Transfer:**

i) The Appointing Authority, that is Secretary to the Government of Mizoram, shall have the right to transfer or post Group A employees anywhere in the districts of Mizoram as and when deemed necessary without consulting the District Programme Coordinator. For the purpose, each Administrative District would be treated as a separate District. This transfer of employees, however, shall not include the State MGNREGA Cell employees who are recruited specifically for the State Cell.

ii) The concerned District Programme Coordinator shall have the right to transfer and post any Group B, C and D employees within his district as and when deemed necessary without consulting Government of Mizoram.

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in such genuine cases supported by detailed reasons to be recorded and may be referred to the Government of Mizoram for consideration in the case of all groups of employees.

iii) Any group of employees of the Mizoram MGNREGA personnel cannot be deputed to any other Department, boards or agencies of the government without prior permission of the Government.

**14. Leave:**

The appointee shall be entitled to Casual Leave at the rate of 8 days and Earned Leave (of 30 days per calendar year to be calculated on pro rata basis) shall be admissible to the contract employees at par with regular Govt. Servant as per Appendix-II (i) to CSS (Leave) Rules, 1972. However, Earned Leave balance at the credit of contract employees shall lapse on termination/resignation of contract engagement. Consequently, no encashment of leave shall be permissible. Any absence beyond the above period without authorization will be treated as leave without compensation. Maternity/Paternity Leave shall be applicable as prescribed by the Government for the government employees on regular service.

**15. Payment of Travelling & Daily Allowances:**

Personnel appointed shall be entitled to travelling and daily allowances including allowances on transfer for journey performed by him/her in connection with the affairs of the MGNREGA or in the interest of the public as admissible to their own entitlement *as per O.M. No. A. 11016/1/19-RD (NREGS) Dt. 21.12.2020.*

**16. Disqualification:**

**No person-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;
- (c) All punitive measures shall be enforced to the contract employees by the Appointing Authorities and the Authorities to which the Appointing Authorities are subordinated after approval of Govt. for such action is obtained.

**17. Physical Fitness:**

A candidate must be of good mental condition and physically healthy and free from any physical defect likely to interfere with the discharge of his duties as employees of the service. A candidate, who after such medical examination, if any, as the Government may prescribe, is not found to satisfy these requirements will not be appointed. Any candidate called for the personality test by the Departmental Selection Committee or District Selection Committee may be required to undergo medical examination before the Medical Board if necessary. No fee shall be payable to the Medical Board by the candidate.

**18. Service Book:**

Service Book shall be maintained for each MGNREGA contract employee for maintenance of their leave accounts and service matter. Annual Performance Report/Annual Confidential Report shall also be maintained for each employee under MGNREGA.

**19. Residuary conditions of service:**

Any matter relating to the conditions of service of an employees for which no provision is made in these Guidelines shall be determined by the state government.

**20. Resignation:**

An employee may resign before the expiry of his tenure by giving one month's notice. This shall be reported to the Administrative Department.

**21. Termination of tenure:**

If the Appointing Authority is not satisfied with the services of the appointee or in case the appointee is not maintaining proper discipline or has indulged in corruption, mis-utilization of funds or has committed a criminal offences or fails to perform his duties, as the case may be, the Appointing Authority may terminate his service.

**22. Appeals:**

The person removed/terminated on disciplinary grounds may appeal before the Appointing Authority within a period of 30 days from the date of order of the termination of tenure. The decision of the Appointing Authority in this regard shall be final.

**23. Power of the State Government:**

The State Government shall have powers to amend, modify, add to, abolish or alter the Guidelines.

**23. Repeal or savings:**

On and from the date of commencement of this Guideline, all the existing contractual MGNREGA staff in the State shall be presumed to remain the employees under the Mizoram MGNREGA Personnel (Recruitment and Condition of Contract) Guidelines, 2022.

Further, contract employees engaged under MGNREGA prior to this publication of this Guideline, who have not possessed requisite qualifications prescribed by this Guideline in the relevant field or subject shall be condoned of their qualifications.

This shall supersede the previous OM No.A.12012/21/2014 - RD (NREGS) dt. 24<sup>th</sup> Feb.2014 and No. A. 12031/3/2011 - RD (NREGS) dt. 27<sup>th</sup> April, 2012.

**Sd/- R. ZARZOSANGA**

Secretary to the Government of Mizoram  
Rural Development Department

Memo No.B.13016/2/12 - RD(MGNREGS) : Dated Aizawl, the 16<sup>th</sup> December, 2022.

Copy to:-

1. PS to Hon'ble Minister, Rural Development Department.
2. Sr. PPS to Chief Secretary, Govt. of Mizoram.
3. P.S. to Secretary, Rural Development Department.
4. Director, Rural Development Department, Mizoram.
5. All Deputy Commissioners/DPC (MGNREGA) for information and necessary action.
6. All Project Directors, DRDO/ DPOs (MGNREGA) for information and necessary action.
7. All Block Development Officers/POs (MGNREGA) for information and necessary action.
8. Web Administrator, RD Department for uploading at mizorural.nic.in and mizonrega.nic.in
9. Guard File.

  
(ZOREMTHARA RALTE)

Deputy Secy. to the Govt. of Mizoram  
Rural Development Department

## SCHEDULE I\*

List of Group A and B employees under the Mizoram MGNREGA  
Personnel (Recruitment and Condition of Contract) Guidelines, 2022.

Sl. No.	Name of Post	Qualification #	No of Post *
1.	<b>Addl. Programme Officer, MGNREGA (Group A)</b>	Bachelor Degree or equivalent and above from a recognized University	As per the No. of sanctioned posts approved by the Government from time to time.
2.	<b>Works Manager, MGNREGA (Group A)</b>	BE/B. Tech (Civil) or equivalent and above	As per the No. of sanctioned posts approved by the Government from time to time.
3.	<b>MIS NODAL OFFICER (Group A)</b>	Bachelor Degree in Computer Application or BE/B. Tech (Computer Science or Electronics / IT) equivalent and above	As per the No. of sanctioned posts approved by the Government from time to time.
4.	<b>ACCOUNTS MANAGER (Group A)</b>	B.Com or equivalent and above from a recognized University	As per the No. of sanctioned posts approved by the Government from time to time.
5.	<b>Programme Assistant, MGNREGA (Group B)</b>	Graduate and above in any discipline from a recognized University	As per the No. of sanctioned posts approved by the Government from time to time.

Sl. No.	Name of Post	Qualification #	No of Post
6.	<b>Technical Assistant (Group B)</b>	Diploma and above in Civil Engineering	(One TA for every 2500 Job Cards)
7.	<b>Account Assistant (Group B)</b>	B. Com or equivalent and above from a recognized University	As per the No. of sanctioned posts approved by the Government from time to time.
8.	<b>Computer Assistant/Analyst (Group B)</b>	Bachelor Degree and above with DCA or equivalent from a recognized University	As per the No. of sanctioned posts approved by the Government from time to time.

\* indicates that the Government of Mizoram may make necessary addition, alteration, abolition or modification to these posts if and when necessary. Prior permission of the Government shall be obtained.

# indicates required qualifications in the relevant field which may be decided by the Government from time to time.

## SCHEDULE II\*

List of Group C and D employees under the Mizoram MGNREGA Personnel (Recruitment and Condition of Contract) Guidelines, 2022.

Sl. No.	Name of Post	Qualification#	No. of Post *
1	<b>LDC (Group C)</b>	HSSLC and above with DCA or CCA	As per the No. of sanctioned posts approved by the Government from time to time.
2	<b>Data Entry Operator (Group C)</b>	HSSLC and above with DCA or CCA	As per the No. of sanctioned posts approved by the Government from time to time.
3	<b>Village Level Assistant (Group C)</b>	HSSLC and above with DCA or CCA	As per the No. of sanctioned posts approved by the Government from time to time.
4	<b>Helper/Messenger (Group D)</b>	Class VIII and above	As per the No. of sanctioned posts approved by the Government from time to time.

\* indicates that the Government of Mizoram may make necessary addition, alteration, abolition or modification to these posts if and when necessary. Prior permission of the Government shall be obtained.

# indicates required qualifications in the relevant field which may be decided by the Government from time to time.