

GOVERNMENT OF MIZORAM  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
TUIKHUAHTLANG, AIZAWL : MIZORAM - 796001

Affix recent  
Passport  
Size photo and  
enclose another  
2 (two) copies

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK (L.D.C)**

1. Name of the applicant : \_\_\_\_\_  
(in block letters)

2. Name of Father's/ Mother's/  
Guardian's Name : \_\_\_\_\_

3. Sex (Male or Female) : \_\_\_\_\_

4. Address a) Permanent (Home Address)

House Number : \_\_\_\_\_

Street : \_\_\_\_\_

Locality (Veng) : \_\_\_\_\_

Landmark : \_\_\_\_\_

Town/City/Village : \_\_\_\_\_ PIN 

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Telephone/Mobile No. : \_\_\_\_\_

b) Address for communication [if different from 4(a) above]

House Number : \_\_\_\_\_

Street : \_\_\_\_\_

Locality (Veng) : \_\_\_\_\_

Landmark : \_\_\_\_\_

Town/City/Village : \_\_\_\_\_ PIN 

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Telephone/Mobile No. : \_\_\_\_\_

5. Date of Birth (as per HSLC) : 

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(Attach supporting documents)

6. Community : \_\_\_\_\_  
(SC/ST/OBC/General)

(Supporting documents to be attached  
in case of SC/ST/OBC) \_\_\_\_\_

7. Religion : \_\_\_\_\_

8. Nationality : \_\_\_\_\_

9. (i) Educational Qualification : \_\_\_\_\_  
(ii) Others (DCA/CCA) : \_\_\_\_\_  
(Attach supporting documents) : \_\_\_\_\_
10. Present post held (if any) : \_\_\_\_\_  
\_\_\_\_\_
11. Experience (if any) : \_\_\_\_\_  
(Attach supporting documents) \_\_\_\_\_
12. List of self attested documents : 1) \_\_\_\_\_  
Enclosed 2) \_\_\_\_\_  
3) \_\_\_\_\_  
4) \_\_\_\_\_  
5) \_\_\_\_\_  
6) \_\_\_\_\_

13. Application form must be accompanied by the following documents:

- (i) Receipt for Payment of Application/Examination Fee (Original).
- (ii) Edu. Qualification certificates and marksheets from H.S.L.C onwards (*Certified/ self attested copies*).
- (iii) Computer Certificate – *DCA/CCA from Institutions recognized by Mizoram State Council of Technical Education (MSCTE) only (Certified/ self attested copies)*.
- (iv) SC/ST/OBC Certificate (for SC/ST/OBC applicants only) (*Certified/ self attested copies*).
- (v) Passport size photograph – *3 copies out of which, 1 (one) is to be affixed on the application form (name and father's name should be written on the back side of the photo)*

### DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Government if I am declared by them to be guilty of any type of misconduct mentioned herein

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Candidate

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### For use of Government Servant only Certificate by Head of Department

Certified that Mr/Miss/Mrs \_\_\_\_\_  
holds a temporary post/ permanent posts of \_\_\_\_\_ under the  
Central/State Government. His/her character so far as known to me is good and I am not  
aware of any circumstances which show that he/she would be unsuitable for any appointment  
to any of the service/post and the Department/Ministry have no objection to his/her applying  
for the said post.

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Controlling Officer

(Seal)

## INSTRUCTIONS

1. The prescribed application form can be obtained from PCCF's Office, Establishment Branch, Tuikhuahtlang, Aizawl free of cost which can also be downloaded from the Department's Website <https://forest.mizoram.gov.in> and can be submitted at the same venue w.e.f. **27.12.2022 (Tuesday)** to **31.01.2023 (Tuesday)** during **10:00 am to 3:00 pm** on payment of Rs 150/- for SC/ST/OBC or Rs.200/- for General Category (as the case may be) as application fee for examination.
2. Application form must be accompanied by the following documents:
  - (i) Receipt for Payment of Application/Examination Fee (Original).
  - (ii) Edu. Qualification certificates and marksheets from H.S.L.C onwards (*Certified/ self attested copies*).
  - (iii) Computer Certificate – *DCA/CCA from Institutions recognized by Mizoram State Council of Technical Education (MSCTE) only (Certified/ self attested copies)*.
  - (iv) SC/ST/OBC Certificate (for SC/ST/OBC applicants only) (*Certified/ self attested copies*).
  - (v) Passport size photograph – *3 copies out of which, 1 (one) is to be affixed on the application form (name and father's name should be written on the back side of the photo)*
3. For those already in Service, the application should be sent through proper channel and an advance copy of such application should invariably be submitted directly to the Deputy Director (Admn), PCCF Office, Tuikhuahtlang, Aizawl, Mizoram.
4. Written Examination will be conducted in the following subjects as per prescribed syllabus :-

### **Paper - I (3 hours)**

(a) General English	-	50 marks
(b) Precis Writing	-	25 marks
(c) Essay	-	25 marks
<b>Total</b>	<b>-</b>	<b>100 marks</b>

### **Paper – II (3 hours)**

(a) General Knowledge -	50 marks
(b) <u>Simple Arithmetics</u> -	50 marks
<b>Total</b>	<b>- 100 marks</b>

### **Paper – III – Computer Test**

(a) M.S. Word	-	25 marks
(b) M.S. Excel	-	25 marks
(c) <u>Pagemaker</u>	-	25 marks
<b>Total</b>	<b>-</b>	<b>75 marks</b>

**Paper – IV – Typing Test** - 25 marks

**Grand Total - 300 marks**

5. Examination schedule – venue, date & time, collection of Admit Card etc. will be notified in due course.

- NB:
1. The minimum qualifying marks in the written test will be 35% in aggregate.
  2. Test in Computer knowledge for entry into LDC will be compulsory. The test will be at the level course prescribed under Schedule – III (3) (2) of the Mizoram Ministerial Service Rules, 2021.
  3. Typing test shall be conducted in Computer for which qualifying speed shall be 30 words per minute.
  4. Those who are qualified in the written test, computer test and typing tests will be qualified for personal interview which will carry 50 marks. The number of candidates to be called for personal interview will be determined as per norms laid down by the Govt. from time to time and will be in order of merit in the tests.

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