



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

Sl.No. _____
**APPLICATION FOR THE POST OF LOWER DIVISIONAL CLERK
(ALONG WITH INSTRUCTIONS FOR CANDIDATES)**

1. Name of the applicant : _____
(in block letters)
2. Name of Father : _____
3. Name of Guardian(if any) : _____
4. Sex (Male or Female) : _____
5. Address a) Permanent (Home Address)
House Number : _____
Street : _____
Locality (Veng) : _____
Landmark : _____
Town/City : _____ Pin
Telephone/Mobile No. : _____
- b) Address for communication (if different from 5(a) above)
House Number : _____
Street : _____
Locality (Veng) : _____
Landmark : _____
Town/City : _____ Pin
Telephone/Mobile No. : _____
6. Date of Birth (In Christian Era) : / /
(Attach supporting documents)
7. Community : _____
(SC/ST/General)
8. Religion : _____
9. Nationality : _____

10. Educational and other qualifications from Matriculation (Attach supporting documents) :

Exam passed	Year of passing	Division/Class	Percentage of Mark obtained	Board/University
1	2	3	4	5

Cont...2/-

11. Experience (if any) : _____
(Attach supporting documents) _____

12. Present post held (if any) : _____

13. If reservation/relaxation is : _____
Claimed, indicate which
(Scheduled Tribe/ Scheduled Caste/
Disabled person) (Please attach supporting documents)

14. Enclosed the following documents : (Application without any of the below mentioned documents will be rejected)

1. SC/ST Certificate (Attested copy).
2. Educational Qualification certificates and marksheets from Matriculation onwards (Attested copy).
3. Documents indicating date of birth (Attested copy).
4. Receipt of Examination Fee.
5. 2 (two) Passport size photograph.
6. Computer Certificate from Institutions recognized by the Mizoram State Council of Technical Education, Higher & Technical Education Department, Government of Mizoram of at least 6(six) months in Computer Application consisting of (1) Microsoft Words (2) Microsoft Excel (3) Page Maker (Attested copy).
7. Certificate of Disability issued by State Medical Board (for Persons with Disabilities) (Attested copy) (For those who apply Reserved posts for persons with disabilities)

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)

**For the 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 FOR LOWER DIVISIONAL CLERK

1. The prescribed application form can be obtained from PCCF Office , Tuikhuahtlang, Aizawl on payment of Rs 10/-
2. The application should be accompanied by a cash receipt for Rs 150/- (Rupees One hundred fifty only) by way of examination fee. Fees once paid will not be refunded.
3. Only certified copies of (i) Certificates and marksheet for educational qualification from H.S.L.C and above examinations (ii) Certificate of SC/ST etc., if claimed and any other certificates required should be submitted along with the application. Date of birth should be entered in the application form as per H.S.L.C or equivalent certificate
4. 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.
5. Application received after last date for submission of application fixed will not be entertained. Candidates should check their application carefully and see that the applications are duly signed and complete in all respects including certificates to be attached.
6. Competitive examination will be conducted in the following subjects :-

Paper - I (3 hours)

- | | | |
|---------------------|---|----------|
| (a) General English | - | 50 marks |
| (b) Precis Writing | - | 25 marks |
| (c) Essay | - | 25 marks |

Paper - II (3 hours)

- | | | |
|------------------------|---|----------|
| (a) General Knowledge | - | 50 marks |
| (b) Simple Arithmetics | - | 50 marks |

Paper - III - Computer Test

- | | | |
|----------------|---|----|
| (a) M.S. Word | - | 25 |
| (b) M.S. Excel | - | 25 |
| (c) Page Maker | - | 25 |

- | | | |
|---------------------------------|---|----|
| Paper - IV - Typing Test | - | 25 |
|---------------------------------|---|----|

7. Incomplete application will be summarily rejected.
8. Canvassing by a candidate directly or indirectly will disqualify him/her.
9. Date of collection of Admit Card **28.8.2017 – 1.9.2017.**
10. Date of Examination :
 - a) Written Examination - **16.9.2017.**
 - b) Computer/Typing Test - **18.9.2017 – 20.9.2017.**