

**OFFICE OF THE DEPUTY COMMISSIONER
AIZAWL DISTRICT: AIZAWL
(GENERAL ESTABLISHMENT BRANCH)**

Dated Aizawl, the 21st of July 2025

ADVERTISEMENT OF VACANCIES

No. A.32014/2/2022/DCA(Est)/ : Applications are hereby invited by the Office of the Deputy Commissioner, Aizawl District, for filling up of the below-mentioned posts by Direct Recruitment.

S. No.	Details	Particulars
1.	Name of Post	Lower Division Clerk (LDC)
2.	Number of Vacancies	Six (6)
3.	Pay Band & Grade Pay	Level 4 (Rs. 25,500 – Rs. 56,800)
4.	Name of Department	General Administration Department [Office of the Deputy Commissioner, Aizawl District]

5. Eligibility Criteria

5.1. Age Limit: A candidate shall not be less than 18 years of age and not more than 35 years.

Note 1: The crucial date for determining the age limit of candidates shall be the closing date of receipt of applications from candidates (i.e., **22nd of August 2025**).

Note 2: Relaxation to the upper age limit will be as per the Notification No. A-12011/1/2019-P&AR(GSW), dated 3rd June 2019, published in the Mizoram Gazette Extraordinary, Issue No. 375 dated 10th June 2019, and as amended from time to time.

5.2. Educational Qualification: Higher Secondary School Leaving Certificate (HSSLC) from a recognised institution.

5.3. Mizo Language Proficiency: A candidate must achieve a minimum score in the qualifying test of Mizo Language Proficiency, as prescribed by the government from time to time.

Note: A candidate who studied Mizo subject in Class-X Standard (HSLC) or above within Mizoram OR who opted for Mizo subject as MIL outside Mizoram is **exempted** from taking the qualifying test paper.

5.4. Computer Proficiency

- i. Diploma in Computer Application Semester-I/ Certificate Course on Computer Application or above from institutions recognised by All India Council for Technical Education (AICTE), or any institution recognised by the Central or the State Governments/ UT Administration under the Union of India.

ii. Typing speed of 30 words per minute (will be evaluated by a Typing Test, which will be qualifying in nature).


6. The Blank Application Forms can be downloaded online from the website of the Office of the Deputy Commissioner, Aizawl District (<https://aizawl.nic.in/>) or can be collected free of cost from the Establishment Branch, 2nd Floor, Office of the Deputy Commissioner, Aizawl District, Treasury Square, Aizawl – 796001, during official working hours (i.e., 9 AM to 5 PM).

7. Duly-filled application forms shall be submitted to the Establishment Branch, Office of the Deputy Commissioner, Aizawl District, Treasury Square, **on or before 22nd of August 2025**, along with Application Fee of Rs. 150 for candidates belonging to ST/SC/OBC categories and Rs. 200 for candidates belonging to General Category, during working hours (i.e., 9 AM to 5 PM).

8. After thorough scrutiny, the list of valid applications will be made available on the official website and will be displayed on the Notice Board of the Office of the Deputy Commissioner, Aizawl District, Treasury Square. Admit Cards will be subsequently issued to such candidates.

9. Candidates will be subjected to Typing Test (qualifying in nature), Written Examination, Skill Test, and Personal Interview [in that order]. Syllabus for each of those tests is enclosed in the Annexure and can also be downloaded from the website at <https://aizawl.nic.in/>

10. Candidates who are already in government service shall apply through proper channel.



(Er. LALHRIATPUIA), IAS
Deputy Commissioner
Aizawl District, Aizawl

No. A.32014/2/2022/DCA(Est)/

Dated Aizawl, the 21st of July 2025

Copy to:

1. The Sr. PPS to Commissioner & Secretary, GAD, for kind information please.
2. The Director, I&PR, for kind information and ensuring wide publicity.
3. The Director, Labour, Employment, Skill Development and Entrepreneurship, for kind information and necessary action.
4. The Deputy Director, District Labour & Employment Exchange, Aizawl, for kind information and necessary action.


(Er. LALHRIATPUIA), IAS
Deputy Commissioner
Aizawl District, Aizawl