

No.A.32012/2/2023-(HORT)
GOVERNMENT OF MIZORAM
DIRECTORATE OF HORTICULTURE
MIZORAM : AIZAWL

Dated Aizawl, 2nd September, 2025

ADVERTISEMENT NO. 2 OF 2025-26

A hnuaia post ruak tarlan ang hian Horticulture Department hnuaia thawk tur Lower Division Clerk (LDC) post 4 (pali) regular basis in lak a ni dawn a. A dil thei te chu a hnuaia tarlan ang hi a ni.

1. Hna hming : Lower Division Clerk (LDC)
2. Dinhmun (status) : Regular
4. Department hming : Horticulture Department, Govt. of Mizoram
5. Hlawhbi : Pay Matrix Level 04 (Rs.25,500 -56,800)
6. Kum bithliah : Kum 18 aia naupang lo kum 35 (on 03.10.2025) aia upa lo a ni tur a ni. Scheduled Tribe/Scheduled Caste tan kum upat lam hi kum 5 ngaihnathiam theih a ni.
7. Thiamna ngaite : i) HSSLC from recognized institution/university
ii) Diploma/Certificate in computer application from institution recognized by Mizoram State Council of Technical Education (MSCTE)
iii) Typing speed of 30 words per minute
iii) Diltu chuan Mizo Language Proficiency qualifying test a paltlang tur a ni. Amaherawhchu, pawl 10 (HSLC) standard emaw a aia sang Mizo subject Mizoram chhunga zir emaw Mizoram pawna MIL a Mizo subject thlang te tan a chunga qualifying test hi a ngai lo ang. (Ref: the Mizoram Gazette Notification No.A.11019/1/2021-P&AR(GSW) dt.09.04.2024 issue No.247)
8. Application fee : i) Rs.150/- for Schedule Tribe/Schedule Cast/OBC category
ii) Rs.200/- for General category
9. Application form: Application form, syllabus leh hriat tur pawimawh te Directorate of Horticulture (Establishment Section), Aizawl ah office hun chhungin lak chhuah theih a ni. Forms leh thil tul dang te hi Department website www.horticulture.mizoram.gov.in atang pawhin download theih a ni bawk ang. Website atanga forms download te tan application form submit rualin fee hi pek tur a ni.
10. (a) Application submit hun last date: **Ni 03.10.2025** (office hun chhung)
(b) Submitna hmun : Directorate of Horticulture (Establishment Section)
11. Sawrkar hnathawk lai tan proper channel a dil tur a ni.
12. Application forms a details/particulars dah khah ngai zawng zawng te dik tak in dah khah vek tur a ni. Application dahkhah kim loh leh dik famkim lo a awm a nih chuan hnawl a ni ang..

Document thil tel ngai te:

- 1) Copy of self attested educational certificates viz- HSLC and above
- 2) Copy of self attested computer proficiency certificate

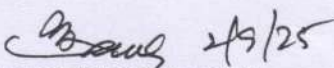
Sd/-C.H LALMUANPUIA)
Director of Horticulture
Mizoram:Aizawl

Memo No.A.32012/2/2023-DTE(HORT)

: Dated Aizawl the 2nd September, 2025

Copy to:

1. The Secretary Govt of Mizoram, Horticulture Department for favour of information.
2. The Director, Information and Public Relations Department. He is requested to publish the advertisement in 2 (two) leading local news papers for 2 (two) consecutive days.
3. The Director, Labour, Employment, Skill Development & Entrepreneurship Department for information
4. Additional Director (P) & (B) for information
5. All Joint Director of Horticulture for information
6. All Sectional Head, Directorate of Horticulture for information
- ✓ 7. Project Officer (Bamboo) / Web Manager, Directorate of Horticulture. She is requested to upload the Advertisement with it related document in the departmental website
8. Office Notice Board
9. Guard file.


(B.ZAMKHAWNANGA)
↓ Deputy Director (Admn)
Directorate of Horticulture,
Mizoram, Aizawl

**APPLICATION FORM FOR RECRUITMENT TO THE POST LOWER DIVISION
CLERK UNDER HORTICULTURE DEPARTMENT**

Passport size
photo to be affixed

- 1) Name of Service/Post : _____
- 2) Name of Department : _____
- 3) Name of candidate : _____
(in capital letters only)
- 4) Father's/Mother's name : _____
- 5) Permanent address : _____

- 6) (a) Address for : _____
correspondence : _____
- (b) Phone number : _____
- 7) Date of birth : _____
(attach self attested
Photocopy of Birth
Certificate or HSLC or
Aadhaar)
- 8) Sex (Male or Female) : _____
- 9) Community i.e : _____
SC/ST/OBC (attach self
attested photocopy of the
supporting document)
- 10) Educational and other : 1. _____
qualifications as 2. _____
prescribed in the 3. _____
Advertisement (attach self 4. _____
Attested photocopy of the
Supporting document)

11) Experience, if any : _____
(attach self attested _____
Photocopy of supporting _____
Document)

12) Whether the candidate : YES/NO
studied Mizo subject
in Class-X standard
(HSLC) or above
within Mizoram
or who opted for Mizo
subject as MIL outside
Mizoram. If 'NO' a candidates
must achieve a minimum
score in qualifying test
of Mizo Language
Proficiency as prescribed
by the government
from time to time.

13) Indicate the list of self : 1. _____
attested documents 2. _____
enclosed with the 3. _____
application (i.e 4. _____
educational Ceritficate, ST 5. _____
certificate, Birth Certificate,
etc.)

14)⁸ [Whether or not the : YES/NO
candidate is a person with
benchmarked disability as
defined under section 2(r)
of RPwD Act, 2016 ?

15)⁹ [If the answer at Sl. No. : YES/NO
(14) is YES, whether or not
the candidate wanted to
Avail the services of scribe
For writing the examination ?]

16)¹⁰ [If the answer at Sl. No. : _____
(15) is YES, whether or not
the candidate will bring
his/her own scribe OR utilize
the services of scribe provided
by the recruiting Department ?]

⁸ Inserted by the Mizoram Direct Recruitment (Conduct of Examination) (Amendment) Guidelines, 2019 notified in the Mizoram Gazette extra ordinary issue No. 618 dated 19.09.2019.

⁹ Ibid.

¹⁰ Ibid.

DECLARATION

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 the law. Also, all benefits availed by me shall be summarily withdrawn.

Place :

Date :

(Signature of candidate)

CERTIFICATE BY HEAD OF DEPARTMENT

(for use of Government Servants only)

Certified that Mr/Mrs/Miss _____ holds a temporary/permanent post under the Central/State Government. His character so far as known to me is good and I am not aware of any circumstances which show that he would be unsuitable for any appointment to any post if successful in the examination.

Date :

Signature : _____

Designation : _____

(Office Seal)

Paper-I

General Knowledge: Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

General English: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc.

English Comprehension: There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

Paper-II

Basic Computer knowledge: Introduction to Computers, introduction to Graphical user interface based Operating System, elements of Word Processing, Spreadsheets, Power point presentations, Computer communication and internet, world wide web and web browser, communication and collaboration.

Simple Arithmetic: Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

SCHEDULE - III
[see regulation 7 (3)]

**(A) SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT
TO LOWER DIVISION CLERK GRADE**

Paper	Subject	Marks	Duration
Paper-I	PART A		
	General Knowledge(50 questions)	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General English(25 questions)	50	
	PART B		
	Essay writing	20	
	English Comprehension	30	
	Total	200	
Paper-II	Computer Knowledge(50 questions - see schedule IV)	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic(25 questions)	50	
	General Intelligence & Reasoning(25 questions)	50	
	Total	200	
	Grand Total	400	

Notes:

- 1) For recruitment to Lower Division Clerk Grade, the order of test/examination shall be typing test written examination, skill test and personal interview.
- 2) Questions shall be set and answered in English only and of multiple choice questions pattern only except in Part B of Paper I, each question will carry two marks. The candidates shall be given probable answers atleast four wherein the candidate has to choose one correct answer for every objective type question.
- 3) Questions in Computer Knowledge appeared in Paper II shall be set from Courses specified in schedule IV of these regulations
- 4) Questions will be set in tune with the level of educational qualifications prescribed in the service rules.
- 5) A brief description of the syllabus for direct recruitment to Lower Division Clerk Grade is as follows:

Paper-I

General Knowledge: Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as maybe expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

General English: Questions will be designed to test the candidates understanding and knowledge of English language, vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be questions on comprehension of a passage also.

English Comprehension: There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

Paper-II

Simple Arithmetic: Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.

Basic Computer knowledge: Questions in Basic Computer Knowledge shall be set from Courses specified in Schedule IV of these regulations.

(B) Typing Test.-

- 1) Typing test as prescribed in schedule III of the service rules for direct recruitment to the Lower Division Clerk Grade shall be held before conduct of written examination, skill test and personal interview.
- 2) Typing Test shall be held in a computer laboratory and shall be qualifying nature only.
- 3) Marks shall not be awarded for typing test. All candidates who secure a qualifying speed of minimum 30 words per minute shall be recorded only as FIT for written examination and below as UNFIT.
- 3) Candidate who fails to meet the required number of words in the typing test shall not be eligible to appear in the written examination.

(C) Skill test.-

- 1) Skill test shall be held in a computer laboratory after written examination. The specific skills to be tested, the weightage to be given to the respective skills, the minimum qualifying marks and the duration of tests for each skills for direct recruitment to Lower Division Clerk Grade shall be as follows:-

Sl. No.	Name of skills to be tested	No. of questions	Max. Marks	Duration
1	Skills in Microsoft Word	3	30	30 minutes
2	Skills in Microsoft Excel	3	30	30 minutes
3	Skills in Microsoft Power Point	3	30	30 minutes

- 2) Questions shall be set to assess the skills of the candidate as to the usage of multiple features of the above applications. Questions in the skills tests shall not be theoretical in nature since the very objective of skills test is to assess the skills of the candidate to handle the above applications for day to day office usage.
- 3) Skill Test shall not be in the form of examination but practical test. Candidates must obtain minimum 36 marks across the skills prescribed in these regulations to qualify in the Skills Test.
- 4) Skills Test shall be qualifying nature only and any marks whatsoever obtained by the candidates in these tests shall not be added to determine the final order of merit. Any candidate who fails to obtain qualifying marks prescribed in the skill test shall not be eligible to appear for personal interview.
- 5) Skills Test shall be conducted by the Departmental Promotion Committee after the conduct of written examination.
- 6) Skills Test in computer proficiency need not be conducted for direct recruitment to Upper Division Clerk Grade and Assistant Grade.

SCHEDULE IV
[see regulation 7 (3)]

**SYLLABUS ON COMPUTER PROFICIENCY (COMPUTER KNOWLEDGE)
FOR LOWER DIVISION CLERK GRADE**

I. FUNDAMENTALS OF COMPUTER (TOTAL- 20 MARKS)

A. Introduction - 2 marks

What is a Computer (Analog Computers, Digital Computers), Characteristics of Computers, The Evolution of Computers, Computer Generations [First Generation (1942-1955), Second Generation (1955-1964), Third-Generation (1964-1975), Fourth Generation (1975-1989), Fifth Generation (1989-Present)]

B. Basic Computer Organization - 2 marks

Input Unit, Output Unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central Processing Unit, the System Concept

C. Processor and Memory - 4 marks

Central Processing Unit (Control Unit, Arithmetic Logic Unit, Instruction Set, Registers, Processor Speed, Types of Processors), Main Memory (Storage Evaluation Criteria, Main Memory Organization, Main Memory Capacity, Types of Memory Chips, Cache Memory)

- D. *Secondary Storage Devices - 2 marks:*
Sequential and Direct-Access Devices, Magnetic Tapes, Magnetic Disks, Optical Disks, Memory Storage Devices, Data Backup, On-line, Near-line, and Off-line Storage, Hierarchical Storage System (HSS), Flash memory
- E. *Input-output Devices - 2 marks*
Input Devices (Keyboard Devices, Point-and-Draw Devices, Data Scanning Devices, Digitizer, Electronic-card Reader, Speech Recognition Devices, Vision-Input System), Output Devices (Monitors, Printers, Plotters, Screen Image Projector, Voice Response Systems)
- F. *Computer Software - 4 marks*
What is Software, Relationship between Hardware and Software, Types of Software (System Software, Application Software).
- G. *Classification of Computers - 2 marks*
Notebook Computers (Laptops), Personal Computers (PCs), Workstations, Mainframe Systems, Supercomputers, Client and Server Computers, Handheld Computers (Tablet PC, PDA/Pocket PC, Smartphone)
- H. *Information Technology and Society - 2 marks*
Indian Information Technology (IT) Act, The Information Technology (Amendment Bill), Intellectual Property Rights (IPR) Issues, Information Technology Applications in Air Lines and Railway Ticket Reservation, Computer in Banks, Inventory Control, Financial System, Hotel Management, Computers in Education, Video Games, Telephone Exchanges, Mobile Phones, Information Kiosks, Special Effects in Movies.

II. OPERATING SYSTEMS (TOTAL -16 MARKS)

- A. *Introduction - 2 marks*
- What is an Operating System?
- Main Functions of an Operating System
- B. *Microsoft Windows 7 & above - 2 marks*
An Overview of Different Versions of Windows, Main Features of Windows Operating System
- C. *Basic elements of opening screen of windows 7 & above - 2 marks*
The Desktop, Icons and their Types, the Taskbar, Elements of a Window
- D. *File management in windows 7 & above - 4 marks*
File, Folder, Folder Tree, Selecting Files and Folders, Creating Files and Folders, Naming and Renaming Files and Folders
- E. *Windows Start Menu - 2 marks*
All Programs, My Recent Documents, Control Panel, Printers and Faxes, Help and Support, Search, Run, Log Off, Turn off Computer
- F. *Windows Shortcuts - 2 marks*
Creating a Shortcut, Renaming a Shortcut, Deleting a Shortcut
- G. *Essentials Windows Accessories - 2 marks*
System Tools, Entertainment, Calculator, Notepad, Paint, WordPad

III. OFFICE AUTOMATION SOFTWARE (TOTAL - 64 MARKS)

(Based on MS Office)

A. Word Processing (24 marks)

- a) *An Introduction - 2 marks*
Introduction, The Word Screen, Creating documents, editing documents, Printing documents, Quitting documents.
- b) *Formatting a Document - 6 marks*
Text style, Changing the font type and size, Alignment of text, Formatting paragraphs with line of paragraphs with line of paragraph spacing, Adding headers, footers and page numbers.
- c) *Using AutoCorrect - 2 marks*
Introduction to AutoCorrect, Using AutoCorrect.
- d) *Proofing a Document with Spell and Grammar Check - 2 marks*
Spell and grammar check the entire document, Readability statistics, using the thesaurus, using word count.
- e) *Finding and Replacing Text - 2 marks*
Replacing occurrences of text, Finding and replacing formatting.
- f) *Improving the Look of a Document - 4 marks*
Adding borders and shading, Bullets and numbering, page setting, Format painter, Inserting symbols, Using superscript and subscript.
- g) *Inserting Graphics - 2 marks*
Inserting a graphic, Inserting WordArt.
- h) *Inserting Table - 2 marks*
Understanding tables, Table Auto Format.
- i) *Mail Merge - 2 marks*
The basic concept of merging documents, working with master documents, Merging documents.

B. Spreadsheet package: (16 marks)

- a) *Introduction to Spreadsheets - 2 marks*
Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel.
- b) *Using Formulas in Excel - 2 marks*
Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook.
- c) *Understanding Cell Referencing in Excel - 2 marks*
Relative referencing, absolute referencing, Mixed referencing.
- d) *Editing a Worksheet, Formatting and Printing a Worksheet - 4 marks*
Formatting a worksheet, printing a worksheet.
- e) *Use of Simple Statistical Functions - 2 marks*
Statistical functions, adjusting the worksheet size, Conditional function.
- f) *What-if Analysis and Data Tables in Excel - 2 marks*
What-if analysis, Data tables, creating a one-variable data table, creating a two-variable data table.
- g) *Working with Graphs and Charts - 2 marks*
Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts.

C. Presentation package: (10 marks)

- a) *Introduction to PowerPoint - 2 marks*
An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting started, creating a presentation.
- b) *Different Views of a Presentation - 2 marks*
Opening an existing presentation, switching views.
- c) *Editing a Presentation - 2 marks*
Adding slides, Deleting slides, Rearranging slides, changing the presentation design, changing slide layouts, Printing a presentation.
- d) *Adding Special Effects in a presentation - 4 marks*
Inserting pictures from files, Animating slides, Adding sound effects, setting slide timings, Rehearse timings, grouping and ungrouping pictures.

D. Internet technology: (14 marks)

- a) *Introduction to Internet - 4 marks*
What is Internet? Growth and Owners of the Internet, Anatomy of Internet, History of World Wide Web, Basic Internet Terminologies, Netiquette, Internet Applications, Commerce on the Internet, Governance on the Internet, Impact of Internet on Society, Crime on/through the Internet (Cyber Crime, Reasons for Cyber Crime, Mode and Manner of Committing Cyber Crime, Prevention of Cyber Crime)
- b) *Services on Internet - 4 marks*
What is World Wide Web? HTTPS, Search Engines
- c) *Electronic Mail - 6 marks*
E-mail Networks and Servers, E-mail Protocols, Structure of an E-mail, E-mail Contents and Encoding, E-mail Routing, E-mail Clients, E-mail Encryption, Address Book Signature File.