

**No.A.11019/1/2023-DTE(WCD)**  
**GOVERNMENT OF MIZORAM**  
**DIRECTORATE OF WOMEN & CHILD DEVELOPMENT**

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**ADVERTISEMENT**

**No.1 of 2023-2024**

1. Women & Child Development, Social Welfare & Tribal Affairs Department hnuaiha a hnuaiha tarlan hna ruak hi dil theih a ni.

Hna hming	Hna ruak zat	Hlawh bi	Thiamna ngai te
Store Keeper (Group C Post)	1 ( Pakhat)	Level -4 in the Pay Matrix (25,500-56800)	1. HSLC or its equivalent  2. Computer Certificate: As prescribed vide DP&AR O.M No.A.12034/1/2015-P&AR(GSW), dt. 10.7.2019 & dt. 10.03.2023 shall be accepted as qualification for computer proficiency.  3. Working knowledge of Mizo language at least Middle School Standard.

2. Diltu chu ni **24<sup>th</sup> July,2023** ah kum 18 aia naupang leh kum 37 aia upa lo a ni tur a ni. Kum Upper limit ah hian diltu te zinga Scheduled Caste/Tribe te chu kum 5 thleng ngaihnathiam leh theih an ni ang
3. Dilna Form (Application Form) leh Guidelines / Syllabus te Directorate, Women & Child Development, Tuikhuahtlang, Aizawl ah leh District tina DPO Office-ah Office hun chhungin ni **19.06.2023** atangin lak chhuah theih a ni ang, Department website [wcd.mizoram.gov.in](http://wcd.mizoram.gov.in) ah pawh download theih a ni ang.
4. Application Form hi fill up hnuah Rs.200/- (for General Category) emaw Rs.150/- (for Scheduled Caste/Tribe) pawisa fai pe in Establishment Branch, Directorate of Women & Child Development, Tuikhuahtlang ah ni **19.06.2023** atanga ni **24.7.2023** thleng thelulh theih a ni ang. Hun tiam chhunga theh lut hman lo chu pawm a ni lo ang
5. Sawrkar hnathawk lai te chuan Proper Channel-in an dil ngei tur a ni.

Sd/-

**ZORAMTHANGI CHHANGTE**

Director

Women & Child Development

Mizoram:Aizawl

Dated Aizawl, the 12 June,2023

Memo No : A.11019/1/2023-DTE(WCD)

Copy to :

1. Secretary to the Govt. of Mizoram, SW&TA Deptt for information
2. Director, I&PR department for publication in two local newspapers for two consecutive days.
3. Director, LESD&E Department for information and necessary action.
4. All DPOs for displaying the advertisement on the Office Notice Board.
5. Web Manager, WCD for uploading the advertisement in the deptt. Website
6. Notice Board, Directorate of Women & Child Development.

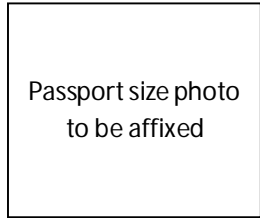
Director

Women & Child Development

Mizoram:Aizawl.

**COMMON APPLICATION FORM FOR RECRUITMENT TO THE POST  
OF STORE KEEPER UNDER WOMEN & CHILD DEVELOPMENT,  
SOCIAL WELFARE & TRIBAL AFFAIRS DEPARTMENT**

Application No .....



1) Name of 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  
attested photocopy of Birth  
Certificate or HSLC) : \_\_\_\_\_

8) Sex (Male or Female) : \_\_\_\_\_

9) Community i.e. SC/ST/OBC  
(Attach self attested photocopy  
of the supporting document)

10) Educational and other qualifications :1. \_\_\_\_\_  
As prescribed in the advertisement 2. \_\_\_\_\_  
(Attach attested photocopy of 3. \_\_\_\_\_  
the supporting document) 4. \_\_\_\_\_  
5. \_\_\_\_\_

11) Experience, if any : \_\_\_\_\_  
(Attach attested photocopy of the \_\_\_\_\_  
supporting document)

12) Whether the candidate possessed : YES/NO  
working knowledge of Mizo  
language at least Middle School  
standard?

13) Indicate the list of attested : 1. \_\_\_\_\_  
documents enclosed with the 2. \_\_\_\_\_  
application(i.e. Educational 3. \_\_\_\_\_  
Certificate, ST Certificate, 4. \_\_\_\_\_  
Birth Certificate, etc.) 5. \_\_\_\_\_

### DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief that 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 the benefits availed by me shall be summarily withdrawn.

Place:

Date: (Signature of the 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)

## **Guidelines for recruitment to the post of Storekeeper under Women & Child Development (WCD).**

These guidelines may be referred to while applying for the post of **Storekeeper** advertised by Women & Child Development (WCD).

### **I. Application Forms and Fees:**

- (1) Application Forms for the post advertised will be available in the Directorate of Women & Child Development, Tuikhuahtlang, Aizawl as well as at the offices of the District Programme Officer where DPO Office are existed.
- (2) The Application will be provided by the Department to the candidates free of cost. It will also be available in the department website ([wcd.mizoram.gov.in](http://wcd.mizoram.gov.in)) for easy access.
- (3) The Application Fee for examination will be ₹150/- (Rupees one hundred and fifty)only for Scheduled Tribe/Scheduled Caste/Other Backward Class candidates and ₹200/- (Rupees two hundred)only for General category candidates. PWD are exempted from paying application fees.
- (4) The duly filled in Application Forms can be submitted during **19.06.2023 to 24.07.2023** at the Establishment Branch in the office of the Directorate of Women & Child Development (WCD), Tuikhuahtlang, Aizawl.

### **II. Acceptance of self attested/self certified documents:**

- (1) Candidates applying for the posts shall submit self attested/self certified copies of documents at the time of submission of application forms in response to the advertisement for recruitment to the post.
- (2) Candidates who are selected for personal interview on the basis of the written examination shall bring original certificate of ST/SC/OBC Certificate, educational certificate, birth certificate and any other relevant documents issued by the competent authority at the time of the personal interview.
- (3) Candidates who have been declared successful in the examination on the basis of forged documents/ fake documents shall be summarily disqualified and his/her name shall be deleted from the list of successful candidates and the first name on the reserved panel, if any, shall be declared as the successful candidate.

### III. Document for ascertaining the date of birth:

The date of birth as recorded in High School Leaving Certificate or Birth Certificate shall be used as proof for determining the age of the candidate.

### IV. Eligibility:

In order to be eligible to compete in the examination for recruitment to the post of Storekeeper, a candidate must be a citizen of India and must satisfy all the eligibility conditions as prescribed in the respective Recruitment Rules/Examination Regulations/Guidelines, etc.

The decision of the Department as to the eligibility or otherwise of the candidates for examination shall be final and no candidate to whom an Admit Card has not been issued by the Department shall be admitted to the examination.

### V. Syllabus

Paper	Subject	Marks	Duration
<b>Paper-I</b>	General Knowledge (50 questions)	100	3 hours with additional time of 40 minutes for Visually handicapped/ Cerebral palsy candidates
	General English (25 questions)	50	
	Essay Writing	30	
	English Comprehension	20	
	<b>Total</b>	<b>200</b>	
<b>Paper-II</b>	Simple Arithmetic (50 questions)	100	3 hours with additional Time of 40 minutes for Visually handicapped/ Cerebral palsy candidates
	Basic Computer Knowledge (50 questions)	100	
	<b>Total</b>	<b>200</b>	

#### Notes:

- (i) Questions shall be set in Objective Type Multiple Choice pattern only except essay writing with all questions carrying equal marks and answers for each of the questions shall be marked using blue or black ball point pen. In other words, there shall be multiple probable answers (at least four) wherein the candidate has to choose the correct answer for every objective type question.
- (ii) Questions will be set in tune with the level of educational qualifications prescribed in the corresponding Recruitment Rules for the post.
- (iii) A brief description of the syllabus for recruitment to the post of Storekeeper 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 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 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.

**Essay Writing:** Question on essay writing will be designed to test the candidate's grasp of his material, its relevance to the subject chosen, and to his ability to think constructively and to present his ideas logically, constructively and concisely.

**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:** 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.

### VI. Holding of written examination:

- (1) Written examination for recruitment to the posts will be conducted by the Department in the manner as per prescribed under the Mizoram Direct Recruitment (Conduct of Examination) Guidelines Vide No.A12026/1/2017-P&AR(GSW) dt.09.02.2018.
- (2) The date and venue for conducting the written examination will be fixed by the Department and it will be communicated to the applicants via post and website.

## **VII. Admit Card**

- (1) An Admit Card in respect of the candidates for whom their candidature has been accepted by the department will be prepared and shall be collected by the candidate on intimation.
- (2) If a candidate loses his Admit Card, he should inform the Director, Women & Child Development immediately stating clearly the reason for the loss and if satisfied to the genuineness of the reason of the loss, a duplicate Admit Card will be issued on payment of ₹50/-.

## **VIII. Admission of candidates to Examination Hall/Room**

- (1) The Examination Hall/Room will be opened half an hour before the commencement of the examination and candidates will be allowed entry in the Examination Hall/Room 20 minutes before the commencement of the examination in each session.
- (2) A candidate will not ordinarily be admitted to the Examination Hall/Room after the lapse of 10 minutes from the commencement of examination in each session.
- (3) A candidate, once given an Answer paper should, in no case be allowed to leave the Examination Hall/Room without submitting the same.
- (4) Candidates shall be permitted to take a seat only at the Venue and in the Centre where he/she has been allotted.
- (5) Candidates shall be duly subjected to frisking before entry into the Examination Hall/Room.

## **IX. Personal Interview**

- (1) Personal Interview will be conducted by the Departmental Promotion Committee duly constituted by the Government and the date will be communicated to the applicants based on their performance in the written examination.
- (2) The number of candidates to be called for Personal Interview will be called as per NOTIFICATION No. A.12026/1/2017-P&AR(GSW) dt. 09.10.2020.
- (3) The marks allotted for Personal Interview shall be fixed at 50 marks.
- (4) In cases where the number of applicants for the post is less than the number of candidates to be called for interview as per the norms set out at sub-clause (2) above, recruitment would be done by means of Personal Interview only and, it will carry a maximum mark of 100.

**REQUISITE COMPUTER PROFICIENCIES FOR THE POST OF  
STOREKEEPER AS PRESCRIBED BY DP&AR(GSW)**

1. Basic knowledge of Computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer Application / Certificate in Computer Application from institutions recognised by Mizoram State Council of Technical Education (MSCTE) / Computer Proficiency Certificates issued by any institution recognized by All India Council for Technical Education (AICTE) of any institution recognized by the State Governments/UT Administrations under the Union of India shall be accepted as Computer proficiency as qualifications for direct recruitment to all Group 'A', 'B' and 'C' posts under the Government of Mizoram **vide No. A. 11013/1/2013- P&AR(GSW) dated 29.09.2016 & dt.10.03.2023.**
2.
  - 1) Course on Computer Concepts Plus (CCC+) or Expert Computer Course (ECC) under NIELIT, or
  - 2) 'O' Level, 'A' Level, 'B' Level and 'C' Level Courses under NIELIT, or
  - 3) Diploma in Computer Science/Computer Application/Information Technology/Electronics from Polytechnic Institutions or Institutions recognized under Government of Mizoram or Government of India, or
  - 4) Bachelor's degree in Computer Science/Computer Application/Information Technology/ Electronics from recognized University or Institutions recognized under Government of Mizoram or Government of India, or
  - 5) Post Graduate Diploma or Master's degree in Computer Science/ Computer Application/Information Technology/Electronics from recognized University or Institutions recognized under Government of Mizoram or Government of India. **vide No.A.11013/1/2013-P&AR(GSW) dated 16.12.2016**
3.
  - 1) Bachelor's degree or above from a recognized University with Computer proficiency related courses as one of the subject; or
  - 2) Post Graduate Diploma in any course of study from a recognized University with Computer proficiency related courses as one of the subject; or
  - 3) Diploma in various Branches of Engineering or other allied streams (such as Modern Office Practice, etc) from Polytechnic Institutions or Institutions recognized under All India Council for Technical Education or Mizoram State Council for Technical Education with Computer proficiency related courses as one of the subject; or
  - 4) Higher Secondary School Leaving Certificate with Computer proficiency related courses as one of the subject under Central or State Board of School Education; or
  - 5) National Trade Certificate from Institutions recognized under National Council for Vocational Training OR State Trade Certificate from Institutions recognized under Mizoram State Council for Vocational Training with Computer proficiency related courses as one of the subject; or
  - 6) Certificate in Computer Application or Diploma in Computer Application or such other Computer proficiency courses from Institutions duly recognized by the Government of Mizoram at that point of time before recognition to Computer proficiency courses is granted by the Mizoram State Council of Technical Education (MSCTE) with effect from 01.11.2013. **vide No.A.12034/1/2015-P&AR(GSW) dated 4.12.2017.**