

No.A.12031/1/2025/DP&AR-MADC
MARA AUTONOMOUS DISTRICT COUNCIL
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS

Dated Siaha, the 26th August, 2025

ADVERTISEMENT NO. 9/2025

Applications are invited from eligible candidates on contract basis to the following posts under the Office of Circle Administrative Officer, Vahia, Mara Autonomous District Council.

Sl/No	Name of Post	Number of Post	Monthly Remuneration & Pay Level
1.	Lower Division Clerk	1 (one)	₹ 16,200/- (Level-4)
2.	Assistant Sanitary Inspector	1 (one)	₹ 16,200/- (Level-4)

The application form can be obtained from the Department of Personnel & Administrative Reforms, Mara Autonomous District Council, Siaha during office hours. Government/Mara Autonomous District Council employees will have to apply through proper channel. Applications can be submitted to the Department of Personnel & Administrative Reforms, Mara Autonomous District Council with ₹ 100/- (*Rupees One Hundred*) only as application fee from **1st September, 2025 to 10th October, 2025** during office hours.

Educational and other qualifications:

1. **Educational Qualification:** Higher Secondary School Leaving Certificate (Class-XII) or above from recognized institution.
2. **Age Limit:** A candidate must not be less than 18 years and not more than 35 years of age on the last date fixed for receipt of applications:

Provided that the upper age limit may be relaxed by 5 (five) years in the case of candidates belonging to Scheduled Tribe.

For age proof document, High School Leaving Certificate (HSLC) which clearly shows the candidate's date of birth shall be accepted.

3. **Mara Language Proficiency:** A candidate must possess a working knowledge of Mara Language at least Elementary School standard.

4. **Computer Proficiency**: A candidate must possess a 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 or such other courses of the level as determined by the Executive Committee of the Mara Autonomous District Council from time to time.
5. **Permanent Resident**: A candidate must be a permanent resident of the Mara Autonomous District by birth or descent.

Sd/- K. Vanlalliana
Executive Secretary
&
Chairman
Recruitment Board
Mara Autonomous District Council
Siaha

Memo. No.A.12031/3/2025/DP&AR-MADC : Dated Siaha, the 26th August, 2025

Copy to:

1. PS to Chief Executive Member, Mara Autonomous District Council, Siaha.
2. PS to Chairman, Mara Autonomous District Council, Siaha.
3. PS to Deputy Chief Executive Member, Mara Autonomous District Council, Siaha.
4. PA to all Executive Members/Deputy Chairman/Vice Chairman (P&DB)/Chairman (Town Committee)/ Adviser to CEM/Deputy Chief Whip, Mara Autonomous District Council, Siaha.
5. All Heads of Department, Mara Autonomous District Council, Siaha.
6. Circle Administrative Officer, Mara Autonomous District Council, Vahia.
7. Information & Publicity Officer, Mara Autonomous District Council, Siaha for wide publicity and with a request to publish the same in at least 2 (two) local newspapers in 2 (two) consecutive issues.
8. Notice Board, Mara Autonomous District Council, Siaha.
9. Guard File.


(DERICK SALAI SOLO)
Under Secretary (DP&AR)
&
Member Secretary
Recruitment Board
Mara Autonomous District Council
Siaha