

**APPLICATION FORM FOR THE POST OF LDC (P.E)
UNDER GENERAL ADMINISTRATION DEPARTMENT,
SECRETARIAT ADMINISTRATION WING**

*Passport size
photo 2
copies to be
affixed*

1. Name of Service/Post : _____

2. Name of Department : _____

3. Name of candidate : _____
(in capital letters)

4. Father's/Mother's Name : _____

5. Permanent Address : _____

6. a) Address for correspondence : _____

b) Phone Number : _____

7. Date of Birth *(attached self
Photocopy of Birth Certificate
or HSLC or Aadhar)* : _____

8. Sex *(Male or Female)* : _____

9. Community i.e SC/ST/OBC : _____
*(attach self attested photocopy
of the supporting document)*

10. Education and other qualification : 1. _____
as prescribed in the advertisement 2. _____
(attach self attested photocopy of 3. _____
the supporting document) 4. _____

11. Experience, if any *(attach self
attested photocopy of the
supporting document)* : _____

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

13. Indicate the list of self attested Documents enclosed with the application (*i.e Educational Certificate, ST Certificate, Birth Certificate etc*) :
1. _____
2. _____
3. _____
4. _____
5. _____

14. Whether or not the candidate is a Person with benchmark disability as defined under Section 2(r) of RPwD Act, 2016 (*attach self attested photocopy of the supporting document*) : YES/NO

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

16. 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? : _____

DECLARATION

(Dilna diklo leh fello a awm a nih chuan keiman a mawh ka phur ang)

(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 law. Also, all the benefit availed by me shall be summarily withdrawn)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)

INSTRUCTIONS FOR FILLING UP OF LDC APPLICATION FORM

Candidates applying for the post of LDC (PE) under the General Administration Department, Secretariat Administration Wing must carefully read the following instructions before filling up the application form:

1. The applicant must be a citizen of India, must have passed HSSLC, and must be between 18-35 years of age as on 1st August, 2026 (age relaxation applicable, e.g., +5 years for ST). The applicant must possess a Computer Proficiency Certificate. Higher educational qualification certificates (e.g., MA, etc.) may also be enclosed if available.

2. The Application Form must be filled up completely. Incomplete application forms will be disqualified. Applicants must submit 2 (three) passport-size photographs. Failure to submit photographs will lead to disqualification.

3. Applicants must ensure that their application forms are properly filled and complete. Even if departmental staff receive and check the forms at the time of submission, the responsibility for any mistakes or incomplete information lies solely with the applicant. The receiving officials will not be held responsible.

4. Completed application forms along with all required documents must be submitted to the GAD, SAW (E), Mizoram Secretariat Building No.-1 Room No.052/053 (Basement-I), MINECO, Aizawl between 25th September, 2026 to 24th October, 2026 during office hours.

5. As self-attestation of documents is permitted by the Government, applicants must self- attest their documents. Documents attested by others (who are not Gazetted Officers) will not be accepted. The required documents must be arranged in the following order for submission –

- 1. Educational Qualification (from HSSLC onwards, including DCA/CCA certificate).**
- 2. Experience certificate (if any).**
- 3. SC/ST/OBC Certificate.**
- 4. Birth Certificate/ HSLC Certificate for proof of age.**

6. Applicants submitting their forms by post (ordinary/speed post) must ensure that the application reaches the office on or before the last date of submission. Applications received after the last date will not be accepted. Applicants sending their forms by post must pay the required Application Fee and Stationery Charges in advance; otherwise, their application will be disqualified.

7. Once submitted, the application form, documents, and fees cannot be withdrawn or refunded.

8. Applications without the applicant's signature will be disqualified.

9. As official letters sent by post may be delayed or lost, important notifications regarding the recruitment process will be shared through the official WhatsApp Group and the department website: sad.mizoram.gov.in. Applicants must regularly check these platforms for updates regarding Test/Exam dates, Call Letters, etc.

10. Applicants must scan the QR code provided below to join the official WhatsApp Group.



How to join Whatsapp Group
using QR code : Open whatsapp
app, scan QR code using the
camera button, Option to join the
group will be displayed. Click Join

11. Self-attested photocopies of Educational Certificates and other relevant certificates must be submitted. Mark Sheets should NOT be enclosed.

12. During the recruitment process, applicants must not approach higher authorities regarding delays or issues caused by their own negligence. Such representations will not be entertained.

13. Filling up and submitting the application form is the first step in assessing a candidate's suitability. Therefore, if an application is incomplete and the candidate is disqualified, it cannot be rectified later.

14. Application Fee details:

- Applicants submitting ST/SC/OBC certificate: Rs. 150/- Application Fee
- Applicants without such certificates: Rs. 200/- Application Fee
- Applicants submitting Disability Certificate: No fee required.

15. For any queries regarding the recruitment process, applicants may contact **Pu David Lalremtluanga**, MSS, Superintendent, GAD, SAW (E) at the following phone number during office hours only: **9436153453**

16. Applicants must first appear for a Typing Test conducted by the department. Candidates must be able to type 30 correct words per minute. Typing Master software will be used, and the department will prepare the custom text. Each candidate will be given 10 minutes, during which they must consistently type 30 correct words per minute with proper punctuation and 20 minutes for PwBD candidates during which they must consistently type 30 correct words per minute with proper punctuation.

17. The detailed LDC Syllabus can be downloaded from the Department sad.mizoram.gov.in