

No. A.60011/275/2025-GSW-DPAR
Government of Mizoram
Department of Personnel and Administrative Reforms
(General Service Wing)

Mizoram Secretariat, MINECO
Aizawl the 3rd of March, 2026

OFFICE MEMORANDUM

Subject: Instructions regarding conduct of typing test for Direct Recruitment to Government Service and relaxation thereof for Persons with Benchmark Disabilities.

It has been noticed that the manner in which Typing Tests for Direct Recruitments conducted by various Departments is not uniform, particularly in the time allotted to candidates. Hence, the Government of Mizoram has been considering for quite some time the issue of having consolidated instructions on typing test for Direct Recruitment to Government Service and relaxation of the instructions for Persons with Benchmark Disabilities. The following instructions are hereby laid down for strict compliance as follows, which will come into force with immediate effect.

1. APPLICABILITY:

These instructions shall apply to candidates appointed through Direct Recruitment to Government Service under the Government of Mizoram, whose Recruitment Rules prescribe typing test.

2. TYPING TEST:

- (i) The typing test shall be held before conducting written examination, skill test and personal interview.
- (ii) Typing test shall be of qualifying nature only.
- (iii) ***The duration of typing test shall be 10 (ten) minutes.***
- (iv) Marks shall not be awarded for typing test. All candidates who secure a qualifying speed of minimum 30 (thirty) words per minute shall be recorded only as **FIT** for written examination and those below as **UNFIT**.
- (v) Candidates who fail to meet the required number of words in the typing test shall not be eligible to appear in the written examination.

3. RELAXATION FOR PERSONS WITH BENCHMARK DISABILITIES:

Relaxation may be allowed to Persons with Benchmark Disabilities as follows:

- (i) An additional 10 (ten) minutes shall be allowed for the typing test, thereby making the total duration 20 (twenty) minutes. The time given shall not exceed 20 minutes.
- (ii) The qualifying speed of 15 (fifteen) words per minute shall be recorded as **FIT** for written examination and those below as **UNFIT**.
- (iii) Candidates who fail to meet the required number of words in the typing test shall not be eligible to appear in the written examination.
- (iv) The term 'Persons with Benchmark Disabilities' covers those mentioned vide O.M No. A. 12027/1/2011-P&AR (GSW) dated 18.02.2019 Para 2 (2).

Sd/- K. LALTHAWMMMAWIA

Commissioner & Secretary to the Govt. of Mizoram

Memo No: A.60011/275/2025-GSW-DPAR : Aizawl the 3rd of March, 2026

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3. P.S. to Speaker/Ministers/ Leader of Opposition /Deputy Speaker/Minister of State/ Vice Chairman, State Planning Board/Deputy Govt. Chief Whip
4. All members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC
6. Sr. PPS to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC
9. Secretary, MIC/SEC/AMC/Lok Ayukta
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11. All Deputy Commissioners
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Under Secretary to the Govt. of Mizoram