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EXTRAORDINARY

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NOTIFICATION

No. A.12019/3/2023-LESDE, Aizawl, the 13th February, 2026: In exercise of the powers conferred by section 20 of the Mizoram Private Placement Agencies (Regulation) Act, 2025 (Act No. XXX of 2025), the Government of Mizoram is pleased to make the following rules, namely:-

1. Short title, extent and commencement.-

- (1) These rules may be called the Mizoram Private Placement Agencies (Regulation) Rules, 2026.
- (2) They shall extend to the whole of Mizoram.
- (3) These rules shall come into force from the date of publication in the Official Gazette.

2. Definition:

- (1) In these rules unless the context otherwise requires-
 - (a) "Act" means the Mizoram Private Placement Agencies (Regulation) Act, 2025 (Act No. XXX of 2025);
 - (b) "Form" means forms appended to these rules;
 - (c) "Licensee" means the agency to which license has been granted under the Act;
- (2) Words and expressions used in these rules but not defined herein shall have the same meaning as assigned to them in the Act.

3. Manner of making application for grant of License.-

- (1) Every application by a Private Placement Agency for the grant of a license under sub-section (1) of section 6 in **Form - I**.
- (2) Every application referred to in sub-rule (1) shall be accompanied by a fee and a bank guarantee, which shall be notified by the State Government from time to time, in the form of crossed bank draft/demand draft or banker's cheque payable to the Registering Officer.
- (3) Every application referred to in sub-rule (1) shall be either delivered personally to the Registering Officer or through a representative.

- (4) On receipt of the application referred to in sub-rule (1), the Registering Officer shall after noting the date of receipt of the application, provide an acknowledgment to the applicant and forward the application to the Controlling Authority for approval.

4. Verification of character and antecedents for the applicant.-

- (1) Every applicant, while making an application to the Registering Officer for issue of fresh license, shall enclose with the application a duly filled Form-II for verification of his or her character and antecedents:

Provided that, where the applicant is a company or a firm, a separate Form-II shall be enclosed in respect of every proprietor, majority shareholder, partner or director, as the case may be.

- (2) The applicant shall enclose along with Form-II such documents as may be required, including proof of identity, age, residence, address of the placement agency office and relevant registration certificates, wherever applicable.
- (3) On receipt of the application, the Registering Officer or the Controlling Authority, as the case may be, shall forward Form-II along with the accompanying documents to the Superintendent of Police of the concerned district or the appropriate authority having jurisdiction over the registered office of the agency for verification of the particulars furnished therein:

Provided that, where the registered office of the Private Placement Agency is situated outside the State or outside India, Form-II and the accompanying documents shall be forwarded to the appropriate authority having jurisdiction over such place.

- (4) The Superintendent of Police or the appropriate authority, as the case may be, shall, after conducting such inquiry as it considers necessary, record the verification findings and its recommendation of no objection or objection in Form-II itself, and forward the completed Form-II to the Controlling Authority within thirty days from the date of receipt of the application:

Provided that, where the applicant is from outside the State, the period for verification may extend up to ninety days.

- (5) The verification findings and recommendation recorded in Form-II shall be treated as the verification report for the purposes of section 6 of the Act.
- (6) The Controlling Authority may, after considering the verification report and recommendation recorded in Form-II, take a decision on the application in accordance with the provisions of the Act.
- (7) No fresh verification of character and antecedents under this rule shall be required at the time of renewal of license, unless the Controlling Authority, for reasons to be recorded in writing, directs otherwise.
- (8) Where the Controlling Authority refuses to grant a license on the basis of verification, it shall record the reasons in writing and furnish a brief statement thereof to the applicant on request:

Provided that the Controlling Authority shall give the applicant reasonable opportunity of being heard.

5. Verification of character and antecedents of the applicant for the worker.-

- (1) No person shall be employed or engaged as a worker by the Private Placement Agency unless he fulfils the conditions specified in rule 20 and 21 and the Agency is satisfied about the character and antecedents of such person after receiving the character and antecedent report from the Superintendent of Police, or the appropriate authority, as the case may be.
- (2) A person seeking employment as worker shall submit the information in **Form-III** to the Agency and in case the person has stayed in more than one district, state or country during the last five years, he/she shall submit details thereof.
- (3) The following documents shall be enclosed along with the verification Form (**Form III**):
 - (a) Three passport-size photographs of the applicant.
 - (b) Proof of age (Birth Certificate or School Leaving Certificate.)
 - (c) Proof of residence
 - (d) Voter ID card (EPIC card) issued by the Election Commission of India,
 - (e) Pre-Placement Orientation Certificate.
- (4) The person shall deposit the verification fees in respect of each individual case for verification of character and antecedents to the concerned District Superintendent of Police, or the appropriate authority, as the case may be, for this purpose.
- (5) The concerned District Superintendent of Police, or the appropriate authority, as the case may be, for this purpose, for establishing the identity and for verifying the character and antecedents of the person may make such inquiries, as it may consider necessary for this purpose.
- (6) The Superintendent of Police of the concerned district or the appropriate authority, as the case may be, shall, after verification, record the verification report in Form-III itself and forward the completed form to the Private Placement Agency within thirty days of receipt of the form.
- (7) The character and antecedent verification report shall be marked as confidential and forwarded in the sealed cover and shall remain valid for five years from the date of verification:

Provided that if his current employer requests for disclosure of the report, the Agency concerned may disclose it after consultation with concerned Superintendent of Police or the appropriate authority.
- (8) On the basis of the verification report of the character and antecedent submitted by the concerned Police Station, the agency shall issue a Character Certificate to the person in **Form- IV**, which shall not be taken back even if the person ceases to be part of the agency.
- (9) The Agency shall submit the verification fee, as may be notified by the State Government from time to time, along with each application to the concerned Superintendent of Police or the appropriate authority, as the case may be, for verification of the character and antecedents of a person to be employed by the Agency as a worker.

6. Grant of License.-

- (1) The Registering Officer on receiving the application under sub-rule (1) of rule 3, after completing with all the required formalities and satisfying itself about the suitability of the applicant and also the need for granting license for the area of operation applied for, shall forward the application to the Controlling Authority for approval to grant a license to the Private Placement Agency.
- (2) The Controlling Authority may, after making such inquiries as it considers necessary and after obtaining No Objection Certificate from the concerned Superintendent of Police of the District, or the appropriate authority, as the case may be, by order in writing either grant or refuse to grant the license within a period of sixty days from the date of receipt of application with complete particulars and on payment of the fees prescribed under rule 3, and if the applicant is from outside the state of Mizoram, the period shall be extended to ninety days:

Provided that when the Controlling Authority does not agree with the No Objection Certificate issued from the concerned Superintendent of Police of the District, or the appropriate authority, as the case may be, he shall briefly record the reasons of his disagreement and place the matter before the Government and proceed to grant or refuse the application for grant of license subject to the decision of the Government:

Provided further that if the Controlling Authority decides to give approval for grant of license, then he shall grant license in **Form-V**. The license shall be valid for a period of five years unless the same is cancelled by the Controlling Authority under sub-section (1) of section 7 of the Act.

- (3) The Controlling Authority may review the continuation of license of such Private Placement Agency, which fail to comply with the conditions for which the license was granted.
- (4) The agency shall not use in its name the words like "Indian", "National" or any other such words, which can give the impression of any Government patronage.
- (5) Save as provided in these rules, the fees paid for the grant of license shall be non-refundable.

7. Licensee to intimate the Registering Officer/Controlling Authority.-

- (1) The licensee shall inform the Registering Officer or the Controlling Authority regarding any change in the address of persons forming the Agency and management within seven days of such change.
- (2) The licensee shall immediately intimate the Registering Officer or the Controlling Authority about any criminal charge framed against the persons forming the agency employees of the Agency, in the course of their business transaction as Private Placement agency. A copy of such communication shall also be sent to the officer in charge of the concerned Superintendent of Police Station, where the accused person resides.

8. Renewal of License.-

- (1) Every Private Placement Agency shall apply to the Registering Officer for renewal of the license at least ninety days prior to the date of expiry in **Form I**.
- (2) The Registering Officer shall forward the application under sub-rule (1) of rule 8 to the

Controlling Authority for approval of such application for renewal of license.

- (3) Upon approval of the application for renewal of license by the Controlling Authority, the Registering Authority may grant such renewal of license to a further period of five years in **Form V**.
- (4) The fees chargeable for renewal of the license shall be the same as applicable for the grant of license.

9. Conditions for renewal of License.-

Every license shall, unless the Controlling Authority for reasons to be recorded in writing otherwise decides in any case, be renewable for the same period for which the license was originally granted and shall be so renewable, from time to time and the provisions of rule 6 and 7 shall apply to the renewal of a license as they apply to the grant thereof.

10. Suspension or cancellation of License.-

- (1) No license granted under this Act shall be cancelled or suspended until the licensee has been given a reasonable opportunity of being heard after giving due service of show cause as to why his license should not be cancelled or suspended, as the case may be;
- (2) No such opportunity of being heard shall be necessary on temporary suspension of license, when license is suspended temporarily pending an enquiry against the licensee for contravention of section 11 of the Act or any order made thereunder or any of the conditions of the license granted to him.

11. Manner of making application for No Objection Certificate for Private Placement Agencies or Recruiting Agencies registered outside Mizoram but within India.-

- (1) Every application for No Objection Certificate by an Agency under section 8 (A) of the Act shall be made to the Controlling Authority in **Form – VI** enclosing the following documents, namely:-
 - (a) for placement within India, a valid license issued under the relevant state law authorizing the business or operation of placement or recruitment as a recruiting agent;
 - (b) for placement in any place or country beyond the boundaries of India, a valid certificate of registration issued under Chapter IV of the Emigration Act, 1983, by the Ministry of External Affairs, Government of India.
- (2) Every application referred to in sub-rule (1) shall be either delivered personally to the Controlling Authority or through a representative.
- (3) Upon receipt of the application, the Controlling Authority shall verify the documents submitted.
- (4) If the Controlling Authority is satisfied with the authenticity and validity of the documents, it shall issue the No Objection Certificate within thirty days from the date of receipt of the application.
- (5) If the application is found incomplete or if the documents are not satisfactory, the Controlling Authority may reject the application. In such cases, the Controlling Authority shall inform the applicant within fifteen days from the date of receipt of the application, specifying the reasons for rejection.

12. Manner of making application for No Objection Certificate for Private Placement Agencies or Recruiting Agencies registered outside India.-

- (1) Every application for No Objection Certificate by an Agency under section 8 (B) shall be made to the Controlling Authority in **Form - VI** enclosing the following documents.
 - (a) For placement in any place or country beyond the boundaries of India, a valid certificate of registration issued under chapter IV of the Emigration Act, 1983, by the Ministry of External Affairs, Government of India.
 - (b) A valid company registration certificate, partnership deed, registration certificate, business license or any other pertinent license or certificate from the respective foreign country, authorizing the business or operation of placement or recruitment as a recruiting agent.
- (2) Every application referred to in sub-rule (1) shall be either delivered personally to the Controlling Authority or through a representative.
- (3) Upon receipt of the application, the Controlling Authority shall verify the documents submitted.
- (4) If the Controlling Authority is satisfied with the authenticity and validity of the documents, it shall issue the No Objection Certificate within thirty days from the date of receipt of the application.
- (5) If the application is found incomplete or if the documents are not satisfactory, the Controlling Authority may reject the application. In such cases, the Controlling Authority shall inform the applicant within fifteen days from the date of receipt of the application, specifying the reasons for rejection.

13. Issuance of No Objection Certificate.-

- (1) The Controlling Authority on receiving the application under sub-rule (1) of rule 11 and sub-rule (1) of rule 12, after completing with all the required formalities and satisfying itself with the correctness and validity of the documents, the suitability of the applicant and also the need for granting No Objection Certificate applied for, shall issue a No Objection Certificate within thirty days from the date of receipt of the application to the Private Placement Agency in **Form - VII**.
- (2) If the application is incomplete or if the documents are not satisfactory, the Controlling Authority may reject the application if it is found to be incomplete or the documents are deemed unsatisfactory. In such cases, the Controlling Authority shall, with fifteen days from the date of receipt of the application, notify the applicant in writing and specifying the grounds for rejection.
- (3) The Controlling Authority may review the continuation of the No Objection Certificate of such Private Placement Agency, which did not adhere to the conditions for which the No Objection Certificate was granted and failed to provide the mandatory Pre-Placement Orientation Program under section 12 of the Act as per the syllabus framed by the Controlling Authority.
- (4) The agency shall not use in its name the words like "Indian", "National" or any other such words, which can give the impression of any Government patronage.

14. Validity and Renewal of No Objection Certificate.-

- (1) The No Objection Certificate issued under rule 13 shall be valid for a period of three years from the date of issue.
- (2) The agency shall apply for renewal of the No Objection Certificate at least sixty days prior to the expiry of the No Objection Certificate in **Form – VI**.
- (3) The Controlling Authority shall issue the No Objection Certificate after making inquiry when deemed necessary in Form VII.

15. Cancellation of No Objection Certificate.-

'No Objection Certificate' issued under this Act shall not be cancelled or suspended until the holder of the No Objection Certificate has been given a reasonable opportunity of being heard after giving due service of show cause as to why his No Objection Certificate should not be cancelled or suspended, as the case may be;

16. Appeals and Procedure.-

- (1) Any person aggrieved by any order or decision passed by the Registering Officer or the Controlling Authority refusing to grant a license, varying the conditions of a license, suspending or revoking a license may prefer an appeal against the said order to Appellate Authority.
- (2) Any person aggrieved by the order or decision of the Controlling Authority regarding the issuance, renewal, or rejection of No Objection Certificate under section 9 of the Act may file an appeal to the Appellate Authority.
- (3) No appeal shall be entertained, unless it is submitted within a period of thirty days from the date of receiving a copy of the order.

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the Appellant has sufficient cause for delay.

- (4) Every appeal under sub-section (1) and (2) of section 10 of the Act shall be preferred in **Form-VIII** duly signed by the aggrieved person or his advocate to the Appellate Authority in person or sent by registered post.
- (5) The Appellate Authority shall maintain a record of each appeal received, including details such as the appellant's information, grounds of appeal, actions taken, and final decision in **Form - IX** copy of this record shall be provided to the appellant after the appeal process has been concluded.

17. Functions and duties of Private Placement Agencies.-

- (1) Every Private Placement Agency shall furnish the details of work or employment of the worker(s) to the Registering Officer within seven days from the date of conveying the worker (s) to the place of work or employment within or beyond the boundaries of the State of Mizoram in the **Form - X**.
- (2) An agreement under sub-section (2) of section 10 for engagement of worker by the employer

through Private Placement Agency shall be made in writing, to be executed in a non-judicial stamp paper of one-hundred rupees containing the following particulars in **Form – XI-**

- (a) full name and address of the employer and the Private Placement Agency;
 - (b) contact details (phone number, email address) of the employer and the Private Placement Agency;
 - (c) description of the job position(s) to be filled through the agency;
 - (d) duration of engagement, including start and end dates if applicable;
 - (e) compensation details, including salary, allowances, benefits, and any other remuneration provided to the worker;
 - (f) responsibilities and duties of the worker as prescribed by the employer and the agency;
 - (g) terms of termination, renewal, or extension of the engagement;
 - (h) Any other specific particulars as may be required by the Controlling Authority from time to time.
- (3) The agreement shall comply with the provisions of the Mizoram Private Placement Agency (Regulation) Act, 2025 along with these rules, and any other applicable act, rules or regulations governing the engagement of workers through Private Placement Agencies.
- (4) Every Private Placement Agency shall conduct a welfare check on the worker(s), once every quarter for the first year of placement or employment. The agency shall maintain detailed records of these checks, including the date, findings, and any actions taken based on the welfare check in **Form XII**.

18. Register to be maintained by the Agency.-

The agency shall maintain a register in **Form XIII**, which shall be open for inspection by the Controlling Authority or the Registering Officer.

19. Standard for accommodation and transportation.-

- 1) Private Placement Agencies shall ensure that accommodation provided to workers meets the following standards-
- (a) accommodation must be safe, hygienic, and suitable for the number of occupants;
 - (b) adequate facilities for sanitation, drinking water, cooking, electricity, bedding and storage space shall be provided by the employer and the Private Placement Agency.
- (2) Transportation arrangements for workers shall adhere to the following standards-
- (a) transportation vehicles must be safe and comfortable;
 - (b) vehicles must be licensed and insured for passenger transport as per applicable laws;
 - (c) adequate seating capacity and safety measures, including seat belts where required, shall be provided;
 - (e) drivers must possess valid licenses and adhere to traffic regulations;
 - (f) transportation shall be provided in a timely manner, ensuring workers arrive at their place of employment safely and punctually.

20. Pre-Placement Orientation Program.-

The Controlling Authority shall develop a comprehensive syllabus for the mandatory Pre-Placement Orientation Program as stipulated under section 12 of the Act for individuals intended for employment through Private Placement Agencies, aligned with the nature of the work the individual is intended to be employed. The orientation program shall be delivered by government-recognized Training Providers, who shall issue a certificate upon successful completion of the orientation program.

21. Eligibility for worker.-

A person shall be eligible for being engaged or employed as worker if he/she fulfils the conditions specified below:-

- (a) If he is eighteen years and above;
- (b) If he is not physically handicapped or unsound mind;
- (c) If he is not having past criminal records.

22. Compliance Report.-

Every Private Placement Agency who has been granted license under the Act shall submit its annual compliance report to the Controlling Authority pursuant to section 11 of the Act in **Form XIV**. The report shall include -

- a) details of placements made during the reporting period;
- b) information on the number of workers engaged;
- c) compliance with statutory obligations related to wages and working hours;
- d) any incidents or complaints received and actions taken.

23. Identity Card for Worker.-

The Private Placement Agency shall issue an identity card to every worker in **Form- XV** which shall contain a full-face colour photo, name of the agency, name of the worker, designation, identification number and the period of validity and the photo identity card shall also be maintained up to date and any change in the particulars shall be entered therein and in a situation where an employee is no longer engaged or employed by the agency, the photo identity card issued to worker shall be returned immediately to the Issuing authority.

Dr. Lalhriatzuali Ralte, IAS
Secretary to the Govt. of Mizoram,
Labour, Employment, Skill Development &
Entrepreneurship Department.

Form-I
[See rule 3 (1) and rule 8(1)]

**APPLICATION FOR NEW LICENSE/RENEWAL OF LICENSE TO ENGAGE IN
 THE BUSINESS OF PRIVATE PLACEMENT AGENCY**

To,

The Registering Officer

.....

The undersigned hereby applies for obtaining a license/renewal of license to run their business in the area of Private Placement Agencies:

1. Full name of the applicant(s) :
2. Nationality of the applicant(s) :
3. Son/Daughter /Wife of :
4. Residential Address :
5. Address where the applicant desires/continue to start his Agency :
6. Name of the Private Placement Agency :
 (NOTE: Registration Number of the Agency also be indicated for renewal applications)
7. Name and Address of Proprietor, Partner, Majority shareholder, Director and Chairman of the Agency:
 (NOTE : Nationality of each partner, Majority Shareholder, Director and Chairman of the Agency be indicated)
8. Name and extent of Facilities available :
9. Qualification of staff engaged for imparting instruction :
 Name :
 Date of birth :
 Designation :
10. State/s or Country/ies where the applicant where the applicant intends to/continue to operate?
 a.
 b.
 c.
 d.
 e.
11. Does the applicant possess the training facility on its own or will get it on outsourcing basis? The details of training should be furnished (as annexure)
 Address of applicant :
 Telephone number of the applicant :
 Date of the application :

Enclosures :-

- i. Copy of current Income Tax Clearance Certificate, if the applicant is non-tribal.
- ii. Copy of registration certificate issued by Labour, employment, Skill Development and Entrepreneurship department, Government of Mizoram, under the Mizoram Shops and Establishment Act, 2020 (if applicable).
- iii. Copy of a valid certificate of registration issued under chapter IV of the Emigration Act, 1983, by the Ministry of Home Affairs (for operation of business beyond the boundaries of India), if applicable.
- iv. Duly filled Verification Form (Form II)
- v. Voter ID (EPIC card) of the applicant
- vi. Any other document or information as required by the Controlling Authority or the Registering Officer.

Form-II
[See rule 4]

FORM FOR VERIFICATION OF ANTECEDENTS

(For Grant of License under section 6 of the Mizoram Private Placement Agencies
(Regulation) Act, 2025)

*Thumb Impression * of the Applicant
Signature of the Applicant

Recent
Passport
Photograph

FOR OFFICIAL USE ONLY

File No.: _____

Police Station: _____

District: _____

N.B.: Please read the instructions carefully before filling the form.
Please fill in BLOCK LETTERS.

PART-I (Details to be furnished by the Applicant)

1. Name of Applicant (Initials not allowed):
First Name _____ Middle Name _____ Last Name _____
2. Previous name, if any: _____
3. Sex: _____
4. Date of Birth: _____
5. Place of Birth:
Village/Town _____ District _____ State _____ Country _____
6. Father's / Legal Guardian's Name: _____
7. Mother's Name: _____
8. Spouse Name (if married): _____
9. Present Address: _____
Phone: _____ Email: _____
10. Period of residence from: _____
11. Permanent Address: _____
12. Previous addresses in last five years (if any): _____
13. Stay abroad details (if any): _____

PART-II (Other Particulars)

14. Educational Qualifications: _____
15. Previous employment / business details: _____
16. Reason for leaving last employment: _____
17. Visible distinguishing marks (if any): _____
18. Have you ever been dismissed or removed from Government service on account of misconduct or moral turpitude? Yes / No
19. Have you earlier operated any Private Placement Agency or were a proprietor / partner / majority shareholder / director? Yes / No (Details if yes)
20. Are you a citizen of India by: (Birth/Descent/Registration/Naturalization? If you have ever possessed any other citizenship please indicated (the same).

21. Have you ever been convicted by any court in India? Yes / No (Details if yes)
22. Are any criminal proceedings pending or any association with banned organisations?

PART-III (Declaration)

I declare that the information furnished above is true and correct and nothing material has been concealed.

Signature of Applicant: _____
Date: _____ Place: _____

Enclosures:

1. Photographs
2. Proof of age
3. Registration certificates (if applicable)
4. Proof of residence
5. Proof of agency address
6. Voter ID

PART-IV (Verification Report & Recommendation)

Verification Findings:

No adverse information / Adverse information (details below)

Recommendation:

No Objection / Objection to grant of license under section 6 of the Act.

Date of completion of verification: _____

Signature of Superintendent of Police / Appropriate Authority

Name

Designation:

Office Seal:

Form III
[See rule 5 (2)]

FORM FOR VERIFICATION OF CHARACTER & ANTECEDENTS OF WORKER

Thumb Impression of the Applicant _____

Signature of the Applicant _____

FOR OFFICIAL USE ONLY

Form number _____

Name of the police station sent for police verification _____

Date _____

Amount of fees Rs. _____ Cash/D.D. _____

Name of Bank & Branch _____

D.D. No. _____ Date of Issue _____

N.B.: Please read the instructions carefully before filling the form. **Please fill in BLOCK LETTERS:**
(Note: Please furnish correct information. Furnishing of incorrect information or suppression of any material information in the form will render the candidate unsuitable.)

1. Name of applicant (Initials not allowed):
First Name _____ Middle Name _____ Last Name _____
2. If you have ever changed your name, please indicate the previous name(s) in full:

3. Sex (Male/Female): _____
4. Date of Birth: _____
5. Place of Birth (Village / Town / District): _____
State & Country: _____
6. Father's / Legal Guardian's Full Name (Initials not allowed):

7. Mother's Full Name (Initials not allowed):

8. If married, Full Name of Spouse (Initials not allowed):

9. Present Residential Address including Street No./Police Station, Village and District (with PIN Code):

Telephone / Mobile No. _____
Email ID _____

10. Date from which applicant has resided at the above address: ____ / ____ / ____

11. Permanent Address including Street No./Police Station, Village and District (with PIN Code):

12. If not residing continuously at the above address for the last five years, furnish previous addresses with duration:

Address _____ From _____ To _____

13. In case of stay abroad, particulars of places resided for more than one year after attaining the age of twenty-one years:

14. Other Details:

(a) Educational Qualifications: _____

(b) Previous positions held, if any, along with name and address of employer(s):

(c) Reason for leaving last employment: _____

(d) Visible Distinguishing Mark: _____

(e) Height (cms): _____

15. Are you working in Central Government / State Government / Public Sector Undertakings / Statutory Bodies? (Yes/No) _____

16. Citizenship of India by: Birth / Descent / Registration / Naturalisation.

If ever possessed any other citizenship, give details:

17. (a) Have you ever been convicted by a court in India and sentenced to imprisonment? If yes, give details:

(b) Are any criminal proceedings pending against you? If yes, give details:

(c) Has any court issued a warrant / summons or order prohibiting departure from India? If yes, give details:

(d) Are you associated with any organisation banned under any law on grounds of national security or public order?

18. Self Declaration:

The information given by me in this form and the enclosures is true and correct and I am solely responsible for its accuracy.

Signature / Thumb Impression of Applicant _____

Date _____ Place _____

19. Particulars of person to be contacted in the event of death or accident:

Name _____
Address _____
Mobile / Telephone No. _____

Enclosures:

- i. Three passport-size photographs of the applicant.
- ii. Proof of age.
- iii. Proof of residence.
- iv. Voter ID card (EPIC).
- v. Pre-Placement Orientation Certificate.

(Signature / Thumb Impression of Applicant)

FOR OFFICE USE ONLY

File No. _____

Verification Report
(to be filled by the Police / Appropriate Authority)

Remarks / Findings:

Date of completion of verification: _____

Signature of Verifying Authority _____

Name _____

Designation _____

Office Seal:

Name of Police Station _____

Name of Police District _____

Form-IV
[See rule 5(8)]

CHARACTER & ANTECEDENT CERTIFICATE

This is to certify that Mr./Ms. _____
S/o D/o Shri _____ R/o _____
whose particulars are given below, has good moral character and reputation and that the applicant has
been staying at the following address continuously for the last one year.

Date of Birth : _____
Place of Birth : _____
Education Qualification : _____
Profession : _____
Present Address : _____
Permanent Address : _____
Issuing Authority : _____

This assessment is arrived on the basis of the verification report of concerned Superintendent of
Police/Appropriate Authority vide No _____ Dated _____

Signature :

Name :

Designation :

Address/Tel. No. :

Date of Issuing:

Form-V
[See rule 6(2) & 8(3)]

LICENCE TO ENGAGE IN BUSINESS OF PRIVATE PLACEMENT AGENCY

Serial No _____ Date _____
Shri/Smt./Ku _____ (Name of the applicant)
S/o W/o D/o _____ R/o _____ (full address) is granted
the license by the Controlling Authority for the State of _____ to run the business of Private
Placement Agency in the district(s) of /State of (cancel the inapplicable words) _____
with office at _____
(address of the office)
Place of Issue _____
Date of Issue _____
This license is valid upto _____

Signature

Signature

Name of Granting Authority:
Officer:
Designation:
Official Address:

Name of Registering
Designation:
Official Address:

This license is renewed upto _____

Signature

Signature

Name of Granting Authority:
Officer:
Designation:
Official Address:

Name of Registering
Designation:
Official Address:

Date of renewal:

Form-VI
[See rules 11(1) and 12(1)]

APPLICATION FOR ISSUANCE AND RENEWAL OF NO OBJECTION CERTIFICATE (NOC)
For Private Placement Agencies or Recruiting Agencies registered outside Mizoram but within India/
Private Placement Agencies or Recruiting Agencies registered outside India

1. Name of the Private Placement Agency : _____
2. Address of Registered Office : _____
3. License Number and Issuing Authority : _____
4. Details of Private Placement : _____
5. Types of work/job/position for placement : _____
6. Sectors/industries involved : _____
7. Geographic location/s / Address of Placement : _____
8. Number of candidates to be placed : _____
9. Recruitment process and methodology : _____

Enclosures:

- (i) For persons, Private Placement Agencies, or Recruiting Agencies holding a license or certificate under any private placement agency regulation law of another state in India, and having its branch office in Mizoram or having a registered partner in Mizoram:
 - a. A valid license issued under the relevant state law authorizing the business or operation of placement or recruitment as a recruiting agent (for placement within India)
 - b. A valid certificate of registration issued under Chapter IV of the Emigration Act, 1983, by the Ministry of External Affairs (for placement in any place or country beyond the boundaries of India)
- (ii) For persons, Private Placement Agencies, or Recruiting Agent registered in any place or country outside India, carrying on or intending to carry on or commence the business of placement or recruitment as a recruiting agent for placement of permanent residents of Mizoram within India or any place or country beyond the boundaries of India having his or its branch office in office in Mizoram or having a registered partner in Mizoram:
 - a. A valid certificate of registration issued under chapter IV of the Emigration Act, 1983, by the Ministry of External Affairs (for placement in any place or country beyond the boundaries of India).
 - b. A valid company registration certificate, partnership deed, registration certificate, business license or any other pertinent license or certificate from the respective country, authorizing the business or operation of placement or recruitment as a recruiting agent.

Declaration: I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

Signature of the applicant: _____

Seal and Signature of Superintendent of Police/Appropriate Authority under whose jurisdiction the registered office of the Private Placement Agency is located.

Form-VII
[See rule 13]

NO OBJECTION CERTIFICATE (NOC)

For Private Placement Agencies or Recruiting Agencies registered outside Mizoram but within India/ or Private Placement Agencies or Recruiting Agencies registered outside India having a registered office in Mizoram or having a registered partner in Mizoram to carry on or commence the business of placement or recruitment as a recruiting agent for placement of permanent residents of Mizoram within India or any place or country beyond the boundaries of India.

NO OBJECTION CERTIFICATE

Name of Issuing Authority : _____
Address of Issuing Authority : _____
Contact Details of Issuing Authority : _____

Certificate No : _____
Date of issue : _____

This is to certify that [**Name of Agency**], a Private Placement Agency / Recruiting Agency registered under [Specify Act/Regulation], having its registered office at [**Agency Address**], is hereby granted this No Objection Certificate (NOC) to carry on or commence the business of placement or recruitment as a recruiting agent for the placement of permanent residents of Mizoram within India or to any place or country beyond the boundaries of India.

Details of the Agency:

- **Name of the Agency** : _____
- **Registration Number** : _____
- **Date of Registration** : _____
- **Type of Agency**
 - o Domestic (Registered outside Mizoram but within India) ☐
 - o Foreign (Registered outside India) ☐
- **Address of the Agency:**
- **Contact Information:**
 - Telephone:
 - Email:
 - Website:

Scope of Activities Authorized:

This NOC authorizes [**Name of Agency**] to engage in the following activities:

1. Recruitment and placement of permanent residents of Mizoram within India. ☐
2. Recruitment and placement of permanent residents of Mizoram to any place or country beyond the boundaries of India [in compliance with the Emigration Act, 1983 and other relevant law in addition to compliance with the Mizoram Private Placement Agencies (Regulation) Act, 2025 and the Mizoram Private Placement Agencies (Regulation) Rules, 2025]. ☐

Conditions of Approval:

1. The Agency shall comply with all relevant laws, regulations, and guidelines governing placement and recruitment activities.
2. The Agency shall ensure that all candidates are treated fairly and ethically during the recruitment process.
3. The Agency shall maintain accurate and up-to-date records of all recruitment and placement activities.
4. This NOC is valid for a period of [Validity Period] from the date of issue, unless revoked or cancelled by the issuing authority.

Declaration:

The undersigned hereby certifies that the information provided by the agency has been verified and found to be correct. The need for granting this No Objection Certificate has been assessed and approved in accordance with the applicable rules and regulations.

Authorized Signatory : _____

[Name of the Signatory]

[Designation]

[Name of Issuing Authority]

Seal/Stamp of the Issuing Authority

Note:

This certificate must be displayed at the registered office of the agency and produced on demand by any authorized official. Any violation of the conditions mentioned herein may result in the revocation of this NOC.

Form -VIII
[See rule 16(4)]

FORM OF APPEAL

An appeal under rule 13 of the Mizoram Private Placement Agencies (Regulation) Rules, 2025 against the Order of the Controlling Authority or the Registering Officer

Details of Appellant

Name of Appellant	:	_____
Name of Private Placement Agency	:	_____
Address	:	_____
Contact Number	:	_____
Email Address (if any)	:	_____
Details of Order Appealed Against	:	_____
Date of Order	:	_____
Subject of Order (License/No Objection Certificate)	:	_____
Nature of Order (Issuance/Renewal/Rejection)	:	_____
Issuing Authority (Controlling Authority/Registering Officer)	:	_____
Grounds of Appeal (A brief statement of grounds for appeal)	:	_____
Relief Sought: (relief sought by the appellant)	:	_____

Above appeal is presented to the Secretary, Government of Mizoram, Labour, Employment, Skill Development and Entrepreneurship Department against the order dated of the Controlling Authority or the Registering Officer.

Verification:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature of Appellant
Name, Designation & Address of the Appellant

Date :

Place:

Form -IX
[See rule 16(5)]

RECORD OF APPEAL FOR APPELLATE AUTHORITY

Details of Appeal:

Appeal Number : [To be assigned by Appellate Authority]
Date of Receipt :
Name of Appellant :
Agency Name :
Address of Agency :
Contact Number :
Email Address (if any) :
Details of Decision Appealed Against :
Date of Decision Appealed Against:
Subject of Decision (License/No Objection Certificate) :
Nature of Decision (Issuance/Renewal/Rejection) :

Grounds of Appeal as Stated by Appellant :
(Brief statement of the grounds for appeal provided by the appellant)

Actions Taken by Appellate Authority

Date of Initial Review :
Date of Hearing (if applicable) :
Summary of Hearing Proceedings :

Decision of Appellate Authority

Uphold the Decision of Controlling Authority
Overturn the Decision of Controlling Authority
Modify the Decision of Controlling Authority

If decision modified, specify revised terms:

Issuance
Renewal
Rejection

Date of Final Decision:**Verification:**

I hereby confirm that the actions and decisions recorded above are accurate and in accordance with the provisions of the Private Placement Agency Act.

Signature of Appellate Authority: _____

Date: _____

Form -X
[See rule 17(1)]

**DETAILS OF WORK OR EMPLOYMENT OF WORKER(S) CONVEYED BY
PRIVATE PLACEMENT AGENCY**

Date of Submission:

1. **Name of Private Placement Agency** : _____

2. **Address of Private Placement Agency** : _____

3. **Contact Details of Private Placement Agency**

Phone: _____

Email: _____

4. Details of Worker(s):

Sl. No.	Name of worker	Date of conveyance to place of work/ employment	Place of work/ employment	Destination (within or beyond the boundaries of the state of Mizoram)
1.			[Workplace address]	[Destination Mizoram/Other State/ Country]
2.			[Workplace address]	[Destination Mizoram/Other State/ Country]
3.			[Workplace address]	[Destination Mizoram/Other State/ Country]

5. Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date : _____

Place : _____

Signature of Authorized Person: _____

Name: [Name of Authorized Person]

Designation: [Designation]

Form -XI
[See rule 17(2)]

**AGREEMENT FOR ENGAGEMENT OF WORKER THROUGH
PRIVATE PLACEMENT AGENCY**

This Agreement ("Agreement") is made on [Date], between:

1. Parties:

Employer: Name: [Employer's Full Name] Address: [Employer's Address]
Contact Number: [Employer's Contact Number] Email: [Employer's Email Address]

Private Placement Agency: Name: [Agency's Full Name] Address: [Agency's Address]
Contact Number: [Agency's Contact Number] Email: [Agency's Email Address]

- 2. Job Position(s):** Description of the job position(s) to be filled through the agency:
[Detailed job description]
- 3. Duration of Engagement:** Start Date: [Start Date] End Date (if applicable): [End Date]
- 4. Compensation:** Details of compensation including salary, allowances, benefits, and any other remuneration: [Specify details]
- 5. Responsibilities and Duties:** Responsibilities and duties of the worker as prescribed by the employer and the agency: [Specify responsibilities and duties]
- 6. Terms of Engagement:** Terms of termination, renewal, or extension of the engagement: [Specify terms]
- 7. Compliance:** This Agreement shall comply with the provisions of the Mizoram Private Placement Agency (Regulation) Act, 2025, these rules, and any other applicable acts, rules, or regulations governing the engagement of workers through private placement agencies.
- 8. Signatures:** Signed for and on behalf of the Employer:

Signature: _____ Name: [Employer's Name] Date: [Date]

Signed for and on behalf of the Private Placement Agency:

Signature: _____ Name: [Agency's Name] Date: [Date]

Form -XII
[See rule 17(4)]

WELFARE CHECK RECORD

1. Agency Details:

- i. Name of Agency : _____
- ii. Address : _____
- iii. Contact Person : _____
- iv. Contact Number : _____

2. Worker Details:

- i. Name of worker : _____
- ii. Worker's ID : _____
- iii. Address of Placement/Employment : _____
- iv. Placement/Employment Date : _____
- v. Employer Name : _____
- vi. Employer Address : _____

3. Welfare Check Details

- i. Check Date : _____
- ii. Checked by (Name and Position) : _____

4. Findings:

- i. Current Work Conditions:
Satisfactory / Needs Improvement / Unsatisfactory
- ii. Worker's Health and Well-being:
Good / Fair / Poor
- iii. Accommodation (if applicable):
Satisfactory / Needs Improvement / Unsatisfactory
- iv. Any Complaints from Worker:
Yes / No
If Yes, specify:
- v. Any Issues Noted by Agency Representative:
Yes / No
If Yes, specify:

5. Actions Taken:

- i. Actions Based on Welfare Check:
- ii. Follow-up Date (if any):

Signature of Agency Representative

Signature of Worker/s

Date : _____
Place : _____

Form -XIII
[See rule 18]

REGISTER TO BE MAINTAINED BY PRIVATE PLACEMENT AGENCY

Name of Private Placement Agency :

Address :

Contact Number :

Email Address :

Details of workers and employers/establishments :

S.No.						
Name of Worker						
Gender of worker						
Permanent Address of worker						
Corresponding Address of worker						
Voter ID (EPIC CARD) number						
Address of place of work/ employment						
Contact Number of worker						
Date of Employment						
Nature of Work(job position/ role)						
Date of birth of worker (with documentation)						
Photo ID Card of worker (Details:Type, Number)						
Name of Employer/Establishment						
Address of employer/ Establishment						
Contact Number of employer/ establishment						
Date of Conveyance of worker						

Form – XIV
[See Rule 22]

COMPLIANCE REPORT FORM FOR PRIVATE PLACEMENT AGENCIES

Reporting Year: [Year]

1. Agency Details:

- i. Name of Agency:
- ii. Address:

2. Placements Made:

- i. Total placements made during the year:[names and location of placement]
- ii. Details of each placement (job position/nature of work):

3. Compliance with Statutory Obligations:

- i. Compliance with wage regulations:[salary of the workers]
- ii. Compliance with working hours regulations: [specify working hours]

4. Incidents and Complaints:

Summary of incidents or complaints received during the year:
Actions taken/resolved:

Certification: I certify that the information provided in this report is accurate and complete to the best of my knowledge.

Signature:

Date:

Form – XV
[See rule 23]

PHOTO IDENTITY CARD FOR WORKER

Recent
Passport
size
Photograph

Name of the Worker : _____
Name of Private Placement Agency
engaging the worker : _____
Official Designation : _____
Identification no. of the worker : [To be assigned by the Private Placement Agency]

Date of Issue: _____

Valid upto : _____

Signature of the worker/card holder:

Signature of the Issuing Authority

Official Designation _____