

**SYLLABUS FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR  
PROMOTION TO GRADE - V OF MSS**

<b>Paper - I</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) Precis Writing		<b>15 Marks</b>
(b) Drafting		<b>20 Marks</b>
(c) English Grammar		<b>40 Marks</b>
(d) Essay Writing		<b>25 Marks</b>
<b>Paper - II</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) F.R. 1 - 127		<b>40 Marks</b>
(b) S.R. 3-12,196-203		<b>15 Marks</b>
(c) C.C.S. (Pension) Rules, 1972 (Theory)		<b>25 Marks</b>
(d) C.C.S (Pension) Rules, 1972 (Practical)		<b>10 Marks</b>
(e) C.C.S. (Joining time) Rules, 1979		<b>10 Marks</b>
<b>Paper - III</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) General Financial Rules, 2005 Part -I the whole Chapter 1,2,3,4,8,9&12 with Appendix-13, Part -II Compendium of Rules of Advances.		<b>30 Marks</b>
(b) Treasury Rules of the Central Government Vol. I		<b>20 Marks</b>
Part I - The whole portion		
Part III - The whole portion		
Part V - Section I to III		
Part VII - Section III to V		
Part IX - The whole portion (as per Swamy's Compilation)		
(c) General Provident Fund (Central Service) Rules, 1960		
- the whole portion.		<b>15 Marks</b>
(d) Mizoram State Government Employees Group Insurance Scheme 1992.		<b>10 Marks</b>
(e) Delegation of Financial Power Rules, 1978.		<b>10 Marks</b>
(f) FR & SR Part -II - Travelling allowance Rules.		<b>15 Marks</b>
<b>Paper - IV</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) C.C.S. (CCA) Rules, 1965		<b>35 Marks</b>
(b) C.C.S. (Temporary Service) Rules, 1965		<b>5 Marks</b>
(c) C.C.S. (Conduct) Rules, 1964		<b>25 Marks</b>
(d) L.T.C. Rules		<b>5 Marks</b>
(e) CS (Medical Attendance Rules)		<b>10 Marks</b>
(f) CCS (Leave Rules, 1972)		<b>20 Marks</b>

- (a) Central Secretariat Manual of Office Procedure. **20 Marks**
- (b) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly ( Chapter V, VIII, XIV, XXI ,XXVIII, (e), (f), (h), (i) & (j) (As per Sixth Edition, 2004) **15 Marks**
- (c) Articles 12 - 19, 36 - 51 -A, 309 -323 of the Constitution of India. **20 Marks**
- (d) Government of Mizoram (Allocation of Bussiness) Rules, 1987 as amended from time to time. **5 Marks**
- (e) Government of Mizoram (Transaction of Bussiness) Rules, 1987. **10 Marks**
- (f) Chapter 39 & 40 (ie. Confirmation and Seniority) of Swamys complete manual on - Establishment and Administration. Procedure to observed by Departmental Promotion Committee laid down by Government of Mizoram from time to time. **25 Marks**
- (g) The State of Mizoram Act, 1986. **5 Marks**

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