MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE
MAY, 2018

PAPER - V

Time Allowed : 3 hours   Full Marks : 100

Marks for each question is indicated against it.
Attempt all questions.

A. Central Secretariat Manual of Office Procedure
(20 Marks)

1. What are the general duties of a Superintendent?   **(5)**

2. Mention the instances where draft is not necessary.   **(2)**

3. What is a Citizen's/Client's Charter?   **(3)**

4. What are the uses of the following forms of communication?   **(2×2=4)**

   (a) Notification   (b) Office Memorandum

5. Define **any three (3)** of the following terms.   **(3×2=6)**

   (a) File   (b) Fresh Receipt

   (c) Department   (d) Minute

   (e) Paper Under Consideration (PUC)

B. Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly
(15 marks)

6. What is the procedure for treating questions placed on the list of questions for oral answer on any day which is not called for answer within the available time?   **(5)**

7. Write down the functions of **any one (1)** of the following Committees: **(5)**

   (a) Committee on Subordinate Legislation

   (b) Committee on Government Assurances

8. What are the circumstances under which the Governor's Address can be preceded?   **(3)**

9. What are the two types of 'ordinary questions'? How shall they be answered?   **(1+1=2)**

C. The Constitution of India

(20 Marks)

10. Mention the circumstances under which the safeguards provided by Article 311 of the Constitution of India are not applicable. **(6)**

11. Mention any three (3) cases in which the Public Service Commissions shall be consulted. **(6)**

12. Article 39 provides certain principles of policy to be followed by the State. Mention any three (3) of them. **(6)**

13. What is the term of office of a member of the Mizoram Public Service Commission? **(2)**

D. Govt. of Mizoram (Allocation of Business) Rules,1987as amended from time to time

(5 Marks)

14. Define the following terms. **(2×1=2)**

    (a) Council   (b) Secretary

15. State to which department of the Government of Mizoram the following works are allocated. **(3×1=3)**

    (a) General Elections to the Lok Sabha / Legislative Assembly

    (b) Matters relating to Unique Identification.

    (c) Registration of Marriage.

E. Government of Mizoram (Transaction of Business) Rules,1987

(10 Marks)

16. Describe the procedure to be followed by a Department on a case which has been decided to be brought before the Cabinet. **(3)**

17. Describe the course of action to be taken when a case has been decided by the Cabinet after discussion at a meeting. **(3)**

18. What are the specific functions of the Political & Cabinet Department? **(2)**

19. Mention any two (2) cases which shall be submitted to the Chief Minister before the issue of orders. **(2)**

F. Manual on Establishment & Administration (Confirmation and seniority), Procedure to be observed by DPC laid down by the Government of Mizoram
(25 Marks)

20. Write down the criteria for determining the eligibility for confirmation of a Government Servant. **(2×4=8)**

21. How shall the relative seniority of Direct Recruits and Promotees be determined? **(3)**

22. How will you determine the seniority of an officer under suspension and of officers against whom enquiries are pending? **(4)**

23. Indicate the number of officers to be considered by the DPC where promotions are to be made by Selection Method? **(3)**

24. What is the procedure to be followed by the DPC where promotions are to be made on 'Non Selection Method'? **(4)**

25. What is the crucial date for determining the eligibility of officers for promotion for the vacancy year of 2016-17? **(1)**

26. What are the benchmarks prescribed for promotion to various categories of posts under the Government Of Mizoram? **(2)**

G. The State of Mizoram Act,1986
(5 Marks)

27. Define the following terms in the context of The State of Mizoram Act, 1986. **(3×1=3)**
    - (a) Administrator
    - (b) Law
    - (c) Election Commission

28. Answer **any one (1)** of the following. **(1×2=2)**
    - (a) What is the significance of the State of Mizoram Act, 1986?
    - (b) How is the expenditure in respect of the salaries and allowances of the Judges of the common High Court allocated?

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