

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
GRADE-V OF MIZORAM SECRETARIAT SERVICE
2012

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

Attempt all questions.
The figures in the margin indicate full marks for the questions.

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

1. Please define the following terms in accordance with the above mentioned Manual (7×2=14)
 - (a) “Classified Dak”
 - (b) “Dealing hand”
 - (c) “Docketing”
 - (d) “Nodal Department”
 - (e) “Ordinary Postal Dak”
 - (f) “Paper under consideration” (PUC)
 - (g) “Secretariat Offices”
2. What are the three categories of Ministers included in the Council of Ministers? (2)
3. Mention only the general duties of the Section Officer. (2)
4. What are the two Rules issued by the President for the convenient transaction of the business of the State Government under Art. 77 (3) of the Constitution of India? (2)

(Contd. 2)

B. Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly
(15 Marks)

5. When should the Governor address the Legislative Assembly Sessions? (2)
6. What actions are to be taken by the House on Governor's address to the Legislative Assembly? (4)
7. What actions are to be taken in respect of Starred and Unstarred Questions originally entered in the list of questions for the day when the Assembly sitting is cancelled or adjourned without transacting any business? (7)
8. Can information be asked on a matter which is under adjudication by a Court of Law having jurisdiction in any part of India? (2)

C. The Constitution of India (20 Marks)

9. What is the main difference of The Fundamental Rights and The Directive Principles of The State Policy? (5)
10. Can a State make any law inconsistent with or in derogation of the Fundamental Rights? (2)
11. What Article of the Constitution of India prohibits discrimination on the grounds of religion, race, caste, sex or place of birth? (4)
12. Can a citizen of India claim the right of opportunity in matters of employment under the State Government? (2)
13. Does a citizen of India have the right to practice any profession or carry on any occupation, trade or business. (Article 19) (2)
14. 'The Directive Principles of the State Policy is unconstitutional in nature' - Give your comments in not more than 5(five) sentences. (5)

D. Govt. of Mizoram (Allocation of Business Rules), 1987 (5 Marks)

15. To which Department of the Government of Mizoram the following works are allotted : (5×1=5)
 - (a) Embezzlement and other Financial Irregularities in Public Finance
 - (b) Mizoram Intodelhna Project (MIP)
 - (c) Consumer Affairs-Consumer Protection
 - (d) Flight of un-identified aircraft
 - (e) Coaching Classes in NEHU, Allahabad etc.

E. Government of Mizoram (Transaction of Business Rules), 1987 (10 Marks)

16. Which Department is responsible for seeing that rules and principles relating to services in general are properly followed? (1)
17. When a Bill is passed by the Legislature, which Department of the Government of Mizoram is responsible to present the Bill to the Governor for his assent? (2)
18. Who is the Head of the CMO Establishment and mention the main function of the CMO. (2)
19. In which cases the Department of Personnel and Administrative Reforms is to be consulted by other Government Departments? (2)
20. What are the main functions of the Planning Department? (3)

**F. Manual on Establishment and Administration (Confirmation and Seniority)
(25 Marks)**

21. Is SC/ST reservation applicable towards confirmation of a Government Servant? (3)
22. A person has completed probationary period, but his performance has been found unsatisfactory by the Appointing Authority. What action is to be taken regarding his confirmation? (5)
23. What is an important pre-condition for considering promotion of an LDC? (3)
24. Mention how relative seniority of Direct recruits and of promotees are determined. (5)
25. Mr. Zorama, an Inspector of Supply was suffering from TB and was discharged from Government Service on declaration of 'non-effective' and 'Medically unfit'. Later, he recovered and was declared medically fit for service. Please mention the condition for his re-employment and how to fix his seniority. (5)
26. How will the seniority of person who could not join his service against the initial offer of appointment within the given period of joining time but later joined against revived offer of appointment in relation to those who joined their posts against the initial offer of appointment. (4)

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

27. What does the above mentioned Act say about the number of seats in the legislative Assembly to be filled in by direct Election? (2)
28. As per the Schedule of State of Mizoram Act, are 'Maras' and 'Lais' included among the Scheduled Tribes. (3)