

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. OCTOBER -2020

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

A. CENTRAL SECRETARIAT MANUAL ON OFFICE PROCEDURE

1. Define any three (3) of the following terms. (3×2=6)
 - (a) Dak
 - (b) Case
 - (c) Note
 - (d) Docketing
 - (e) Correspondence portion
2. Name the various agencies / bodies under the Government of India, mentioned in the Central Secretariat Manual on Office Procedure, which perform the executive functions of the Government. (2)
3. Indicate the type of cases in which urgency gradings 'Immediate', 'Priority' and 'Top Priority' should be used? (2)
4. Mention the use of any two forms of communication. (2×2=4)
5. What do you know about 'Part File'? (3)
6. Mention the two instructions on 'Confirmation of Oral Instructions'. (2×1½=3)

B. RULES OF PROCEDURE & CONDUCT OF BUSINESS IN MIZORAM LEGISLATIVE ASSEMBLY

7. Mention any five conditions of a question to be satisfied with while proposing the same to be asked in the Mizoram Legislative Assembly (5×1=5)
8. (a) What is the composition of 'Committee on Public Accounts'? What is its term of office? (5)

OR

(b) What are the functions of 'Committee on Government Assurance'? (5)

9. Fill in the blanks: (5×1=5)
- (a) Unless the Speaker otherwise directs, the _____ hour of every meeting shall be available for asking and answering of questions.
 - (b) “Starred” questions should be distinguished by _____.
 - (c) After a Bill has been authenticated by the Speaker, the Secretary shall send the authenticated copy to the _____ for assent.
 - (d) The Committee on Estimates shall consist of not more than _____ members who shall be elected by the House from amongst its member.
 - (e) The Committee on Subordinate Legislation shall consist of not more than seven members who shall be nominated by the _____.

C. THE CONSTITUTION OF INDIA

10. Elaborate “Equality of opportunity in matters of public employment” as provided under Article 16 of the Constitution of India. (7)
11. Mention any five ‘Fundamental Duties’ of every citizen of India. (5)
12. Write a note on ‘the tenure of office of persons serving under the Union or State’ as laid down in the Constitution of India (5)
13. What is the term of office of members of a State Public Service Commission? (3)

D. GOVT. OF MIZORAM (ALLOCATION OF BUSINESS) RULES, 1987 AS AMENDED FROM TIME TO TIME

14. Name the Department of the Government of Mizoram to which the following subjects are allocated *(any five)* (5×1=5)
- (a) Control of shifting cultivation
 - (b) Gold control
 - (c) Aviation
 - (d) Fire service
 - (e) Mushroom development
 - (f) Allocation of service
 - (g) Border trades

E. GOVT. OF MIZORAM (TRANSACTION OF BUSINESS) RULES, 1987

15. What do you mean by the expressions ‘Decision’ or ‘Orders’ or ‘Approval’ of the Government of Mizoram? (2)
16. (a) Write down the main functions of the Chief Minister’s Office. (4)
- OR**
- (b) What are the functions and responsibilities of the Chief Secretary? (4)

17. (a) Mention any four functions of any two of the Major Departments. (4)

OR

- (b) State any four cases which should be submitted to the cabinet for their consideration. (4)

F. MANUAL ON ESTABLISHMENT & ADMINISTRATION (CONFIRMATION & SENIORITY), PROCEDURE TO BE OBSERVED BY PDC LAID DOWN BY THE GOVERNMENT OF MIZORAM FROM TIME TO TIME.

18. (a) What are the instructions to be followed while cancelling orders relating to confirmation of Government servant which are later on found to be erroneous? (5)

OR

- (b) What are the circumstances in which an LDC can be exempted from typing test for the purpose of confirmation? (5)

19. How do you determine seniority of a Government servant who has been reverted to a lower grade, as a measure of penalty, but subsequently promoted to a higher grade? (5)

20. The Recruitment Rules of a certain post provides 50% of the posts to be filled up by promotion and the remaining 50% by direct recruitment. Assuming that there are 8 vacancies in the grade arising in the vacancy year 2018-2019 and all vacancies could be filled up in the year. The selection process of Direct Recruitments had been completed before that of promotion. Determine the seniority position of the promotees and direct recruits for the year. (3)

21. State the functions of Departmental Promotion Committee (as to) in relation to promotion. (2)

22. What are the two categories of posts in terms of 'benchmark' for promotion under the Government of Mizoram? What are the required benchmarks for promotion to such categories of posts? (2)

23. What is the period of validity of 'Select List' of the DPC/Selection Committee? (4)

24. What actions are to be taken to ensure that there is no supersession in promotion? (4)

G. THE STATE OF MIZORAM ACT, 1986

25. Define **any three (3)** of the following terms (3×1=3)

- | | |
|-------------------------|-------------------|
| (a) Administrator | (b) Appointed day |
| (c) Election Commission | (d) Treasury |

26. What provisions are contained in the State of Mizoram Act, 1986 regarding the condition of service of employees, other than All India Services, who immediately before the appointed day served the Union under the administrative control of the Administrator of the Union Territory of Mizoram? (2)