

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. FEBRUARY -2022

PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 40

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

Central Secretariat Manual on Office Procedure

1. What are the general instructions regarding Department websites. Are the websites of different departments well maintained? (5)
2. What are the aids to processing? (5)
3. What is the instruction regarding emails received in the department? (2)
4. Mention the guidelines for noting. (3)
5. What are the uses of the following forms of communications? (2×2.5=5)
 - (a) Demi-Official letter.
 - (b) Office Memorandum.

Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly

5. Write down the function of committee on Public Accounts? (15)

The Constitution of India

6. Mention any 3 (three) cases in which state Public Service Commission shall be consulted? (6)
7. What is the term of office of a member of the Mizoram Public Service Commission? (2)
8. Define the following terms as provided by Article 14 of the Constitution of India? (5)
 - (a) Equality before law.
 - (b) Equal pay for equal work.
9. Elaborate "Equality of Opportunity in matters of public employment" as provided under Article 16 of the Constitution of India? (7)

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

- 10. Name the Department of the Govt. of Mizoram to which the following subjects are allocated? (5×1=5)**
- | | |
|-------------------------------------|---|
| (a) Bamboo cultivation/development. | (b) Prohibition of Beggary. |
| (c) Skill Development. | (d) Allocation of State Matching Share. |
| (e) Village market. | (f) Urban Planning. |

Govt. of Mizoram (Transaction of Business) Rules. 1987

- 11. Mention any 5 (five) cases which shall be submitted to the Chief Minister before the issue of orders? (5)**
- 12. What are the specific function of the Department of Personnel & Administration Reforms? (5)**

Manual on Establishment & Administration (Confirmation & Seniority) Procedure to be observed by DPC laid down by the Government of Mizoram from time to time.

- 13. Write down the criteria for determining the eligibility for confirmation of a Government servant? (2×4=8)**
- 14. What is the instruction for fixing the seniority of meritorious sportsmen appointed in relaxation of Recruitment Rules? (5)**
- 15. How will you determine the seniority of an officer under suspension and of officers against whom enquiries are pending? (5)**
- 16. Mention the frequency at which Department Promotion Committee should meet. Illustrate the member of officers to be placed in the zone of consideration for promotion by selection when the member by selection when the member of vacancy is 3 and above? (7)**

The State of Mizoram Act, 1986

- 17. Define any 5 of the following terms. (5×1=5)**
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|--------------------|--|
| (a) Appointed day | (b) Law |
| (c) Sitting member | (d) Treasury |
| (e) Administrator | (f) Existing Union Territory of Mizoram. |