

**SCHEDULE - I**  
[see regulation 6(1)]  
**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO ASSISTANT GRADE**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>		
Paper - I	English Comprehension	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	Drafting	15			
	Precis writing	15			
	English Grammar	30			
	Essay Writing	20			
	<b>Total</b>	<b>100</b>			
Paper - II	CCS (Conduct) Rules, 1964	20	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	CCS (Leave) Rules, 1972	20			
	CCS (CCA) Rules, 1965	30			
	Fundamental Rules - 9 & 56	15			
	Supplementary Rules - 197-203	15			
	<b>Total</b>	<b>100</b>			
Paper - III	General Financial Rules, 2017 <i>Chapter 1</i> - The whole portion <i>Chapter 2</i> i) General principles relating to expenditure and payment of money ii) Defalcation and losses <i>Chapter 3</i> i) Budget formulation and implementation ii) Procurement of goods	40	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities		
	Central Treasury Rules Volume I <i>Part I</i> Withdrawal of Moneys from the Government Account <i>Part III</i> 1) General instructions for handling cash 2) Procedure for paying money into Government Account <i>Part V</i> i) Preparation and forms of bills ii) Payment of claims at Treasury iii) Contingent charges	30			
	General Provident Fund (Central Services) Rules, 1960	20			
	CCS (Joining time) Rules, 1979	10			
	<b>Total</b>	<b>100</b>			
	Paper - IV	Central Secretariat Manual of Office Procedure		30	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
		CCS Pension Rules, 1972		30	
		The Government of Mizoram (Allocation of Business) Rules in force		5	
		The Government of Mizoram (Transaction of Business) Rules in force		10	
		Procedure to be followed by DPC for promotion, regularisation and limited departmental examination issued from time to time		25	
<b>Total</b>		<b>100</b>			
<b>TOTAL MARKS</b>		<b>400</b>			

**Notes:**

- 1) Questions in any of the papers mentioned above may be set either in conventional essay type pattern or multiple choice objective type patterns. The appropriate Departmental Promotion Committee conducting the examination shall indicate the pattern of question papers well in advance.
- 2) The level of questions in the limited departmental examination for promotion to Assistant Grade shall be as expected of a diligent Government servant with adequate experience in office administration and the same shall be higher than that of the questions for limited departmental examination for promotion to Upper Divisional Clerk Grade.
- 3) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.