

**SCHEDULE - II**  
**[see regulation 6(2)]**  
**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO**  
**UPPER DIVISIONAL CLERK 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	25	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (Leave) Rules, 1972	25	
	FR & SR Part II (Travelling Allowances)	20	
	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> - General principles relating to expenditure and payment of money <i>Chapter 4</i> 1) Structure of Government Account 2) Charge or voted expenditure, Plan or non-plan expenditure, Capital or Revenue expenditure	40	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Delegation of Financial Powers Rules, 1978 and re-delegation under the rules	30	
	Mizoram State Government Employees Group Insurance Scheme, 2014 as amended	15	
	The Mizoram New Defined Contributory Pension Scheme, 2010 as amended	15	
	<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 at the time of advertisement of vacancies	5	
	The Government of Mizoram (Transaction of Business) Rules in force at the time of advertisement of vacancies	10	
	Guidelines for fixation of inter-se-seniority issued by Government of Mizoram 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 pattern. 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 Upper Divisional Clerk Grade shall be as expected of a diligent Government servant with adequate experience in office administration. The level of difficulty shall be lower than that of the questions for limited departmental examination for promotion to Assistant Grade.
- 3) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.