

**MIZORAM PUBLIC SERVICE COMMISSION
AIZAWL**

**Limited Departmental Examination of Speed Test in English Stenography for the
post of Stenographer Grade-I under DP & AR (SSW)
held on 06.09.2018.**

PASSAGE-I

It is in your own interest to ensure that your Service Book and leave accounts are maintained by your employer properly and to ensure that an entry exists in your / **Service Book** that you have been medically examined and found fit on your initial appointment. The date of birth and the date of confirmation in a service or post are // properly recorded in the Service Book. The annual certificates of verification of service with reference to pay bills are regularly recorded in the Service Book and are continuous. Entry has /// been made in the Service Book regarding counting the period of extraordinary leave as qualifying for pension.

An entry is made in the Service Book if the **pre-break** service would 1 qualify or amount to **forfeiture** of past service. Entry is made in the Service Book regarding recovery of leave and pension contributions for foreign service, if any, specifying the period. /

Nomination for Retirement or Death Gratuity is kept in safe custody by the Head of Office or other responsible officer and that a clear note has been made in the // Service Book as to what nominations and related notices have been received and where they have been **lodged** for safe custody. Nomination for **GPF** is kept by your Accounts Officer /// and an entry is made to that effect in the Service Book. Nomination for Group Insurance Scheme is kept in Part-II of your Service Book and an entry is made 2 to that effect in the Service Book.

The list of family members is kept current by intimating changes, if any, from time to time.

If you have already made nominations, / you should check if they become invalid or would require to be cancelled and fresh nominations made because of changes in the family e.g., birth, death, divorce etc. You preserve // copies of the nominations made by you in your personal custody or in safe deposit along with your other important personal documents so as to be easily located in any /// **contingency**.

You inspect your Service Book every year and affix your signature in token of having inspected the same as provided for in **SR 202** to ensure the accuracy in 3 entries etc.

(362 Words)

Note:

- | | | | |
|----|---------------------------------|---|----------------------------------|
| 1. | Time allowed for dictation | : | 3 (three) minutes |
| 2. | Time allowed for reconciliation | : | 10 (ten) minutes |
| 3. | Time allowed for typing | : | 30 (thirty) minutes |
| 4. | Maximum mistake permissible | : | 10% or 36 words out of 360 words |