

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. SEPTEMBER -2024

PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 40

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

CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURE

1. Define any 3 (three) of the following terms:- (3×2=6)
 - (a) Fresh receipt.
 - (b) Urgent Dak.
 - (c) Come back case.
 - (d) Dealing hand.
 - (e) Minute
2. What are the 3(three) categories under which files may be recorded? (3)
3. Who is the Head of Administrative Departments of the Govt. of Mizoram? (1)
4. What are the uses of the following forms of Communication? (any 4 (four)) (4×2=8)
 - (a) Notification
 - (b) Office Memorandum
 - (c) Office Order
 - (d) Order
 - (e) Circular
5. Mention 2(two) instances where draft is not necessary. (2)

RULES OF PROCEDURE & CONDUCT OF BUSINESS IN MIZORAM LEGISLATIVE ASSEMBLY

6. What are the differences of answering Unstarred Questions and Starred Questions? (3)
7. What is the time limit for furnishing replies to Assembly Questions by the Department concerned? (2)
8. What are the circumstances under which the Governor's Address can be preceded? (3)
9. Fill in the blanks : (7×1=7)
 - (a) The first hour of every meeting shall be available for the asking and answering of _____.
 - (b) 'Starred' questions should be distinguish by _____.
 - (c) Ordinary questions may be either _____ or _____.

- (d) The Committee on subordinate Legislation shall consist of not more than Seven members who shall be nominated by the _____.
- (e) The Committee in Estimates shall consist of not more than _____ members who shall be elected by the House from amongst the members.
- (f) Unless the speaker otherwise directs, not less than _____ clear days notice of a question shall be given.

THE CONSTITUTION OF INDIA

- 10. State any 5 (five) fundamental duties listed under Article 51 'A' of the Indian Constitution. (5)
- 11. Mention any three (3) cases in which the Public Service Commission shall be consulted? (6)
- 12. Separation of Judiciary from the Executive is provided by which Article of the constitution of India? (2)
- 13. Which Article of the Constitution empowers the Governor to make service rules/recruitment rules? (2)
- 14. Can a citizen of India claim the opportunity in matters of employment under the State Govt.? (2)
- 15. What is the term of office of Members of The Mizoram Public Service Commission? (2)
- 16. Who appoints the members of the Mizoram Public Service Commission? (1)

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

- 17. Name the department of the Govt. of Mizoram to which the following subjects are allotted under Govt. of Mizoram (Allocation of Business) Rules 1987 as amended from time to time. (5×1=5)
 - (a) Aviation
 - (b) Matters relating to Service Association
 - (c) Mushroom Development
 - (d) Tea Plantation
 - (e) Old Age-Pension

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

- 18. Mention any five cases which shall be submitted to the Chief Minister before the issue of orders. (5)
- 19. Who can relax the Govt. of Mizoram (Transaction of Business) Rules, 1987? (2)
- 20. Mention any 3 (three) cases which the Law Department shall be consulted. (3)

MANUAL ON ESTABLISHMENT & ADMINISTRATION (CONFIRMATION AND SENIORITY) PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEE LAID DOWN BY THE GOVERNMENT OF MIZORAM FROM TIME TO TIME

21. Write down papers to be placed for consideration of Departmental Promotion Committee for Promotion. (5)
22. Which is the Govt. Servant Group 'B' of regular appointee is entitled to confirmation? (2)
23. What is the crucial date of determining eligibility of officers for promotion in case there is vacancy in the year 2022-2023? (2)
24. What is the bench mark prescribed for Promotion to Group 'B' (NG) posts? (2)
25. How will you determine seniority of persons appointed on compassionate ground? (4)
26. How will seniority of officers who have been recommended for promotion by a Departmental Promotion Committee during the currency of penalty is determined? (4)
27. Write down the number of offices to be considered in the following number of vacancies: (4×1=4)
(a) 1 (b) 3
(c) 7 (d) 10
28. What are the full forms of PAR and CR? (2)

THE STATE OF MIZORAM ACT, 1986

29. Define Appointed Day? (2)
30. What do you mean by the term 'law' for the purpose of the State of Mizoram Act, 1986? (3)
