

MIZORAM PUBLIC SERVICE COMMISSION

AIZAWL

Limited Departmental Examination of Speed Test in English Stenography for the post of Inspector/Stenographer Grade-II under Home Department held on 05.09.2018.

TRIAL I

It is necessary to set up a mechanism for review of measures already taken, at short periodic intervals with an eye to the possibility of further simplifying forms and procedures so as to make them more transparent to those who are involved in its use and ensure better enforcement of accountability. Unnecessary or avoidable confusion of issues and processes through which decisions are taken should be avoided.

The Department of Administrative Reforms & Public Grievances has been acting as a catalyst by providing funds to Ministries and Departments and their attached offices and Statutory Bodies located in Delhi under a 1 Plan Scheme for modernization of selected section on suitable layout plans.

(111 Words)

TRIAL II

Application of methods and procedures in organizations has been age-old. The efficiency of an organization, depends largely on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in an organization can be judged by their ability to dispose of matters – mostly receipts, cases, etc., with speed and quality, following the procedures prescribed for the purpose. The ultimate object of all Government business is to meet the citizens' needs and to further their welfare without undue delay or dilatoriness. At the same time, those who are accountable for the fair conduct of business have to ensure that public funds are managed with utmost care and prudence.

(119 Words)

Note:

1. Time allowed for dictation : 3 (three) minutes
2. Time allowed for reconciliation : 10 (ten) minutes
3. Time allowed for transcription/typing : 30 (thirty) minutes
4. Maximum mistake permissible : 10% or 30 words out of 300 words