

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
UPPER DIVISIONAL CLERK UNDER VARIOUS DEPARTMENTS,
GOVERNMENT OF MIZORAM. OCTOBER-2024

PAPER - IV

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

Marks for each question is indicated against it.

Attempt all questions.

Central Secretariat Manual of Office Procedure

1. Answer the following questions: **(10×1=10)**
- (a) Define 'current file'.
 - (b) What are the three categories of Ministers consisted in the term 'Council of Ministers'?
 - (c) What type of dak will be received by the addressee himself at his residence outside office hours?
 - (d) What do you mean by 'Noting'?
 - (e) What is the form 'Order' generally used for?
 - (f) What message should a *Draft* carry?
 - (g) What are the activities covered by Records management?
 - (h) What action should be taken by a superior officer if his subordinate officer seeks confirmation of oral instructions given by him?
 - (i) What is the time limit for an official to keep a case pending as a general rule?
 - (j) What is the maximum period of casual leave which a government servant is allowed to avail himself of?
2. Write short notes on the following: **(5×2=10)**
- (a) 'Docketing'?
 - (b) 'Section'.
 - (c) 'Endorsement'?
 - (d) 'Secretary' to the government?
 - (e) 'Statutory Bodies'?
3. Answer *any two* of the following questions: **(2×5=10)**
- (a) What is a draft? What are the instances where draft is not necessary?
 - (b) Under what circumstances is it necessary to open a part file?
 - (c) Why is it necessary to retain government records? (*any 5 points*)

CCS (Pension) Rules, 1972

4. Attempt all questions: (8×1=8)

- (a) Which day shall be treated as the last working day of a government servant for the purpose of pension?
- (b) What is the condition for the grant of pension and its continuance under CCS (Pension) Rules, 1972?
- (c) When shall the qualifying service of a government servant commence?
- (d) Define 'Average Emoluments'.
- (e) What is the condition for the grant of superannuation pension?
- (f) What is the period for which family pension is payable in the case of an unmarried son?
- (g) If the percentage of pension to be commuted results in fraction of rupee, what should be done to such fraction for the purpose of commutation?
- (h) What orders are necessary to be issued for retirement on due date?

5. Answer *any three* of the following questions: (3×4=12)

- (a) How are the periods of suspension treated for calculating the pensionable service of a Government servant?
- (b) Define "family" for the purpose of Family Pension.
- (c) What are the circumstances under which the President can withhold or withdraw pension or gratuity?
- (d) Under what circumstances shall a person who is eligible to receive gratuity while in the service of the Government servant be debarred from receiving his share of death gratuity?
- (e) What are the actions that are required for issuing 'No demand certificate' in respect of a Government servant in occupation of a Government accommodation who is due to retire?

6. Particulars of a Government servant are as given below: (5)

- (a) Date of Birth - 01.06.1960
- (b) Appointment as LDC - 01.12.1985
- (c) Promoted to UDC - 08.03.1992
- (c) Overstayal of leave by 15 days w.e.f. 30.07.1991
- (d) He was placed under suspension during 11.07.2003 to 30.06.2004 (both days inclusive). Suspension period is not to be treated as qualifying service for pension.
- (e) Last pay drawn - Rs. 78,800/-
- (f) Rate of D.A. - 32%

If he is to retire on superannuation pension, calculate the following:

- (i) Date of retirement on superannuation.
- (ii) Gross service.
- (iii) Net qualifying service.
- (iv) Amount of monthly pension.
- (v) Amount of retirement gratuity.
- (vi) Amount of 40% commutation (factor = 8.194).

7. An Interruption in the service of a Government servant entails forfeiture of his past service. State the five exceptional cases listed in Rule 27 which does not entail forfeiture of past service. (5)

OR

What are the conditions for the grant of Compassionate Allowance?

The Government of Mizoram (Allocation of Business) Rules, 1987 as amended from time to time.

8. To which departments are the following business/subjects allocated: (5×1=5)

- (a) Border trades
- (b) Mizoram Pollution Control Board
- (c) Mizoram Houses and offices outside Mizoram.
- (d) Inner Line Regulation and connected issues.
- (e) Stamps and Registration.

The Government of Mizoram (Transaction of Business) Rules, 1987 as amended from time to time.

9. Answer the following questions: (4×1=4)

- (a) Who shall allot among the Ministers the Business of the Government by assigning one or more Departments to the charge of a Minister?
- (b) Who shall preside over a meeting of the Cabinet?
- (c) Who shall be the head of the establishment of the Chief Minister's Office?
- (d) Who, as the Chief Minister may appoint, shall be the Secretary to the Cabinet?

10. Answer *any three* of the following questions: (3×2=6)

- (a) What are the posts included in the term '*Secretary*'?
- (b) What are the cases in which the Department of Personnel and Administrative Reforms is to be consulted by other Government Departments?
- (c) How should '*a matter concerning two departments*' be dealt with under the Government of Mizoram (Transaction of Business) Rules?
- (d) Describe the procedure for placing '*a matter of sensitive public importance*' before the Chief Minister?

Manual of Establishment and Administration (Guidelines for fixation of inter-se seniority Issued by Government of Mizoram from time to time)

11. Answer the following: (5×1=5)

- (a) While fixing inter se seniority of officials, what may first be circulated to all the concerned officials for making representations, if any?
- (b) What action may be taken if valid points are raised in the representations on the provisional seniority list and any deviations from the provisional seniority list is to be made in the final seniority list?
- (c) What action should be taken by an officer not below the rank of Under Secretary to the Government/Deputy Director in subordinate offices with regard to the final seniority list.

- (d) How is seniority list to be fixed if there is a necessity of preparation of combined eligibility lists of different grades for promotion to the next higher grade/post?
- (e) How will the inter se seniority of candidates nominated from reserve panel be fixed in the case of direct recruits?

12. How will you determine the relative seniority of direct recruits and promotees? **(8)**

13. What is the procedure/principle for fixation of seniority of: *(any three)* **(3×4=12)**

- (a) officer under suspension and of officers against whom inquiries are pending.
- (b) officers who have been recommended for promotion by a DPC during the currency of a penalty.
- (c) meritorious sportsperson appointed in relaxation of Recruitment Rules.
- (d) persons appointed on compassionate ground.

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