

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO ASSISTANT GRADE
UNDER DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (SSW),
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 (30 Marks)

1. Define **any five** of the following terms as used in the Secretariat Manual of Office Procedure: **(5×2=10)**
 - (a) Classified Dak
 - (b) Docketing
 - (c) Fresh receipt
 - (d) File
 - (e) Paper under consideration
 - (f) Issue
2. What urgency grading will be used: **(2)**
 - (a) for cases requiring prompt attention?
 - (b) for cases which merit disposal in precedence to others of ordinary nature?
3. Write any five forms of Communications. What form of communication is used when Government orders in disciplinary cases are issued? **(5+1=6)**
4. Define 'Note'. Write at least two procedures for modification of note or orders? **(1+2+2=5)**
5. Arrange the following papers in a case from top to downwards. **(5)**
 - (i) Reference books;
 - (ii) Running summary of facts;
 - (iii) Draft for approval, if any;
 - (iv) Notes portion of the current file ending with note for consideration;
 - (v) appendix to notes and correspondence;
6. Mention instances where draft is not required. **(2)**

CCS Pension Rules, 1972 (30 Marks)

7. Explain the followings:- (3×2=6)
(a) Retirement gratuity (b) Invalid pension
(c) Superannuation pension
8. Mention four kinds/classes of Pension admissible to a Government servant? Briefly explain any one of them. (4+2=6)
9. Distinguish between: (3+3=6)
(a) Compassionate Allowance and Compensation pension
(b) Emoluments and Average Emoluments
10. To whom the Central Civil Services (Pension) Rules shall apply? Mention the three categories of government servants who are exempt from their application? (3+3=6)
11. Define 'Qualifying Service'. When does it commence? (2+2=4)
12. Write down any two conditions subject to which service qualifies. (2)

The Government of Mizoram (Allocation of Business) Rules (5 Marks)

13. Name the Departments of the Government of Mizoram to which the following subjects are allotted. (5×1=5)
(a) Soil survey and land use planning
(b) Tea plantation
(c) Creation, reorganization and amalgamation of Department(s).
(d) Mizoram Essential Services Maintenance Act, 1990
(e) Library services

The Government of Mizoram (Transaction of Business) Rules (10 Marks)

14. Mention any two major Departments under the Government of Mizoram. Who is the head of administrative machinery? (2+1=3)
15. In which cases the Department of Personnel and Administrative Reforms is to be consulted by other Government Departments? (3)
16. How should '*a matter concerning two departments*' be dealt with under the Government of Mizoram (Transaction of Business) Rules? (4)

Procedure to be followed by DPC for promotion, regularization and limited departmental examination issued (25 Marks)

17. What is the main function of Departmental Promotion Committee on Promotion? (3)
18. What is a Bench Mark for the following category of posts? (2×1=2)
 - (a) to all Group 'A' and 'B' Gazetted posts
 - (b) to all Group 'B Non-Gazetted and 'C' posts
19. What procedure is to be followed when the Appointing Authority find it necessary to disagree with the recommendation of the DPC where MPSC itself is the DPC? (5)
20. What is the main objective of holding a Review DPC? Mention atleast 4 (four) circumstances Review DPC is required? (3+4=7)
21. Write down the relevant five ACRs of an employee to be placed before the DPC for regularization when DPC meets in 2022-2023. (3)
22. What is the composition of DPC for regularization outside the purview of MPSC? (3)
23. What is the crucial date for determining eligibility for limited departmental examination? Mention the minimum marks to be obtained for the candidates for such examination. (1+1=2)

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