

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO**  
**JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)**  
**UNDER GOVERNMENT OF MIZORAM.**  
**(JULY -2025)**

**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. Mention the responsibilities of Section Officer relating to issue of draft. (3)
2. Name any 3 (three) instances where file need not be opened. (3)
3. What is the procedure to be followed when oral instructions are given by higher officers? (4)
4. Define any 4 (four) of the following terms. (4×2 =8)
  - (a) Precedent Book
  - (b) Shadow File
  - (c) Paper Under Consideration
  - (d) Inter-departmental (ID) note
  - (e) Standing Note
  - (f) Security Grading
5. What are the 3 (three) types of urgency grading of dak. (2)

**RULES OF PROCEDURE & CONDUCT OF BUSINESS IN MIZORAM LEGISLATIVE ASSEMBLY**

6. Under which Article of the Constitution is the Governor required to address the Assembly? (2)
7. How many days' notice are to be given for ordinary questions? (2)
8. How are Starred Questions that remain unanswered within the allotted time to be dealt with? (2)
9. What are the functions of Committee on Public Undertakings? (5)
10. When shall a bill be accompanied by a Financial Memorandum and money clause? (2)
11. When can a question be addressed by a member to a private member? (2)

**THE CONSTITUTION OF INDIA**

12. State any 5 (five) fundamental duties under Article 51A of the Constitution. (5)
13. Mention the safeguard provided to Government Servants against dismissal, removal or reduction in rank under Article 311 of the Constitution (3)
14. State the provisions in the Constitution with regards to 'Equality of opportunity in matters of public employment' (5)
15. On ceasing to hold office is the Chairman of a State Public Service Commission eligible for further employment under the Government of India or under any State Government? (3)
16. Under Directive Principles of State Policy what are the duties of states for 'Promotion of international peace and security'? (4)

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

17. Name the departments under the Govt. of Mizoram to which the following subjects are allocated to. (5)
  - (a) Test and re-calibration of water meter
  - (b) Unnat Bharat Abhiyan
  - (c) National Awards like Padma Shri etc., Governor Awards etc
  - (d) Hill-side terracing
  - (e) Landslides and Geo-disaster studies, mitigation and remedial measures

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

18. Mention any 4 (four) cases which shall be submitted to the Chief Minister before the issue of orders. (4)
19. State any 2 (two) functions of Finance Department. (2)
20. Mention any 4 (four) cases mentioned in the Second Schedule which shall be submitted to the cabinet for consideration. (4)

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

21. How are relative seniority of direct recruits and promotees determined? (4)
22. Define crucial date for determining eligibility of officers for promotion. (2)

- 23. What are the criteria for determining the eligibility for confirmation of a government servant? (3)
- 24. How is seniority fixed for a person who has been transferred to a lower post on a written request under FR 15A? (3)
- 25. What is Selection method of promotion? How does it differ from Non-Selection method? (4)
- 26. How is seniority of meritorious sportsmen appointed in relaxation of recruitment rules determined? (2)
- 27. Mention any 3 (three) important criteria for determining analogous posts. (3)
- 28. Mention 4 (four) cases where a review DPC may be held. (4)

### **THE STATE OF MIZORAM ACT, 1986**

- 29. Mention the provisions relating to other services under Section 33 of the Act. (2)
- 30. How many seats are reserved for Scheduled Tribes (ST) in the Mizoram Assembly as per the provisions of the Act? (1)
- 31. Mention in brief the provisions laid down by Section 43 of the Act regarding continuance of existing laws and their adaptations. (2)

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