

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
UPPER DIVISIONAL CLERK (UDC) UNDER VARIOUS DEPARTMENTS,
GOVERNMENT OF MIZORAM.
(AUGUST-2025)

PAPER - IV

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

SECTION - I (Multiple Choice Questions) (60 Marks)

All questions carry equal mark of 1 each. Attempt all questions.

*This Section should be answered only on the **OMR Response Sheet** provided.*

1. Which of the following daks need not be registered?
 - (a) Casual leave application
 - (b) Notification
 - (c) Office Order
 - (d) Press Communique
2. The executive power of the Union vest in which one of them?
 - (a) Prime Minister
 - (b) President
 - (c) Cabinet Minister
 - (d) Minister of State
3. Which one is not aid to processing?
 - (a) Standing Note
 - (b) File index
 - (c) Standing Guard File
 - (d) Reference Folder
4. In urgency grading which one is used in extremely urgent grading?
 - (a) Immediate
 - (b) Priority
 - (c) Urgent
 - (d) Top Priority
5. Which one is not a Statutory body?
 - (a) Central Vigilance Commission
 - (b) Central Information Commission
 - (c) National Commission for Backward Class
 - (d) UPSC
6. Which one is not activities of record management?
 - (a) Recording
 - (b) Retention
 - (c) Retrieval
 - (d) Reconstruction
7. As a general rule, no official shall keep a case pending for more than...days?
 - (a) 7 working days
 - (b) 10 working days
 - (c) 5 working days
 - (d) 15 working days

8. Convention File numbering System does not include which one of the following:
- (a) Subject code
 - (b) Sub- head code
 - (c) Year of file opened
 - (d) Name of Department
9. Council of Ministers does not include which one of the following:
- (a) Cabinet Ministers
 - (b) Minister of State
 - (c) Deputy Minister
 - (d) Minister of State with Independent charge
10. Desk Officer does not include which one of the following:
- (a) Under Secretary
 - (b) Section Officer
 - (c) Deputy Secretary
 - (d) None of the above
11. eFile does not comprise which one of the following:
- (a) Notes
 - (b) Correspondence
 - (c) Linked files
 - (d) Rules
12. Common office function code of Hindi in Ministries and Department is -
- (a) A
 - (b) E
 - (c) G
 - (d) I
13. Part file does not include which one of the following:
- (a) receipt dealt with
 - (b) notes relating thereto
 - (c) P.U.C
 - (d) None of the above
14. Retrieval system does not include which one of the following:
- (a) Printed index
 - (b) Standing Guard File
 - (c) Receipt book
 - (d) Precedent book
15. A Citizens' Charter does not include any one of the following components:
- (a) Cover page
 - (b) Vision Statement
 - (c) Mission Statement
 - (d) Statement of Minister
16. Branch does not include which one of the following:
- (a) Section
 - (b) Units
 - (c) Cell
 - (d) Wing
17. Minute is a note recorded by high dignitaries but does not include which one of the following:
- (a) President
 - (b) Vice- President
 - (c) Prime Minister
 - (d) Chief Secretary
18. Forms of written communication does not include any one of the following.
- (a) Endorsement
 - (b) Resolution
 - (c) U.O Note
 - (d) Minute

- 19.** When shall qualifying service of Government servant commence?
- (a) From the date of appointment (b) From the date of taking charge of post
(c) From the date of confirmation (d) From the date of DPC
- 20.** When did CCS(Pension) Rules,1972 come into force?
- (a) 1st June,1972 (b) 1st July,1972
(c) 1st May, 1972 (d) 1st August,1972
- 21.** Retirement is effective from the last day of the month, and on that day age of superannuation is attained:
- (a) From Mid night (b) Afternoon
(c) Next day (d) None of the above
- 22.** What is the minimum amount of pension?
- (a) Rs. 9,000 p.m (b) Rs. 8,000 p.m
(c) Rs. 10,000 p.m (d) Rs. 11,000 p.m
- 23.** Who can withhold a pension or gratuity or both under CCS(Pension) Rules,1972?
- (a) The Prime Minister (b) The President
(c) The Chief Minister (d) The Secretary of the Department
- 24.** On what ground Death/Retirement Gratuity lapse?
- (a) Death without receiving gratuity (b) Made more than one person is nominated
(c) On receiving pension (d) Death after retirement
- 25.** CCS(pension) Rules, 1972 is not applied to ?
- (a) Government servant (b) Civilian Govt. servant in Defence Service
(c) Employees of U.Ts (d) Railway servants
- 26.** When will preparation of pension papers start in advance?
- (a) One year in advance (b) One month in advance
(c) Six month in advance (d) Four month in advance
- 27.** Compassionate Allowance shall not exceed which of the following amount:
- (a) One-thirds of pension or gratuity or both (b) Two-thirds of pension or gratuity or both
(c) Maximum pension (d) One-fourth of pension or gratuity or both
- 28.** Service gratuity is based on the emoluments drawn during which period?
- (a) At the time of retirement (b) During the last three months
(c) During the last ten months (d) During the last two months
- 29.** Which one is not the effect of dismissal or removal from service?
- (a) Forfeiture of past service (b) Not eligible for pension
(c) Not eligible for gratuity (d) General Provident Fund

30. Employees who die within five years of retirement will receive:
- (a) Retirement Gratuity
 - (b) Residuary Gratuity
 - (c) Death Gratuity
 - (d) None of the above
31. Recovery of Government dues is permissible without consent of employee from:
- (a) Retirement Gratuity/Death Gratuity
 - (b) Emoluments
 - (c) Leave encashment
 - (d) None of the above
32. When a Government servant is convicted for murder or abetting in the murder of the Government servant, his share of gratuity shall be payable to:
- (a) him
 - (b) legal heir
 - (c) other eligible members of family
 - (d) none of the above.
33. Family does not include:
- (a) Father
 - (b) Mother
 - (c) Father-in-law
 - (d) None of the above
34. The date of retirement of an officer in the case of non-Gazetted Government servant shall be issued specifying the date of retirement:
- (a) Within a week
 - (b) Within two weeks
 - (c) Within one week in advance
 - (d) None of the above
35. Pension papers on superannuation Part-I of Form-7 shall be completed by the Head of Office not later than:
- (a) Four months before the date of retirement
 - (b) Three months before the date of retirement
 - (c) Five months before the date of retirement
 - (d) None of the above
36. Period not counting as qualifying service?
- (a) Leave
 - (b) Duty
 - (c) Unauthorized absence treated as dies non
 - (d) None of the above
37. The subject, 'Para Gliding' was allocated to which Department?
- (a) Tourism
 - (b) General Administration Department
 - (c) Home Department
 - (d) Transport
38. The subject 'Gender Budgeting' was allocated to which Department?
- (a) Finance
 - (b) Social Welfare, Women & Child Development
 - (c) Planning & Programme Implementation
 - (d) DP&AR
39. 'Regulation of Private Placement Agencies' was allocated to which Department?
- (a) Home Department
 - (b) LESDE
 - (c) Finance Department
 - (d) Higher & Technical Education

40. Who is responsible for the disposal of business pertaining to his department?
- (a) Chief Minister (b) Minister
(c) Secretary (d) Minister of State
41. Who is authority to appoint Secretary to the Cabinet ?
- (a) Governor (b) Chief Minister
(c) Council of Ministers (d) Speaker
42. Secretary does not include which one of the following as per Govt. of Mizoram(Transaction of Business) Rules, 2014:
- (a) Joint Secretary (b) Additional Secretary
(c) Special Secretary (d) Commissioner
43. Who can allot among the Minister one or more Department?
- (a) Governor (b) Chief Minister
(c) Speaker (d) Cabinet
44. Which Department shall frame Rules on leave?
- (a) Finance (b) DP&AR
(c) Home (d) GAD
45. Who shall submit for consideration of the Council of Ministers?
- (a) Chief Minister (b) Minister in charge
(c) Chief Secretary (d) Secretary of the Department
46. What is the minimum reasonable period given for representation against provisional inter se seniority?
- (a) 5 days (b) 10 days
(c) 7 days (d) 15 days
47. What is the lowest level of Officer in the Government who can authenticate final seniority list?
- (a) Deputy Secretary (b) Under Secretary
(c) Superintendent (d) Joint Secretary
48. How will you place a person appointed on compassionate ground in a particular year against all candidates recruited/appointed through direct recruitment, promotion etc in that year:
- (a) at the bottom of all candidates (b) at above the direct recruitment
(c) at below the promotion (d) between direct recruitment and promotion.
49. Which one is not to be treated as 'direct recruits' upon regularization for fixation of seniority?
- (a) Work-charged (b) Contract
(c) Muster Roll (d) Provisional Employee

- 50.** Appointment should be made in accordance with the.....and seniority determined accordingly. Fill up the blank with the correct option given below:
- | | |
|-------------------|------------------------|
| (a) Roster | (b) Recruitment Rules |
| (c) Service Rules | (d) DPC recommendation |
- 51.** Circulation of updated provisional seniority is not required except in which of the following?
- | | |
|---------------|----------------|
| (a) Promotion | (b) Retirement |
| (c) Death | (d) Transfer |
- 52.** When will a new roster be started?
- (a) From the date the recruitment rules are notified in the Gazette
 - (b) From the date of issue of Notification publishing recruitment rules.
 - (c) From the date of receipt of new Recruitment rules from DP&AR
 - (d) From the date of Amendment of recruitment rules.
- 53.** Guidelines for fixation of seniority shall be applicable to the following except:
- (a) Autonomous bodies
 - (b) Statutory Bodies
 - (c) Bodies substantially financed by the Govt.
 - (d) Bodies having separate rule/regulations
- 54.** Seniority of official in a grade/ post for which possession of higher educational qualification are essential are to be fixed:
- (a) irrespective of possession of higher educational qualification
 - (b) with effect from the date of possession of higher educational qualification
 - (c) with effect from the date of issue of Certificate of higher degree
 - (d) with effect from the date of result of higher degree.
- 55.** The inter se-seniority of persons so re-employed shall be determined:
- | | |
|--|---|
| (a) on the basis of the order of their selection | (b) on the basis of rotation of vacancies |
| (c) on the basis of chronology of selection | (d) on the basis of quota |
- 56.** The inter se-seniority of persons appointed on compassionate grounds may be fixed:
- (a) with effect from the date of regular appointment
 - (b) with effect from the date of joining
 - (c) with effect from the date of appointment
 - (d) with effect from the date of confirmation

57. Seniority of an official transferred to the same post on his own request in another cadre will be placed-
- (a) below all the officials appointed regularly to the grade/post.
 - (b) above all the promote in the same grade/post.
 - (c) mixed with direct recruits and promotes.
 - (d) None of the above.
58. Seniority of a person who has been transferred to a lower post under FR-15A will be placed?
- (a) Above all his Junior before his promotion.
 - (b) Above all the promotion from lower grade/post.
 - (c) Below all officers appointed regularly to the lower grade/post on the date of transfer.
 - (d) None of the above.
59. Seniority of Work-charged employees upon regular appointment to the same substantive posts held earlier as work-charged employees shall be counted:
- (a) from the date of joining on regular basis.
 - (b) from the date of joining in work-charged.
 - (c) from the date of appointment as per rules on regular basis.
 - (d) None of the above.
60. Seniority of a person regularly appointed to a post according to rules would be determined with the:
- (a) order of merit indicated at the time of initial appointment.
 - (b) date of his confirmation.
 - (c) date of his joining at the time of initial appointment.
 - (d) None of the above.

Section - II (40 Marks)

*This Section should be answered only on the **Answer Sheet** provided.*

Marks are indicated against each question.

1. Write short notes on any two of the following:

(2×2=4)

- | | |
|------------------|-----------------------|
| (a) Case | (b) CRU |
| (c) Routine Note | (d) Office Memorandum |

2. Answer *any four* of the following: (4×2=8)
- (a) What are the two parts of standing Guard File?
 - (b) What are the three categories of records?
 - (c) What are the forms of communication?
 - (d) What are the two actions to be taken by Dealing officer on receipt?
 - (e) What are the two aids to processing and disposal of a case?
3. A Government servant retires on 17th June, 2021. Determine his average emoluments for the last ten months. (2)
4. Particulars of Govt. Servant: (5)
- | | | |
|-----------------------|-----------------------------------|-----------------|
| Date of retirement | - | 31.01.2019(A/N) |
| Qualifying Service | - | 31 ½ years |
| Basic Pay in Level 12 | From 01.04.2018 - Rs. 1,65,100.00 | |
| | From 01.07.2018 - Rs. 1,70,100.00 | |
- Calculate his pension admissible.
5. Does time spent on leave count as pensionable service? If so, to what extent and under what conditions? (5)
6. Who is the authority to allocate the business of the department to the Ministers? (1)
7. Who is the official head of the Department? (1)
8. What is the procedure for placing a matter of sensitive public importance before the Chief Minister? (2)
9. What are the two subjects on which Law Department shall be consulted by all Administrative Departments? (2)
10. How will you fix seniority of officers who have been recommended for promotion by a DPC during the currency of a penalty? (5)
11. How will you fix seniority of meritorious sportspersons appointed by relaxation of Recruitment Rules? (5)

* * * * *