

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

Direction (Question Nos. 1 - 5): Fill in the blanks from the given alternatives:-

1. A margin of at least _____ to be left on the bottom of each page of to ensure better preservation of notes recorded on the file.
(a) One inch (b) Two inches
(c) Three inches (d) Half inch
2. The dealing hand will append his full signature with date on the _____ below his note.
(a) Top (b) Right
(c) Left (d) Centre
3. The correct form of communication to be used for granting leave is _____.
(a) Office Memorandum (b) Order
(c) Notification (d) Office Order
4. If any such communication is wrongly addressed to a Department, it will be transferred promptly within _____ working days of its receipt to the appropriate Department under intimation to the party concerned.
(a) 2 (two) (b) 5 (five)
(c) 10 (ten) (d) 3 (three)
5. Form of communication like _____ is generally used for issuing certain types of financial sanctions and for communicating Government orders in disciplinary cases, etc., to the officials concerned.
(a) Office Order (b) Order
(c) Circular (d) Office Memorandum

Direction (Question Nos. 6 - 10): Write True or False:-

6. File means a folder consisting of related papers on a specific subject consisting of one or more of the following parts with a file number.
(a) True (b) False
7. Notes portion contains the process sheet i.e. how decision was taken on a case.
(a) True (b) False
8. Normally, new files will be opened for dealing with receipts of a purely routine nature.
(a) True (b) False
9. Where Lok Sabha/Rajya Sabha questions, motions, Bills are processed, no separate specific file cover shall be used.
(a) False (b) True
10. In writing notes, Officers and staff should use Black or blue ink.
(a) True (b) False

Direction (Question Nos. 11 - 17): Tick the correct answer from the given alternatives:-

11. Retirement Gratuity shall be granted to a Government servant who has completed qualifying service of at least-
(a) 5 years (b) 3 years
(c) 7 years (d) 10 years
12. Family pension to parents are eligible at the ordinary rate only i.e.-
(a) 20% of last pay drawn (b) 30% of last pay drawn
(c) 40% of last pay drawn (d) 50% of last pay drawn
13. If a Government servant died while in service, family pension at enhanced rate shall be payable for a period of _____ from the date following the date of death of a Government servant
(a) 7 years (b) 5 years
(c) 10 years (d) 3 years
14. Commutation of pension is allowed up to what percentage of pension?
(a) 25% (b) 30%
(c) 35% (d) 40%
15. What is the minimum service required for voluntary retirement under CCS Pension Rules?
(a) 10 years (b) 15 years
(c) 20 years (d) 30 years
16. Family pension is payable to an unmarried daughter till the age of -
(a) 18 years (b) 21 years
(c) 25 years (d) 30 years

17. Who is the competent authority to sanction pension?

- | | |
|--------------------|-------------------------------------|
| (a) President | (b) Comptroller and Auditor General |
| (c) Head of Office | (d) Appointing Authority |

Direction (Question Nos. 18 - 22): Write True or False:-

18. Central Civil Services (Pension) Rules, 1972 shall not apply to members of the All India Services.

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| (a) True | (b) False |
|----------|-----------|

19. Retirement benefits include pension or service gratuity and retirement gratuity, where admissible.

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| (a) True | (b) False |
|----------|-----------|

20. Qualifying service of a Govt. servant shall commence from the date he takes charge of the post to which he is first appointed.

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|----------|-----------|
| (a) True | (b) False |
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21. Service on probation against a post if followed by confirmation in the same or another post shall not qualify for counting of service.

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|----------|-----------|
| (a) True | (b) False |
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22. The term 'Emoluments' includes Basic Pay + NPA (if applicable)

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|----------|-----------|
| (a) True | (b) False |
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Direction (Question Nos. 23 - 29): Fill in the blanks:

23. Minimum qualifying service required for pension under CCS (Pension) Rules is _____.

- | | |
|--------------|-------------|
| (a) 10 years | (b) 5 years |
| (c) 20 years | (d) 1 year |

24. Pension is calculated at _____ of the average emoluments after 20 years of qualifying service.

- | | |
|---------|---------|
| (a) 25% | (b) 50% |
| (c) 75% | (d) 20% |

25. Pension is rounded off to the nearest _____ rupees.

- | | |
|--------|-------|
| (a) 20 | (b) 5 |
| (c) 10 | (d) 1 |

26. The authority competent to sanction pension is the _____.

- | | |
|---------------------------------------|----------------------------------|
| (a) Accounts Officer | (b) Drawing & Disbursing Officer |
| (c) Administrative Head of Department | (d) Head of Department |

27. _____ from a service or post shall entail forfeiture of his past service.

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|--------------------------|----------------------|
| (a) Dismissal or removal | (b) Break in service |
| (c) Leave | (d) Training |

28. _____ shall be determined with reference to the emoluments drawn by a Government servant during the last ten months of his service.

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|------------------------|-------------------------|
| (a) Average emoluments | (b) Emoluments |
| (c) qualifying service | (d) Pensionary benefits |

29. A Government servant shall, on his initial appointment in a service or post, make a nomination in _____.

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|--------------|-------------|
| (a) Form 54 | (b) Form 2B |
| (c) Form 15A | (d) Form 3 |

Direction (Question Nos. 30 - 34): Name the Department to which the following subjects are allotted:-

30. Food grain development -

- | | |
|---|-----------------------------|
| (a) Agriculture | (b) Health & Family Welfare |
| (c) Food, Civil Supplies & Consumer Affairs | (d) Horticulture |

31. Root and tuber crops -

- | | |
|------------------|---|
| (a) Agriculture | (b) Urban Development & Poverty Alleviation |
| (c) Horticulture | (d) Art & Culture |

32. Regulation and Control of Fishing -

- | | |
|--|-------------------|
| (a) Environment, Forest & Climate Change | (b) Fisheries |
| (c) Irrigation & Water Resources | (d) Art & Culture |

33. Indian Lunacy Act/Poison Act -

- | | |
|-------------------------------------|------------------|
| (a) Health & Family Welfare | (b) Home |
| (c) Social Welfare & Tribal Affairs | (d) Horticulture |

34. Foreign tour/ travels -

- | | |
|-------------|----------------------------|
| (a) Tourism | (b) Home |
| (c) Finance | (d) General Administration |

Direction (Question Nos. 35 - 42): Choose the correct answer from the given alternatives:

35. The _____ concerned may call for records of any case relating to any Department

- | | |
|---------------------|---------------|
| (a) Chief Minister | (b) Minister |
| (c) Chief Secretary | (d) Secretary |

36. Agenda to be considered by the Cabinet shall reach the Chief Minister and other Minister in _____ clear days.

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|----------|-----------|
| (a) five | (b) two |
| (c) ten | (d) three |

37. Every order or instrument of the Government of the State shall be expressed to be made in the name of the _____.
- (a) Secretary (b) Head of Department
(c) Governor (d) Chief Secretary
38. _____ is the Cabinet Secretary.
- (a) P.S to Chief Minister (b) Secretary, DP&AR
(c) Secretary, GAD (d) Chief Secretary
39. Proposal for awarding punishment of dismissal or removal or compulsory retirement from service in respect of Gazetted Officers shall be submitted to the _____.
- (a) Chief Minister (b) Minister
(c) Governor (d) Chief Secretary
40. _____ is the head of the administrative machinery.
- (a) Governor (b) Chief Secretary
(c) Secretary, Home (d) Minister
41. Relaxation on any general service condition is entrusted to _____.
- (a) DP&AR (b) GAD
(c) Finance (d) Secretary of concerned Department
42. There are _____ Major Departments under the Govt. of Mizoram.
- (a) 5 (b) 8
(c) 10 (d) 3

Direction (Question Nos. 43 - 47): Tick the correct answer from the given alternatives:-

43. Crucial date for promotion in the vacancy year – 2024-2025 is-
- (a) 01.04.2024
(b) 01.04.2025
(c) 01.01.2025
(d) 01.01.2026
44. PAR/ACR to be considered for promotion is-
- (a) 5 (five) preceding the vacancy minus the two immediate years.
(b) 5 (five) preceding the vacancy minus the one immediate years.
(c) 3 (three) preceding the vacancy minus the two immediate years.
(d) 2 (two) preceding the vacancy minus the two immediate years.

45. Performance Report for PE and contract employees on regularization process shall be based on-
- (a) the year of meeting of the DPC
 - (b) the year of eligibility of the employee
 - (c) vacancy year of the post
 - (d) effective date of the Recruitment Rules
46. DPC recommendation is valid for
- (a) Two years or when a fresh panel is prepared, whichever is earlier.
 - (b) One year or when a fresh panel is prepared, whichever is later.
 - (c) One year or when a fresh panel is prepared, whichever is earlier.
 - (d) One and half year or when a fresh panel is prepared, whichever is earlier.
47. Crucial date for limited departmental examination is-
- (a) Date of attaining qualifying service for examination
 - (b) Last date of submission of application form
 - (c) Date of issue of vacancy Notification
 - (d) 1st April of vacancy year

Direction (Question Nos. 48 - 54): Fill in the blanks:-

48. Promotion while on deputation is termed as _____.
(a) Proforma promotion (b) Officiating promotion
(c) Ad hoc promotion (d) Time-bound promotion
49. In _____, no interview should be held unless it has been specifically provided for in the Recruitment Rules/Service Rules for the post/grade.
(a) Promotion (b) Direct recruitment
50. In _____ method, no need to make zone of consideration before DPC.
(a) Selection (b) Non- Selection
51. For preparation of a Select List, Departments may calculate the vacancies on _____ wise for reporting to the Departmental Promotion Committee.
(a) vacancy year (b) financial year
52. Only those officers who are graded _____ by the Departmental Promotion Committee shall be included in the Select List for promotion to the extent of the number of vacancies.
(a) FIT (b) NOT FIT
53. Head of Department concerned is included as _____ in the composition of DPC.
(a) Member (b) Member-Secretary
54. The effective date of Promotion should be _____ effect.
(a) retrospective (b) prospective

Direction (Question Nos. 55 - 60): Write True or False:-

55. Zone of consideration for regularization of 4 (four) posts is number of vacancies +3.
(a) True (b) False
56. Benchmark for Group B (Gazeted) post is 'Good'.
(a) True (b) False
57. There are two methods of promotion - Selection method and Non- Selection method.
(a) True (b) False
58. Time limit for taking decision on the recommendation of the DPC is six months.
(a) True (b) False
59. Minimum marks for qualifying limited departmental examination is 50% of the total marks
(a) True (b) False
60. Secretary of the Department concerned is the chairman of the DPC.
(a) True (b) False

Section - II (40 Marks)

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

Marks are indicated against each question.

1. Define *any four* of the following terms as used in the Secretariat Manual of Office Procedure:
(4×2=8)
- (a) Case (b) Classified Dak
(c) Reference Folder (d) Current File
(e) Dak
2. Define Notes? Write *any four* guidelines for Noting. (1+4 = 5)
3. You are Under Secretary of General Administration Department, Government of Mizoram. Draft an Office Memorandum on the Subject - '**Habitual late Attendance**' in Government Offices and disciplinary action to be taken for the employees under the Government of Mizoram. (7)
4. Mention *three* kinds/classes of Pension admissible to a Government servant? Briefly explain any one of them. (3+1=4)
5. Define 'Qualifying Service'. When does it commence? (2+1 = 3)
6. Distinguish between 'Emoluments' and 'Average Emoluments'. (4)
7. What is authentication of Government orders? Who are authorities to authenticate orders and instrument of the Government orders? (1+1=2)

8. What is the function of the Departmental Promotion Committee? (3)
9. How many Benchmarks are required for regularization? (2)
10. Mention the validity of Select List for promotion and when does it cease? (2)

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