

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER DP&AR (SSW), GOVERNMENT OF MIZORAM.
(SEPTEMBER- 2026)

PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 40

SECTION - A (Conventional Type Question)
(52 Marks)

*This section should be answered only on the Answer Sheet provided.
Marks for each question is indicated against it.*

1. Distinguish between an Office Memorandum, Office Order, Notification, Circular and Press Communiqué with reference to their purpose and use in Government administration. (7)
2. What are the three categories of recorded files under the Record Retention Schedule? Briefly describe each of them. (3)
3. (a) Describe the procedure relating to Starred and Unstarred Questions in the Mizoram Legislative Assembly. (5)
(b) If two members submit identical Starred Questions on the same subject, explain how the Rules deal with such a situation. (3)
4. During disaster operations, the Young Mizo Association (YMA) often assists the Government by donating blood, distributing relief materials, helping maintain public order, and supporting rescue efforts. Discuss whether these activities reflect the constitutional vision embodied in the Fundamental Duties under Article 51A of the Constitution. (5)
5. How are Mahatma Gandhi's vision of rural development embedded in our Directive Principles of State Policy? (5)
6. Name any six (6) subjects allocated to The Department of Personnel & Administrative Reforms. (3)
7. Mention any five categories of cases which are required to be submitted to the Governor before issue of orders. (5)
8. Name the 4 (four) conditions a Government servant should satisfy to be eligible for confirmation. (4)
9. A Government servant is reverted to a lower post as a measure of penalty for a specified period, and the penalty is to operate to postpone future increments. If he is subsequently promoted to the higher post, how will his seniority be affected? (3)

10. What are the criteria for determining whether two posts are “analogous posts” for the purpose of transfer on deputation? (6)
11. Describe the procedure to be followed by the Election Commission under the Act before finalising the delimitation of Assembly Constituencies. (3)

SECTION - B (MCQ Type Question)
(48 Marks)

*All questions carry equal mark of 1. Attempt all questions.
This Section should be answered only on the OMR Response Sheet provided.*

1. Which of the following is a characteristic of a Part File?
- (a) It is opened when the main file is not likely to be available for some time and immediate processing cannot wait
 - (b) It is maintained permanently for recurring subjects
 - (c) It is opened exclusively for financial matters
 - (d) It contains only classified documents
2. A Part File is normally merged with the main file:
- (a) After approval by the Minister
 - (b) As soon as the main file becomes available
 - (c) After completion of ten years
 - (d) At the end of every financial year
3. Which of the following is NOT one of the security gradings used for classified documents under the Central Secretariat Manual of Office Procedure?
- (a) Restricted
 - (b) Secret
 - (c) Confidential
 - (d) Highly Confidential
4. The primary purpose of indexing recorded files is to:
- (a) Authorise their destruction
 - (b) Decide their retention period
 - (c) Facilitate their identification and retrieval
 - (d) Determine their security grading
5. A Demi-Official (D.O.) letter is primarily used to:
- (a) Exchange views or obtain personal attention on official matters in an informal and expeditious manner
 - (b) Communicate only with subordinate offices
 - (c) Issue statutory notifications
 - (d) Publish Government orders in the Official Gazette

6. Which of the following best describes a Standing Note?
- (a) A note containing only financial sanctions
 - (b) A continuing note containing background, development and the latest position on a recurring subject
 - (c) A temporary note prepared only for one case
 - (d) A note used exclusively for disciplinary proceedings
7. If a section feels that a receipt forwarded to it is misdirected, it should bring the matter to the notice of:
- (a) The Cabinet
 - (b) The Finance Department
 - (c) The officer designated by the Department for deciding allocation of disputed receipts
 - (d) The National Archives
8. In the computerized diary system, a receipt is ordinarily diarized:
- (a) Only after final disposal
 - (b) At every stage of movement
 - (c) Only when it is classified
 - (d) Not more than once
9. An officer to whom receipts are submitted is required to:
- (a) Destroy receipts after perusal
 - (b) Alter the diary number before returning them
 - (c) Go through and initial the receipts and, where necessary, give directions regarding the line of action
 - (d) Forward every receipt directly to Finance Department
10. The Section Officer is required to keep watch on hold-up in the movement of receipts. A receipt not received back from an officer should be brought to the Section Officer's notice after:
- (a) One month
 - (b) One working day
 - (c) Seven calendar days
 - (d) Three working days
11. At the commencement of the first session after each general election and at the commencement of the first session of each year, the Governor may address the Assembly as required by:
- (a) Article 176
 - (b) Article 174
 - (c) Article 177
 - (d) Article 175
12. After the Governor delivers the Address, the Speaker shall:
- (a) Refer the speech to the Committee of Privileges
 - (b) Send the speech to the Election Commission
 - (c) Immediately adjourn the House
 - (d) Report to the Assembly that the Governor had made a speech and lay a copy of the speech on the Table

- 13.** A Short Notice Question may be asked with notice shorter than fifteen clear days if:
- (a) The Speaker considers the question urgent and a matter of public importance
 - (b) The Minister has already answered the matter
 - (c) It concerns a private dispute
 - (d) The question seeks an expression of opinion
- 14.** Under the Rules, the purpose of a question is to:
- (a) Review a decision already taken by the Assembly
 - (b) Elicit information or suggest action on a matter of public importance
 - (c) Obtain an expression of opinion on a hypothetical question
 - (d) Seek a decision in a pending court case
- 15.** The period of notice for a motion for leave to introduce a Bill by a private member is ordinarily:
- (a) Three months
 - (b) Fifteen clear days
 - (c) One month, unless the Speaker allows shorter notice
 - (d) Seven days
- 16.** For a resolution for removal of the Speaker or Deputy Speaker, leave to move the resolution is granted if not less than how many members rise in their places?
- (a) Seven
 - (b) Five
 - (c) Fifteen
 - (d) Ten
- 17.** The Committee on Subordinate Legislation scrutinizes whether delegated powers to make rules, regulations, sub-rules and bye-laws are:
- (a) Approved by the Election Commission
 - (b) Exercised only by Ministers
 - (c) Properly exercised within the scope of the delegation
 - (d) Used only for financial matters
- 18.** For the purposes of Part III, the expression 'State' includes:
- (a) The Government and Parliament of India, State Governments and Legislatures, and specified local or other authorities
 - (b) Only local authorities
 - (c) Only the Government of India
 - (d) Only State Governments
- 19.** Under Article 13, a law inconsistent with Fundamental Rights is, to the extent of the inconsistency:
- (a) Suspended for five years
 - (b) Valid unless approved by the Governor
 - (c) Automatically amended
 - (d) Void

- 20.** Article 16 guarantees equality of opportunity in matters relating to:
- (a) Only elected offices
 - (b) Employment or appointment to any office under the State
 - (c) Private employment
 - (d) Only judicial appointments
- 21.** Which Article abolishes 'Untouchability' and forbids its practice in any form?
- (a) Article 16
 - (b) Article 15
 - (c) Article 17
 - (d) Article 18
- 22.** Under Article 311(2), the requirement of an inquiry may be dispensed with where the dismissal, removal or reduction in rank is on the ground of conduct that has led to:
- (a) A departmental warning
 - (b) Retirement
 - (c) A transfer order
 - (d) Conviction on a criminal charge
- 23.** Where it is not reasonably practicable to hold an inquiry under Article 311(2), the reasons for dispensing with the inquiry must be:
- (a) Approved by Parliament
 - (b) Recorded in writing by the authority empowered to dismiss, remove or reduce in rank
 - (c) Kept confidential in every case
 - (d) Published in the Gazette
- 24.** The safeguard under Article 311(2) may be dispensed with where the President or Governor is satisfied that an inquiry is not expedient in the interest of:
- (a) Security of the State
 - (b) Administrative convenience
 - (c) Public finance
 - (d) Political stability
- 25.** The normal term of office of a member of a State Public Service Commission is:
- (a) Five years or age 60, whichever is earlier
 - (b) Six years or age 62, whichever is earlier
 - (c) Seven years irrespective of age
 - (d) Six years or age 65, whichever is earlier
- 26.** Under Article 322, the expenses of a State Public Service Commission are:
- (a) Subject to annual approval by the Commission
 - (b) Paid exclusively by the concerned Department
 - (c) Paid from the Contingency Fund
 - (d) Charged on the Consolidated Fund of the State
- 27.** Which Article deals with restrictions on further employment of members of Public Service Commissions after ceasing to hold office?
- (a) Article 317
 - (b) Article 316
 - (c) Article 319
 - (d) Article 318

- 28.** Under Rule 4 of the Government of Mizoram (Allocation of Business) Rules, 1987, the Governor allocates among Ministers the business of Government by assigning one or more Departments to their charge on the advice of the:
- (a) Chief Minister
 - (b) Speaker
 - (c) Chief Secretary
 - (d) Finance Minister
- 29.** Under Rule 5 of the 1987 Allocation of Business Rules, the work of a Department may be divided between:
- (a) Only Ministers
 - (b) Only one Secretary and no other officer
 - (c) Two or more Secretaries
 - (d) The Governor and the Chief Minister jointly
- 30.** Under Rule 9, previous consultation with the Finance Department is generally required before a Department authorises an order which:
- (a) Affects the finances of the State or falls within the specified financial categories
 - (b) Has no financial implication whatsoever
 - (c) Concerns only routine correspondence
 - (d) Relates only to legislative debates
- 31.** Orders or instruments made or executed by or on behalf of the Government of Mizoram shall be expressed to be made or executed in the name of:
- (a) The Minister-in-charge
 - (b) The Governor of Mizoram
 - (c) The Chief Minister
 - (d) The Chief Secretary
- 32.** Under Rule 11, the signature of an officer authorised to sign a Government order or instrument is deemed to constitute:
- (a) Judicial certification
 - (b) Legislative approval
 - (c) Financial sanction in every case
 - (d) Proper authentication
- 33.** Where the Finance Department has not concurred in a proposal requiring previous consultation under Rule 9, the proposal may proceed only if a decision to that effect has been taken by:
- (a) The Council of Ministers or the Chief Minister
 - (b) The Accountant General
 - (c) The Secretary of the Department alone
 - (d) The Speaker
- 34.** When a case has been decided by the Cabinet after discussion at a meeting, the Minister concerned shall:
- (a) Place it before the Legislative Assembly before taking any action
 - (b) Take action to give effect to the Cabinet decision
 - (c) Reconsider it without authority
 - (d) Refer it automatically to the Governor

- 35.** Under the Government of Mizoram's guidelines on fixation of seniority, seniority of a person regularly appointed according to rules is determined by:
- (a) The date of confirmation
 - (b) The date of first increment
 - (c) The date of completion of probation
 - (d) The order of merit indicated at the time of initial appointment
- 36.** Under the same guidelines, seniority is therefore:
- (a) Determined by date of retirement
 - (b) Determined only by length of probation
 - (c) Delinked from confirmation
 - (d) Linked exclusively to confirmation
- 37.** An ad hoc/officiating employee who was initially appointed without following the prescribed procedure but continues uninterruptedly until regular appointment to the same substantive sanctioned post will have the period of officiating service:
- (a) Counted only for pension
 - (b) Counted for fixation of seniority
 - (c) Counted only after confirmation
 - (d) Ignored in all cases
- 38.** Work-charged, contract or muster-roll employees who are regularly appointed to the same substantive sanctioned posts are treated as:
- (a) Temporary employees for seniority purposes
 - (b) Deputationists
 - (c) Direct recruits
 - (d) Promotees
- 39.** A Review DPC may be held where an eligible officer was:
- (a) Given an annual increment
 - (b) Transferred after the DPC meeting
 - (c) Granted casual leave
 - (d) Omitted from the zone of consideration
- 40.** A Review DPC may be held where:
- (a) An ineligible officer was considered by mistake
 - (b) A new recruitment rule is proposed
 - (c) An officer takes earned leave
 - (d) A department changes its office location
- 41.** The consolidated merit list for different posts in the same grade is prepared:
- (a) By the concerned employee association
 - (b) Separately for each post only
 - (c) Only after appointment
 - (d) Covering candidates selected for all such posts
- 42.** In a Review DPC, the ACRs/PARs to be scrutinized should ordinarily relate to:
- (a) the officer's entire remaining service
 - (b) the period relevant to the original DPC
 - (c) only the year immediately preceding the Review DPC
 - (d) only the period after the original DPC

43. If adverse remarks relating to the relevant period were toned down or expunged after the original DPC, the Review DPC should consider the modified ACRs/PARs:
- (a) as if the original adverse remarks did not exist
 - (b) only for determining pay
 - (c) as confidential material which cannot be considered
 - (d) only if approved by the Finance Department
44. Under the Mizoram seniority guidelines, the relative seniority of direct recruits vis-à-vis promotees is determined according to:
- (a) Date of confirmation
 - (b) Alphabetical order
 - (c) Rotation of vacancies based on the respective recruitment quotas
 - (d) Age
45. If adequate direct recruits are not available in a particular year, the promotees are, to the extent applicable, placed:
- (a) together at the bottom below the last position determined by rotation with the available direct recruits
 - (b) at the top of the seniority list
 - (c) outside the seniority list
 - (d) alphabetically among direct recruits
46. A Government servant whose suitability for promotion through a limited departmental examination has been kept in a sealed cover should have the case reviewed by the Appointing Authority:
- (a) Every three months
 - (b) Every month
 - (c) Only once after one year
 - (d) Every six months
47. Under section 12 of the State of Mizoram Act, 1986, the Election Commission may update a delimitation order by notification in the Official Gazette to:
- (a) Only increase the number of constituencies
 - (b) Change reservation policy at will
 - (c) Correct a printing mistake or inadvertent error, or update altered territorial boundaries or names
 - (d) Abolish an Assembly constituency
48. Under section 37 of the State of Mizoram Act, 1986, a representation against an order under the relevant Part does not ordinarily lie after:
- (a) Six months
 - (b) Three months
 - (c) One year
 - (d) One month