

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
BENCH CLERK GRADE - II UNDER LAW AND JUDICIAL DEPARTMENT
GOVERNMENT OF MIZORAM.
(SEPTEMBER - 2026)

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

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

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

1. In addition to the notified holiday, when shall the Civil Court close every month? (2)
2. Record of a decided case shall be kept only in two places, name them. (2)
3. If records, registers, etc. are destroyed or damaged by fire, what action should be immediately taken? (2)
4. What is the meaning of 'the hour of rising' in a Civil Court? (2)
5. In what circumstances, no record deposited in the record room could be removed or allowed to be removed by the record-keeper? (2)
6. Write a note on 'Record Room'. (2)
7. Who is the appropriate authority to give permission to inspect the record or paper not deposited in the District Record Room? (1)
8. Four classes of registers are prescribed to be maintained by the Civil Courts as found in Volume II, mention any two. (2)
9. Can the Presiding Officer record evidence in more than one case at the same time? (1)
10. Describe the responsibility of Nazir? (2)
11. Differentiate the certified and uncertified copy? (2)
12. What are the two factors that, if absent, prevent a criminal enquiry or trial from being held on a Sunday or a Gazetted holiday ordinarily? (2)
13. What are the entries to be made in the Daily Cause List at close of day? (3)
14. Write down three reasons that make copy unfit for issue. (3)
15. Differentiate the eyewitness and the experts. (2)
16. What is the difference between note sheet and order sheet? (2)
17. Define docketing? (2)

18. What is a classified dak? (2)
19. What is the use of ID Note? (2)
20. Differentiate Head of Department and Administrative Head. (2)
21. Explain the meaning of local journey. (2)
22. When is a Government servant considered to be on tour? (2)
23. What are the different kinds of Travelling Allowances which may be drawn in different circumstances by government servants? (4)
24. How will you regulate the tour from airport to place of duty by taxi? (2)

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

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

1. On what basis is a decree to be drawn?
 - (a) Judgment
 - (b) Order
 - (c) Complaint
 - (d) Written statement
2. The pecuniary jurisdiction of the Court of Civil Judge (Junior Division) extends upto which of the following?
 - (a) Rs. 2 lakh
 - (b) Rs. 5 lakh
 - (c) Rs. 7 lakh
 - (d) Rs. 10 lakh
3. Year in all Courts shall be taken to begin on:
 - (a) 1st January
 - (b) 1st April
 - (c) Decision of the concerned Judge
4. What language should be used in the Order-sheet?
 - (a) English language
 - (b) Court language
 - (c) Regional language
5. Who is the appropriate authority to give permission to inspect the record or paper not deposited in the District Record Room?
 - (a) Presiding Judge
 - (b) Peshker
 - (c) Chief Administrative Officer
 - (d) Judge in-charge of Record Room
6. In the absence of urgent necessity, civil trial can proceed on Sundays or Gazetted holidays -
 - (a) With the permission of the HC
 - (b) With the permission of DSJ
 - (c) With the consent of parties

7. What is the standard abbreviation for writing Plaintiff Witness Number One?
(a) PW 1 (b) PW No 1
(c) PW-1
8. Is a District Judge entitled to issue general directions in the forms of rules or circular orders to the judicial officers subordinate to him?
(a) Yes (b) No
9. Can administrative or departmental work be done during Court hour?
(a) Yes (b) No
10. Is it correct to state that whereas some paper (correspondence) be preserved for 1 year only, some are to be preserved forever?
(a) Correct (b) Incorrect
11. Can any person apply for information from the record and registers of any Civil Court?
(a) Yes (b) No
12. Can a stranger to the suit obtain copy of judgment?
(a) Yes (b) No
13. Is employment of outsiders by the ministerial officers for helping them in their work or getting office papers written allowed?
(a) Yes (b) No
14. Is it correct to state that the records in a District Records Room should be arranged Court by Court?
(a) Yes (b) No
15. Are the record rooms of Civil Courts being open to public?
(a) Yes (b) No
16. Which of the following Act replaces the Indian Evidence Act?
(a) BNSS (b) BNS
(c) BSA
17. How many main files are to be maintained for every record of a Court of Sessions/magistrate?
(a) 2 (b) 4
(c) 5
18. Whether Advocates on payment of prescribed fee be allowed to examine any specified record?
(a) Yes (b) No
19. Whether record of a decided case be kept elsewhere than in the record room of the Court?
(a) Yes (b) No
20. Can any person apply for information from the records and registers of any Criminal Court?
(a) Yes (b) No

21. The registers of applications for copies and information shall be placed before the officer-in-charge who should sign the last entry after scrutiny:
- (a) Daily
 - (b) Weekly
 - (c) Monthly
22. Whether the Bench Assistant can be appointed as an officer for the purpose of cancelling stamp?
- (a) Yes
 - (b) No
23. Can judicial work be done in the private chamber or residence of the Judicial officers?
- (a) Yes
 - (b) No
24. Can the Presiding Officer record evidence in more than one case at the same time?
- (a) Yes
 - (b) No
25. On Saturdays, at what time may the court close?
- (a) 1:00
 - (b) 1:30
 - (c) 2:00
26. Other than officer-in-charge, who is to sign the certified copies at the headquarters of a district?
- (a) Peshker
 - (b) Record Keeper
 - (c) Judge in charge
27. Who is the proper addressee for official correspondence to the High Court, according to CRO?
- (a) Registrar
 - (b) Registrar General
 - (c) Chief Justice
28. Can a judicial officer grant copies of exhibits in a Criminal proceeding to persons who are strangers to it?
- (a) Yes
 - (b) No
29. What is the time prescribed for disposal for application for bail in non-bailable cases from the date of first hearing?
- (a) Discretion of the court
 - (b) 2 to 5 days
 - (c) 3 to 7 days
30. What is the ordinary hours of sitting for all Courts?
- (a) 10:00 – 04:00 pm
 - (b) 10:30 – 04:00 pm
 - (c) 11:00 – 03:00 pm
31. Chief Judicial Magistrate is:
- (a) Head of Office
 - (b) Head of Department
 - (c) Administrative Head
32. The term 'dak' includes :
- (a) Only postal letters
 - (b) Only emails
 - (c) All communications received/issued
 - (d) Only urgent letters

- 33.** What is the full form of FR in file noting?
- (a) Final Report (b) Fresh Receipt
(c) Financial Reporting
- 34.** First edition of CSMOP was published in :
- (a) 1955 (b) 1960
(c) 1975 (d) 1982
- 35.** Draft for approval is prepared by :
- (a) CAO (b) Dealing hand
(c) PA (d) Peshker
- 36.** Oral instructions must be :
- (a) Confirmed in writing (b) Ignored
(c) Implemented (d) Not recorded
- 37.** A closed file is referred to as :
- (a) Appendix (b) Current file
(c) Part file (d) Recorded file
- 38.** File should not pass more than :
- (a) 4 levels (b) 5 levels
(c) 6 levels (d) 8 levels
- 39.** Judgments are to be kept in :
- (a) Appendix (b) Draft
(c) Notes (d) Standing guard file
- 40.** Part file is opened when :
- (a) directed by HoO (b) file is bulky
(c) the purpose is for secrecy (d) main file is missing temporarily
- 41.** Can an employee under Government of Mizoram avail Conveyance or Horse Allowance?
- (a) Yes (b) No
- 42.** Is a Bench Clerk I authorized to travel by air on official duty?
- (a) Yes (b) No
- 43.** For the purpose of Travelling Allowance Rules, DA means:
- (a) Daily Allowance (b) Dearness Allowance
- 44.** If an employee travels by a higher class than the entitled one, for which class the fare is to be reimbursed?
- (a) Decision of DDO (b) No fare shall be allowed
(c) The class actually travelled (d) The entitled class

45. Within what time limit must an employee claim TA/DA for training or transfer after completing their journey/joining the Headquarters?
- (a) 30 days (b) 60 days
(c) 15 days (d) 10 days
46. How many days is the maximum permissible period of absence from Headquarters for which a Daily Allowance can be claimed?
- (a) 30 days (b) 60 days
(c) 75 days (d) 180 days
47. In case of local journey, TA/DA is permissible if the temporary duty point is beyond which distance from the normal place of duty?
- (a) 5 (b) 6
(c) 8 (d) 10
48. In order to claim TA/DA, the journey should be completed by the family of the deceased employee within:
- (a) 1 month of the date of death (b) 3 months of the date of death
(c) 6 months of the date of death (d) 1 year of the date of death
49. The government employee cannot be granted to reimburse Travelling Allowance if the expenditure incurred on travel pertains to:
- (a) Retirement
(b) Tour on official duty
(c) Transfer to another station in public interest
(d) Visit to home town/excursion to hill station
50. What is the official joining time allowed for a government employee when transferred within the same city or at a distance of up to 20 km?
- (a) 1 day (b) No joining time
(c) Only transit time (d) None of the above

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