

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE
NOVEMBER, 2016

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

*Marks for each question is indicated against it.
Attempt all questions.*

GROUP - A

1. What is 'Department' as defined in the Central Manual of Office Procedure? Mention the main responsibilities of a Department. (1+2=3)
2. What are the general duties of Superintendent (Section Officer)? (5)
3. Define 'Note'. What is the procedure for modification of note recorded on a file? (2+2=4)
4. What are the uses of the following forms of communications? (4×2=8)
 - (a) Circular
 - (b) E-mail
 - (c) Letter
 - (d) Office order

GROUP - B

5. What is 'Starred' question? When and how is a 'starred' question treated as 'unstarred' question? (2+3=5)
6. What are the compositions and functions of the committee on Subordinate Legislation? (5)
7. Can a Bill under discussion in the House be withdrawn? If so, on what ground? (5)

GROUP - C

8. What are the rights guaranteed by Article 19 of the Constitution of India to all citizens of India? (6)
9. Mention any 4 (four) fundamental duties to be carried out by every citizen of India. (4)
10. What are the safeguards provided by Article 311 of the Constitution of India to civil servants? Mention the circumstances under which such safeguards are not applicable. (4+6=10)

GROUP - D

11. Who is (3×1=3)
- (a) The official Head of the Department?
 - (b) The Head of administrative machinery?
 - (c) Responsible for the disposal of business pertaining to a Department?
12. Mention any 3 (three) cases which shall be submitted through the Chief Minister, to the Governor before issue of orders. (3)
13. What do you mean by authentication of Government order? Who are authorised to authenticate orders and instruments of the Government of Mizoram? (2+5=7)
14. What is the procedure for obtaining orders of the Chief Minister in matter of sensitive public importance? (2)

GROUP - E

15. What is the procedure/principle for fixation of seniority of :- (6×2=12)
- (a) Direct recruits?
 - (b) Promotees?
 - (c) Person appointed on compassionate ground?
 - (d) Deputationist absorbed subsequently?
 - (e) Officer who have been recommended for promotion by the DPC during the currency of a penalty?
 - (f) Officer re-employed after superannuation?
16. How is relative seniority of Direct Recruits and Promotees determined? (3)
17. What is the difference between 'selection method' and 'non selection method' of promotion? (2)
18. How many officers are to be considered for promotion by selection method when the number of vacancy/ vacancies is/are :- (3)
- (a) 1
 - (b) 2
 - (c) 5
19. What is the prescribed bench mark for promotion to Group 'A' posts? How is officers in the zone of consideration graded as 'Fit' or 'Unfit' by the DPC? (1+4=5)

GROUP - F

20. What is the significance of the State of Mizoram Act, 1986? (5)