

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. MARCH, 2018

PAPER - I

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

GROUP 'A'

Central Secretariat Manual of Office Procedure (40 marks)

1. Define **any five** of the following terms: **(5×2=10)**
 - (a) Case
 - (b) Classified dak
 - (c) Come back case
 - (d) Current file
 - (e) Fresh receipt
 - (f) Security grading

2. What do you mean by File Numbering System? By using Functional file numbering system, open the file from the following particulars given below: **(2+4=6)**

Group HeadA
Primary Head13
Secondary Head 11
Second file on the subject
Year of opening 2017
Name of the Department SAD

3. The Council of Ministers consists of three categories of Ministers, what are they? Who lead the Council of Ministers? **(4)**

4. Fill in the blanks with appropriate words: **(10×1=10)**
 - (a) The _____ will deal with the urgent receipt first.
 - (b) Every Section should maintain _____ for diarising receipts.
 - (c) The executive power of the Union formally vests in the _____
 - (d) _____ are ordinally entrusted with work of routine nature.
 - (e) _____ leave applications should not be diarized.
 - (f) Officer of the level of _____ of Government and above may use green or red ink in rare cases.
 - (g) Stencil will be cut whenever more than _____ copies of communication are required.
 - (h) Files should be recorded after action on the issues considered thereon has been _____.
 - (i) _____ will be used for issuing instructions meant for internal administration.
 - (j) One of the urgency grading is _____

5. Write short notes on: (2×3=6)
(a) Weekly arrear statement (b) Drafting of communications
6. Arrange the following papers in a case from top to downwards: (4×1=4)
(a) Draft for approval
(b) Reference books
(c) Running summary of facts
(d) Notes portion of the current file ending with note for consideration.

GROUP 'B'
F.R.9-57
(25 marks)

7. Define any **5 (five)** of the following: (5×2=10)
(a) The Act (b) Cadre
(c) Leave Salary (d) Month
(e) Permanent post (f) Personal pay
8. In what circumstances does a Government servant retain a lien on a post? (5)
9. What are the conditions on which Service counts for increments in a time scale of pay? (5)
10. Choose the correct answers from the following statements where compulsory deductions can be effected from subsistence allowance of a Govt. servant. (5)
(a) House rent and allied charges (b) Income tax
(c) Subscription to a General Provident Fund (d) Subscription to CGEGIS/MSGEGIS
(e) Amounts due on court attachments

GROUP 'C'
S.R.17 – 195 (T.A. RULES)
(25 marks)

11. What are the different kinds of Travelling Allowances which may be drawn in different circumstances by a Govt. servant? (5)
12. State whether the following statements are TRUE or FALSE. (5×2=10)
(a) Temporary transfer means transfer within the same station.
(b) Air lifting of dead body of a Government servant by a commercial flight is permissible.
(c) All officers of the rank of Under Secretary and above may be declared as their own Controlling Officers.
(d) Permanent travelling allowance may be drawn during joining time.
(e) The Heads of Departments may grant Cycle Allowance at Rs.60 per month.
13. Define any three of the following: (3×2=6)
(a) Camp equipment (b) Enforce halt
(c) Validity of T.A claim (d) Local journey
(e) Headquarters.

14. What is the admissibility of Travelling Allowances? (2×2=4)
- (a) Government servant under suspension to attend departmental enquiry.
 - (b) Absence from headquarters on official duty for a period not exceeding 6 hours.

GROUP 'D'

S.R. 293-306 C.C.S (Joining Time) Rules, 1979

(10 marks)

15. How will you regulate unavailed Joining Time in relation to Earned Leave credit? (4)
16. Pu Thanga, Assistant was transferred from Aizawl to Lunglei in the interest of public service: **(3×2=6)**
- (a) The transfer necessarily involves continuous travel by road for more than 200 kms. What will be joining time admissible to him?
 - (b) He applies for combination of his joining time with casual leave. Please comment.
 - (c) What will be the commencement of joining time if he handed over charge of his office on the forenoon of 30-10-2017?

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