

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
GRADE-V OF MIZORAM SECRETARIAT SERVICE
JANUARY, 2014

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

Attempt all questions.
The figures in the margin indicate full marks for the questions.

A. Central Secretariat Manual of Office Procedure (20 Marks)

1. Define any 5 (five) of the following terms : **(5×2=10)**
 - (a) Case
 - (b) Current file
 - (c) Dealing hand
 - (d) Diarist
 - (e) Note
 - (f) Recording
 - (g) Security grading
2. What are the functions and responsibilities of a Section Officer/Superintendent relating to Dak? **(2)**
3. Mention any 3 (three) of the reasons why retention of records is necessary. **(3)**
4. How will you deal with communications received from MPs/MLAs, a member of the public, a recognized association or a public body? **(5)**

(Contd. 2)

B. Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly
(15 Marks)

5. What are the two types of 'ordinary questions'? How are they to be answered? (1+2=3)
6. What is the time limit for furnishing replies to Assembly questions by the Department concerned? (2)
7. What are the documents that should accompany a bill submitted for introduction in the Legislative Assembly? (3×1=3)
8. What is the composition of a Committee on Subordinate Legislation? What are the functions of the Committee? (3+3=6)
9. Name the Assembly committee that is responsible for scrutiny of the assurances, promises, undertakings, etc., given by Ministers on the floor of the Assembly and submit its reports on their implementation. (1)

C. The Constitution of India (20 Marks)

10. Enumerate the grounds on which discrimination against a citizen in matters relating to employment or appointment to any office under the State is prohibited under Article 16 of the Constitution of India. (7)
11. It has been held that the Awards called "the National Awards" viz. Bharat Ratna, Padma Vibhushan, Padma Bhushan and Padma Shri would not amount to 'title' within the meaning of Article 18(1) of the Constitution and they should not be used as suffixes or prefixes. What would be the consequence if this is done? (3)
12. Which of the Fundamental Rights was described by Dr. B.R. Ambedkar as 'the heart and soul of the Constitution'? (2)
13. When can the President of India suspend the Fundamental Rights of a citizen? (2)
14. Are the Directive Principles of State Policy enforceable by Court? (1)
15. Which Amendment of the Constitution inserted 'Part IVA - Fundamental Duties' to the Constitution of India? (2)
16. Which Article of the Constitution empowers the Governor to make service rules/ recruitment rules? (2)
17. Who appoints the members of the Mizoram Public Service Commission? (1)

D. Government of Mizoram (Allocation of Business Rules), 1987 as amended from time to time (5 Marks)

18. What is the function of the Government of Mizoram (Allocation of Business) Rules? (2)
19. Who is the official head of a department? (1)
20. To which Department of the under-mentioned business/subjects allocated? (2)
- (a) The Government of Mizoram (Allocation of Business) Rules, 1987
 - (b) The Right to Information Act, 2005
 - (c) Aizawl Development Authority
 - (d) Advice on CCS (CCA) Rules, 1965

E. Government of Mizoram (Transaction of Business Rules), 1987 (10 Marks)

21. How should 'a matter concerning two departments' be dealt with under the Government of Mizoram (Transaction of Business) Rules? (5)
22. Who can relax the Government of Mizoram (Transaction of Business) Rules, 1987? (2)
23. How many departments are there in the Government of Mizoram at present? (1)
24. Which of the following are not 'departments'? (2)
- (a) Fisheries
 - (b) Geology and Mineral Resources
 - (c) Information and Communication Technology
 - (d) Prisons
 - (e) Tourism

F. Manual on Establishment and Administration (Confirmation and Seniority), Procedure to be observed by DPC laid down by the Government of Mizoram (25 Marks)

25. When can an officer be considered for confirmation? (1)
26. What are the conditions which the competent authority should satisfy himself before confirming a Government servant? (4×2=8)
27. When should his/her PAR/ACR grading be communicated to an officer to whom the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 do not apply? (2)
28. Where, for reasons beyond control, DPC could not be held in a year/years even though vacancies arose during the year/years, what would be the procedure that should be followed by the first DPC that meets thereafter? (8)

29. What is the 'crucial date' for determining the eligibility of officers for promotion for the vacancy year of 2013-2014? (1)
30. What are the 'bench marks' for promotion to various categories of posts under the Government of Mizoram? (2)
31. How will you determine the relative seniority of direct recruits and promotees? (3)

G. The Mizoram State Act, 1986 (5 Marks)

32. Define 'Appointed Day'. What is the Appointed Day for the purpose of the State of Mizoram Act, 1986? (2+1=3)
33. What is the significance of the State of Mizoram Act, 1986? (2)

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