

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (JR. GR. OF M.S.S) UNDER GOVERNMENT OF MIZORAM. AUGUST -2019

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

A. Central Secretariat Manual of Office Procedure.

1. Define any three of the following terms: (3×2=6)
 - (a) Classified dak
 - (b) Current file
 - (c) Come back case
 - (d) Fresh receipt
 - (e) Issue
2. Arrange the following papers in a case from top to downwards: (4)
 - (a) Draft for approval, if any
 - (b) Reference Books
 - (c) Notes portion of the current file ending with note for consideration
 - (d) Running Summary of facts
3. What are general instructions for drafting of communications? (5)
4. Write 4(four) forms of Written Communications. What form of communication should be used when Government order in disciplinary cases are issued? (5)

B. Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.

5. Write down the functions of any one of the following Committees: (5)
 - (a) Committee on Government Assurances
 - (b) Committee on Public Accounts.
6. Discuss the three steps which follow the Governor's address in the Legislative Assembly Session. (5)
7. How questions shall be put and answers given and how and where questions of absent member shall be put or passed over in the sitting of the Legislative Assembly? (5)

C. The Constitution of India.

8. Mention the constitutional safeguards to Civil Servants with reliefs and remedies available under Article 311 of the Constitution of India. (5)
9. Define the following terms as provided by Article 14 of the Constitution of India: (5)
 - (a) Equality before law
 - (b) Equal pay for equal work
10. Article 16 provides equality of opportunity for all citizens in matter relating to employment or appointment to any office under the State. Mention any three of them. (5)
11. Article 51 provides promotion of international peace and security which should be endeavoured by the State. Mention any three of them. (5)

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

12. State to which department of the Govt. of Mizoram the following works are allocated: (5)
 - (a) Development of dairy industry
 - (b) Mizoram Publication Board
 - (c) Matter relating to Treasuries
 - (d) Warehouse
 - (e) Matters relating to Service Associations

E. Govt. of Mizoram (Transaction of Business) Rules, 1987.

13. Mention any 5 (five) cases which shall be submitted through the Chief Minister, to the Governor before issue of orders. (5)
14. How the Department shall prepare Cabinet Memorandum when it has been decided to bring a case before the Cabinet? (5)

F. Manual on Establishment & Administration (Confirmation and Seniority) Procedure to be observed by DPC laid down by the Govt. of Mizoram.

15. What is the procedure for confirmation of a probationer appointed against a permanent post as a direct recruit with definite conditions of probation? (5)
16. Determine the relative seniority of persons appointed by absorption to a service where such absorbees are effected against specific quotas prescribed in the Recruitment Rules. (5)
17. Mention the frequency at which Departmental Promotion Committee should meet. Illustrate the number of officers to be placed in the zone of consideration for promotion by Selection when the number of vacancy is 3 and above. (5)

18. Write down papers to be placed for consideration of Departmental Promotion Committee for promotion. (5)
19. Under what circumstances holding of review Departmental Promotion Committee may be made? (5)

G. The State of Mizoram Act, 1986.

20. How is property and assets within the existing Union Territory of Mizoram as are held immediately before the establishment of the State of Mizoram allocated? (3)
21. Mention service provisions relating to persons who immediately before serving under the Administrative Control of the Administrator of the Union Territory of Mizoram on the establishment of the State of Mizoram. (2)

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