

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO JUNIOR GRADE OF MIZORAM FINANCE & ACCOUNTS SERVICE UNDER FINANCE DEPARTMENT, GOVERNMENT OF MIZORAM

DECEMBER, 2018

DRAFTING & PRÉCIS WRITING

Time Allowed : 3 hours

Full Marks : 150

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

1. It has been decided that Shri LMN, Assistant in the Department of Agriculture posted in Parliament Desk is to be posted as Section Officer on ad-hoc basis in the scale of pay of Rs. 9300-34800+4600 for a period of four months w.e.f the date he takes over the charge of the post of Section Officer in Administration-III Section. The ad-hoc promotion would not confer upon him the right to regularisation or seniority in the grade of Section Officer.

Draft an Office Order conveying the decision. (25)

2. Three telephones of your office are not working properly for the last two months and complaints to the local telephone exchange have not yielded any result.

Draft a Demi-official letter from the Director (Administration) to Shri WXY, Divisional Engineer (Telephones) BSNL, Tuikhuahtlang, Aizawl – 796 001, requesting him to issue instructions to the concerned officers for removing the faults in the three telephone connections. (25)

3. Draft a letter suggesting a suitable course of action in response to an application from Smt. ABC, widow of late ABC, freedom fighter, requesting for transfer of the pension of her husband in her favour. (25)

4. Write a précis of the given passage: (25)

The existence of corruption in any society is almost taken for granted, be it in the society of the past or of the present. It is only in degree of its extent and the influence it yields on society's performance and moral value that it differs. And the judgement on corruption is passed according to the latter. At the very outset, it will not be out of place to define the parameters of 'corruption.' It includes all the unfair and illegal means by ways of which, one or more people gain something, be it in cash or kind, (hoarding wealth, gaining favours etc.) directly or indirectly. Primarily, it relates to the use of illegal methods to collect wealth. Corruption takes place due to the human nature or instinct of survival. A struggle for survival for which man can go on to adopt means not approved by the society. Man, thus, breaks those very rules and regulations which he himself has framed for 'the maximum good of maximum people.' He, by adopting illegal means, harms the interests of many deserving and rightful persons.

Further, the fact that all aspects of society, be it economy, politics or culture, are inter-related and interdependent, adds to the dangerous dimension of corruption. Its existence in any field has a chain reaction, affecting all other fields. The worst result of this being the lowering of social values. In other words bringing down the ideals of society to such a low level that corrupt people and their activities, though not getting sanction, will not be looked down upon. The corrupt men will not be socially boycotted; they will live in the society and live well. There will not be an open opposition to them. And they, by their power of wealth and influence, will jam the voices of all those who oppose them or raise their fingers at them.

5. Write a précis of the given passage: (25)

“What is the use of a house if you haven’t got a tolerable planet to put it on?” asked Henry David Thoreau. More than a decade later, the Earth seems to be literally falling to pieces – recent environment set-back include millions of tonnes of ice shelves breaking off in the Antarctic and unusually warm temperatures in different parts of the world. Panic reactions range from predictions of sinking islands to lamenting the ill-effects of global warming induced by release of greenhouse gases into the atmosphere. The trouble is that we are too much obsessed with the problem of climatic change to even acknowledge the fact that the state of the planet hinges on much more. Climatic change is at best a symptom of a far more complex mislaise, just as a fever is most often only an indicator of something that’s gone awry in our body. It is time for a complete and comprehensive planetary health check, that will examine the impacts of change in land use, loss of biodiversity, use of fertilisers and pesticides and consistent pollution of water bodies. This would overcome the limitations of evaluating how ecosystems work by reacting to just one major environmental concern as is happening in the case of global warming. These considerations have been responsible for the setting up of an international panel, the Millennium Ecosystem Assessment. Financed by our four major international bodies, included the UNO and the World Bank, the eco-panel was setup without much fuss last June (2001) and is expected to determine, over a period of four years and at a cost of 21 million dollars, the state of the Earth’s ecosystems.

6. Write a précis of the given passage: (25)

With the merger of communication and computers, global networks have become a powerful tool for economic, social and political change by offering more choices to network people and information to everyone throughout the world. These networks are used to exchange ideas and information between individuals, business organizations and, most important, to keep pace with others. Earlier, we thought that speech communication sufficed for the promotion of understanding. Now it is well accepted that data communication is equally essential for the promotion of better trade and business (for information on inventory, market demands, financial needs, product perspectives, cost and other parameters). These modern networks provide a higher degree of communication and appreciation of one another’s requirements.

Information technology is finding appreciations in office, factories and many other areas vital for meeting basic human needs such as water, energy, health, etc.

The office of the future concept, with electronics technology, is aimed at creating paperless offices to document, file and transmit information at electronic speed. In a normal office environment there is an explosion of information. More information does not make work and decision-making easier. What is needed is relevant knowledge out of the large information base. The office of the future relates to very many requirements and facilities such as electronic mail, word processor, electronic filing, conferencing, data-base management, fax, and a variety of other new features and facilities. The entire focus is on increasing the productivity and efficiency of the white collar and managerial work force.