

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. AUGUST, 2019

PAPER - I

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

Central Secretariat Manual of Office Procedure

1. Define the following- (5×2=10)
 - (a) Case
 - (b) Classified Dak
 - (c) Diarist
 - (d) Docketing
 - (e) Note
 2. Define the term 'Dealing hand'. State the two types of Dealing hands. Mention at least 5 (five) responsibilities of Dealing hands. (2+2+5=9)
 3. State the procedure to be followed when dealing with Oral orders on behalf of or from Minister. (6)
 4. Indicate the most appropriate forms of communication in the following cases- (5×1=5)
 - (a) For correspondence between Government officers for inviting their personal attention on an issue, written in the first person in a personal and friendly tone.
 - (b) For notifying promulgation of statutory rules, orders, appointment and promotions of Gazetted Officers etc. through publication in the official Gazette.
 - (c) For issuing certain types of financial sanctions and for communicating Government orders in disciplinary cases.
 - (d) Formal in character and expected to be reproduced intact by the press for giving wide publicity to a decision of the Government.
 - (e) For corresponding with other Departments or in calling for information/conveying information from/to employees. Written in third person and bears no salutation except the name and designation of the officer signing it.
 5. State any 3 (three) general instructions for drafting of communications. (3)
 6. Write short note on 'Part File'. (3)
 7. (i) State the procedure for communication of information to the press. (4)
- OR**
- (ii) Mention four standard lists of 'heads' under functional file numbering system. (4)

F.R.9-57

8. Define the following- (5×2=10)
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|---------------------|------------------|
| (a) Officiate | (b) Leave salary |
| (c) Foreign service | (d) Honorarium |
| (e) Permanent post | |
9. Define 'Lien'. No Government servant shall be transferred to, or appoint to officiate in, a post carrying less pay than the post on which he holds a lien except under two circumstances. What are the circumstances? (3+2=5)
10. What are the conditions on which Service counts for increments in a time scale of pay? (5)
11. State the circumstances under which an appropriate authority can withhold permission to a Government servant, seeking voluntary retirement under FR 56 (k) and FR 56 (m). (3)
12. Calculate the date of retirement of a Government servant whose date of birth is: (2×1=2)
- | | |
|-------------------------------------|--|
| (a) 1 st July, 1970 | |
| (b) 28 th February, 1975 | |
13. State whether the following are 'True' or 'False'. (5×1=5)
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|---|--|
| (a) Concurrence of DoPT is not required for payment of the additional pay where a Government servant is formally appointed to hold charge of another posts for a period of 2 (two) months. | |
| (b) Where a Government servant is formally appointed to hold dual charges of two posts in the same cadre in the same office carrying identical scale of pay, no additional pay, except special pay is admissible. | |
| (c) A Government servant on deputation may not be granted compensatory allowance in a foreign country. | |
| (d) Leave may be granted to a Government servant under suspension. | |
| (e) In the case of a retiring Government servant whose date of retirement happens to be a closed holiday, he should formally relinquish charge of office on the next working day. | |

S.R.17 – 195 (T.A. RULES)

14. State the different kinds of Travelling Allowances which may be drawn in different circumstances by Government servants. (5)
15. Define 'Daily Allowance'. What are the conditions to be satisfied for drawal of Daily Allowance? (2+3=5)
16. Discuss the admissibility of Travelling Allowance in the following cases. (3+3=6)
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| (a) A Government servant under suspension is required to perform a journey to attend a departmental inquiry. | |
| (b) Transfer of a Government servant for a short period not exceeding 180 days | |
17. What is 'Mileage Allowance'? State the general principles for calculation of Mileage Allowance. (2+2=4)

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

18. Define 'Transfer'. (2)
19. Define 'Joining time'. Who are the competent Authorities to extend Joining time? (2+1=3)
20. State whether the following are 'true' or 'false' (5×1=5)
- (a) Joining time is admissible in cases of transfer at own request.
 - (b) Joining time is calculated from the new headquarters in all cases.
 - (c) Joining time counts for increment.
 - (d) Joining time is admissible in cases of temporary transfer for a period not exceeding 180 days.
 - (e) Joining time cannot be combined with Casual Leave

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