

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. FEBRUARY -2021

PAPER - V

Time Allowed : 3 hours

Full Marks : 100

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

A. Central Secretariat Manual on Office Procedure

1. Choose the correct one from the given options: (5×1=5)
 - (a) A communication issued in a case is termed as a/an (Note / Minute / Issue)
 - (b) Every classified file shall be reviewed once in (two / three / five) years for reclassification.
 - (c) An / A (Director / Deputy Secretary / Under Secretary) is the in-charge of the Branch in the Ministry / Department in Central Secretariat
 - (d) The number of levels through which a file passes for a decision shall not exceed (three / four / five)
 - (e) Person reaching office within (10 / 15 / 30) minutes of the opening hours are nevertheless late.
2. State whether the following statements are 'True' or 'False': (5×1=5)
 - (a) An officer will append full signature on the left hand side of the note.
 - (b) An 'Order' is used for issuing certain types of financial sanctions and for communicating Government orders in disciplinary cases, etc., to the official concerned.
 - (c) A Dealing hand (Assistant / UDC) can take home official papers (file) if he wants to work at home, with the permission of his Section Officer.
 - (d) Each communication received from a Member of Parliament / VIP shall be acknowledged within 10 days.
 - (e) In case of hand written noting, only black or blue ink shall be used.
3. What are the 'general duties' of a Section Officer? (5×0.5=2.5)
4. Mention any five (5) components that a good Citizen's Charter should have. (5×0.5=2.5)
5. What are the general instructions for drafting of communications? (5)

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

6. State whether the following statements are 'True' or 'False': (5×1=5)
 - (a) No member shall be permitted to ask more than five questions for oral answers on any day.
 - (b) The Speaker does not have any power to convert the question submitted by a member to be listed as unstarred question, into starred question.
 - (c) The period of notice for leave to introduce a Bill shall be one month unless the Speaker allows the motion to be made at shorter notice.

- (d) In order to place any resolution to remove the Speaker from office on the table of the House the resolution shall be supported by at least ten members.
- (e) The Committee on Government Assurances shall consist of at least one member from the opposition bench.
7. No question may be asked (in the House) which does not satisfy certain conditions. Give *any ten (10)* of such conditions. **(10×0.5=5)**
8. What is the procedure to be followed when a Bill passed by the Assembly is returned by the Governor with a message requesting the Assembly to reconsider the Bill? **(5)**

OR

Describe the functions of the Committee on Public Accounts. **(5)**

C. The Constitution of India

9. Mention the circumstances under which the safeguards for Government Servant provided by Article 311 (2) of the Indian Constitution are not applicable. **(6)**
10. List out the six 'Rights to Freedom' provided by Article 19 of the Indian Constitution. **(6×0.5=3)**
11. Mention **any five** 'Fundamental Duties' of every citizen of India. **(5)**
12. Mention **any three (3)** cases in which the State Public Service Commission shall be consulted. **(6)**

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

13. Name the Department of the Government of Mizoram to which the following subjects are allotted (*any five*): **(5×1=5)**
- (a) Warehouse
 - (b) Copyright Act
 - (c) Activities of all Political Parties
 - (d) Ropeways
 - (e) Inland water transport
 - (f) Old age pension
 - (g) Mushroom Development

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

14. State whether the following statements are 'True' or 'False' **(5×1=5)**
- (a) The work of a Department shall not be divided between two or more Secretaries.
 - (b) There can be an additional agenda (agenda which has not been circulated to the Ministers before) in the meeting of the Council of Ministers with the permission of the Chief Minister.
 - (c) If a question arises as to the Department a case properly belongs, the matter shall be referred to the General Administration Department.
 - (d) The Cabinet or the Chief Minister has no authority to take any decision for incurring expenditure in relaxation of any financial rule except with the previous concurrence of Finance Department.
 - (e) The number of Advisers to the Chief Minister shall not exceed six.

15. Mention **any five cases** which shall be submitted to the Chief Minister before issue of orders. (5)
OR

Mention **any five cases** which shall be submitted to the cabinet for its consideration. (5)

F. Manual on Establishment & Administration (Confirmation & Seniority), Procedure to be observed by PDC laid down by the Government of Mizoram from time to time.

16. Fill in the blanks with the correct option given in each bracket: (7×1=7)

- (a) A person appointed against a permanent post as a direct recruit with definite conditions of probations is to be confirmed in the grade with effect from the date _____ (of the meeting of the first DPC/ of the meeting of the last DPC / on which he successfully completes the period of probation)
- (b) The benchmark prescribed for promotion to Group B (Non-gazetted) post is _____ (Good / Very Good / Outstanding)
- (c) The number of officers to be placed in the zone of consideration in respect of seven (7) vacancies is _____ (10 / 14 /21)
- (d) Where the recruitment rules provides for more than one mode of recruitment and certain persons were selected through the various modes of recruitment against and during the same vacancy year, the mode of recruitment _____ (written first in the Recruitment Rules / for which the selection process had been completed first / through which the oldest candidate was selected) shall take precedence in the recruitment roster in the inter se seniority list.
- (e) An Appointing Authority shall take decision on the recommendation of DPC, either to accept the recommendation or disagree with it, within _____ (One / three / six) months from the date of meeting of the Departmental Promotion Committee.
- (f) The crucial date for the vacancy year 2020-2021 would be _____ (1st April, 2020 / 1st January, 2020 / 1st April, 2021)
- (g) The last date for sending agenda papers complete in all respects to DP&AR for cases which come under the purview of MPSC for the vacancy year 2020-2021 will be _____ (31.10.2019 / 30.11.2019 / 30.01.2020)

17. How will you determine seniority of the following categories of Government servants (*any three*): (3×2=6)

- (a) Meritorious sportsmen appointed in relaxation of RR
- (b) Direct recruits
- (c) Person appointed on compassionate ground
- (d) Officer who have been recommended for promotion by the DPC during the currency of a penalty

18. What are the different compositions of Departmental Promotion Committee for assessing the suitability of officers for the purpose of promotion / confirmation to a post and regularization of Contract employees / Provisional Employees? (5)

19. What is the procedure to be followed when the Appointing Authority does not agree to the recommendations of the DPC with regards to promotion? (7)

OR

What is the procedure laid down for dealing with 'refusal of promotion'? (7)

G. The State of Mizoram Act, 1986

20. What is the 'Appointed Day' for the purpose of the State of Mizoram Act, 1986? What provisions were given in the State of Mizoram Act, 1986 regarding the service conditions of the members of 'All India Services' and 'other services' who immediately before the appointed day served the Union under the administrative control of the Administrator of the Union Territory of Mizoram?

(1+2+2=5)

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