

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**JUNIOR GRADE OF MIZORAM FINANCE & ACCOUNTS SERVICE**  
**UNDER FINANCE DEPARTMENT, GOVERNMENT OF MIZORAM**  
**APRIL, 2013**

**DRAFTING & PRÉCIS WRITING**

Time Allowed : 3 hours

Full Marks : 150

*Figures in the margin indicate full marks for the questions.*

*Attempt all questions.*

1. Write a précis of the following passage in about one third of the original text (use your own words as far as possible). Also suggest a title. **(25)**

A ministership purports to serve the people. However, if it is perceived as a means to derive pleasure or prestige, it will only infest society with corruption, stymie growth, and lead to moral degradation. Fear and insecurity will grip society, inhibiting humanness.

It is natural for human beings to want to overcome fear and insecurity. Most will do almost anything to feel secure. Consequently, there is a struggle for the seat of power. However, those who hanker after power are really powerless. They can accomplish very little even after coming to office. So, let's not blame them. The irony is that even after assuming the seat of power, they remain fearful. In fact, the fear increases manifold. If you are in fear and tension, you can't come up with creative ideas – so you can't do much, either for society or yourself.

Often you hear ministers threatening to resign if they don't get their way; some followers threaten to even kill themselves. But it is irresponsible to take pride in resigning from one's post. This is not sacrifice; it is the act of renouncing a sacred duty assigned by the people. Ministership is not a luxury which you can take pride in renouncing. Similarly, conferring a ministerial post on someone is to expect and demand the best service – it is not to be construed as a reward.

Once you realize your innate power, you don't need a seat or position to serve the people. You can do better without a formal post as did Mahatma Gandhi. Often a ruler is not a reformer, and a reformer doesn't rule. **(267 words)**

2. Write a précis of the following passage in about one third of the original text (use your own words as far as possible). Also suggest a tittle. **(25)**

We do not realize adequately to what extent our minds are moulded by books we read, especially in youth. We have several means by which we acquire knowledge today – the radio, the cinema, the newspaper, the television, etc., but reading of books is the most ancient and the most effective of them all. Reading a book is different from mechanized instruction. We are never alone when we have books for our companions.

A great writer has said that religion is what man does with his solitariness. It is not merely religion but art and literature, scientific discovery and technological invention that are the outcome of what a man does with his solitariness. In the modern world, we tend to be gregarious beings. When we have a little leisure, we run to parties, clubs or other social activities.

We are afraid to be alone with ourselves, afraid to stand and stare, much less to sit and think. We are happy with others, not with ourselves. Pascal tells us that all the evils of the world arise from the fact that men are unable to sit still in a room. Reading a book gives us the habit of solitary reflection and true enjoyment. **(201 words)**

3. Write a précis of the following passage in about one third of the original text (use your own words as far as possible). Also suggest a tittle. **(25)**

A man in the East, where they do not require as much clothing as in colder climates, gave up all worldly concerns and retired to a wood, where he built a hut and lived in it. His only clothing was a piece of cloth which he wore round his waist; but, as ill luck would have it, rats were plentiful in the wood; so he had to keep a cat. The cat required milk to feed it; so a cow was brought in, and to look after the cow, a cow-boy was employed. The boy required a house to live in, so a house was built for him. To look after the house, a maid had to be engaged. To provide company for the maid a few more houses had to be built and people invited to live in them. In this manner a little township sprang up.

The man said, “The farther we seek to go from the world and its cares, the more they multiply”. **(167 words)**

4. Draft an Office Memorandum to be signed by the Secretary, General Administration Department on the need and importance of civil service neutrality. **(25)**
5. Draft a Demi-Official letter to be signed by the Secretary, LAD, addressed to the Director, LAD, informing him of the need for taking proper steps to prevent spread of wild fire in the wake of burning of jhums. **(25)**
6. Roads in Aizawl city are in a very bad condition, and require proper maintenance. In this regard, draft a letter addressed to the E-in-C, PWD, to take necessary actions. The draft is to be signed by the President, Aizawl City Local Councils’ Association. **(25)**