

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**GRADE-V OF MIZORAM SECRETARIAT SERVICE**  
**JANUARY, 2016**

**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 (20 Marks)**

1. Define ***any 2 (two)*** of the following: **(2×2=4)**
  - (a) Fresh Receipt
  - (b) Note
  - (c) Come-back case
2. Who is a '***Dealing Hand***'? **(2)**
3. Write any 4 (four) procedures for drafting of communication as provided under Rule 68 of the 'Manual on Office Procedure'. **(4×1=4)**
4. State the ***time-limits*** for giving acknowledgement and reply to the communication received from a Member of Parliament, a member of the public, recognised association or a public body as provided under Rule 66 of the 'Manual on Office Procedure'. **(2×1=2)**
5. What would be the appropriate form of communication in the following cases **(2×1=2)**
  - (a) For corresponding with the MPSC?
  - (b) For issuing certain types of financial sanctions?
6. Why is it necessary to have a proper filing system? **(2×1=2)**
7. What do you mean by the term '***Recording***'? What are the activities involved in Records Management? **(2+2=4)**

**B. Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly**  
**(15 Marks)**

8. Fill in the blanks (5×1=5)
- (a) The first hour of every meeting shall be available for the asking and answering of \_\_\_\_\_.
- (b) Ordinary questions may be either \_\_\_\_\_ or \_\_\_\_\_.
- (c) A bill to be introduced shall be accompanied by the Statement of \_\_\_\_\_ and \_\_\_\_\_ and the financial memorandum.

9. What are the 2 (two) occasions when the Governor may address the Legislative Assembly? (2×1=2)

10. What are the grounds under which the member-in-charge of a bill may at any stage of the Bill move for leave to withdraw the Bill?

OR

Write down the procedure for removal of Speaker and Deputy Speaker. (5×1=5)

11. Write down the functions and constitution of any 1 (one) of the following Assembly Committees: (3)
- (a) Committee on Public Accounts
- (b) Committee on Estimates

**C. The Constitution of India (20 Marks)**

*Attempt any 4 (four) of the following: (4×5=20)*

12. With reference to Article 14 and 16 of the Constitution. Will mere selection by the Public Service Commission make the candidate eligible for appointment? Narrate under what situation a candidate in a higher rank can seek appointment.
13. Comment on the Principle of “equal pay for equal work”.
14. Which is the appropriate authority to make rules regulating the recruitment, and the conditions of service of person appointed to service and post under State government? State whether seniority can be affected when a member of a service goes on deputation on his own risk?
15. Explain the term “reasonable opportunity of being heard” in context to Art. 311 (2).
16. Write 5 (five) functions of Public Service Commission.

**D. Government of Mizoram (Allocation of Business Rules), 1987 as amended from time to time (5 Marks)**

17. Who is the Head of Department in terms of GoM (AOB) Rules, 1987? (1)

18. Write down at least 2 businesses allocated to the following Departments. (2×1=2)
- (a) DP&AR
  - (b) Finance Department
19. Fill in the blanks any two (2) of the following: (2×1=2)
- (a) The work of a \_\_\_\_\_ may be divided in between two or more Secretaries.
  - (b) Holiday and census is allocated to \_\_\_\_\_.
  - (c) Advice on legal matters is given to the State Govt. by \_\_\_\_\_.

**E. Government of Mizoram (Transaction of Business Rules), 1987 (10 Marks)**

20. Define any 2 (two) of the following in terms of Govt. of Mizoram (TOB) Rules, 1987. (2×2=4)
- (a) Constitution
  - (b) Secretary
  - (c) Cabinet
21. Fill in the blanks: (2×1=2)
- (a) The \_\_\_\_\_ or such other officer as the Chief Minister may appoint shall be the Secretary to the Cabinet.
  - (b) Cases referred in the \_\_\_\_\_ shall be brought up for consideration at a meeting of the Cabinet.
22. Describe the role of a Department on a case which has been decided to be brought before the Cabinet. (2)
23. Write down 4 (four) cases which are required to be submitted to the Chief Minister before the issue of orders. (4×1/2=2)

**F. Manual on Establishment and Administration (Confirmation and Seniority), Procedure to be observed by DPC laid down by the Government of Mizoram (25 Marks)**

24. Write down the number of Officers to be considered in the following number of vacancies: (3×1=3)
- (a) 1
  - (b) 3
  - (c) 10
25. What is a Bench Mark for the following category of posts? (2×1=2)
- (a) to all Group 'A' and 'B' Gazetted posts
  - (b) to all Group 'B and 'C' posts

26. Answer ***any 4 (four)*** of the following: **(4×5=20)**
- (a) How will you determine the relative seniority of direct recruits?
  - (b) Determine the relative seniority of 5 (five) promotees and 5 (five) direct recruits, where the Recruitment Rules provide 50% of the vacancies of the grade to be filled by promotion and the remaining 50% by direct recruitment.
  - (c) What is a Review DPC? When should it be held?
  - (d) Write down the procedure for making promotions by 'Non-selection' method.
  - (e) What are the functions of Departmental Promotion Committee?

**G. The Mizoram State Act, 1986 (5 Marks)**

27. Fill in the blanks **(2×1=2)**
- (a) "Administrator" means the \_\_\_\_\_ appointed by the President under Article 239 of the Constitution.
  - (b) All laws in force, immediately before the appointed day, in the existing union territory of Mizoram shall continue to be in force in the \_\_\_\_\_ of Mizoram.
28. Define the following: **(3×1=3)**
- (a) Article
  - (b) Appointed day
  - (c) Election Commission

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