

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2014

PAPER - I

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

1. Write an essay in about 1000 words on any one of the following topics: (30)
 - (a) Are we too dependent on Computers?
 - (b) The importance of physical fitness.
 - (c) Where there is a will there is a way.

2. Write a précis of the given passage in about one-third of its length. (15)

Today, many businesses are utilising the open floor plan where the majority of employees work in cubicles set up in the middle of the workplace, surrounded by offices along the perimeter. In such close quarters, employees working side-by-side in cubicles need to remember one word – empathy. It means to vicariously experience or understand the feelings, thoughts, or attitudes of others. Simply put, treat people the same way you want them to treat you. Do not talk loudly while a co-worker is on the phone or gossip about co-workers if you wouldn't want the same done to you.

Office etiquette is something that helps smooth the wheels of daily interaction within the office. Getting along with people you'd probably never ask home to dinner is essential for good work outcomes and a happy co-existence, and it is office etiquette that ensures this even where there is mutual dislike or disinterest. Moreover, office etiquette ensures that you don't become office enemy number one because you've been irritating people with unhelpful habits or comments. Not that you're deliberately aiming to be an office challenge, but there are some actions that can unwittingly cause others discomfort or unease.

Moreover, office etiquette is the key deciding factor in how your colleagues will respond to you and come to your rescue when you need help. The manner in which you conduct yourself within the office environment among people who effectively become your "second family" will determine how you're viewed and the ease with which you will be supported by others around you.

3. Write a letter to the Chief Engineer, Electric Department, complaining that the current gets cut off frequently in your area. (20)

OR

Write a notice to be circulated in your office prohibiting smoking inside the office building and within the office compound. (20)

4. Answer the following questions as directed below:

- (a) Give the order. (1)
(Change into passive form)
- (b) He exclaimed that Kima was a fool. (1)
(Change into active form)
- (c) He said, "Please let me go." (1)
(Change the sentence into indirect speech)
- (d) The teacher asked if I had done my homework. (1)
(Change the sentence into direct speech)
- (e) He said, "Lala had been swimming in the pool." (1)
(Change into indirect speech)
- (f) Take care lest you do not fall. (1)
(Correct the sentence)
- (g) Neither he would play nor allow us to play. (1)
(Correct the sentence)
- (h) Fill in the blanks with appropriate preposition/article: (3)
- (i) He ran _____ the road.
- (ii) _____ hard work he succeeded.
- (iii) He has _____ ulcer on his leg.
- (i) Choose the correct word: (3)
- (i) The castle stood *beside/besides* the lake.
- (ii) His handwriting is *eligible/illegible*.
- (iii) He is *adverse/averse* to violent methods.
- (j) Give the opposite word (antonyms) of any two of the given words: (2)
Confident; Allow; Lament;

5. (a) Translate the given sentences into English: (5×2=10)

- (i) Saw pangpar saw a va mawi em!
- (ii) Pari chuan, "Ka nu, ka leng chhuak dawn," a ti a.
- (iii) Thing leh mau kan tih chereu chuan mihringin kan tuar ang.
- (iv) Sanga chuan Mawia hnenah, "I lo kal ve dawn em?" a ti a.
- (v) Thuhrlitu chuan a aw a then hnuah thu a sawi ta a.

(b) Translate into Mizo: (5×2=10)

- (i) My private life is none of your business.
- (ii) For men may come and men may go but I go on forever.
- (iii) All that glitters is not gold.
- (iv) The Commander ordered his troop to shoot at will.
- (v) The prisoner pleaded for his life.