

**MIZORAM PUBLIC SERVICE COMMISSION
NEW SECRETARIAT COMPLEX
AIZAWL**

NOTIFICATION

Dated Aizawl, the 11th October, 2017.

No.183/B/2010 - MPSC : Mizoram Public Service Commission chuan Department of Personnel & Administrative Refroms(SSW) hnuaia **Assistant Grade post 14 (sawmpali)** ruaka kaisanna turin *Limited Departmental Examination* buatsaih a tum a. He hna atana exam thei turte chu UDC ah kum 3 regular service nei an ni tur a ni. He Limited Departmental Examination hi Appendix - I of Mizoram Ministerial Service Rules, 2011 leh Mizoram Ministerial Service(Assistant and UDC Grade) Limited Departmental Examination and Assistant, UDC and LDC Grade Direct Recruitment Examination(First Amendment) Regulations, 2012 in a sawi anga buatsaih tur a ni. Exam tum te chuan an **Hming, Pa hming, Date of Birth, Date of Entry into present grade, Thawh mêkna Office/Address for Communication chiang taka tarlangin, Phone/Mobile No.** te lehkhapuan pangngaia ziakin leh, UDC ah kum 3 regular service an nei ngei tih chianna nen Head of Office kaltlangin, Secretary, Mizoram Public Service Commission hnenah ni **18.12.2017** ral hma ngeiin **Willingness** thehluh tur a ni. Exam hun tur chu a hranpa-a la inhriattir leh a ni ang.

Exam tumte chuan Examination fee ` **250/-**, Willingness thehluh rualin Reception Counter-ah pek nghal tur a ni. Fee pekna receipt chu dilnaah hian thiltel nghal tur a ni. Examination Fee pe lo te chu exam phalsak an ni lo vang.

Examna tur Syllabus chu a hnuaia tarlan ang hi a ni e:

Paper-I (Full Mark - 100, Pass Mark - 35) Duration : 3Hrs

- (a) Central Secretariat Manual of Office Procedure
- (b) F.R. Vol. I Rule 9 - 57 and 105 - 108
- (c) S.R Rules 17 - 195 (T.A Rules) Rules 293 - 306 (Joining time)

Paper-II (Full Marks -100, Pass Marks - 35) Duration : 3Hrs
C.S.R Volume I and II

- (a) Instruction for submission, receipt and transmission of petitions addressed to the President, etc.
- (b) C.C.S (Temporary Service) Rules, 1965
- (c) C.C.S (Conduct) Rules, 1964
- (d) C.C.S (Leave) Rules, 1972

Paper-III (Full Marks - 100, Pass Marks - 35) Duration : 3Hrs

1. G.F.R

- (a) Essential conditions governing expenditure from public funds.
- (b) Sanction of the Expenditure
- (c) Date of effect of sanction
- (d) Lapse of sanction
- (e) Purchase of Store, Office Equipment and Stationeries
- (f) Keeping account thereof
- (g) Report of Losses, defalcation, theft, etc.
- (h) Keeping Service Book.
- (i) Loans and Advance to Govt. Servant

2. Treasury Rules

- (a) General Instruction for handling cash
- (b) Receipt of cash
- (c) Granting of receipt against money receipt
- (d) Drawal of money from Treasury / Bank
- (e) Maintenance of Cash book
- (f) Disbursement of money

- (h) Vouchers for payment
- (i) Contingent Charges
- (j) Custody Cash

PAPER - IV (Full mark - 100, Pass Mark - 35) DURATION : 3 Hours

- (a) General English
- (b) Precis Writing
- (c) Drafting
- (d) English Grammar

NB : *Candidate tupawh Paper pakhat emaw a aia tam emaw -a Exam paltlang lote chu tlinglo a puan an ni ang.*

Sd/-K.LALRINKIMA

Joint Secretary

Mizoram Public Service Commission

Aizawl.

Memo No.183/B/2010 - MPSC

:

Dated Aizawl, the 11th October, 2017.

Copy to :

1. P.P.S to Chairman, Mizoram Public Service Commission, Aizawl.
2. The Under Secretary to the Govt. of Mizoram, DP & AR(SSW), Aizawl with reference to her letter No.A.34012/2/2014-PAR(SSW)/101 dt.3.10.2016. She is requested to widely circulate this Notification within the Department.
3. All Administrative Departments, Govt. of Mizoram.
4. All Heads of Departments, Govt. of Mizoram.
5. Deputy Commissioners, Aizawl/Lunglei/Saiha/Champhai/Kolasib/Serchhip/Lawngtlai and Mamit with five spare copies each. One Copy should be displayed in the Notice Board.
6. Resident Commissioner, Mizoram House, N.Delhi with two spare copies for display in the Notice Board of Mizoram House.
7. Additional/Joint/Deputy/Asst. Resident Commissioners, Mizoram Houses - Kolkota/ Mumbai/ Guwahati/Shillong/Silchar/Bangalore with two spare copies each for display in the Notice Board of Mizoram Houses.
8. All Officers under Mizoram Public Service Commission.
9. Confidential Cell, Mizoram Public Service Commission, with 2 spare copies.
10. All Sections, Mizoram Public Service Commission.
11. I.T. Cell, Mizoram Public Service Commission for uploading on the Website.
12. Notice Board.
13. Guard File

(V.LALHMINGCHHUANGI)

Deputy Controller of Examinations
Mizoram Public Service Commission
Aizawl.

Examna tur Syllabus chu a hnuai a tarlan ang hi a ni e:

Paper-I (Full Mark - 100, Pass Mark - 35) Duration : 3Hrs

- (a) Central Secretariat Manual of Office Procedure
- (b) F.R. Vol. I Rule 9 - 57 and 105 - 108
- (c) S.R Rules 17 - 195 (T.A Rules) Rules 293 - 306 (Joining time)

Paper-II (Full Marks -100, Pass Marks - 35) Duration : 3Hrs

C.S.R Volume I and II

- (a) Instruction for submission, receipt and transmission of petitions addressed to the President, etc.
- (b) C.C.S (Temporary Service) Rules, 1965
- (c) C.C.S (Conduct) Rules, 1964
- (d) C.C.S (Leave) Rules, 1972

Paper-III (Full Marks - 100, Pass Marks - 35) Duration : 3Hrs

1. G.F.R

- (a) Essential conditions governing expenditure from public funds.
- (b) Sanction of the Expenditure
- (c) Date of effect of sanction
- (d) Lapse of sanction
- (e) Purchase of Store, Office Equipment and Stationeries
- (f) Keeping account thereof
- (g) Report of Losses, defalcation, theft, etc.
- (h) Keeping Service Book.
- (i) Loans and Advance to Govt. Servant

2. Treasury Rules

- (a) General Instruction for handling cash
- (b) Receipt of cash
- (c) Granting of receipt against money receipt
- (d) Drawal of money from Treasury / Bank
- (e) Maintenance of Cash book
- (f) Disbursement of money
- (g) Depositing of money into Treasury

(h) Vouchers for Charges

- (i) Contingent Charges
- (j) Custody Cash

PAPER - IV (Full mark - 100, Pass Mark - 35) DURATION : 3 Hours

- (a) General English
- (b) Precis Writing
- (c) Drafting
- (d) English Grammar

NB : Candidate tupawh Paper pakhat emaw a aia tam emaw atana Exam palilang lote chu tlinglo a puan an ni ang.