

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

**NOTIFICATION**

Dated Aizawl, the 29<sup>th</sup> April, 2015

**No.A.12011/7/2015-MPSC** : Mizoram Public Service Commission chuan Mizoram Sorkar, Law and Judicial Department hnuaiia *Chief Administrative Officer* post-1(pakhat) ruak-a kaisanna turin *Limited Departmental Examination* buatsaih a tum a. He Limited Departmental Examination hmachhawn thei turte chu : Law and Judicial Department hnuaiia Bench Clerk Grade-I-ah kum 3 aia tlem lo regular-a lo thawk tawhte an ni tur a ni.

Exam tumte chuan '**Willingness**' lekhkhapuan pangngaia ziakin leh proper channel-in Head of Department kaltlangin Secretary, Mizoram Public Service Commission hnenah ni **29.05.2015** thlengin thehluh theih a ni.

Exam tum te chuan, **an hming, pa hming, date of birth, date of entry into present grade, present post held, present place of posting leh Contact No. te** chiang takin an ziaak lang tur a ni. Tin, Exam tumte chuan Examination fee ` **250/-**, Willingness an thehluh rualin emaw ni **29.05.2015** hma ngeiin Mizoram Public Service Commission Reception Counter-ah an pe tur a ni.

**Willingness thehluh leh Examination fee pe te chauh exam phalsak an ni ang.**

**SYLLABUS FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION  
TO CHIEF ADMINISTRATIVE OFFICER**

<b>Paper I</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) Precis Writing		<b>15 Marks</b>
(b) Drafting		<b>20 Marks</b>
(c) English Grammar		<b>40 Marks</b>
(d) Essay Writing		<b>25 Marks</b>
<b>Paper - II</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) F.R. 1 - 127		<b>40 Marks</b>
(b) S.R. 3-12,196-203		<b>15 Marks</b>
(c) C.C.S.(Pension) Rules, 1972 (Theory)		<b>25 Marks</b>
(d) C.C.S.(Pension) Rules, 1972 (Practical)		<b>10 Marks</b>
(e) C.C.S.(Joining time) Rules, 1979		<b>10 Marks</b>
<b>Paper - III</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) General Financial Rules, 2005 Part - I the whole of Chapter 1, 2, 3, 4, 8, 9 & 12 with Appendix -13, Part - II Compendium of Rules of Advances.		<b>30 Marks</b>
(b) Treasury Rules of the Central Government Vol. I Part I - The whole portion Part III - The whole portion Part V - Section I to III Part VII - Section III to V. Part IX - The whole portion (as per Swamy's Compilation)		<b>20 Marks</b>
(c) General Provident Fund (Central Service) Rules, 1960 - the whole portion.		<b>15 Marks</b>
(d) Mizoram State Government Employees Group Insurance scheme 1992.		<b>10 Marks</b>
(e) Delegation of Financial Power Rules, 1978.		<b>10 Marks</b>
(f) FR & SR Part-II - Travelling allowance Rules.		<b>15 Marks</b>

<b>Paper - IV</b>	<b>Time 3 hours</b>	<b>Full Marks - 100</b>
(a) C.C.S.(CCA) Rules, 1965		<b>35 Marks</b>
(b) C.C.S.(Temporary Service) Rules, 1965		<b>5 Marks</b>
(c) C.C.S.(Conduct) Rules, 1964.		<b>25 Marks</b>
(d) L.T.C. Rules		<b>5 Marks</b>
(e) CS (Medical Attendance Rules)		<b>10 Marks</b>
(f) CCS (Leave Rules, 1972)		<b>20 Marks</b>

<b>Paper - V</b>	<b>ime 3 hours</b>	<b>Full Marks - 100</b>
(a) Central Secretariat Manual of Office Procedure. <b>(20 Marks)</b>		
(b) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly (Chapter V, VIII, XIV, XXI, XXVIII, (e), (f), (h), (i) & (j) (As per sixth Edition, 2004) <b>(15 Marks)</b>		
(c) Articles 12 - 19, 36 - 51 - A, 309 - 323 of the Constitution of India. <b>(20 Marks)</b>		
(d) Government of Mizoram ( <i>Allocation of Bussiness</i> ) Rules, 1987 as amended from time to time. <b>(5 Marks)</b>		
(e) Government of Mizoram ( <i>Transaction of Bussiness</i> ) Rules, 1987. <b>(10 Marks)</b>		
(f) Chapter 39 & 40 ( <i>ie. Confirmation and Seniority</i> ) of Swamys complete manual on Establishment and Administration. Procedure to observed by Departmental Promotion Committee laid down by Government of Mizoram from time to time. <b>(25 Marks)</b>		
(g) The State of Mizoram Act, 1986. <b>(5 Marks)</b>		

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Sd/-TAMLAL LOHAR  
Secretary  
Mizoram Public Service Commission  
Aizawl

**Memo No.A.12011/7/2015-MPSC** : **Dated Aizawl, the 29<sup>th</sup> April, 2015**

**Copy to:**

1. Under Secretary to the Government of Mizoram, Law & Judicial Department, Aizawl, with reference to her letter No. A..12011/21/96 - LJE dt 23.04.2015. An Department chungah a zau thei ang bera lo puangzar tura ngen nghal a ni. Notification copy chuang 20 (sawmhnih) dah tel a ni e.
2. All Administrative Departments, Government of Mizoram.
3. All Head of Departments, Government of Mizoram.
4. Superintendent of Police, Aizawl / Lunglei / Saiha / Champhai / Kolasib / Serchhip / Lawngtlai and Mamit with two spare copies each. One Copy should be displayed in the Notice Board.
5. All Officers, Mizoram Public Service Commission.
6. Confidential Section, Mizoram Public Service Commission with 2 spare copies.
7. All Sections, MPSC
8. IT Cell, Mizoram Public Service Commission.
9. Notice Board.
10. Guard File.

(K.LALRINKIMA)  
Controller of Examination,  
Mizoram Public Service Commission  
Aizawl