

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. JANUARY, 2017

### PAPER - I

Time Allowed : 3 hours

FM : 100 PM : 35

*Marks for each question is indicated against it.*

*Attempt all questions.*

1. Define the following: (5×2=10)
- |                  |                               |
|------------------|-------------------------------|
| (a) Docketing    | (b) Paper under consideration |
| (c) Current file | (d) Security grading          |
| (e) Urgent dak   |                               |

2. What are indicated in every parts of a functional file bearing No. A.20012/2/2016-PAR(SSW)? (5)

3. Describe any five points of general guidelines for noting. (5)

OR

State any five points of general guidelines for drafting.

4. Answer **any five** of the following: (5×3=15)
- Who are authorized to authenticate orders of the Government?
  - What are the two basic principles to be borne in mind while dealing with MPs/MLAs?
  - What is the main function of a Department?
  - What types of communications are to be addressed by name?
  - What are the activities involved in record management?
  - What is Precedent Book?
  - To what extent will information sought by an MP/MLA be supplied to him?

5. Fill in the blanks: (5×1=5)
- A demi official letter from Ministers will exhibit the National Emblem in \_\_\_\_\_ colour.
  - \_\_\_\_\_ is generally used for corresponding with other departments or in calling for information from or conveying information to its employees.
  - Fair copies of a communication will be typed with \_\_\_\_\_ spacing unless otherwise directed.
  - Every classified will be reviewed once in \_\_\_\_\_ years for declassification.
  - Each grievance petition will be acknowledged within \_\_\_\_\_ days.
6. How will you regulate the pay and period of absence of a Govt. servant who has been dismissed, removed or compulsorily retired is reinstated as a result of appeal? (5)
7. Discuss how a Govt. servant can retire from service on his own volition. (5)

OR

What is meant by a temporary post? How will you fix pay of a temporary post?

8. Mr. Liana, UDC drawing band pay of Rs.18,640/- in the PB-2; Rs.9300-34,800 + GP-4,200 was given functional promotion to the post of Assistant in the PB-2; Rs.15,600-39,100 + GP-4,400 with effect from 21/4/2016. He opted to have his pay fixed on the date of his next increment, i.e. 1/7/2016. Fix his pay indicating DNI. (5)
9. Answer the following: (5×3=15)
- (a) What should be stated in an order of reduction of pay to a lower stage in a time-scale as a measure of penalty?
  - (b) How will you regulate pay of an officer who holds dual charges in the same cadre?
  - (c) What is meant by a month? Calculate the period commencing from 12<sup>th</sup> February, 2016 and ending with 21<sup>st</sup> July, 2016.
  - (d) What do you mean by time-scale of pay? How can you say that time-scales are identical?
  - (e) Discuss briefly the principle of no work no pay enshrines in FR 17(1).
10. What do you mean by 'transfer'? What are the elements of traveling allowance on regular transfer? (5)

OR

What is temporary transfer? How is travelling allowance regulated in temporary transfer?

11. What do you mean by 'Daily Allowance'? Give the rates of daily allowance admissible to Assistant Grade. (5)
12. Comment the following: (5×2=10)
- (a) A retiring Govt. servant submits traveling allowance claim for the journey he performed to his home town.
  - (b) 'Date of submission' in respect of T.A. claim.
  - (c) A Govt. servant submitted claim for travelling allowance for the journey he performed in connection with the mandatory departmental examination.
  - (d) A Govt. servant who performed local tour claims TA/DA.
  - (e) A govt. servant died while on tour and his wife claims air-lifting of the dead body on the expense of Government.
13. Define joining time? When will joining time commence? How will you regulate joining time pay? (5)
14. Discuss the admissibility of joining time in various cases of transfer. (5)

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