

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. NOVEMBER, 2015

PAPER - I

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

GROUP 'A' (40 marks)

(Central Secretariat manual of office procedure)

1. Define the following terms as used in the Secretariat Manual of Office Procedure: (10)
 - (a) Dak (b) Receipt
 - (c) Docketing (d) Note
 - (e) Minute
2. What are the points to be kept in view by the Dealing Hand while putting up a note in file? (10)
3. In functional Filing System, functional or activity group heading, main subject, subordinate subject etc. are represented by numerals and abbreviating letters. Given file No. A.19011/2/2015-P&AR(SSW), for what does the following numerals and alphabets stand? (6×1=6)

A	=	_____
19	=	_____
0	=	_____
11	=	_____
2	=	_____
P&AR(SSW)	=	_____
4. What urgency grading will be used: (2)
 - (a) for cases requiring prompt attention?
 - (b) for cases which merit disposal in precedence to others of ordinary nature?
5. Give the long form of the following abbreviations: (2)
 - (a) Puc (b) DFA
6. Mention any 8 (eight) forms of written communications generally used by Departments. What form will be most appropriate for corresponding with the Mizoram Public Service Commission in matter of Limited Departmental Examination for promotion to Assistant Grade? (8+2=10)

GROUP 'B' (25 marks)

(FR-9-57)

7. Define any 5 (five) of the following: (5×2=10)
- | | |
|----------------------------|-------------------------|
| (a) Foreign Service | (b) Ministerial Servant |
| (c) Temporary Post | (d) Special Pay |
| (e) Compensatory allowance | (f) Substantive Pay |
| (g) Lien | |
8. What do you mean by 'Pay'? How will you regulate pay of a Government Servant promoted to higher post who opted to get his pay fixed from the date of next increment? (3+5=8)
9. On what ground can a Government Servant be transferred to a post carrying less pay than the pay of the post on which he hold a lien? (2)
10. What will be the initial entitlement of subsistence allowance to a Government servant who has been placed under suspension? Can this be reduced or increased subsequently? If so, to what extent?(5)

GROUP 'C' (25 marks)

(SR 17-195, TA RULES)

11. Mention the different kinds of Travelling Allowance which may be drawn by Government Servants in different circumstances? (5)
12. For the purpose of travelling allowance, employees are divided into five grades based on grade pay on the post held by them. What are such grades? (5)
13. To whom can permanent monthly travelling allowance be granted? Can a permanent T.A be drawn during (2+3=5)
- | | |
|-------------------|-------------------------|
| (a) Leave? | (b) Temporary transfer? |
| (c) Joining time? | |
14. What is 'Mileage allowance'? How will you regulate mileage allowance when a Government servant travelled by a route which is not the shortest route but is cheaper than the shortest route? (2+2=4)
15. Define 'Daily allowance'. What will be the rate of daily allowance for a period of absence from headquarters: (3×2=6)
- | |
|---|
| (a) not exceeding 6 hours? |
| (b) exceeding 6 hours but not exceeding 12 hours? |
| (c) exceeding 12 hours? |

GROUP 'D' (10 marks)

(SR 293-306, Joining Time Rules)

16. What is 'Joining Time'? When will the joining time commence if a Government Servant is transferred from one station to another involving change of residence? (5)
17. What are the entitlement of pay and allowances to a Government servant during joining time? (3)
18. Can joining time be prefixed or suffixed with holidays? (2)