

MIZORAM PUBLIC SERVICE COMMISSION

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

GROUP 'A'

(40 marks)

(Central Secretariat - Manual of Office Procedure)

1. Define any five of the following terms: (5×2=10)
 - (a) PUC
 - (b) Current file
 - (c) Urgent dak
 - (d) Issue
 - (e) Postal dak
 - (f) Fresh receipt
 - (g) Security grading
2. Write 5 (five) forms of Written Communications. What form of communication is used when Government orders in disciplinary cases are issued? (6)
3. By using Functional Filing System, please open the file from the following particulars: (6)

Group Head..... D
Primary Head 14
Secondary Head 12
First file on the subject
Year of opening 2014
Name of the Department DP&AR (SSW)
4. Fill in the blanks with appropriate words : (8×1=8)
 - (a) _____ dak will be separated from other dak and dealt with first.
 - (b) Every Section should maintain _____ for diarising receipts.
 - (c) The Dealing Assistant will enter the receipts in the _____ diary.
 - (d) Stencil will be cut whenever more than _____ copies of communication are required.
 - (e) The executive power of the Union formally vests in the _____.
 - (f) The Council of Ministers is headed by _____ in the State.
 - (g) Fair copies of letter should be typed with _____ spacing unless otherwise directed.
 - (h) One of the urgency grading is _____.

5. Arrange the following papers in a case from top to downwards. (5)
- (a) Running summary of facts;
 - (b) Reference books;
 - (c) Draft for approval, if any;
 - (d) Notes portion of the current file ending with note for consideration;
 - (e) Appendix to notes and correspondence;
6. Choose the correct answer from the given options: (5×1=5)
- (a) Movement of files will be entered in Record Register/File Movement Register.
 - (b) File will be indexed at the time of opening/recording.
 - (c) The Allocation of Business Rules/Transaction of Business Rules allocates the business of the Government.
 - (d) While typing, Urgent/Reminder draft will be attended to first.
 - (e) The label Immediate/Urgent will be used only in cases requiring prompt attention.

GROUP 'B' (25 marks)

(FR9 – 57)

7. Define any 5 (five) of the following: (5×2=10)
- (a) Cadre
 - (b) Lien
 - (c) The Act
 - (d) Personal Pay
 - (e) Foreign Service
 - (f) Permanent post
8. What are the conditions on which Service counts for increments in a time Scale of pay? (5)
9. There are some conditions under which date of birth of a Government Servant already accepted can be altered. What are those conditions? (5)
10. What is Combination of appointments? How is pay regulated if a Government Servant is formally appointed to hold dual charges of two posts in the same cadre in the same office carrying identical scales of pay? (5)

GROUP 'C' (25 marks)

(S.R. 17 – 195, T.A. RULES)

11. What are the different kinds of Travelling Allowances which may be drawn in different circumstances by a Government Servant? (5)
12. Define any 5 (five) of the following: (5×2=10)
- (a) Camp equipment
 - (b) Enforce halt
 - (c) Composite transfer grant
 - (d) Local Journey
 - (e) Validity of T.A claim
 - (f) Mileage allowance
13. State whether the following statements are True or False: (5×1=5)
- (a) Permanent travelling allowance may be drawn during joining time.
 - (b) Air lifting of dead body of a Government Servant by a commercial flight is permissible.
 - (c) Travelling allowance is admissible to a Government Servant under suspension who is required to perform journey to attend Departmental Enquiry.

- (d) Temporary transfer means transfer within the same station.
- (e) Daily allowance is not admissible for a period of absence from headquarters not exceeding 6 hours.

14. What are the duties of a Controlling Officer in regard to Travelling Allowance claims? (5)

GROUP 'D' (10 marks)

(S.R 293 – 306 C.C.S. (JOINING TIME) RULES, 1979)

15. What will be the dates of commencement of Joining Time if a Government Servant on transfer in the interest of Public Service: (2×2=4)

- (a) Handed over charge of his office on 1-9-2014 (FN)
- (b) Handed over charge of his office on 16-9-2014 (AN)

16. How will you regulate unavailed Joining Time in relation to Earned Leave credit? (3)

17. Pu Biaka, Assistant was transferred from Aizawl to Saiha in the interest of Public Service. After handing over charge of his old post and while on transit, he received another transfer order. How will you regulate his joining time? (3)

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