

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. SEPTEMBER -2022

PAPER - V

Time Allowed : 3 hours

FM : 100 PM : 40

Marks for each question is indicated against it.
Attempt all questions.

CENTRAL SECRETARIAT MANUAL ON OFFICE PROCEDURE

1. Define any 3(three) of the following terms: (3×2=6)
 - (a) Come-back case
 - (b) Fresh Receipt
 - (c) Precedent Book
 - (d) Running summary of facts
 - (e) Standard process sheet
2. What should be the action of Dealing Officer on Receipt? (3)
3. Write a note on "Part file". (4)
4. What are the uses of the following forms of communications: (2×2=4)
 - (a) Office Order
 - (b) Order
5. What are the 3(three) categories under which files may be recorded? (3)

RULES OF PROCEDURE & CONDUCT OF BUSINESS IN MIZORAM LEGISLATIVE ASSEMBLY

6. Write 6(six) conditions of admissibility of questions in the House. (3)
7. On what ground can member-in-charge of a Bill may at any stage of the Bill move for leave to withdraw the Bill? (3)
8. What are the functions of Committee on Estimates? (4)
9. State whether the following statements are 'True' or 'False'. (5×1=5)
 - (a) Unless the Speaker otherwise directs, not less than five clear days' notice of a question shall be given.
 - (b) Printed or typed copies of "Unstarred" questions and answers shall be laid on the Table one hour before the Speaker takes his seat.

- (c) If any question placed on the list of questions for oral answer on any day is not called for answer within the time available for answering questions on that day, the Secretary shall circulate the replies within 5(five) days.
- (d) The period of notice of a motion for leave to introduce a private member's Bill shall be 1(one) month.
- (e) Committee on Government Assurances shall consist of not more than 7(seven) members.

THE CONSTITUTION OF INDIA

- 10. State the provisions in the Constitution with regard to "prohibition of discrimination on certain grounds". (5)
- 11. State any 5(five) principles of policy to be followed by the State as enumerated under Article 39 of the Indian Constitution. (5)
- 12. What are the safeguards available to civil servants against arbitrary dismissal, removal or reduction in rank under the provisions of Indian Constitution? (5)
- 13. What are the procedures prescribed for removal of a member of a Public Service Commission under Article 317 of the Indian Constitution? (5)

GOVT. OF MIZORAM (ALLOCATION OF BUSINESS) RULES, 1987 AS AMENDED FROM TIME TO TIME

- 14. Name the Department of the Government of Mizoram to which the following subjects are allotted under Govt. of Mizoram (Allocation of Business) Rules, 1987 as amended from time to time. (5×1=5)
 - (a) Animal Control and taxation
 - (b) Tea Plantation
 - (c) Command Area Development
 - (d) Factories
 - (e) Books and publication.

GOVT. OF MIZORAM (TRANSACTION OF BUSINESS) RULES, 1987

- 15. State any 3(three) functions of the Law Department. (3)
- 16. What are the main functions of the Chief Minister's Office? (4)
- 17. How shall the Department prepare Cabinet Memorandum when it has been decided to bring a case before the Cabinet? (3)

MANUAL ON ESTABLISHMENT & ADMINISTRATION
(CONFIRMATION & SENIORITY), PROCEDURE TO BE OBSERVED BY PDC LAID DOWN
BY THE GOVERNMENT OF MIZORAM FROM TIME TO TIME.

18. What is the procedure for confirmation of a probationer appointed against a permanent post as a direct recruit with definite conditions of probation? (5)
19. How will inter se seniority of candidates be determined when more than one selection panels are received from recruiting agency through letter of the same date? (3)
20. How will you determine seniority of persons appointed on Compassionate ground? (2)
21. How will relative seniority of Direct Recruits and Promotees be determined? (5)
22. What is the main objective of holding a Review DPC? (5)
23. What procedure is to be followed when the Appointing Authority find it necessary to disagree with the recommendation of the DPC where MPSC is the DPC itself? (5)

THE STATE OF MIZORAM ACT, 1986

24. Define *any 2(two)* of the following: (2×1=2)
- (a) Administrator
 - (b) Appointed day
 - (c) Election Commission
25. What does the Act say about the conditions of service of every member of All India Service who, immediately before the appointed day, was holding any post in the existing Union Territory of Mizoram? (3)

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