

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. SEPTEMBER -2023

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 2(two)* of the following terms: (2×2=4)
 - (a) Correspondence portion
 - (b) Reference Folder
 - (c) Note
 - (d) Shadow File
2. Mention two instances where *draft* is not necessary. (2)
3. What procedures should be followed when oral instruction is given by higher officers? (6)
4. What are the uses of 'Order' as a form of communication? (2)
5. What are the general rules to be followed regarding modification of notes already recorded on a file? (6)

RULES OF PROCEDURE & CONDUCT OF BUSINESS IN MIZORAM LEGISLATIVE
ASSEMBLY

6. Write any three conditions that shall govern the admissibility of amendments to clauses or schedules of a Bill. (3)
7. What is the difference between ordinary "Starred" and "Unstarred" questions? (2)
8. What are the functions and constitution of a Committee on Subordinate Legislation? (5)
9. Choose the correct answer from the given options: (5×1=5)
 - (a) How long before the Speaker takes his seat that Printed or typed copies of "Unstarred" questions and answers shall be laid on the Table?
 - (i) 15 minutes
 - (ii) Half an hour
 - (iii) One hour
 - (iv) Three hours
 - (b) Unless the Speaker otherwise directs, not less than how many clear days' notice of a question shall be given?
 - (i) 5 days
 - (ii) 10 days
 - (iii) 15 days
 - (iv) 30 days
 - (c) A postponed question shall not be placed on the list until how many clear days expired from the day when the notice of postponement has been revised by the Secretary?
 - (i) 1 days
 - (ii) 2 days
 - (iii) 3 days
 - (iv) 5 day

- (d) Clauses or provisions in Bills involving expenditure from public funds shall be printed in -
- (i) Thick type only
 - (ii) Italics only
 - (iii) Thick type or italics
 - (iv) Thick type and italics
- (e) Except with the permission of the Speaker or the person presiding, the duration of a speech on the resolution shall not exceed -
- (i) 5 minutes
 - (ii) 10 minutes
 - (iii) 15 minutes
 - (iv) 20 minutes

THE CONSTITUTION OF INDIA

10. What do you understand by “equality before law” and “equal protection of laws”? (6)
11. State any 5(five) fundamental duties listed under Article 51A of the Indian Constitution. (5)
12. What are the cases in which the President may by order remove from office the Chairman or any other member of a Public Service Commission under the provision of Article 317(3)? (3)
13. Choose the correct answer from the given options: (6×1=6)
- (a) How many fundamental duties are noticed in the Constitution of India?
- (i) Nine
 - (ii) Ten
 - (iii) Eleven
 - (iv) Twelve
- (b) Which Article of the Indian Constitution states the directive principles of state policy on ‘Promotion of international peace and security’?
- (i) Article 57
 - (ii) Article 51
 - (iii) Article 59
 - (iv) Article 49
- (c) The Chairman and members of State Public Service Commission are appointed by the
- (i) President
 - (ii) Chairman, UPSC
 - (iii) Governor
 - (iv) Chief Minister
- (d) The Chairman of the UPSC shall be eligible for appointment to hold which of the following offices?
- (i) Member of the UPSC
 - (ii) Chairman of a State Public Service Commission
 - (iii) Member of a State Public Service Commission
 - (iv) None of the above
- (e) “Untouchability is abolished and its practice in any form is forbidden” is the essence of which of the following Articles of the Indian Constitution?
- (i) Article 14
 - (ii) Article 15
 - (iii) Article 16
 - (iv) Article 17
- (f) Fundamental Rights under Article 19 of the Indian Constitution are conferred on:
- (i) Indian citizens
 - (ii) All persons living within Indian Territory
 - (iii) Foreigners also
 - (iv) All of the above

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) Gratuitous Relief | (b) Adult Education |
| (c) Naming of streets, roads & villages | (d) Flood Control |
| (e) Registration of Births & Deaths | |

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

15. Describe the procedure to be followed when a matter is required to be placed before the Chief Minister under the Government of Mizoram (Transaction of Business) Rules, 1987. (3)
16. Mention 5 classes of cases which are to be submitted to the Governor through the Chief Minister before issue of orders under the Government of Mizoram (Transaction of Business) Rules, 1987. (5)

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

17. What are the eligibility criteria that the competent authority should satisfy himself before confirming a government servant? (6)
18. How will seniority of meritorious sportsmen appointed in relaxation of Recruitment rules be determined? (4)
19. How will seniority of officers who have been recommended for promotion by a DPC during the currency of a penalty be determined? (3)
20. Fill in the blanks: (6×1=6)
- | |
|---|
| (a) Vacancies arising out of deputation for a period exceeding _____ only should be taken into account for determining vacancies. |
| (b) A copy of the order of imposition of penalty, if any, in respect of officers in the zone of consideration for a period of _____ preceding the year of DPC should be placed before the DPC for consideration for promotion. |
| (c) For officers recruited directly who have attained qualifying service of 5 years on the crucial date but do not have ACRs/PARs for 5 preceding years, the ACRs/PARs for the _____ preceding years, which should not be below bench mark, should be taken into consideration. |
| (d) The benchmark for promotion to Group 'B' Gazetted post is _____. |
| (e) The Appointing Authority concerned should review comprehensively the case of an officer whose suitability for promotion to a higher post/grade has been kept in a sealed cover on the expiry of _____ from the date of convening the first DPC. |
| (f) An Appointing Authority shall take decision on the recommendation of DPC, either to accept the recommendation or disagree with it, within _____ from the date of meeting of the DPC. |

21. What procedure should be followed if a Government servant wants to refuse promotion offer? When will he be eligible for fresh offer of appointment? (2+1=3)
22. What is the validity of the proceedings of the DPC when one member is absent? (3)

THE STATE OF MIZORAM ACT, 1986

23. Fill in the blanks: (3×1=3)
- (a) "Election Commission" means the Election Commission appointed by the President under _____.
- (b) _____ means the purposes of Government relating to any of the matters mentioned in the Union List.
- (c) Every member of the IAS, the IPS and the IFS who, immediately before the appointed day, is holding any post in the existing Union Territory of Mizoram shall be deemed to be on _____.
24. What do you mean by the term "law" for the purpose of the State of Mizoram Act, 1986? (2)

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