

**SYLLABUS FOR LIMITED DEPARTMENTAL
EXAMINATION FOR PROMOTION TO GRADE-V OF
MIZORAM SECRETARIAT SERVICE**

PAPER-1	3 Hours	Full Marks-100
a) Precis Writing		15 Marks
b) Drafting		20 Marks
c) English Grammer		40 Marks
d) Essay Writing		25 Marks
PAPER- II	3 Hours	Full Marks-100
a) FR 1 - 127		40 Marks
b) SR 3-12, 196-203		15 Marks
c) CCS (Pension) Rules, 1972- theory		25 Marks
d) CCS (Pension) Rules, 1972-Practical		10 Marks
e) CCS (Joining Time) Rules, 1979		10 Marks
PAPER-III	3 Hours	Full Marks -100
a) General Financial Rules 2005, Part-I, the whole of Chapter-1,2,3,4,8,9 and 12 with appendix 13, Part-II Compendium of Rules of Advances.		30 Marks
b) Treasury Rules of the Central Government Vol. 1 Part 1 - The Whole Portion Part 111 - The Whole Portion Part V - Section 1 - 111 Part VII - Section 111 - V Part IX - The Whole Portion (As Per Swamys Compilation)		20 Marks
c) General Provident Fund (Central Service) Rules, 1960 The Whole Portion		15 Marks
d) Mizoram State Government Employees Group Insurance Scheme, 1992.		10 Marks
e) Delegation of Finantial Power Rules, 1978		10 Marks
f) FR & SR Part II - Travelling Allowance Rules		15 Marks

PAPER - IV	3 Hours	Full Marks-100
a) CCS (CCA) Rules, 1965		35 Marks
b) CCS (Temporary Service) Rules, 1965.		5 Marks
c) CCS (Conduct) Rules, 1964		25 Marks
d) LTC Rules		5 Marks
e) CS (Medical Attendance) Rules		10 Marks
f) CCS (Leave) Rules, 1972		20 Marks
PAPER - V	3 Hour	Full Marks 100
a) Central Secretariat Manual of Office Procedure		20 Marks
b) Rules of Procedure and Conduct of Business in Mizoram Legislative Assembly (Chapter V, VIII, XIV,XXI,XXVIII (e),(f), (h), (i), & (j), as per Sixth Edition, 2004)		15 Marks
c) Article 12-19, 36-51-A, 309-323 of the Constitution of India		20 Marks
d) Govt. of Mizoram (Allocation of Business) Rules, 1987 as amended from time to time.		5 Marks
e) Govt. of Mizoram(Transaction of Business) Rules, 1987		10 Marks
f) Chapter 39 and 40 (i.e. Confirmation and Seniority) of Swamys complete manual on Establihmly and administration. Procedure to observed by Departmental Promotion Committee laid down by Government of Mizoram from time to time.		25 Marks
g) The State of Mizoram Act, 1986		5 Marks.

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