

**Syllabus for Limited Departmental Examinations of Lower Division Clerk for
Promotion to Upper Division Clerk under Government of Mizoram**

PAPER - I (ENGLISH) (FULL MARKS - 100)

<u>SUBJECT</u>	<u>MARKS</u>
1) Precis Writing	15
2) Drafting	20
3) Essay	30
4) English Grammar	15
5) Mizo Translation	20

PAPER - II (FULL MARKS - 100)

<u>SUBJECT</u>	<u>MARKS</u>
a) Central Secretariat Manual of Office Procedure	60
b) Fundamental Rules and Supplementary Rules Part II (Travelling Allowances) Chapter II and III	40

PAPER III (FULL MARKS - 100)

<u>SUBJECT</u>	<u>MARKS</u>
a) Fundamental Rules 9 and 56, Supplementary Rules 197-203	80
b) Central Civil Service (Joining Time) rules 1979 ref. Supplementary Rules Appendix - 10 of Supplementary Rules.	20

PAPER IV (FULL MARKS - 100)

<u>SUBJECT</u>	<u>MARKS</u>
a) Central Civil Service (Conduct) Rules 1964	60
b) Central Civil Service (General Provident Fund) Rules, 1960	40

PAPER V (FULL MARKS - 100)

<u>SUBJECT</u>	<u>MARKS</u>
a) Central Civil Service (Leave) Rules, 1972	60
b) Leave Travelling Concession Rules	20
c) Central Civil Service (Medical Attendance) Rules, 1944	20
