

APPENDIX-III
SYLLABUS FOR THE LIMITED DEPARTMENTAL EXAMINATION
FOR U.D.C. GRADE

<u>PAPER-I</u>	ENGLISH	Duration : 3 Hours
1) Precise Writing		15 Marks
2) Drafting		20 Marks
3) Essay		30 Marks
4) English Grammar		15 Marks
5) Mizo Translation		20 Marks
<u>PAPER-II</u>		Duration : 3 Hours
1) Central Secretariat Manual of Office Procedure (2015 Edition)		60 Marks
2) FR & SR Part II (Traveling Allowance Chapter II and III)		40 Marks
<u>PAPER-III</u>		Duration : 3 Hours
1) FR 9 and 56, and S.R. 197-203		80 Marks
2) CSS (Joining Time Rule), 1979 Ref. Appendix-10 of Supplementary Rules		20 Marks
<u>PAPER-IV</u>		Duration : 3 Hours
1) CCS (Conduct) Rules, 1964		60 Marks
2) CCS (GPF) Rules, 1960		40 Marks
<u>PAPER-V</u>		Duration : 3 Hours
1) CCS (Leave) Rules, 1972		60 Marks
2) LTC Rules		20 Marks
3) CCS (Medical Attendance) Rules, 1994		20 Marks

NB : A candidate who does not appear in the examination in one or more of the papers shall be declared as disqualified.