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EXTRAORDINARY

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NOTIFICATION

No. LA/ESTT.3/2026/2, Aizawl, the 4th January, 2026: In exercise of the powers conferred by Clause (2) of Article 187 of the Constitution of India, the Speaker, Mizoram Legislative Assembly, hereby makes the following Rules regulating the recruitment and conditions of service of persons appointed to the Secretarial staff of the Mizoram Legislative Assembly, namely :-

- 1. Short title and commencement** : (1) These Rules may be called, "The Mizoram Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2026"
(2) It shall come into force from the date of publication in the Mizoram Gazette.
- 2. Definition** : In these rules, unless the context otherwise requires :-
 - (1) "ASSEMBLY" means the Mizoram Legislative Assembly.
 - (2) "SECRETARIAT" means the Mizoram Legislative Assembly Secretariat.
 - (3) "GOVERNMENT" means the Government of Mizoram.
 - (4) "GOVERNOR" means the Governor of Mizoram.
 - (5) "CHIEF MINISTER" means the Chief Minister of Mizoram.
 - (6) "SPEAKER" means the Speaker of the Mizoram Legislative Assembly.
 - (7) "COMMISSIONER & SECRETARY" means the Commissioner & Secretary of the Mizoram Legislative Assembly.
 - (8) "MEMBER" means an employee of the Mizoram Legislative Assembly Secretariat.
 - (9) "FINANCE DEPARTMENT" means the Finance Department of the Government of Mizoram.
 - (10) "RULES" means the Mizoram Legislative Assembly Secretariat (Conditions of Service) Rules, 2024.

- (11) "SCHEDULE" means the Schedules appended to these rules.
- (12) "DEPUTATION" means the temporary loan of the services of an officer in the Secretariat to any office outside the Secretariat or vice-versa.
- (13) "YEAR" means the Gregorian Calendar year.
- (14) "Recognised University"/ "Recognised Institution" in respect of recruitment to any post means any University or Institution incorporated by law in any of the States of India approved by the Government of Mizoram.

- 3. Cadre constitution of the Service** : (1) There shall be a Secretariat under the superintendence and control of the Speaker.
- (2) There shall be in the Secretariat :
- a) Such number of permanent posts as are created from time to time.
- b) The Speaker may, by order from time to time, sanction such number of temporary posts as may be required with intimation to Finance Department.
- 4. Administration and control of the Secretariat** : The Speaker shall have full administrative and financial powers in respect of the Secretariat;
- Provided that he may delegate such powers as he thinks fit to the Commissioner & Secretary or other officers of the Secretariat.
- 5. Power of the Commissioner & Secretary** : For the purpose of the administration of the Secretariat, the Commissioner & Secretary shall exercise all the financial and administrative powers analogous to those of a Commissioner & Secretary to the Government of Mizoram and any other powers delegated by the Speaker under these Rules.
- 6. Appointing Authority** : 1) The Commissioner & Secretary shall be appointed by the Governor in consultation with the Speaker.
- 2) Appointments to Group 'A' and 'B' shall be made by the Speaker :
- Provided that the Speaker may, by general or special order, delegate to the Commissioner & Secretary or any other officer of the Secretariat his power to make appointments to any posts or class of posts specified in such order.
- 3) Appointments to Group 'C' and 'D' shall be made by the Commissioner & Secretary with the approval of the Speaker.

- 7. Initial appointment to the service** : Subject to availability of posts in the cadre of the service, to the service the appointing authority may, at the commencement of these rules appoint to the service any person who at such commencement of the rules is holding the existing posts of the Secretariat :
- Provided that the existing member, the post which he is holding is no longer in existence or redesignated at the commencement of these rules shall be considered on seniority-cum-merit by the appointing authority for appointment to the appropriate grade of post;
- Provided further that, the existing member, the scale of pay of the post which he is holding is changed but the duties and responsibilities attached to the post remains the same, shall not be entitled to the benefit of fixation of pay under F.R. 22(I).
- EXPLANATION : For the purpose of this sub-rule, a person who would have held a particular post but for his being on leave or training or foreign service or but for his temporary or officiating or adhoc appointment to an equivalent or higher post, shall be deemed to be holding such post subject to fulfillment of the provisions of these rules.
- 8. Method of recruitment** : Recruitment to a post or class of posts may be made by any one of the following methods, namely :-
- (1) by promotion of a person employed in the Secretariat;
 - (2) by Limited Departmental Examination;
 - (3) by direct recruitment;
 - (4) by transfer on deputation of a person serving outside the Secretariat in connection with the affairs of the Union or of a State.
- 9. Promotion** : Recruitment to a Gazetted post from non-Gazetted post when made by promotion shall be made on the basis of selection and the rest shall be made on the basis of non-selection.
- 10. Limited Departmental Examination** : There shall be a Limited Departmental Examination conducted by the Secretariat for consideration of appointment to the respective promotion posts amongst persons who possess the required qualifications and satisfy the conditions prescribed under these rules.
- 11. Direct Recruitment** : 1) Recruitment to posts when made by direct recruitment shall be made by selection on the basis of a written examination and personal interview from persons who have the required qualifications and satisfy the conditions prescribe under these rules.

- 2) Subject to the availability of candidates belonging to the Scheduled Castes and Scheduled Tribes having essential qualifications prescribed for appointment thereto, due regard shall be paid to reservation of posts for members of such Castes and Tribes.

12. Condonation : The age of a Provisional Employee, while considering for regular appointment/regularisation, may be condoned by the Speaker if the employee at the time of initial engagement was not overaged as per the age limit prescribed by the Government at the time of initial engagement but overaged as on the date of the meeting of the Departmental Promotion Committee which considered the case for regularization.

13. Holding of Examination :

- 1) Written examination shall be conducted by the Secretariat in the manner as notified by the authority from time to time.
- 2) The date and venue in which the examination shall be held shall be fixed by the Secretariat or it shall be conducted at such intervals as the Speaker may, from time to time determine.
- 3) The minimum marks to be obtained by the candidates for consideration of appointment to the respective posts in respect of direct recruitment and Limited Departmental Examination shall be 45% of the total marks prescribed under Schedule I&II, as the case may be.

14. Appointment to various posts : Appointment to a post in a cadre of the service shall be in the following manner :

- (1) COMMISSIONER & SECRETARY : 100% by promotion from Additional Secretary who has rendered 2 (two) years regular service in the grade, failing which from persons already in the feeder grade on regular basis, who has completed 20 (twenty) years regular service calculated from the year of entry in any Gazetted posts, again failing which by deputation from officers holding analogous posts under Govt. of Mizoram or Central Government or Lok Sabha or Rajya Sabha, preferably having experience in Parliamentary practices and procedures. The period and terms of deputation shall be governed by the usual terms and conditions of deputation in force from time to time.
- (2) ADDITIONAL SECRETARY : 100% by promotion from Joint Secretary who has rendered 5 (five) years regular service in the grade, failing which from persons already in the feeder grade on regular basis, who has completed 18 (eighteen) years regular service calculated from the year of entry in any Gazetted posts.
- (3) JOINT SECRETARY : 100% by promotion from Deputy Secretary who has rendered 5 (five) years regular service in the post, failing which from persons already in the feeder grade on regular basis who have completed not less than 15 (fifteen) years regular service calculated from the year of entry in any Gazetted posts.

- (4) DEPUTY SECRETARY : 100% by promotion from Under Secretary who has rendered 5 (five) years regular service in the post, failing which from persons already in the feeder grade on regular basis who have completed not less than 10 (ten) years regular service calculated from the year of entry in any Gazetted posts.
- (5) UNDER SECRETARY : 100% by promotion from Superintendent/ Committee Officer who has rendered not less than five years regular service in the respective posts.
- (6) SUPERINTENDENT :
 - (a) 50% by promotion from Assistant who has rendered a minimum of 5(five) years regular service in the grade.
 - (b) 50% by Limited Departmental Examination conducted by the Secretariat from Assistant/Translator who has a Bachelor's degree from a recognized University and has rendered at least 5 (five) years regular service in the grade and non-graduate who has rendered at least 7(seven) years regular service in any of the above grades.
- (7) ASSISTANT:
 - a) 50% by promotion from UDC who has rendered 5 years service in the post.
 - b) 25% by Limited Departmental Examination from UDC who has Bachelor's Degree of a recognized University and has rendered 3(three) years service in the grade and non-graduate who has rendered at least five years service in the grade.
 - c) 25% by direct recruitment from candidates having Bachelor's Degree of a recognized University.
- (8) UPPER DIVISION CLERK (UDC):
 - a) 50% by promotion from LDC/Receptionist who has rendered at least 5 (five) years regular service in the grade.
 - b) 25% by Limited Departmental Examination from LDC/Receptionist, who has Bachelor's degree of a recognized University and has rendered 3 (three) years in the grade and non-graduate who has rendered at least five years service in the grade.
 - c) 25% by direct recruitment from candidates having Bachelor's degree of a recognized University.
- (9) LOWER DIVISION CLERK (LDC):
 - a) 30% by Limited Departmental Examination from Group 'D' staff of the Secretariat who have rendered at least 5 years service in the grade and having HSSLC of a recognized Board/Institution with a minimum speed of 25 words per minute in typing.
 - b) 70% by direct recruitment from candidates having Higher Secondary School Leaving Certificate (HSSLC) of a recognized Board/ Institution and have a minimum speed of 30 words per minute in typing.

- (10) PEON/LIBRARY ATTENDANT:
- a) 100% vacancies of these posts by direct recruitment from candidates who has Class-VIII certificate from a recognized school and should have working knowledge of Mizo language (Middle School standard)
 - b) 40% of total available vacancies of these posts in a particular vacancy year within the direct recruitment quota shall be reserved for regularisation of eligible Provisional Employees. The eligibility criteria may be as given in the Mizoram Legislative Assembly Secretariat Regularisation of Provisional Employees Scheme, 2024.
- (11) COMMITTEE OFFICER:
- a) 20% by Limited Departmental Examination from Translator/Assistant who has rendered at least five years experience in the grade and having a Bachelor's Degree of a recognized University.
 - b) 80% by direct recruitment from candidates having a Bachelor's Degree of a recognized University.
- (12) LIAISON OFFICER : 100% by direct recruitment from candidates having a Bachelor's Degree of a recognized University.
- (13) EDITOR OF DEBATES : 100% vacancies shall be filled up by promotion from the Assistant Editor of Debates who have rendered at least 5 (five) years service in the post.
- (14) ASSISTANT EDITOR OF DEBATES : 100% by promotion from Translator who has rendered at least 5 years of service in the grade and the method of recruitment shall be selection.
- (15) TRANSLATOR :
- a) 20% by Limited Departmental Examination from UDCs having Bachelor's Degree of a recognized University with 5 years regular service in the post.
 - b) 80% by direct recruitment from candidates having Bachelor's Degree of a recognized University.
- (16) PRIVATE SECRETARY TO SPEAKER/DEPUTY SPEAKER : The Speaker or Deputy Speaker may appoint any person who has a Bachelor's Degree of a recognised University. The tenure of the office will be coterminous with the Speaker/Deputy Speaker. In case such appointment is not made from outside the Secretariat, the Secretariat shall detail an eligible official from the Secretariat.
- (17) P.A. TO SPEAKER / DEPUTY SPEAKER : The Speaker or Deputy Speaker may appoint any person who has a Bachelor's Degree of a recognised University. The tenure of the office will be coterminous with the Speaker/Deputy Speaker. In case such appointment is not made from outside the Secretariat, the Secretariat shall detail an eligible official from the Secretariat.

- (18) LIBRARIAN : 100% by promotion from Assistant Librarian who has rendered not less than 5(five) years service in the grade having Bachelor's Degree of a recognized University in Library and Information Science. Failing which by direct recruitment from persons having Bachelor's Degree in Library and Information Science of a recognized University .
- (19) ASSISTANT LIBRARIAN : 100% by direct recruitment from candidates having a Bachelor's Degree in Library and Information Science of a recognized University.
- (20) STENOGRAPHER SENIOR GRADE : 100% by promotion from Stenographer Grade I of the Secretariat who has rendered not less than 5 (five) years regular service in the grade.
- (21) STENOGRAPHER GRADE – I : 100% by promotion from Stenographer Grade-II of the Secretariat who has rendered not less than seven years regular service in the grade.
- (22) STENOGRAPHER GRADE – II :
 - (a) 50% by promotion from Stenographer Grade - III of the Secretariat who has rendered at least 5 years regular service in the grade.
 - (b) 50% by LDE from Stenographer Grade – III of the Secretariat with 5(five) years of regular service who have a speed of 100 words per minute in English Stenography and 40 words per minute in typing. Speed test shall be conducted before sitting of Selection Committee.
- (23) STENOGRAPHER GRADE – III : 100% by direct recruitment from candidates having HSSLC of a recognized University with a Diploma Certificate in English Stenography from a recognised institution.
- (24) SENIOR OPERATOR : 100% by promotion from Operator who have rendered not less than 5 years service in the grade.
- (25) COMPUTER OPERATOR : 100% by direct recruitment from candidates having Bachelor Degree in Computer Application/ Information Technology/Computer Science of a recognized University.
- (26) OPERATOR: 100% by promotion from Assistant Operator who has rendered not less than 5 years service in the grade.
- (27) ASSISTANT OPERATOR: 100% by direct recruitment from a candidate having HSSLC and a certificate in Electronics/Electrical Engineering/Radio Engineering/ Mechanical Engineering of any recognized University/ Institution.
- (28) TECHNICAL ASSISTANT : 100% by promotion from Junior Technical Assistant of the Secretariat who has rendered not less than 5 years service in the grade.
- (29) JUNIOR TECHNICAL ASSISTANT : 100% by direct recruitment from candidates

having a Bachelor Degree in Computer Application (BCA), Computer Science, Information Technology; or any other equivalent level in the relevant field.

- (30) RECEPTIONIST : 100% by direct recruitment from candidates having HSSLC of a recognised Board/Institution with a certificate in Hospitality Management of a recognised University/Institution.
- (31) MARSHAL : 100% by Contract/Transfer/Deputation from Ex-Army/Police/Para-Military personnel not below the rank of Sub-Inspector for a period of 2 (two) years.
- (32) DRIVER : 100% by direct recruitment from a candidate who passed Class-VIII standard from a recognised School/Institution having –
- (a) Valid Driving Licence for light/heavy vehicles with 2years unblemished experience in automobile driving.
 - (b) Conversant with working knowledge of various components of vehicles and their maintenance and be able to carry out minor roadside repair to a broken down vehicle safely.
 - c) 40% of total available vacancies of these posts in a particular vacancy year within the direct recruitment quota shall be reserved for regularisation of eligible Provisional Employees. The eligibility criteria may be as given in the Mizoram Legislative Assembly Secretariat Regularisation of Provisional Employees Scheme, 2024.
- (33) DESPATCH RIDER :
- (a) 100% by direct recruitment from a candidate who passed Class-VIII standard from a recognised School/Institution having Driving Licence for motor cycle with 2 years unblemished experience in motorcycle driving.
 - (b) 40% of total available vacancies of these posts in a particular vacancy year within the direct recruitment quota shall be reserved for regularisation of eligible Provisional Employees. The eligibility criteria may be as given in the Mizoram Legislative Assembly Secretariat Regularisation of Provisional Employees Scheme, 2024.
- (34) MACHINEMAN: 100% by direct recruitment from a candidate having HSSLC with a diploma in Printing Technology of a recognized University/Institution or any other equivalent level in the relevant field.
- (35) COMPOSITOR : 100% by direct recruitment from candidates who passed Class VIII standard from a recognized School/ Institution having at least 5 years experience in any press.
- (36) FRAMER : 100% by direct recruitment from candidates who passed Class VIII Standard from a recognised School/Institution having experience in Printing and composing for at least 5 years and working knowledge of Mizo language (Middle School standard).

- (37) BINDERY ASSISTANT : 100% by direct recruitment from candidates who passed Class-VIII standard from a recognized School/Institution and should have working knowledge of Mizo language. (Middle School standard)

15. CONDITIONS OF ELIGIBILITY :

In order to be eligible to compete in any direct examination, a candidate must satisfy the following conditions, namely :-

- (1) AGE : In regard to direct recruitment for all the non-gazetted posts, the candidates shall not be less than 18 years and not more than 35 years of age and for all the gazetted posts the candidates shall not be less than 21 years and not more than 35 years of age.

The crucial date for determining age limit shall in each case, be the closing date for receipt of application from candidates.

Provided that in the case of candidates belonging to the Schedule Castes and Schedule Tribes, the upper age limit is relaxable by 5 years for all Gazetted and non-gazetted posts.

Provided further that there shall be no bar for employees of the Secretariat personnel who have rendered not less than 10 years regular service.

- (2) Computer proficiency : Notwithstanding anything contained in any other Rules, a candidate for direct recruitment to all Group 'A', 'B' and 'C' posts, except for the post Driver Grade-III and Despatch Rider shall possess minimum basic knowledge of computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or other courses of the level [with a minimum of 80(Eighty) contact hours (Theory: 32 hrs + Practical: 48 hrs)] or its equivalent and above as may be determined by the Government from time to time;

Notwithstanding anything contained in any other Rules, certificate for satisfactory completion of Computer Course as specified under rule 15(2) of these rules, the computer proficiency certificates issued by any institution recognised by All India Council for Technical Education (AICTE) or any institution recognized by the State Governments/UT Administration under the Union of India shall be accepted as Computer Proficiency as one of the qualifications for direct recruitment to all Group 'A', 'B' and 'C' posts.

16. CONSTITUTION OF SELECTION BOARD/COMMITTEE :

- a) The Speaker may, by order, from time to time, constitute Selection Board for the purpose of preparing select list for appointment to Group 'A' and Group 'B' Gazetted posts in the Secretariat.
- b) The Speaker may, by order, from time to time, constitute Selection Committee to recommend suitable candidates for appointment and promotion to Non-Gazetted posts in the Secretariat.

17. PERMISSION TO APPEAR IN ANY DIRECT COMPETITIVE EXAMINATION :-

- (1) Application for permission to sit for the competitive examination for direct recruitment to the gazetted and non-gazetted posts shall be invited through open advertisement in such medium as may be considered proper;
- (2) Application shall be made in the standard forms as prescribed by the Secretariat.

- (3) No candidate shall be admitted to the examination and personal interview unless he holds a certificate of admission accompanied by passport size photograph duly signed by the Commissioner & Secretary or any other officer duly authorized by the Commissioner & Secretary on his behalf.

18. SYLLABI :-

The Syllabi for any direct competitive examinations for filling up of the vacancies shall be as specified in Schedule I. The Syllabi for Limited Departmental examination for filling up vacancy in the Secretariat shall be as specified in Schedule II.

Provided that the relevant authority may modify the syllabi from time to time as and when considered necessary.

19. **FEE :** A candidate for direct recruitment shall pay at the time of submission of the application such fee as may be required.
20. **SELECTION OF CANDIDATES** The Selection Board/Selection Committee shall prepare a list of candidates for direct recruitment to a post or class of posts in order of merit on the basis of the aggregate marks secured by such candidates and forward it to the Appointing Authority.
21. **SELECT LIST :** The list of candidates prepared by the Board/Committee under Rule 20 shall be treated as select list after duly approved by the Appointing Authority and shall be valid for a period of 12 months from the date of notification/order.

22. SENIORITY :

- (1) Seniority of a member in a cadre, appointed by direct recruitment or promotion shall be determined according to the order of merit of the respective lists if he joins the appointment within 30 days from the date of issue of the notification/order or within the extended periods as may be granted by the Appointing Authority.
- (2) If a member fails to join the appointment within the initial 30 days of issue of the notification/order or within the extended period, seniority shall be determined in accordance with the date of joining in respect of such particular person.
- (3) Seniority of a member appointed to cadre, if he joins the appointment within the period prescribed under sub-rule (1) of Rule 22 shall be determined as follows :-
- | | | |
|-------------------------------|---|--|
| (a) For Superintendent | - | 1) Promotion.
2) Limited Departmental Examination. |
| (b) For Stenographer Grade II | - | 1) Promotion.
2) Limited Departmental Examination. |
| (c) For Assistant/UDC | - | 1) Promotion
2) Limited Departmental Examination
3) Direct Recruitment. |
| (d) For Lower Division Clerk | - | 1) Direct Recruitment.
2) Limited Departmental Examination.
(from Group 'D') |

- (e) Committee Officer/Translator - 1) Limited Departmental Examination
2) Direct Recruitment.

23. PROBATION AND CONFIRMATION :

Every person appointed to a permanent post by direct recruitment with a view to his eventual substantive appointment to that post shall be on probation for a period of two years.

Provided that the Speaker or Commissioner & Secretary or any other Officer to whom power is delegated may, by order extend or reduce the period of probation in the case of any person appointed to any post specified in such order.

24. GENERAL QUALIFICATION :

Every person eligible for appointment under these Rules shall –

- (1) be a citizen of India;
- (2) be of good character;
- (3) be of sound health and active habit, free from any bodily defect or infirmity which rendered him/her unfit for appointment;
- (4) not have more than one wife/husband living;

Provided that the Appointing Authority may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are grounds for so doing, exempt any person from the operation of this Rule.

Documentary proof indicating the above qualification shall be required for completion of appointment.

25. LEAVE, PENSION AND AGE OF COMPULSORY RETIREMENT :

- (1) The rules relating to the grant of leave and pension to Officers and the age at which they shall be compulsorily retired from service shall be as specified in the Schedule III (A).

Provided that the holder of the post of Commissioner & Secretary at the commencement of these rules shall be governed in matter of leave, pension and age of retirement by the provisions specified in the Schedule III (B) or any other rules in force applicable to the Officer.

- (2) The Speaker may, from time to time, by general or special order, after consultation with the Board amend any provisions in the Schedule III(A).

26. OTHER CONDITIONS OF SERVICE : In respect of all other matters regulating conditions of service of officers for which no provision or insufficient provision has been made in these rules, officers shall be governed by such rules as are applicable to the officers of the corresponding rank in the Civil Secretariat of the Government of Mizoram subject to such modification, variation or exceptions, if any in such rules, as the Speaker may, after consultation with the Selection Board/Selection Committee by order from time to time, specify.

27. EXPLANATION : For the purpose of this rule, the Speaker may, after consultation with the Selection Board/Selection Committee by order, specify the posts in the Secretariat which shall correspond to the posts in the Civil Secretariat of the State Government.

28. **DEPUTATION :** Any Officers or employees of Secretariat may, with the permission of the Speaker, be posted on deputation to any other Departments or Public Undertakings under Govt. of Mizoram/ Central/State/U.T. Administration.
29. **POWER OF RELAXATION :** Where the Speaker is satisfied that the operation of any rule or provision in the matter of the conditions of service of an officer causes undue hardship in any particular case, the Speaker may, after consultation with the Selection Board/Selection Committee by order dispose with, or relax the requirements of, that rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.
30. **PENALTIES :** Penalties may with good and sufficient reasons be imposed on an officer in accordance with the relevant prevailing service rules.
31. **APPEALS :**
- (1) Every officer shall have a right to appeal to the Speaker against any order passed originally or an appeal against an order by the Commissioner & Secretary imposing or confirming any penalty;
Provided that where an order is passed originally by an authority subordinate to the Commissioner & Secretary, an appeal against such order, shall lie to the Commissioner & Secretary.
 - (2) The orders of the Speaker, whether passed originally or an appeal, shall be final. Provided that the Speaker may, of his own motion or on application, revise or rescind any orders passed by him under this rule;
 - (3) No appeal shall be entertained under this rule unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.
 - (4) The Appellate Authority in cases where an order has been passed by the Speaker shall be the Governor.
32. **AUTHENTICATION OF ORDERS :** Any order passed by the Speaker under the provisions of these rules and executed in the name of the Speaker shall be authenticated in such manner as the Speaker may, by general or special order, from time to time specify.
33. **TRANSACTION OF BUSINESS :** The Speaker may, from time to time, by general or special order provide for the convenient and efficient transaction of business arising out of the administration of these rules and the procedure to be followed for the purpose;
Provided that such order may also specify the matter or class of matters which shall be brought to the personal notice of the Speaker before any orders are issued.
34. **RESIDUARY POWERS :** Subject to the provisions of Rules 29, all matters not specifically provided for in these rules, whether incidental or ancillary to the provisions of these rules or otherwise, shall be regulated in accordance with such orders as the Speaker may, from time to time, make.
35. **REGULATION :** The Speaker may make regulations not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

36. **INTERPRETATION :** All questions relating to the interpretation of these rules shall be referred to the Speaker, whose decision thereon shall be final;

Provided that all questions relating to the interpretation of these rules and any orders issued under these rules shall be decided by the Speaker after consultation with the Board.

37. **REPEAL AND SAVING :** Save as otherwise expressly provided in these rules, all rules corresponding to these rules and in force immediately before the commencement of these rules, are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Zothansanga Ralte
Commissioner & Secretary,
Mizoram Legislative Assembly Secretariat.

SCHEDULE - I

**Syllabus for direct competitive examinations for Direct Recruitment to the post of
Committee Officer**

SCHEDULE - I

COMMITTEE OFFICER

1. (a) The Examination shall comprise of written examination and interview. The written examination will consist of three compulsory subjects and one optional subject.
- (b) There will be one paper each in General English and General Essay carrying 100 marks each. General Studies will consist of four papers carrying 100 marks each and one optional subject will consist of two papers carrying 100 marks each.
- (c) Interview will carry 100 marks.
- (d) Each paper will be of three hours' duration.
- (e) The question papers for the examination will be of conventional (essay) type (Except in General Studies Paper IV) and will be set in English (for compulsory and optional subjects) and Mizo (for Mizo papers only).
- (f) A candidate must write the answer papers in his/her own hand, and under no circumstances will he/she be allowed to take the help of a scribe to write the answer.

2. COMPULSORY SUBJECTS :

- (i) General English
- (ii) General Essay
- (iii) General Studies Paper I, II, III & IV

3. OPTIONAL SUBJECTS :

- | | |
|----------------------------|---|
| (i) Civil Engineering | (ii) Commerce & Accountancy |
| (iii) Economics | (iv) Education |
| (v) English | (vi) Geography |
| (vii) History | (viii) Home Science |
| (ix) Law | (x) Management |
| (xi) Mizo | (xii) Political Science & International Relations |
| (xiii) Philosophy | (xiv) Psychology |
| (xv) Public Administration | (xvi) Sociology |

COMPULSORY SUBJECTS

1. GENERAL ENGLISH

The aim of the paper is to test the candidate's ability to read and understand serious discursive prose, and to express his ideas clearly and correctly in English.

The pattern of questions would be broadly as follows :-

- (i) Comprehension of given passages
- (ii) Precis writing
- (iii) Usage and Vocabulary
- (iv) Short Essay

2. GENERAL ESSAY

Candidates will be required to write an essay on a specific topic. The choice of the subjects will be given. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

3. GENERAL STUDIES (PAPER-I-IV)

General Guidelines:

The nature and standard of questions in the General Studies papers will be such that a well-educated person will be able to answer them without any specialized study. The questions will be such as to test a candidate's general awareness of a variety of subjects, which will have relevance for a career in Civil Services. The questions are likely to test the candidate's basic understanding of all relevant issues, and ability to analyze, and take a view on conflicting socio-economic goals, objectives and demands. The candidates must give relevant, meaningful and succinct answers.

GENERAL STUDIES I

(Indian Heritage and Culture, History and Geography of the World and Society)

UNIT I

1. Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
2. Mizo heritage and culture.

UNIT II

1. Modern Indian history from about the middle of the eighteenth century until the present significant events, personalities, issues
2. The Freedom Struggle its various stages and important contributors /contributions from different parts of the country.
3. Post independence consolidation and reorganization within the country.
4. History of the world will include events from 18th century such as industrial revolution, world wars, re-drawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. their forms and effect on the society.

UNIT III

1. Salient features of Indian Society, Diversity of India.
2. Role of women and women's organization, population and associated issues, poverty and developmental

issues, urbanization, their problems and their remedies.

3. Effects of globalization on Indian society
4. Social empowerment, communalism, regionalism & secularism.

UNIT IV

1. Salient features of world's physical geography.
2. Distribution of key natural resources across the world (including South Asia and the Indian sub continent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India)
3. Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location changes in critical geographical features (including water bodies and ice caps) and in flora and fauna and the effects of such changes.

GENERAL STUDIES II

(Governance, Constitution, Polity, Social Justice and International relations)

UNIT I

1. Indian Constitution historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
2. Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
3. Separation of powers between various organs, dispute redressal, mechanisms and institutions.
4. Comparison of the Indian constitutional scheme with that of other countries
5. Parliament and State Legislatures structure, functioning, conduct of business, powers & privileges and issues arising out of these.
6. Structure, organization and functioning of the Executive and the Judiciary. Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
7. Salient features of the Representation of Peoples Act.
8. Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
9. Statutory, regulatory and various quasi judicial bodies
10. Governance and politics in Mizoram since 1947

UNIT II

1. Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
2. Development processes and the development industry - the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders
3. Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
4. Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
5. Issues relating to poverty and hunger.

UNIT III

1. Important aspects of governance - transparency and accountability, e governance applications, models,

successes, limitations and potential; citizens charters - transparency & accountability, institution and other measures.

2. Role of civil services in a democracy.

UNIT IV

1. India and its neighbourhood relations.
2. Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests.
3. Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora.
4. Important International institutions, agencies and fora - their structure, mandate.

GENERAL STUDIES-III (Technology, Economic Development, Bio diversity, Environment, Security and Disaster Management)

UNIT I

1. Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment.
2. Inclusive growth and issues arising from it.
3. Government Budgeting.
4. Major crops - cropping patterns in various parts of the country, different types of irrigation and irrigation systems, storage, transport and marketing of agricultural produce and issues and related constraints; e technology in the aid of farmers
5. Issues related to direct and indirect farm subsidies and minimum support prices; Public Distribution System - objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Technology missions; economics of animal rearing.
6. Food processing and related industries in India scope and significance, location, upstream and downstream requirements, supply chain management.
7. Land reforms in India.
8. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
9. Infrastructure: Energy, Ports, Roads, Airports, Railways etc.
10. Investment models.

UNIT II

1. Science and Technology developments and their applications and effects in everyday life.
2. Achievements of Indians in science & technology; indigenization of technology and developing new technology.
3. Awareness in the fields of IT, Space, Computers, robotics, nano technology, bio technology and issues relating to intellectual property rights.

UNIT III

1. Conservation, environmental pollution and degradation, environmental impact assessment.
2. Disaster and disaster management.

UNIT IV

1. Linkages between development and spread of extremism.
2. Role of external state and non state actors in creating challenges to internal security.
3. Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money laundering and its prevention
4. Security challenges and their management in border areas; linkages of organized crime with terrorism
5. Various Security forces and agencies and their mandate

**GENERAL STUDIES IV
(Ethics, Integrity and Aptitude)**

UNIT I

Ethics and Human Interface: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships. Human Values – lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.

UNIT II

1. Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
2. Aptitude and foundational values for Civil Service , integrity, impartiality and non partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker sections.
3. Emotional intelligence concepts, and their utilities and application in administration and governance.
4. Contributions of moral thinkers and philosophers from India and world.

UNIT III

1. Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.
2. Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.

UNIT IV

1. Case Studies on above issues.

OPTIONAL SUBJECTS

Total number of questions in the question papers of optional subjects will be eight. All questions will carry equal marks. Each paper will be divided into two parts, viz. Part A and Part B, each part containing four questions. Out of eight questions candidates are required to answer any five questions taking at least two questions each from Part A and Part B.

CIVIL ENGINEERING PAPER – I

SECTION A

UNIT 1. Engineering Mechanics, Strength of Materials and Structural Analysis:

Engineering Mechanics: Units and Dimensions, SI Units, Vectors, Concept of Force, Concept of particle and rigid body. Concurrent, Non Concurrent and parallel forces in a plane, moment of force, free body diagram, conditions of equilibrium, Principle of virtual work, equivalent force system. First and Second Moment of area, Mass moment of Inertia. Static Friction. Kinematics and Kinetics: Kinematics in Cartesian Co-ordinates, motion under uniform and nonuniform acceleration, motion under gravity. Kinetics of particle: Momentum and Energy principles, collision of elastic bodies, rotation of rigid bodies.

UNIT II Strength of Materials:

Simple Stress and Strain, Elastic constants, axially loaded compression members, Shear force and bending moment, theory of simple bending, Shear Stress distribution across cross sections, Beams of uniform strength. Deflection of beams: Macaulay's method, Mohr's Moment area method, Conjugate beam method, unit load method. Torsion of Shafts, Elastic stability of columns, Euler's Rankine's and Secant formulae.

UNIT III Structural Analysis:

Castigliano's theorems I and II, unit load method of consistent deformation applied to beams and pin jointed trusses. Slope-deflection, moment distribution. Rolling loads and Influences lines: Influences lines for Shear Force and Bending moment at a section of beam. Criteria for maximum shear force and bending Moment in beams traversed by a system of moving loads. Influences lines for simply supported plane pin jointed trusses. Arches: Three hinged, two hinged and fixed arches, rib shortening and temperature effects. Matrix methods of analysis: Force method and displacement method of analysis of indeterminate beams and rigid frames. Plastic Analysis of beams and frames: Theory of plastic bending, plastic analysis, statical method, Mechanism method. Unsymmetrical bending: Moment of inertia, product of inertia, position of Neutral Axis and Principle axes, calculation of bending stresses.

UNIT IV Design of Structures: Steel, Concrete and Masonry Structures:

Structural Steel Design: Structural Steel: Factors of safety and load factors. Riveted, bolted and welded joints and connections. Design of tension and compression member, beams of built up section, riveted and welded plate girders, gantry girders, stanchions with battens and lacings. Design of Concrete and Masonry Structures:

Concept of mix design. Reinforced Concrete: Working Stress and Limit State method of design-Recommendations of I.S. codes Design of one way and two way slabs, stair-case slabs, simple and continuous beams of rectangular, T and L sections. Compression members under direct load with or without eccentricity, Cantilever and Counter fort type retaining walls. Water tanks: Design requirements for Rectangular and circular tanks resting on ground. Prestressed concrete: Methods and systems of prestressing, anchorages, Analysis and design of sections for flexure based on working stress, loss of prestress. Design of brick masonry as per I.S. Codes

SECTION B

UNIT I Fluid Mechanics, Open Channel Flow and Hydraulic Machines:

1.1 Fluid Mechanics:

Fluid properties and their role in fluid motion, fluid statics including forces acting on plane and curved surfaces.

Kinematics and Dynamics of Fluid flow: Velocity and accelerations, stream lines, equation of continuity, irrotational and rotational flow, velocity potential and stream functions. Continuity, momentum and energy equation, Navier-Stokes equation, Euler's equation of motion, application to fluid flow problems, pipe flow, sluice gates, weirs.

1.2 Dimensional Analysis and Similitude:

Buckingham's Pi-theorem, dimensionless parameters.

1.3 Laminar Flow:

Laminar flow between parallel, stationary and moving plates, flow through tube.

UNIT II Boundary layer:

Laminar and turbulent boundary layer on a flat plate, laminar sub layer, smooth and rough boundaries, drag and lift. Turbulent flow through pipes: Characteristics of turbulent flow, velocity distribution and variation of pipe friction factor, hydraulic grade line and total energy line. Open channel flow: Uniform and non-uniform flows, momentum and energy correction factors, specific energy and specific force, critical depth, rapidly varied flow, hydraulic jump, gradually varied flow, classification of surface profiles, control section, step method of integration of varied flow equation.

UNIT III Hydraulic Machines and Hydropower:

Hydraulic turbines, types classification, Choice of turbines, performance parameters, controls, characteristics, specific speed. Principles of hydropower development.

UNIT IV Geotechnical Engineering:

Soil Type and structure – gradation and particle size distribution – consistency limits. Water in soil – capillary and structural – effective stress and pore water pressure – permeability concept – field and laboratory determination of permeability – Seepage pressure – quick sand conditions – Shear strength determination – Mohr Coulomb concept. Compaction of soil – Laboratory and field tests. Compressibility and consolidation concept – consolidation theory – consolidation settlement analysis. Earth pressure theory and analysis for retaining walls, Application for sheet piles and Braced excavation. Bearing capacity of soil – approaches for analysis – Field tests – settlement analysis – stability of slope of earth walk. Subsurface exploration of soils – methods. Foundation – Type and selection criteria for foundation of structures – Design criteria for foundation – Analysis of distribution of stress for footings and pile – pile group action-pile load test. Ground improvement techniques.

CIVIL ENGINEERING PAPER – II

SECTION A

UNIT I Construction Technology, Equipment, Planning and Management:

1.1 Construction Technology: Engineering Materials: Physical properties of construction materials with respect to their use in construction - Stones, Bricks and Tiles; Lime, Cement, different types of Mortars and Concrete. Specific use of ferro cement, fibre reinforced C.C, High strength concrete. Timber, properties and defects - common preservation treatments. Use and selection of materials for specific use like Low Cost Housing, Mass Housing, High Rise Buildings.

1.2 Construction:

Masonry principles using Brick, stone, Blocks – construction detailing and strength characteristics. Types of plastering, pointing, flooring, roofing and construction features. Common repairs in buildings. Principles of functional planning of building for residents and specific use - Building code

provisions. Basic principles of detailed and approximate estimating - specification writing and rate analysis - principles of valuation of real property. Machinery for earthwork, concreting and their specific uses – Factors affecting selection of equipments operating cost of Equipments.

UNIT II Construction Planning and Management:

Construction activity - schedules - organization for construction industry - Quality assurance principles. Use of Basic principles of network – analysis in form of CPM and PERT – their use in construction monitoring, Cost optimization and resource allocation. Basic principles of Economic analysis and methods. Project profitability – Basic principles of Boot approach to financial planning – simple toll fixation criterions.

UNIT III Surveying and Transportation Engineering Surveying:

Common methods and instruments for distance and angle measurement for CE work – their use in plane table, traverse survey, levelling work, triangulation, contouring and topographical map. Basic principles of photogrammetry and remote sensing.

UNIT IV Railway Engineering:

Permanent way – components, types and their functions – Functions and Design constituents of turn and crossings – Necessity of geometric design of track – Design of station and yards. Highway Engineering: Principles of Highway alignments – classification and geometrical design elements and standards for Roads. Pavement structure for flexible and rigid pavements - Design principles and methodology of pavements. Typical construction methods and standards of materials for stabilized soil, WBM, Bituminous works and CC roads.

Surface and sub-surface drainage arrangements for roads - culvert structures.

Pavement distresses and strengthening by overlays.

Traffic surveys and their applications in traffic planning - Typical design features for channelized, intersection, rotary etc – signal designs – standard Traffic signs and markings.

SECTION B

UNIT I Hydrology, Water Resources and Engineering:

Hydrology:

Hydrological cycle, precipitation, evaporation, transpiration, infiltration, overland flow, hydrograph, flood frequency analysis, flood routing through a reservoir, channel flow routing-Muskingam method. Ground water flow: Specific yield, storage coefficient, coefficient of permeability, confined and unconfined equifers, aquifers, aquitards, radial flow into a well under confined and unconfined conditions.

Water Resources Engineering:

Ground and surface water resource, single and multipurpose projects, storage capacity of reservoirs, reservoir losses, reservoir sedimentation.

UNIT II Irrigation Engineering:

- (i) Water requirements of crops: consumptive use, duty and delta, irrigation methods and their efficiencies.
- (ii) Canals: Distribution systems for canal irrigation, canal capacity, canal losses, alignment of main and distributory canals, most efficient section, lined canals, their design, regime theory, critical shear stress, bed load.
- (iii) Water logging: causes and control, salinity.

- (iv) Canal structures: Design of, head regulators, canal falls, aqueducts, metering flumes and canal outlets.
- (v) Diversion headwork: Principles and design of weirs of permeable and impermeable foundation, Khosla's theory, energy dissipation.
- (vi) Storage works: Types of dams, design, principles of rigid gravity, stability analysis.
- (vii) Spillways: Spillway types, energy dissipation.
- (viii) River training: Objectives of river training, methods of river training.

UNIT III Environmental Engineering:

Water Supply: Predicting demand for water, impurities, of water and their significance, physical, chemical and bacteriological analysis, waterborne diseases, standards for potable water.

Intake of water: Water treatment: principles of coagulation, flocculation and sedimentation; slow-; rapid-, pressure-, filters; chlorination, softening, removal of taste, odour and salinity.

Sewerage systems: Domestic and industrial wastes, storm sewage–separate and combined systems, flow through sewers, design of sewers.

Sewage characterization: BOD, COD, solids, dissolved oxygen, nitrogen and TOC. Standards of disposal in normal watercourse and on land.

Sewage treatment: Working principles, units, chambers, sedimentation tanks, trickling filters, oxidation ponds, activated sludge process, septic tank, disposal of sludge, recycling of wastewater.

Solid waste: Collection and disposal in rural and urban contexts, management of long-term ill effects.

UNIT IV Environmental pollution:

Sustainable development. Radioactive wastes and disposal. Environmental impact assessment for thermal power plants, mines, river valley projects. Air pollution. Pollution control acts.

COMMERCE & ACCOUNTANCY PAPER – I

(Accounting and Finance)

PART - A

Accounting, Taxation & Auditing

Unit I Financial Accounting

Accounting as a Financial Information System; Impact of Behavioural Sciences. Accounting Standards e.g. Accounting for Depreciation, Inventories, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Funds Flow Statements, Earnings Per Share.

Issues of shares; (Pro-rata Allotment); Forfeiture of Shares; Re-issue of Shares;

Preparation and Presentation of Company Final Accounts.

Amalgamation, Absorption and Reconstruction of Companies.

Unit II Cost Accounting

Nature and Functions of Cost Accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making.

Methods of Costing: Job Costing, Process Costing, Activity Based Costing.

Volume – cost – Profit Relationship as a tool of Profit Planning.

Preparation of Cost Sheet.

Unit III Taxation :

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Income of other Persons included in Assessee's Total Income.
Set - Off and Carry Forward of Loss.
Deductions from Gross Total Income.
Salient Features/Provisions Related to VAT and Services Tax.

Unit IV Auditing

Audit: Meaning, Objectives, Classification of Audit.
Audit Programme: Preparation, Advantages and Disadvantages.
Internal Control, Internal Check and Internal Audit.
Appointment, Removal, Remuneration, Powers and Duties of Company Auditor.
Audit of Non-Profit Organisations and Charitable Societies/Trusts/Organisations.

PART - B

Financial Management, Financial Institutions and Markets

Unit I Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return Relationship Tools of Financial Analysis: Ratio Analysis, Funds-Flow and Cash-Flow Statement. Capital Budgeting Decisions: Process, Procedures and Appraisal Methods. Risk and Uncertainty Analysis and Methods.

Unit II Financing Decisions: Theories of Capital Structure - Net Income (NI) Approach, Net Operating Income (NOI) Approach, MM Approach and Traditional Approach. Designing of Capital structure: Types of Leverages (Operating, Financial and Combined), EBIT- EPS Analysis and other Factors.
Working Capital Management: Planning of Working Capital. Determinants of Working Capital. Components of Working Capital - Cash, Inventory and Receivables.

Unit III Indian Financial System: An Overview - The Indian Financial System on the eve of Planning and in the post 1950 period; Structure of Indian Financial System and its impact on Economic Development. Money Markets: Participants, Structure and Instruments. Commercial Banks. Reforms in Banking sector. Monetary and Credit Policy of RBI. RBI as a Regulator. Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.

Unit IV Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA. Development Banks and other Non-Banking Financial Institutions: SIDBI; IFCI; NABARD; LIC; EXIM Banks - Their evolution and growth.

COMMERCE & ACCOUNTANCY PAPER – II
(Organisation Theory and Behaviour, Human Resource Management and Industrial Relations)

PART - A
Organisation Theory and Behaviour

- Unit I Evolution of Organisation Theory: Classical, Neo-classical and Systems Approach. Nature and Concept of Organisation; External Environment of Organizations - Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals, Single and Multiple Goals; Management by Objectives. Organising: Principles of Organisation; Departmentation; Staffing : Nature and Importance; Process of Recruitment and Selection.
- Unit II Modern Concepts of Organisation Theory: Organisational Design, Organisational Structure. Designing Organizational structures–Authority and Control; Line and Staff Functions, Specialization and Coordination. Types of Organization Structure –Functional. Matrix Structure, Project Structure. Nature and Basis of Power, Sources of Power, Power Structure and Politics. Impact of Information Technology on Organizational Design and Structure.
- Unit III Organisation Behaviour: Meaning and Concept; Individual in organizations: Personality, Theories, and Determinants; Perception - Meaning and Process. Motivation: Concepts, Theories (Maslow, Herzberg) and Applications. Leadership-Theories and Styles.
- Unit IV Management of Conflicts in Organizations. Transactional Analysis, Organizational Effectiveness, Management of Change. Directing: Meaning and Nature; Communication: nature and Process, Barriers to communication.

PART - B
Human Resources Management and Industrial Relations

- Unit I Human Resources Management (HRM): Meaning, Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process, Orientation and Placement, Training and Development Process.
- Unit II Performance Appraisal and 360° Feed Back, Salary and Wage Administration, Job valuation, Employee Welfare, Promotions, Transfers and Separations. Compensation.
- Unit III Industrial Relations (IR): Meaning, Nature, Importance and Scope of IR, Formation of Trade Unions, Trade Union Legislation, Trade Union Movement in India. Recognition of Trade Unions, Problems of Trade Unions in India. Impact of Liberalization on Trade Union Movement. Nature of Industrial Disputes: Strikes and Lockouts, Causes of Disputes, Prevention and Settlement of Disputes.

Unit IV Worker's Participation in Management: Philosophy, Rationale, Present Day Status and Future Prospects. Salient features of Minimum Wages Act, 1948: Enforcement and Objectives of the Act; Fixation, Revision and Payment of Minimum Wages. The Consumer Protection Act, 1986: Salient Features, Definitions of Consumer; Grievance Redressal Machinery; RTI and its applications.

ECONOMICS PAPER – I
PART - A

Advanced Micro Economics:

- Unit I (a) Marshallian and Walrasian Approaches to Price determination, Consumer's Behaviour
(b) Alternative Distribution Theories: Ricardo, Kaldor, Kaleski
- Unit II (a) Markets Structure: Monopolistic Competition, Duopoly, Oligopoly, perfect competition.
(b) Modern Welfare Criteria: Pareto Hicks & Scitovsky, Arrow's Impossibility Theorem, A.K. Sen's Social Welfare Function.

Advanced Macro Economics:

- Unit III Approaches to Employment Income and Interest Rate determination: Classical, Keynes (IS-LM) curve.
- Unit IV Neo classical synthesis New classical Theories of Interest Rate determination and Interest Rate Structure.

PART - B

Unit I Money - Banking and Finance:

- (a) Demand for and Supply of Money: Money Multiplier Quantity Theory of Money (Fisher, Pigou and Friedman) and Keynes's Theory on Demand for Money, Goals and Instruments of Monetary Control. Role and functions of Commercial Banks and Credit creation by Commercial Banks. Role of Central Bank in Controlling Money and Credit determination of growth rate of money supply.
- (b) Public Finance and its Role in Market Economy: Meaning and scope of Public Finance, Public v/s Private Finance. Sources of Govt. revenue, forms of Taxes and Subsidies, their incidence and effects. Limits to taxation, loans, crowding-out effects and limits to borrowings. Public Expenditure and its effects.

Unit II International Economics:

- (a) Old and New Theories of International Trade
(i) Comparative Advantage
(ii) Terms of Trade and Offer Curve.
(iii) Product Cycle and Strategic Trade Theories.
(iv) "Trade as an engine of growth" and theories of under development in an open economy.
- (b) Forms of Protection: Tariff and quota.
- (c) Balance of Payments Adjustments: Alternative Approaches.
(i) Price versus income, income adjustments under fixed exchange rates,
(ii) Theories of Policy Mix
(iii) Exchange rate adjustments under capital mobility
(iv) Floating Rates and their Implications for Developing Countries: Currency Boards.

- (v) Trade Policy and Developing Countries.
- (vi) BOP, adjustments and Policy Coordination in open economy macro-model.
- (vii) Speculative attacks
- (viii) Trade Blocks and Monetary Unions.
- (ix) WTO: TRIMS, TRIPS, Domestic Measures, Different Rounds of WTO talks.

Growth and Development:

- Unit III (a) (i) Theories of growth: Harrod's model,
(ii) Lewis model of development with surplus labour
(iii) Balanced and Unbalanced growth,
(iv) Human Capital and Economic Growth.
(v) Research and Development and Economic Growth
- (b) Process of Economic Development of Less developed countries: Theories of Economic Transition Myrdal and Kuznets, Collin-Clark, Lewis on economic development and structural change: Role of Agriculture in Economic Development of less developed countries.
- Unit IV (a) Economic development and International Trade and Investment, Role of Multinationals.
(b) Planning and Economic Development: changing role of Markets and Planning, Private-Public Partnership
(c) Welfare indicators and measures of growth – Human Development Indices. The basic needs approach.
(d) Development and Environmental Sustainability – Renewable and Non Renewable Resources, Environmental Degradation, Intergenerational equity development. Environment and Economy linkage.

ECONOMICS PAPER – II

PART – A

- Unit I Indian Economy in Pre-Independence Era: Land System and its changes, Commercialization of agriculture, Drain theory, Laissez faire theory and critique. Manufacture and Transport: Jute, Cotton, Railways, Money and Credit.

Indian Economy after Independence: The Pre Liberalization Era:

- Unit II (i) Contribution of Vakil, Gadgil and V.K.R.V. Rao.
(ii) Agriculture: Land Reforms and land tenure system, Green Revolution and capital formation in agriculture,
- Unit III (i) Industry : Trends in composition and growth, Role of public and private sector, Small scale and cottage industries.
- Unit IV (i) National and Per capita income: patterns, trends, aggregate and Sectoral composition and changes therein.
(ii) Broad factors determining National Income and distribution, Measures of poverty, Trends in poverty and inequality.

PART – B

Indian Economy after Independence: The Pre Liberalization Era: The Post Liberalization Era:

- Unit I (i) New Economic Reform and Agriculture: Agriculture and WTO, Food processing, Subsidies, Agricultural prices and public distribution system, Impact of public expenditure on agricultural growth.
- (ii) New Economic Policy and Industry: Strategy of industrialization, Privatization, Disinvestments, Role of foreign direct investment and multinationals.
- Unit II (i) New Economic Policy and Trade: Intellectual property rights: Implications of TRIPS, TRIMS, GATS and new EXIM policy.
- (ii) New Exchange Rate Regime: Partial and full convertibility, Capital account convertibility.
- Unit III (i) New Economic Policy and Public Finance: Fiscal Responsibility Act, Twelfth Finance Commission and Fiscal Federalism and Fiscal Consolidation.
- (ii) New Economic Policy and Monetary system. Role of RBI under the new regime.
- Unit IV (i) Planning: From central Planning to indicative planning, Relation between planning and markets for growth and decentralized planning: 73rd and 74th Constitutional amendments.
- (ii) New Economic Policy and Employment: Employment and poverty, Rural wages, Employment Generation, Poverty alleviation schemes, New Rural, Employment Guarantee Scheme.

EDUCATION PAPER-I

SECTION A

FOUNDATIONS OF EDUCATION AND PEDAGOGY

Unit I Psychological Foundation of Education: Definition of Psychology, relationship between Psychology and Education, nature, scope and methods of Educational Psychology. Physiological basis of human/mental life, functions of the human nervous system and the endocrine system. Meaning of development, areas of development, fundamentals of Piagetian Development Psychology. Concept and theories of Individual differences, theories of intelligence, creativity. Mental health and mental hygiene, Personality- Freudian Theory of personality. Learning; theories, factors affecting learning. Theories of learning, transfer of learning. Adolescence-psychological characteristics and problems of adolescents.

Unit II Philosophical Foundations of Education: Concept and scope of Education, aims of Education, functions of Education. Role of Philosophy in Education -(a) Relationship between Education and Philosophy, (b) Some major schools of Philosophy: Idealism, Naturalism, Realism and Pragmatism-their contribution to present day education, (c) Emergence of educational thoughts through the works of great educators-M.K. Gandhi, Rousseau, Froebel, Dewey and Tagore (Relevance of each philosophy in Education). Freedom and discipline. Components of education and their mutual relationship.

Unit III Sociological Foundation of Education: Nature and scope of Educational Sociology. Education as an instrument of social change. Social Groups. Culture-concept and components of culture. Current social problems relating to Education in India.

Unit IV Pedagogy: Science of teaching-relations between teaching and learning. Factors affecting teaching, levels of teaching, general principles of teaching, maxims of teaching. Observations and classroom behaviour: Flander's Interaction Analysis, characteristics of good teacher behaviour, difference between traditional and micro-teaching. Factors affecting perception, attention and attitude. Teaching methods, functions of a teacher.

SECTION B
DEVELOPMENT, ISSUES AND TRENDS IN INDIAN EDUCATION

Unit I Development of Education in Ancient and Medieval India: Education in Ancient India: Vedic and Brahmanic Period, Buddhist Education. Education in Medieval India

Unit II Development of Education in British India and Independent India: Education in British India, Indigenous Education in India at the beginning of the 18th century. Growth of modern systems of education up to 1947 AD. The Charter Act 1813, Downward Filtration Theory, Adam's Report 1829, Macaulay's Minutes 1835, Wood's Education Despatch 1854, Hunter Commission 1882, Lord Curzon's Policy 1902 (University Education Commission of 1902), Movement for Compulsory Education-Gokhale's Bill 1913 (Govt. of India Resolution on Educational Policy 1913), Sadler's Commission 1917 (Calcutta University Education Commission 1917), Hartog Committee Report 1929. Development of Indian Education during the post-independence period with special reference to major recommendations of University Education Commission 1948-49, Secondary Education Commission 1952-53, Kothari Education Commission 1964-66, National Policy on Education 1986 and its revised formulation of 1992.

Unit III Issues in India Education: Aims and objectives of Elementary Education. Aims and objectives of Secondary Education, general and vocational education, role of DIET, NCERT, SCERT, NIEPA, CBSE, etc. Higher Education-general and technical. Role of UGC, AIU, AICTE, ICSSR, CSIR, ICAR, NCTE. Types of Universities and equivalent institutes of higher learning.

Unit IV Modern Trends in Indian Education: Non-formal education, adult education. National Adult Education Programme (NAEP-1978), Mass Programme for Functional Literacy (MPFL-1986), National Literacy Mission (NOM-1988), Total Literacy Campaign (TCL), Post Literacy Campaign (PLC), Jana Shikshan Nilyan (JSN). Continuing Education, uses of mass-media in non-formal and continuing education. Population education, sex education, value oriented education, work experience & SUPW, environmental education, women empowerment through education, education of minority communities.

EDUCATION PAPER-II

SECTION A

RESEARCH METHODOLOGY, STATISTICS AND EVALUATION IN EDUCATION

Unit I Fundamentals of Educational Research: Concept, meaning and nature of educational research, types of research. Hypothesis –concept and types, characteristics of a good hypothesis.

Unit II Conduct of Educational Research: Sampling-concept and sampling designs/techniques, tools of data collection, report writing.

Unit III Statistics in Education: Meaning, nature, scope and significance of educational statistics, sources and use of educational statistics. Difference between statistics and parameter, significance of statistics. Measures of central tendency, measures of variability, normal distribution- normal probability curve. Concept of variable, types of data, the need and uses of graphical presentation of data, bivariate distribution.

Unit IV Evaluation in Education: Meaning and nature of educational measurement, evaluation in education. General principles of test construction and standardization.

SECTION B

EDUCATIONAL MANAGEMENT, TECHNOLOGY, GUIDANCE AND CURRICULUM

Unit I Educational Management: Concept, meaning, nature, need and scope of educational management. Types of educational management. Concept of financial management, managerial behaviour, educational Planning.

Unit II Educational Technology: Concept and scope of educational technology, communication process. Bloom's Taxonomy of educational objectives. System approach in instructional system designing, programmed learning. Concept and nature of personalized system of instruction.

Unit III Educational Guidance: The concept of guidance, vocational guidance, educational guidance, counselling.

Unit IV Curriculum Construction: Curriculum-concept and nature, curriculum construction, curriculum development, curriculum designs.

ENGLISH

The syllabus consists of two papers, designed to test a first-hand and critical reading of texts prescribed from the following periods in English Literature : Paper I : 1600-1900 and Paper II : 1900-1990. There will be two compulsory questions in each paper : a) A short-notes question related to the topics for general study, and b) A critical analysis of UNSEEN passages both in prose and verse.

Section-A

UNIT I William Butler Yeats. The following poems:

- Easter 1916
 - A Prayer for my daughter
 - The Tower
 - Leda and the Swan
 - The Second Coming
 - The Second Coming
 - The Second Coming
- The Second Coming
 - Sailing to Byzantium.
 - Among School Children.
 - Meru - Lapis Lazuli
 - Byzantium

T.S. Eliot. The following poems :

- The Love Song of J.Alfred Prufrock
 - Journey of the Magi
- Burnt Norton.

UNIT II W.H. Auden. The following poems :

- Partition
 - in Memory of W.B. Yeats
 - The Unknown Citizen
 - Mundus Et Infans
 - September 1, 1939
- Musee des Beaux Arts
 - Lay your sleeping head, my love
 - Consider
 - The Shield of Achilles
 - Petition.

Philip Larkin. The following poems :

- Next
 - Deceptions
 - Days
- Please
 - Afternoons
 - Mr. Bleaney

UNIT III A.K. Ramanujan. The following poems :

- Looking for a Causim on a Swing
 - Love Poem for a Wife 1
 - Obituary
- A River - Of Mothers, among other Things
 - Small-Scale Reflections on a Great House

UNIT IV John Osborne : Look Back in Anger.
Samuel Beckett: Waiting for Godot.

(All these poems are available in the anthology Ten Twentieth Century Indian Poets, edited by R. Parthasarthy, published by Oxford University Press, New Delhi).

Section-B

UNIT I Joseph Conrad. Lord Jim James Joyce. Portrait of the Artist as a Young Man.

UNIT II D.H. Lawrence. Sons and Lovers. E.M. Forster. A Passage to India.

UNIT III Virginia Woolf. Mrs Dalloway.

UNIT IV Raja Rao. Kanthapura. V.S. Naipal. A House for Mr. Biswas.

GEOGRAPHY PAPER - I
(Principles Of Geography)

Physical Geography

1. Geomorphology: process of landform development; endogenetic and exogenetic forces; Origin and evolution of the earth's crust; Fundamentals of geomagnetism; interior of the earth's; Geosynclines; Continental drift; Isostasy; Plate tectonics; Recent views on mountain building; Vulcanicity; Earthquakes and Tsunamis; Concepts of geomorphic cycles and Landscape development ; Denudation chronology; Channel morphology; Erosion surfaces; Slope development; Applied Geomorphology : Geohydrology, economic geology and environment.

2. Climatology: Temperature and pressure belts of the world; Heat budget of the earth; Atmospheric circulation; atmospheric stability and instability. Planetary and local winds; Monsoons and jet streams; Air masses and frontogenesis, Temperate and tropical cyclones; Types and distribution of precipitation; Weather and Climate; Koppen's, Thornthwaite's and Trewartha's classification of world climates; Hydrological cycle; Global climatic change and role and response of man in climatic changes, Applied climatology and Urban climate.

3. Oceanography: Bottom relief of the Atlantic, Indian and Pacific Oceans; Temperature and salinity of the oceans; Heat and salt budgets, Ocean deposits; Waves, currents and tides; Marine resources: biotic, mineral and energy resources; Coral reefs and tools, coral bleaching; sea-level changes; law of the sea and marine pollution.

4. Biogeography: Genesis of soils; Classification and distribution of major soils; Soil profile; Soil erosion, Degradation and conservation; Factors influencing world distribution of plants and animals; Problems of deforestation and conservation measures; Social forestry; agro-forestry; Wild life; Major gene pool centres. Principle and concept of ecology; Human ecological adaptations; Influence of man on ecology and environment; Global and regional ecological changes and imbalances; Ecosystem their management and conservation; Environmental degradation, management and conservation; Biodiversity and sustainable development; Environmental policy; Environmental hazards and remedial measures; Environmental education and legislation.

SECTION - B

Human Geography:

1. Perspectives in Human Geography: Areal differentiation; regional synthesis; Dichotomy and dualism; Environmentalism; Quantitative revolution and locational analysis; radical, behavioural, human and welfare approaches; Languages, religions and secularisation; Cultural regions of the world; Human development index. Models, Theories and Laws in Human Geography: Systems analysis in Human geography; Malthusian, Marxian and demographic transition models; Central Place theories of Christaller and Losch; Perroux and Boudeville; Von Thunen's model of agricultural location; Weber's model of industrial location; Ostov's model of stages of growth. Heartland and Rimland theories; Laws of international boundaries and frontiers.

2. Economic Geography: World economic development: measurement and problems; World resources and their distribution; Energy crisis; the limits to growth; World agriculture: typology of agricultural regions; agricultural inputs and productivity; Food and nutrition problems; Food security; famine: causes, effects and remedies; World industries: locational patterns and problems; patterns of world trade.

3. Population and Settlement Geography: Growth and distribution of world population; demographic attributes; Causes and consequences of migration; concepts of over-under-and optimum population; Population theories, world population problems and policies, Social well-being and quality of life; Population as social capital. Types and patterns of rural settlements; Environmental issues in rural settlements; Hierarchy of urban settlements; Urban morphology: Concepts of primate city and rank-size rule; Functional classification of towns; Sphere of urban influence; Rural - urban fringe; Satellite towns; Problems and remedies of urbanization; Sustainable development of cities.

4. Regional Planning: Concept of a region; Types of regions and methods of regionalisation; Growth centres and growth poles; Regional imbalances; regional development strategies; environmental issues in regional planning; Planning for sustainable development.

GEOGRAPHY PAPER – II **(Geography Of India)**

1. Physical aspect and Resources: Space relationship of India with neighbouring countries; Structure and relief; Drainage system and watersheds; Physiographic regions; Mechanism of Indian monsoons and rainfall patterns, Tropical cyclones and western disturbances; Floods and droughts; Climatic regions; Natural vegetation; Soil types and their distributions. Land, surface and ground water, energy, minerals, biotic and marine resources; Forest and wild life resources and their conservation; Energy crisis.

2. Agriculture: Infrastructure: irrigation, seeds, fertilizers, power; Institutional factors: land holdings, land tenure and land reforms; Cropping pattern, agricultural productivity, agricultural intensity, crop combination, land capability; Agro and social-forestry; Green revolution and its socioeconomic and ecological implications; Significance of dry farming; Livestock resources and white revolution; aqua - culture; sericulture, apiculture and poultry; agricultural regionalisation; agroclimatic zones; agro- ecological regions.

3. Industry: Evolution of industries; Locational factors of cotton, jute, textile, iron and steel, aluminium, fertilizer, paper, chemical and pharmaceutical, automobile, cottage and agro – based industries; Industrial houses and complexes including public sector undertakings; Industrial regionalisation; New industrial policies; Multinationals and liberalization; Special Economic Zones; Tourism including eco -tourism.

4. Transport, Communication and Trade: Road, railway, waterway, airway and pipeline networks and their complementary roles in regional development; Growing importance of ports on national and foreign trade; Trade balance; Trade Policy; Export processing zones; Developments in communication and information technology and their impacts on economy and society; Indian space programme.

5. Cultural aspect and Settlements: Historical Perspective of Indian Society; Racial, linguistic and ethnic diversities; religious minorities; major tribes, tribal areas and their problems; cultural regions; Growth, distribution and density of population; Demographic attributes: sex-ratio, age structure, literacy rate, work-force, dependency ratio, longevity; migration (inter-regional, intra- regional and international) and associated problems; Population problems and policies; Health indicators. Types, patterns and morphology of rural settlements; Urban developments; Morphology of Indian cities; Functional classification of Indian

cities; Conurbations and metropolitan regions; urban sprawl; Slums and associated problems; town planning; Problems of urbanization and remedies.

6. Regional Development and Planning: Experience of regional planning in India; Five Year Plans; Integrated rural development programmes; Panchayati Raj and decentralised planning; Command area development; Watershed management; Planning for backward area, desert, drought prone, hill, tribal area development; multi-level planning; Regional planning and development of island territories.

7. Political Aspects: Geographical basis of Indian federalism; State reorganisation; Emergence of new states; Regional consciousness and inter state issues; international boundary of India and related issues; Cross border terrorism; India's role in world affairs; Geopolitics of South Asia and Indian Ocean realm.

8. Contemporary Issues: Ecological issues: Environmental hazards: landslides, earthquakes, Tsunamis, floods and droughts, epidemics; Issues relating to environmental pollution; Changes in patterns of land use; Principles of environmental impact assessment and environmental management; Population explosion and food security; Environmental degradation; Deforestation, desertification and soil erosion; Problems of agrarian and industrial unrest; Regional disparities in economic development; Concept of sustainable growth and development; Environmental awareness; Linkage of rivers; Globalisation and Indian economy.

Note: Candidates will be required to answer one compulsory map question pertinent to subjects covered by this paper.

HISTORY PAPER – I SECTION A

UNIT I

1. Sources:

Archaeological sources:

Exploration, excavation, epigraphy, numismatics, monuments

Literary sources:

Indigenous: Primary and secondary; poetry, scientific literature, literature, literature in regional languages, religious literature.

Foreign accounts: Greek, Chinese and Arab writers.

2. Pre-history and Proto-history:

Geographical factors; hunting and gathering (paleolithic and mesolithic); Beginning of agriculture (neolithic and chalcolithic).

3. Indus Valley Civilization: Origin, date, extent, characteristics, decline, survival and significance, art and architecture.

UNIT II

1. Megalithic Cultures:

Distribution of pastoral and farming cultures outside the Indus, Development of community life, Settlements, Development of agriculture, Crafts, Pottery, and Iron industry.

2. Aryans and Vedic Period:

Expansions of Aryans in India.

Vedic Period: Religious and philosophic literature; Transformation from Rig Vedic period to the later Vedic period; Political, social and economical life; Significance of the Vedic Age; Evolution of Monarchy and Varna system.

3. Period of Mahajanapadas:

Formation of States (Mahajanapada) : Republics and monarchies; Rise of urban centres; Trade routes; Economic growth; Introduction of coinage; Spread of Jainism and Buddhism; Rise of Magadha and Nandas. Iranian and Macedonian invasions and their impact.

UNIT III

1. Mauryan Empire: Foundation of the Mauryan Empire, Chandragupta, Kautilya and Arthashastra; Ashoka; Concept of Dharma; Edicts; Polity, Administration; Economy; Art, architecture and sculpture; External contacts; Religion; Spread of religion; Literature. Disintegration of the empire; Sungas and Kanvas.
2. Post - Mauryan Period (Indo-Greeks, Sakas, Kushanas, Western Kshatrapas): Contact with outside world; growth of urban centres, economy, coinage, development of religions, Mahayana, social conditions, art, architecture, culture, literature and science.
3. Early State and Society in Eastern India, Deccan and South India: Kharavela, The Satavahanas, Tamil States of the Sangam Age; Administration, economy, land grants, coinage, trade guilds and urban centres; Buddhist centres; Sangam literature and culture; Art and architecture.

UNIT IV

1. Guptas, Vakatakas and Vardhanas: Polity and administration, Economic conditions, Coinage of the Guptas, Land grants, Decline of urban centres, Indian feudalism, Caste system, Position of women, Education and educational institutions; Nalanda, Vikramshila and Vallabhi, Literature, scientific literature, art and architecture.
2. Regional States during Gupta Era: The Kadambas, Pallavas, Chalukyas of Badami; Polity and Administration, Trade guilds, Literature; growth of Vaishnava and Saiva religions. Tamil Bhakti movement, Shankaracharya; Vedanta; Institutions of temple and temple architecture; Palas, Senas, Rashtrakutas, Paramaras, Polity and administration; Cultural aspects. Arab conquest of Sind; Alberuni, The Chalukyas of Kalyana, Cholas, Hoysalas, Pandyas; Polity and Administration; local Government; Growth of art and architecture, religious sects, Institution of temple and Mathas, Agraharas, education and literature, economy and society.
3. Themes in Early Indian Cultural History: Languages and texts, major stages in the evolution of art and architecture, major philosophical thinkers and schools, ideas in Science and Mathematics.

SECTION B

UNIT I

1. Early Medieval India, 750-1200:

- Polity: Major political developments in Northern India and the Peninsula, origin and the rise of Rajputs
- The Cholas: administration, village economy and society
- "Indian Feudalism"
- Agrarian economy and urban settlements
- Trade and commerce
- Society: the status of the Brahman and the new social order
- Condition of women
- Indian science and technology

2. Cultural Traditions in India, 750-1200:
 - Philosophy: Skankaracharya and Vedanta, Ramanuja and Vishishtadvaita, Madhva and Brahma-Mimansa
 - Religion: Forms and features of religion, Tamil devotional cult, growth of Bhakti, Islam and its arrival in India, Sufism
 - Literature: Literature in Sanskrit, growth of Tamil literature, literature in the newly developing languages, Kalhan's Rajtarangini, Alberuni's India
 - Art and Architecture: Temple architecture, sculpture, painting
3. The Thirteenth Century:
 - Establishment of the Delhi Sultanate: The Ghurian invasions – factors behind Ghurian success
 - Economic, social and cultural consequences
 - Foundation of Delhi Sultanate and early Turkish Sultans
 - Consolidation: The rule of Iltutmish and Balban

UNIT II

1. The Fourteenth Century: -
“The Khalji Revolution”
 - Alauddin Khalji: Conquests and territorial expansion, agrarian and economic measures
 - Muhammad Tughluq: Major projects, agrarian measures, bureaucracy of Muhammad Tughluq
 - Firuz Tughluq: Agrarian measures, achievements in civil engineering and public works, decline of the Sultanate, foreign contacts and Ibn Battuta's account
2. Society, Culture and Economy in the Thirteenth and Fourteenth Centuries:
 - Society: composition of rural society, ruling classes, town dwellers, women, religious classes, caste and slavery under the Sultanate, Bhakti movement, Sufi movement
 - Culture: Persian literature, literature in the regional languages of North India, literature in the languages of South India, Sultanate architecture and new structural forms, painting, evolution of a composite culture
 - Economy: Agricultural production, rise of urban economy and non-agricultural production, trade and commerce
3. The Fifteenth and Early Sixteenth Century – Political Developments and Economy:
 - Rise of Provincial Dynasties: Bengal, Kashmir (Zainul Abedin), Gujarat, Malwa, Bahmanids
 - The Vijayanagra Empire
 - Lodis
 - Mughal Empire, First phase: Babur and Humayun
 - The Sur Empire: Sher Shah's administration
 - Portuguese Colonial enterprise
 - Bhakti and Sufi Movements

UNIT III

1. The Fifteenth and early Sixteenth Century – Society and Culture:
 - Regional cultural specificities
 - Literary traditions
 - Provincial architecture
 - Society, culture, literature and the arts in Vijayanagara Empire.

2. Akbar:
 - Conquests and consolidation of the Empire
 - Establishment of Jagir and Mansab systems
 - Rajput policy
 - Evolution of religious and social outlook, theory of Sulh-i-kul and religious policy
 - Court patronage of art and technology

3. Mughal Empire in the Seventeenth Century:
 - Major administrative policies of Jahangir, Shahjahan and Aurangzeb
 - The Empire and the Zamindars
 - Religious policies of Jahangir, Shahjahan and Aurangzeb
 - Nature of the Mughal State
 - Late Seventeenth century crisis and the revolts
 - The Ahom Kingdom
 - Shivaji and the early Maratha Kingdom.

UNIT IV

1. Economy and Society in the Sixteenth and Seventeenth Centuries:
 - Population, agricultural production, craft production
 - Towns, commerce with Europe through Dutch, English and French companies : a trade revolution
 - Indian mercantile classes, banking, insurance and credit systems
 - Condition of peasants, condition of women
 - Evolution of the Sikh community and the Khalsa Panth

2. Culture in the Mughal Empire:
 - Persian histories and other literature
 - Hindi and other religious literature
 - Mughal architecture
 - Mughal painting
 - Provincial architecture and painting
 - Classical music
 - Science and technology

3. The Eighteenth Century:
 - Factors for the decline of the Mughal Empire
 - The regional principalities: Nizam's Deccan, Bengal, Awadh
 - Maratha ascendancy under the Peshwas
 - The Maratha fiscal and financial system
 - Emergence of Afghan Power, Battle of Panipat:1761
 - State of politics, culture and economy on the eve of the British conquest

HISTORY PAPER – II**SECTION A****UNIT I****1. European Penetration into India:**

The Early European Settlements; The Portuguese and the Dutch; The English and the French East India Companies; Their struggle for supremacy; Carnatic Wars; Bengal - The conflict between the English and the Nawabs of Bengal; Siraj and the English; The Battle of Plassey; Significance of Plassey.

2. British Expansion in India:

Bengal – Mir Jafar and Mir Kasim; The Battle of Buxar; Mysore; The Marathas; The three Anglo-Maratha Wars; The Punjab, Annexation & Consolidation of the Lushai Hills.

3. Early Structure of the British Raj:

The early administrative structure; From diarchy to direct control; The Regulating Act (1773); The Pitt's India Act (1784); The Charter Act (1833); The voice of free trade and the changing character of British colonial rule; The English utilitarian and India.

UNIT II**1. Economic Impact of British Colonial Rule:**

(a) Land revenue settlements in British India; The Permanent Settlement; Ryotwari Settlement; Mahalwari Settlement; Economic impact of the revenue arrangements; Commercialization of agriculture; Rise of landless agrarian labourers; Impoverishment of the rural society.

(b) Dislocation of traditional trade and commerce; De-industrialisation; Decline of traditional crafts; Drain of wealth; Economic transformation of India; Railroad and communication network including telegraph and postal services; Famine and poverty in the rural interior; European business enterprise and its limitations.

2. Social and Cultural Developments:

The state of indigenous education, its dislocation; Orientalist-Anglicist controversy, The introduction of western education in India; The rise of press, literature and public opinion; The rise of modern vernacular literature; Progress of science; Christian missionary activities in India.

3. Social and Religious Reform movements in Bengal and Other Areas:

Ram Mohan Roy, The Brahmo Movement; Devendranath Tagore; Iswarchandra Vidyasagar; The Young Bengal Movement; Dayanada Saraswati; The social reform movements in India including Sati, widow remarriage, child marriage etc.; The contribution of Indian renaissance to the growth of modern India; Islamic revivalism – the Feraizi and Wahabi Movements.

UNIT III**1. Indian Response to British Rule:**

Peasant movements and tribal uprisings in the 18th and 19th centuries including the Rangpur Dhing (1783), the Kol Rebellion (1832), the Mopla Rebellion in Malabar (1841-1920), the Santal Hul (1855), Indigo Rebellion (1859-60), Deccan Uprising (1875) and the Munda Ulgulan (1899-1900); The Great Revolt of 1857 - Origin, character, causes of failure, the consequences; The shift in the character of peasant uprisings in the post-1857 period; the peasant movements of the 1920s and 1930s.

Factors leading to the birth of Indian Nationalism; Politics of Association; The Foundation of the Indian National Congress; The Safety-valve thesis relating to the birth of the Congress; Programme

and objectives of Early Congress; the social composition of early Congress leadership; the Moderates and Extremists; The Partition of Bengal (1905); The Swadeshi Movement in Bengal; the economic and political aspects of Swadeshi Movement; The beginning of revolutionary extremism in India.

2. Rise of Gandhi; Character of Gandhian nationalism; Gandhi's popular appeal; Rowlatt Satyagraha; the Khilafat Movement; the Non-cooperation Movement; National politics from the end of the Non-cooperation movement to the beginning of the Civil Disobedience movement; the two phases of the Civil Disobedience Movement; Simon Commission; The Nehru Report; the Round Table Conferences; Nationalism and the Peasant Movements; Nationalism and Working class movements; Women and Indian youth and students in Indian politics (1885-1947); the election of 1937 and the formation of ministries; Cripps Mission; the Quit India Movement; the Wavell Plan; The Cabinet Mission.

3. **Constitutional Developments in the Colonial India between 1858 and 1935 and Other strands in the National Movement**

The Revolutionaries: Bengal, the Punjab, Maharashtra, U.P, the Madras Presidency, Outside India. The Left; The Left within the Congress: Jawaharlal Nehru, Subhas Chandra Bose, the Congress Socialist Party; the Communist Party of India, other left parties.

UNIT IV

1. Politics of Separatism; the Muslim League; the Hindu Mahasabha; Communalism and the politics of partition; Transfer of power; Independence.
2. Consolidation as a Nation; Nehru's Foreign Policy; India and her neighbours (1947-1964); The linguistic reorganisation of States (1935-1947); Regionalism and regional inequality; Integration of Princely States; Princes in electoral politics; the Question of National Language. Caste and Ethnicity after 1947; Backward castes and tribes in post-colonial electoral politics; Dalit movements.
3. Economic development and political change; Land reforms; the politics of planning and rural reconstruction; Ecology and environmental policy in post - colonial India; Progress of science.

SECTION B

UNIT I

1. **Enlightenment and Modern ideas:**

- (i) Major ideas of Enlightenment: Kant, Rousseau
- (ii) Spread of Enlightenment in the colonies
- (iii) Rise of socialist ideas (up to Marx); spread of Marxian Socialism.

2. **Origins of Modern Politics:**

- (i) European States System.
- (ii) American Revolution and the Constitution.
- (iii) French revolution and aftermath, 1789-1815.
- (iv) American Civil War with reference to Abraham Lincoln and the abolition of slavery.
- (v) British Democratic Politics, 1815-1850; Parliamentary Reformers, Free Traders, Chartists.

3. **Industrialization:**

- (i) English Industrial Revolution: Causes and Impact on Society
- (ii) Industrialization in other countries: USA, Germany, Russia, Japan
- (iii) Industrialization and Globalization.

UNIT II**1. Nation-State System:**

- (i) Rise of Nationalism in 19th century
- (ii) Nationalism: state-building in Germany and Italy
- (iii) Disintegration of Empires in the face of the emergence of nationalities across the world.

2. Imperialism and Colonialism:

- (i) South and South-East Asia
- (ii) Latin America and South Africa
- (iii) Australia
- (iv) Imperialism and free trade: Rise of neo-imperialism.

3. Revolution and Counter-Revolution:

- (i) 19th Century European revolutions
- (ii) The Russian Revolution of 1917-1921
- (iii) Fascist Counter-Revolution, Italy and Germany.
- (iv) The Chinese Revolution of 1949

UNIT III**1. World Wars:**

- (i) 1st and 2nd World Wars as Total Wars: Societal implications
- (ii) World War I: Causes and consequences
- (iii) World War II: Causes and consequence

2. The World after World War II:

- (i) Emergence of two power blocs
- (ii) Emergence of Third World and non-alignment
- (iii) UNO and the global disputes.

3. Liberation from Colonial Rule:

- (i) Latin America-Bolivar
- (ii) Arab World-Egypt
- (iii) Africa-Apartheid to Democracy
- (iv) South-East Asia-Vietnam

UNIT IV**1. Factors constraining development: Latin America, Africa****2. Unification of Europe:**

- (i) Post War Foundations: NATO and European Community
- (ii) Consolidation and Expansion of European Community
- (iii) European Union.

3. Disintegration of Soviet Union and the Rise of the Unipolar World:

- (i) Factors leading to the collapse of Soviet communism and the Soviet Union, 1985- 1991
- (ii) Political Changes in Eastern Europe 1989-2001.
- (iii) End of the cold war and US ascendancy in the World as the lone superpower.

HOME SCIENCE PAPER – I
SECTION – A
FAMILY RESOURCE MANAGEMENT, EXTENSION EDUCATION AND FAMILY &
CHILD WELFARE

UNIT I : Introduction to Home Management – meaning and importance , basic concepts of management. Factors motivating management – Goals, Values, Standards, Decision Making. Management process – meaning and elements of process-planning controlling the plan and evaluation; Planning importance and types of plan. Management of resources in the family – types and characteristics; Time Management; Energy Management; Money Management. Consumer education – needs and objectives; Rights & responsibilities of consumers; Consumer Protection Laws.

UNIT II : Family as economic unit – family types, functions of family, types of family income, sources of income in family, method of handling income in families. Financial management –Budgeting, record keeping, Savings and investment. Household equipment and electrical appliances – Base materials, Insulating materials, Selection, Classification of household equipments. Housing – House and its surroundings, physical features, locality, sanitation conditions, principles of house planning. Interior decoration. Kitchen – principles of kitchen planning, orientation, location, size, shape, colour, ventilation, light, work centres, work triangle.

UNIT III : Introduction to Extension Education – definition, meaning, importance and scope, principles of extension education, qualities of extension education, role of Home Science in extension education. Extension Techniques – Selection and uses, Individual approach, Group approach, Mass approach; Audio visual aids. Rural Sociology – Rural society in NE India, structure of rural society, role of rural youth programmes and Mahila Mandal. Kitchen Gardening. Community Development – Meaning, principles, philosophy and objectives; role of community development worker; role of Extension work in community development. Concepts and functions of Communication in Home Science – meaning of communication in Extension Education, importance of communication in Extension work, new communication technologies. Leadership in Extension Education – meaning, characteristics of a good leadership, role and functions of local leaders in Extension work.

UNIT IV : Introduction to Family and Child Welfare – meaning, needs and importance. Central Social Welfare Board (CSWB) and State Social Welfare Board – meaning and scope. Different schemes of CSWB – (1) Condensed Courses of Education (2) Vocational Training Programme (3) Awareness Generation Programme (4) Family Counselling Centres (5) Creches. Programmes for Family Welfare at the National level – (1) Rural Health Services (2) Family Counselling Centres (3) National Policy for the Aging. Programmes for Women’s Welfare at the National level – (1) National Family Welfare Programmes since 1951 (2) Child and Mother Health Care Programmes (3) Reproductive and Child Health (RCH) Programmes (4) National Commission on Women. Children’s Welfare Programme at the National level – (1) Child Line services (2) The Juvenile Justice Act, 2000 (3) Central Adoption Resource Agency (CARA) (4) National Plan for Children, 1992 (5) Agencies – Accredited Social Health Activist (ASHA), National Institute for Public Cooperation and Child Development, Government of India-UNICEF Grant-inAid. Family and Child Welfare Services at the State level – Programmes implemented in Mizoram : (1) Integrated Child Development Services (ICDS) (2) Anganwadis (3) Destitute Home (4) Protective Home (5) Adoption Programme (6) Self Help Group for women.

SECTION – B
TEXTILE AND CLOTHING, PHYSIOLOGY AND CHILD PSYCHOLOGY

UNIT I : Introduction to Textile Fibre and their general properties. Classification of Textile Fibres and their properties – (a) Natural fibres – Cellulose fibres, Protein fibres, Mineral fibres (b) Man Made fibres – Thermoplastic fibres, Non-thermoplastic fibres, Mineral fibres. Fabric Construction – (a) Types of yarns, processing of making yarns (b) Weaving – description and working of loom, different types of weave, count of cloth (c) Knitting (d) Braiding (e) Felting. Textile Finishes – (a) Introduction to finishes (b) Objectives of the application of finishes (c) Types of finishes (d) Dry cleaning. Laundry work – (a) Laundry equipment (b) Water – hard and soft water, importance of soft water in laundry work, softening of water (c) Cleansing materials and other reagents (d) Blueing agents (e) Bleaching agents – oxidizing agents and reducing agent (f) Stiffening agents (g) Stain removal.

UNIT II : Fashion Design – elements of fashion design, principles of design. Dyeing of textiles– (a) Study of different indigenous and chemical dyes (b) Different stages of applying dyes – raw stock dyeing, skein dyeing, piece dyeing (c) Methods of dyeing. Printing of textiles (a) Hand printing – Block, Stencil, Screen, Batik, Flock (b) Machine printing – Discharge, Resist, Roller. Storage of Clothes. Methods of taking Body Measurements for Bodice, Arm and Skirt. Fitting of Garments. Fashion and Fashion Cycle (a) Terminology of fashion (b) Components of fashion (c) Principles of fashion (d) Factors affecting fashion (e) Fashion movement (f) Fashion cycle and its stages (g) Theories of fashion adaptation. Fashion Business and Merchandising.

UNIT III : Cardio-vascular system - Blood and its composition, coagulation of blood, structure and functions of heart, heart rate, cardiac cycle, blood pressure and its regulation, circulation of blood. Gastro-intestinal system – Anatomy of gastro intestinal tract, digestion and absorption of food, role of saliva, gastric and pancreatic juice in digestion. Reproductive system – structure and functions of male and female reproductive organs, menstrual cycle, parturition, lactation, menopause. Excretory system – structure and functions of kidney, formation of urine. Respiratory system – structure of lungs, mechanism of respiration and its regulation, oxygen and carbon dioxide transport in blood, respiratory quotient. Nervous system – structure of nerve cells, conduction and transmission of nerve impulse, synaptic transmission, Central Nervous System and Peripheral Nervous System. Muscular System – structure of skeletal, cardiac and smooth muscles, mechanism of muscle contraction, chemical change during muscle contraction. Endocrine system – various endocrine glands and their secretions in man, biological role of hormones of different endocrine glands, pheromones.

UNIT IV : Child Psychology. Introduction to Child Psychology – definition and scope. Theories of Child Psychology : Freud-Psychosexual theory, Piaget- Cognitive theory, Erickson-Psychosocial theory. Cognitive behaviour – stages of cognitive development, role of cognition in language and language formation. Attitudes – attitude formation, attitudes change and cognitive dissonance. Self Identity – component of one's identity, self concept, self esteem, self monitoring and self efficacy. Persons Perception – techniques of communications, attributions, impression formation and management. Interpersonal attraction – proximity and emotion, need to affiliation and observable characteristics, similarity and reciprocal positive evaluation.

PAPER – II
SECTION – A
FOOD AND NUTRITION, ORGANIC CHEMISTRY AND BIOCHEMISTRY

UNIT I : Foods – definition, functions and food groups. Major nutrients – functions, food sources, deficiency diseases, dietary measures for solving these problems. Digestion, absorption and metabolism of food; Water and electrolyte balance. Balanced diet – (a) Factors to be considered while planning a balanced diet (b) Meal planning – objectives and factors affecting meal planning (c) Food exchange lists in meal planning (d) Steps in menu planning (e) Food preparation. Physiological condition and nutritional requirement of normal adult, adolescents and elderly. Food fads and fallacies, food selection, purchase and storage.

UNIT II : Malnutrition and optimum nutrition – (a) Factors contributing to malnutrition (b) Indication of malnutrition (c) Malnutrition and infection. Diet therapy – meaning, general rule for dietary treatments. Definition of obesity, Aetiology, Assessment, Metabolic change. Types, complications, treatments and principles of dietetic management. Under weight – Aetiology, dietary modifications, ideal weight. Diet in diseases of gastrointestinal system and cardiovascular system – diarrhoea, constipation and peptic ulcer. Diet in diseases of liver and kidneys – jaundice, cirrhosis of liver, glomerulonephritis and renal failure. Nutritional anaemia, iron deficiency and vitamin B12 deficiency. Nutrition for Diabetes mellitus and cancer patients. Food Standards, Health hazards and detection of Food Adulteration. Food Preservation – principles, methods of food preservation. Food borne intoxication, food borne infection and micro-organisms responsible for food spoilage.

UNIT III : Introduction to Organic Chemistry. Detection of carbon and hydrocarbons – detection of carbon, hydrogen, nitrogen, sulphur and phosphorus in organic substances. Hydrocarbons – structural formula, preparation, properties and uses of methane and ethane. Alkyl halides – definition, structural formula, preparation, properties and uses of methyl iodide and ethyl iodide. Alcohols - definition, structural formula, preparation, properties and uses of methyl alcohol, ethyl alcohol and glycerol. Ketones and Aldehydes - definition, structural formula, preparation, properties and uses of acetone and formaldehyde. Carboxylic acid - definition, structural formula, preparation, properties and uses of acetic acid, formic acid, oxalic acid. Hydroxy acid - definition, structural formula, preparation, properties and uses of tartaric acid and citric acid.

UNIT IV : Definition and scope of Biochemistry. Carbohydrates – definition, classification, structure and properties, biological importance. Lipids - definition, classification, properties and functions, classification of amino acids, essential and non-essential amino acids. Enzymes – definition and classification of enzymes, definition and types of coenzyme, specificity of enzyme, isozyme, factors affecting enzyme action, enzyme inhibition. Intermediary metabolism – gluconeogenesis, glycogenesis, glycolysis, glycogenolysis, elementary knowledge of protein biosynthesis. Nucleic acids – composition, structure, replication of DNA, DNA as a genetic material, different types of RNA and their significance. Biological oxidation – Oxidative phosphorylation, high energy compounds, structure and role of ATP.

SECTION – B
HUMAN DEVELOPMENT, MOTHER & CHILD HEALTH AND
EARLY CHILDHOOD EDUCATION

UNIT I : Concept of Human Development, general principles of development. Factors affecting growth and development – (a) Genetic inheritance (b) Environmental pre-requisites. Beginnings of a new life – prenatal influences on the child, biological risks, age of mother, illness, diet and nutrition, stress and emotional strains, environmental hazards. Physical development. Social Development. Emotional Development. Personality Development.

UNIT II : Prenatal period – (a) Course of pre-natal development, overview of birth process and complications (b) Conditions affecting prenatal development. Infancy (0-2 years) – definition and highlights of development. Early Childhood – definition and characteristics of early childhood, developmental task of early childhood. Middle Childhood (6-12 years) – definition, importance of peer group. Adolescence (13-18 years) – definition, heightened emotionality, problems of drugs and alcohol abuse. Young Adulthood (19-40 years) – definition, responsibilities and adjustment-parenthood marriage, family. Middle Adulthood (40-65 years) – physical changes, coping with stress in family. Late Adulthood (65 years and above) – physiological changes, health problems and memory changes, retirement.

UNIT III : Introduction to Mother and Child Health Care – (a) mortality rate of neonatal and infant (b) child survival rate at neonatal and infant. Prenatal care of mother. Post natal care of mother. Infant nutrition. Pre-school nutrition and immunization schedule for infants and children. School child. Common nutritional problems in public health – low birth weight, protein energy malnutrition, xerophthalmia, iodine deficiency disorders, endemic fluorosis.

UNIT IV : Introduction to Early Childhood Education – objectives, importance of early childhood years in individual development. Motor development. Language development. Child rearing practices. Contribution of Mahatma Gandhi and Rabindranath Tagore in Early Childhood Education. Views of Froebel, Maria Montessori and Rousseau on Early Childhood Education. Play – importance, types and factors affecting play. Organizing a Pre-School.

LAW
PAPER – I

1. CONSTITUTIONAL LAW OF INDIA

1. Nature of the Indian Constitution : The distinctive features and its federal character.
2. Foundational Rights: Directive Principles and their relationship with Fundamental rights : Fundamental Duties.
3. Right to Equality.
4. Right to Freedom of Speech and Expression.
5. Right to Life and Personal Liberty.
6. Religious, Cultural and Educational Rights.
7. Constitutional position of the President and relationship with Council of Ministers.
8. Governor and his powers.
9. Supreme Court and High Courts, their power and jurisdiction.
10. Union Public Service Commission and State Public Service Commission : Their powers and functions.

11. Principles of Natural Justice.
12. Distribution of Legislative powers between the Union and the States.
13. Delegated Legislation : its constitutionality, judicial and legislative controls.
14. Administrative and financial relations between the Union and the State.
15. Trade, Commerce and Intercourse in India.
16. Emergency provisions.
17. Constitutional safeguards to Civil Servants.
18. Parliamentary privileges and immunities.
19. Amendment of the Constitution.

11. INTERNATIONAL LAW

1. Nature of International Law.
2. Source : Treaty Customs. General principles of Law recognized by civilized nations, subsidiary means for the determination of law, Resolution of International organs and regulations of specialized Agencies.
3. Relationship between International Law and Municipal Law.
4. State Recognition and State Succession.
5. Territory of States : modes of acquisition, boundaries, International Rivers.
6. Sea : Inland Waters, Territorial Sea, Contiguous Zone, Continental Shelf, Exclusive Economic Zone and Ocean beyond national jurisdiction.
7. Air – space and aerial navigation.
8. Outer space : Exploration and use of Outer Space.
9. Individuals, nationality, statelessness, Human rights and procedures available for their enforcement.
10. Jurisdiction of State : basis of jurisdiction, immunity from jurisdiction.
11. Extradition and Asylum.
12. Diplomatic Missions and Consular Posts.
13. Treaties : Formation, application and termination.
14. State responsibility.
15. United Nations : Its principal organs, powers and functions.
16. Peaceful settlement of disputes.
17. Lawful resource to force, aggression, self-defence, intervention.
18. Legality of the use of nuclear weapons : ban on testing of nuclear weapons, Nuclear Non-Proliferation Treaty.

PAPER – II

I LAW OF CRIMES AND TORTS :

Law of Crimes

1. Concepts of Crimes; actus means ream mens rea in statutory offences, punishments, mandatory sentences, preparation and attempt.
2. Indian Penal Code :
 - a) Application of the Code
 - b) General exceptions
 - c) Joint and constructive liability
 - d) Abetment

- e) Criminal conspiracy
 - f) Offences against the State
 - g) Offences against Public tranquility
 - h) Offences by or relating to public servants.
 - i) Offences against human body
 - j) Offences against property
 - k) Offences relating to marriage : Cruelty by husband or his relatives to wife
 - l) Defamation
3. Protection of Civil Rights Act, 1955.
 4. Dowry Prohibition Act, 1961.
 5. Prevention of food Adulteration Act, 1954.

Law of Torts

1. Nature of tortious liability.
2. Liability based upon fault and strict liability.
3. Statutory liability.
4. Vicarious liability
5. Joint Tort - feasons.
6. Remedies.
7. Negligence.
8. Occupier's liability and liability in respect of structures.
9. Detenue and conversion.
10. Defamation.
11. Nuisance.
12. Conspiracy.
13. False imprisonment and malicious prosecution.

II. LAW OF CONTRACTS AND MERCANTILE LAW

1. Formation of contract.
2. Factors vitiating consent.
3. Void, voidable, illegal and unenforceable agreements.
4. Performance of contracts.
5. Dissolution of contractual obligations, frustration of contracts.
6. Quasi - Contract. \
7. Remedies for breach of contract.
8. Sale of goods and hire purchase.
9. Agency.
10. Formation and dissolution of Partnership.
11. Negotiable Instruments.
12. The Banker - Customer relationship.
13. Government control over private Companies.
14. The Monopolies and Restrictive Trade Practices Act, 1969.
15. The Consumer Protection Act, 1986.

MANAGEMENT PAPER – I

SECTION A

UNIT I Managerial Function and Process:

Concept and Foundations of Management, Evolution of Management Thoughts; Managerial Functions – Planning, Organizing, Controlling; Decision making; Role of Manager, Managerial skills; Management of innovation; Managing in a global environment, Flexible Systems Management; Social responsibility and managerial ethics; Managerial processes on direct and indirect value chain.

UNIT II Organisational Behaviour:

Conceptual model of organization behaviour; The individual processes – personality, values and attitude, perception, motivation, learning and reinforcement, work stress and stress management; The dynamics of organization behaviour – power and politics, conflict and negotiation, leadership process and styles, communication;

UNIT III Organisational Process & Design :

The Organizational Processes - decision making, job design; Classical, Neoclassical and Contingency approaches to organizational design; Organizational theory and design - organizational culture, managing cultural diversity, learning organization; organizational change and development; Knowledge Based Enterprise – systems and processes; Networked and virtual organizations.

UNIT IV Entrepreneurship

Concept of Entrepreneurship; Theories of entrepreneurship, Entrepreneurship and economic development, factors contributing to entrepreneurship; characteristics of an Entrepreneur, entrepreneur vs manager, types of entrepreneur, Creativity and Business opportunity; Opportunity and competitive advantages, Business model and planning. Financing an entrepreneurial venture, financing a small business, legal and technical issues in starting a small business, growth strategies and start-up; Business failure and turn-around; Harvest and exit; Intrapreneurship; Innovations and women entrepreneurship.

SECTION B

UNIT I Human Resource Management:

HR challenges; HRM functions; The future challenges of HRM; Strategic Management of human resources; Human resource planning; Job analysis; Job evaluation; Recruitment and selection; Training and development; Promotion and transfer; Performance management; Compensation management and benefits; Employee morale and productivity; Management of organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; International human resource management.

UNIT II Marketing Management:

Concept, evolution and scope; Marketing strategy formulation and components of marketing plan; Segmenting and targeting the market; Positioning and differentiating the market offering; Analyzing competition; Analyzing consumer markets; Industrial buyer behaviour; Market research; Product strategy; Pricing strategies; Designing and managing Marketing channels; Integrated marketing communications; Building customer satisfaction, Value and retention; Services and non-profit marketing; Ethics in marketing; Consumer protection; Internet marketing; Retail management.

UNIT III Accounting for Managers:

Financial accounting – concept, importance and scope, generally accepted accounting principles, preparation of financial statements with special reference to analysis of a balance sheet and measurement of business income, inventory valuation and depreciation, financial statement analysis, fund flow analysis, the statement of cash flows; Management accounting – concept, need, importance and scope; Cost accounting – records and processes, cost ledger and control accounts, reconciliation and integration between financial and cost accounts; Overhead cost and control, Job and process costing, Budget and budgetary control, Performance budgeting, Zero-base budgeting, relevant costing and costing for decision-making, standard costing and variance analysis, marginal costing and absorption costing.

UNIT IV Financial Management:

Goals of finance function; Concepts of value and return; Valuation of bonds and shares; Management of working capital: Estimation and financing; Management of cash, receivables, inventory and current liabilities; Cost of capital; Capital budgeting; Financial and operating leverage; Design of capital structure: theories and practices; Shareholder value creation: dividend policy, corporate financial policy and strategy, management of corporate distress and restructuring strategy; Capital and money markets: institutions and instruments; Leasing, hire purchase and venture capital; Regulation of capital market; Risk and return: portfolio theory; CAPM; APT; Financial derivatives: option, futures, swap; Recent reforms in financial sector.

MANAGEMENT PAPER – II**SECTION A****UNIT I Business Statistics:**

Descriptive statistics – tabular, graphical and numerical methods, introduction to probability, discrete and continuous probability distributions, inferential statistics-sampling distributions, central limit theorem, hypothesis testing for differences between means and proportions, inference about population variances, Chi-square and ANOVA, simple correlation and regression, time series and forecasting, index numbers.

UNIT II Operations Research

Overview of operations research, modeling in operations research, applications and scope of operations research, Linear programming-graphical and simplex method, duality, sensitivity analysis, transportation – mathematical models, methods of finding initial and optimal solutions, Assignment Problems – Mathematical models, statement of the problems and finding optional solutions. Project Management –PERT, CPM, steps in PERT and CPM, Crashing, Simulation, Markov analysis, Decision theory, game theory, queuing theory, simulation.

UNIT III Production and Operations Management:

Fundamentals of operations management; Organizing for production; Aggregate production planning, capacity planning, plant design: process planning, plant size and scale of operations, Management of facilities; Line balancing; Equipment replacement and maintenance; Production control; Supply chain management - vendor evaluation and audit; Statistical process control, Flexibility and agility in manufacturing systems; World class manufacturing; Project management concepts, R&D management, Management of service operations; make or buy decision; Waste management.

UNIT IV Material and Quality Management:

Material management – concept, role and importance of material management, purchase management, store management, Introduction in to Quality management – conceptual framework, strategic quality management, contemporary views. TQM – Evolutions and issues related to quality control, responsibilities for quality, quality cost concept, quality & productivity, Contribution of quality gurus – Dencing, Juram, Cosby, Ishikawn and its comparison.

SECTION B

UNIT I Management Information System:

Conceptual foundations of information systems; Information theory; Information resource management; Types of information systems; Systems development - Overview of systems and design; System development management life-cycle, Designing for online and distributed environments; Implementation and control of project; Trends in information technology; Managing data resources - Organising data; DSS and RDBMS; Enterprise Resource Planning (ERP), Expert systems, e-Business architecture, e-Governance; Information systems planning, Flexibility in information systems; User involvement; Evaluation of information systems.

UNIT II Government Business Interface:

State participation in business, Interaction between Government, Business and different Chambers of Commerce and Industry in India; Government's policy with regard to Small Scale Industries; Government clearances for establishing a new enterprise; Public Distribution System; Government control over price and distribution; Consumer Protection Act (CPA) and The Role of voluntary organizations in protecting consumers' rights; New Industrial Policy of the Government: liberalization, deregulation and privatisation; Indian planning system; Government policy concerning development of Backward areas/regions; The Responsibilities of the business as well as the Government to protect the environment; Corporate Governance; Cyber Laws.

UNIT III Strategic Management:

Business policy as a field of study; Nature and scope of strategic management, Strategic intent, vision, objectives and policies; Process of strategic planning and implementation; Environmental analysis and internal analysis; SWOT analysis; Tools and techniques for strategic analysis - Impact matrix: The experience curve, BCG matrix, GEC mode, Industry analysis, Concept of value chain; Strategic profile of a firm; Framework for analysing competition; Competitive advantage of a firm; Generic competitive strategies; Growth strategies – expansion, integration and diversification; Concept of core competence, Strategic flexibility; Reinventing strategy; Strategy and structure; Chief Executive and Board; Turnaround management; Management of strategic change; Strategic alliances, Mergers and Acquisitions; Strategy and corporate evolution in the Indian context.

UNIT IV International Business: International Business Environment:

Changing composition of trade in goods and services; India's Foreign Trade: Policy and trends; Financing of International trade; Regional Economic Cooperation; FTAs; Internationalisation of service firms; International production; Operation Management in International companies; International Taxation; Global competitiveness and technological developments; Global e- Business; Designing global organisational structure and control; Multicultural management; Global business strategy; Global marketing strategies; Export Management; Export- Import procedures; Joint Ventures; Foreign Investment: Foreign direct investment and foreign portfolio investment; Cross-border Mergers and Acquisitions; Foreign Exchange Risk Exposure Management; World Financial Markets and International Banking; External Debt Management; Country Risk Analysis.

MIZO ELECTIVE PAPER – I**SECTION-A**

1. Literary Trends
2. Poetry/Hla:
 - (a) Mizo Hla Hlui (Mizo Traditional Song/Poem):
 - 1) Salu lam Zai - Chang 7
 - 2) Chawngchen Zai - Chang 7
 - 3) Chai Hla - Chang 7
 - 4) Laltheri Zai - Chang 7
 - 5) Saikuti Zai - Chang 7
 - 6) Hrangchhawni Zai - Chang 7
 - 7) Awithangpa Zai - Chang 7
 - (b) Kum 1900-1940 chhung hlate:
 - 1) Mizo fate u finna zawng ula - Thanga
 - 2) Thil tha kan hmuh ang hi - Liangkhaia
 - 3) Ral a lian e khawvelah hian - L. Siamliana
 - (c) Kum 1900-1940 chhung hlate:
 - 1) Kumsul lo vei kan nun..... - Laithangpuia
 - 2) Ramthianghlim Lal lo piang chu - Patea
 - 3) Thal romei zing rii ri ai hnuaiah - Ngurliana Sailo
 - 4) He lei hi chatuan ram a tling lo - Saihnuna
 - (d) Kum 1940-1965 chhung hla te:
 - 1) Leng dun ila - Lalzuithanga
 - 2) Hmangaihna - Vankhama
 - 3) Ram tuan rel lovin - Lalzova Chhangte
 - 4) Harh la, harh la Zoram - Rokunga
 - (e) Kum 1966 hnu lam hlate:
 - 1) Kan hun tang zingah - Suakliana
 - 2) Tho la, ding ta che - V. Thangzama
 - 3) Zan Lalnu - Roliana Ralte
 - 4) Zonun Mawi - Zirsangzela Hnamte

SECTION – B

3. History of Mizo Literature
4. Drama/Lemchan
 - 1) Liandova te unau - Lalthangfala Sailo
 - 2) Macbeth (William Shakespeare) - Lettu: R. Lalrawna

5. Prose/Thu:
- 1) Thirtu - Kaphleia
 - 2) Thilnawi kan hmaihthelh - Zikpuil-pa
 - 3) Harsatna - J. Malsawma
 - 4) Rihdil leh Mizoram - Siamkima Khawlhring
 - 5) Huaisen - Darchhawna
 - 6) Mizo tlawmngaihna a sir lehlam - Sangzuala pa
 - 7) Lekhahu hlutna - L.T. Kiangte
 - 8) Khaw'nge Chawlhna - R.L. Thanmawia
6. Fiction/Thawnthu:
- 1) Hawilopari - L. Biakliana
 - 2) Thlahrang - Lazuithanga

Prescribed text for 1&3: Thuhlaril, Published by CTBEB
Prescribed text for 2: Ngirtling, Published by CTBEB
Prescribed text for 5: Ainawn, Published by CTBEB

MIZO ELECTIVE PAPER - II
SECTION - A

1. Epic:
- 1) Hlado - Chang 10
 - 2) Bawhhla - Chang 5
 - 3) Taitesena - Lalkhawliana
2. Ballad:
- 1) Chhinlung chhuak kan ni - Liandala
 - 2) Rairahtea - Hrawva
 - 3) Tukluh Bawih (Chang 11) - L.Z.Sailo
3. Elegy:
- 1) Fam an chang ta - Ngurchhawna
 - 2) Val leh hrang an ral - R.L.Kamlala
 - 3) Damlai Pialral - R.L. Thanmawia
4. Ode:
- 1) Virthlileng - Lalmama
 - 2) Thal - Kaphleia
 - 3) Lalruanga dawih bur thar - L.T.Kiangte
5. Lyric:
- 1) Tlaizawng Par - Vankhama
 - 2) Sikni Eng - Zikpuil-pa
 - 3) Virthli leng vel - V. Hawlla

6. Satire:
- | | |
|---------------------|---------------------|
| 1) Leng Uchuaki | - P.S. Chawngthu |
| 2) Tleitir Lungmawl | - F. Laltuaia |
| 3) Ka thai ve chu | - Jimmy L. Chhangte |
7. Narrative:
- | | |
|------------------------|----------------------|
| 1) Kan ram leh hnam | - J. Liankhuma |
| 2) A tak chu khaw'ng'e | - James Dokhuma |
| 3) Sibuta Lung | - Lalsangzuali Sailo |

SECTION - B

8. Fiction/Thawnthu-Rambuai Hma:
- | | |
|---------------------------|-----------------|
| 1) Chhingpuii | - Kaphleia |
| 2) Phira leh Ngurthanpari | - Lalzuithanga |
| 3) Sialton Oficial | - C. Thuamluaia |
| 4) Thla hlei-nga zan | - James Dokuma |
9. Fiction/Thawnthu-Rambuai Hnu:
- | | |
|--------------------------|--------------|
| 1) Nunna kawng thuampuih | - Zikpuii-pa |
| 2) Duhtak Sangpuii | - Khawlkungi |
10. Drama/Lemchan-Mizo Lemchan:
- | | |
|---------------|-----------------|
| 1) Lawm a kim | - Liansailova |
| 2) Darlalpuii | - Lalchungnunga |
11. Drama/lemchan-Lehlin:
- | | |
|----------------------|---------------------------|
| 1) Twelfth Night | - Lettu : R. Thangvunga |
| 2) As you like it | - Lettu: P.L.Liandinga |
| 3) Oepidus, the King | - Lettu: C. Lalsiamthanga |

Prescribed Text for 1-7: Ngirtling, published by CTBEB

PHILOSOPHY PAPER - I

HISTORY AND PROBLEMS OF PHILOSOPHY

SECTION A:

1. Plato and Aristotle : Idiqs; Substance; form and Matter; Causation; Actuality and Potentiality.
2. Rationalism (Descates, Spinoza, Leibniz): Cartesian Method and Certain Knowledge; Substance; God; Mind-Body Dualism; Determinism and Freedom.
3. Empiricism (Locke, Berkeley, Hume): Theory of Knowledge; substance and Qualities; Self of God; Scepticism.
4. Kant: Possibility of Synthetic a priori Judgements; space and Time; Categories; Ideas of Reason; antinomies; Critique of Proofs for the Existence of God.

5. Hegel: Dialectical Method; Absolute Idealism.
6. Moore, Russell and Early Wittgenstein: Defence of Common sense; Refutation of Idealism; Logical Atomism; Logical Constructions; Incomplete Symbols; Picture Theory of Meaning; Saying and Showing.
7. Logical Positivism: Verification Theory of Meaning; Rejection of Metaphysics; Linguistic Theory of Necessary Propositions.
8. Later Wittgenstein: Meaning and Use; Language-games; Critique of Private Language.
9. Phenomenology (Husserl): Method; Theory of Essences; Avoidance of Psychologism.
10. Existentialism (Kierkegaard, Sartre, Heidegger): Existence and Essence; Choice, Responsibility and Authentic Existence; Being-in-the-world and Temporality.
11. Quine and Strawson: Critique of empiricism; Theory of Basic Particulars and Persons.

SECTION B:

1. Ca-rva-ka: Theory of Knowledge; Rejection of Transcendent Entities.
2. Jainism: Theory of Reality; Saptabhan (ginaya; Bondage and Liberation.
3. Schools of Buddhism: Prati-tyasamutpa-da; Ksanikavada, Naira-tmyava-da
4. Naya-ya-Vais'esika: theory of Categories; Theory of Appearance; Theory of Prama-na; Self, Liberation; god; Proofs for the Existence of God; Theory of Causation; Atomistic Theory of Creation.
5. Sa-mkhya: Prakrti; Purusa; Causation; Liberation
6. Yoga: Citta; Cittavrtti; Klesas; Samadhi; Kaivalya
7. Mima-nsa: theory of Knowledge
8. Schools of Veda-nta: Brahman; I-s'vara; A-tman; Jagat; Ma-ya; Avidya; Adhya-sa; Moksa; Aprthaksiddhi; Pancavidhabheda
9. Aurobindo: Evolution, Involution; Integral Yoga.

PHILOSOPHY PAPER – II

Socio-Political Philosophy

1. Social and Political Ideals: Equality, Justice, Liberty.
2. Sovereignty: Austin, Bodin, Laski, Kautilya.
3. Individual and State: Rights; Duties and Accountability
4. Forms of Government: Monarchy; Theocracy and Democracy.
5. Political Ideologies: Anarchism; Marxism and Socialism
6. Humanism; Secularism; Multiculturalism.
7. Crime and Punishment: Corruption, Mass Violence, Genocide, Capital Punishment.
8. Development and Social Progress.
9. Gender Discrimination: Female Foeticide, Land and Property Rights; Empowerment.
10. Caste Discrimination: Gandhi and Ambedkar

Philosophy of Religion:

1. Notions of God: Attributes; Relation to Man and the World. (Indian and Western).
2. Proofs for the Existence of God and their Critique (Indian and Western).
3. Problem of Evil.
4. Soul: Immortality; Rebirth and Liberation.
5. Reason, Revelation and Faith.
6. Religious Experience: Nature and Object (Indian and Western).
7. Religion without God.

8. Religion and Morality.
9. Religious Pluralism and the Problem of Absolute Truth.
10. Nature of Religious Language: Analogical and Symbolic; Cognitivist and Non- cognitive.

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

PAPER – I (Political Theory and Indian Politics)

SECTION A - UNIT I

1. Political Theory : meaning and approaches.
2. Theories of the State : Liberal, Neo-Liberal, Marxist, Pluralist, Post-Colonial.
3. Justice : Conceptions of justice with special reference to Rawl's theory of justice and its communitarian critiques.
4. Equality : Social, political and economic; relationship between equality and freedom; affirmative action.
5. Rights : Meaning and theories; different kinds of rights; Concept of Human Rights.

UNIT - II

1. Democracy : Classical and Contemporary theories; different models of democracy - representative, participatory and deliberative.
2. Concept of Welfare State - various dimensions.
3. Political Ideologies; Liberalism, Socialism, Marxism, Democratic Socialism.

UNIT - III

Indian Political thought : Kautilya, Arthashastra, The Theory of Government, Power & functions of the Rulers; Sri Aurobindo Ghosh, M.K. Gandhi, B.R.Ambedkar, M.N.Roy, Balgangadhar Tilak.

UNIT - IV

Western Political Thought : Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Karl Marx.

SECTION B - UNIT I Indian Government and Politics.

Indian Nationalism :

1. (a) Political strategies of India's freedom struggle : Constitutionalism to mass Satyagraha, Non-cooperation, Civil Disobedience, Militant and revolutionary movements,
2. Making of the Indian Constitution : Ideology & Philosophy, Legacies of the British rule; Sources of the Indian Constitution.

UNIT - II

1. Salient features of the Indian Constitution : The Preamble, Fundamental Rights and Duties, Directive Principles, Parliamentary System, Amendment Procedures, Judicial Review.
2. Principal organs of the Union Government: Envisaged role and actual working of the Executive, Legislature and Supreme Court.
3. Principal organs of the State Government : Envisaged role and actual working of the Executive, Legislature and High Courts.

UNIT - III

1. Grassroots Democracy : Panchayati Raj and Municipal Government; Significance of the 73rd and 74th Amendments; Grassroot movements.
2. Statutory Institutions/Commission : Election Commission, Comptroller and Auditor General, Finance Commission, Union Public Service Commission, National Commission for Women, National Human Rights Commission, National Commission for Minorities.
3. Federalism : Constitutional provisions; changing nature of Centre-State relations, inter-state disputes.

UNIT - IV

1. Planning and Economic Development : Liberalisation and Privatisation; role of planning and public sector, Poverty alleviation and Development.
2. Casteism, Communalism and Ethnicity in Indian Politics.
3. Party System : National and Regional political parties, ideological and social bases of parties, patterns of coalition politics; pressure groups; trends in electoral behaviour.
4. Social Movements : Women's Movements; Students' Movements, Peasants and Workers' Movements.

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

PAPER – II

(Comparative Politics and International Relations)

Major Political System (Political Systems of UK, USA, Switzerland and China) & International Politics

SECTION A - UNIT I

Comparative Politics :

1. State in comparative perspective : Characteristics and changing nature of the State in Capitalist and Socialist economies and advance industrial and developing societies.
2. The British political system : Rule of Law, Conventions, Monarchy and Parliamentary Government.
3. Federal System, Separation of powers, the Congress, Executive and Judicial system in the U.S.A.
4. The Swiss Government : Federal Assembly, Federal Council and Federal Tribunal, Direct Democracy.
5. People Republic of China : Political development, NPC, President of PRC, State Council.

UNIT - II

1. Globalisation, New International World Order, Terrorism.
2. Approaches to the study of International Relations : Idealist, Realist, Marxist, Functionalist and Systems theories.

UNIT - III

1. Key concepts in International Relations : National interest, Collective Security, national power, Balance of Power and diplomacy.
2. Changing International Political Order : Rise of super powers; Arms Control and Cold War, Disarmament.

UNIT - IV

1. United Nations : Envisaged role and actual record; specialized UN agencies - aims and functioning; Working and future prospects of the U.N.

SECTION B – UNIT I

1. Regionalisation of World Politics : ASEAN, APEC, NAFTA.
2. Contemporary Global concerns : Democracy, human rights, environment, nuclear proliferation.

UNIT - II

1. India and the World : Indian Foreign Policy : Determinants of foreign policy; institutions of policymaking; continuity and change.
2. India and the Nuclear Question : Changing perceptions and policy.

UNIT - III

1. India and the South Asia : India and SAARC countries, Role of SAARC in South Asian Politics, India's "Look East" Policy. Impediments to regional co-operation : river water disputes; illegal cross-border migration, ethnic conflicts and insurgencies, border disputes.

UNIT - IV

1. India and the U.N. : Role in UN Peace-Keeping, demand for permanent seat in the Security Council.
2. Recent developments in Indian Foreign Policy : India's position on the recent crises in Afghanistan and West Asia; Vision of a New World Order.

PSYCHOLOGY PAPER - I
(Foundations of Psychology)

Section-A

UNIT I

Introduction : Psychology as a Science

Definitions and perspective. Psychology in relation to other social and natural sciences. Use of interdisciplinary approach.

UNIT II**a) Methods of Psychology,**

Characteristics and components of methods in psychology (induction, deduction and introspection). Observation, Survey, Laboratory and field experiments. Clinical and Case study. Experimental and quasi experimental methods.

b) Research methods and quantitative analysis

Major steps in psychological research (problem statement, hypothesis formulation, research design, sampling, tools of data collection, analysis and interpretation and report writing). Fundamental versus applied research. Methods of data collection (interview, observation, questionnaire and case study). Research Designs (Ex-post facto and experimental). Application of statistical techniques (t-test, one-way ANOVA correlation and regression and chi-square tests).

UNIT III**Development of Human Behaviour**

The nature, origin and development. Role of genetic and environmental factors in determining human behaviour. Influence of cultural factors and socialization. Life span development-the critical periods and their handling, Mastery of the developmental tasks. Influence of child rearing practices and its impact on

the growth and development of the individual.

UNIT IV

a) Attention, Sensation and Perception

Attention - factors, influencing attention including set and characteristics of stimulus. Sensation concepts of threshold, absolute and difference thresholds, signal detection and vigilance. Definition and concept of perception, biological factors in perception. Perceptual organization-influence of past experiences, Perceptual defence-factors influencing. Space and depth perception, size estimation and perceptual readiness.

b) Learning,

Concepts and theories of learning (Pavlov, Skinner and Piaget). The processes of extinction, discrimination and generalization. Programmed learning, probability learning, self instructional learning, concepts, types and the schedules of reinforcement. Modelling and social learning.

c) Memory

Concepts and definition of memory and forgetting, 7+/-2 concept and chunking
Encoding, storage and retrieval. Factors influencing retention and forgetting. Theories of forgetting (Repression, Decay and Interference theories). The concept of reminiscence.

Section-B

UNIT I

a) Personality

Concept and definition of personality. Theories of personality (psychoanalytical, socio-cognitive, interpersonal and developmental, humanistic, behaviouristic, trait and type approaches). Measurement of personality (projective tests, pencil-paper test. The Indian approach to Personality. Training for personality development.

b) Attitudes, Values and Interests

Definitions, concepts of attitudes, values and interests. Components of attitudes, values and interests. Formation and maintenance of attitudes. Measurement of attitudes, values and interests. Theories of attitudes, and attitudes changes, strategies for fostering values.

c) Motivation and Emotion

Definition and concepts. Theories and physiological basis of motivation and emotion. Measurement of motivation and emotion Motivation and emotion-their effects on behaviour.

UNIT II

a) Thinking and Problem Solving

Concept formation processes. Reasoning and problem solving. Creative thinking and fostering creativity. Information processing. Decision making and judgement.

b) Intelligence and Aptitude

Concept and definition of Intelligence and aptitude, Nature and theories of intelligence. Measurement of Intelligence and aptitude Concepts and measurement of emotional and multiple intelligence.

UNIT III

Language and Communication

Human language-properties, structure and linguistic hierarchy, Language acquisition-predisposition, critical period hypothesis. Theories of language development (Skinner, Chomsky), Process and types of communication. Effective communication and training.

UNIT IV**Recent Trends**

Computer application in the Psychological laboratory and psychological testing. Artificial Intelligence. Psychocybernetics. Study of consciousness-sleep-wake schedules; dreams, stimulus deprivation, meditation, hypnotic/drug induced states. Extrasensory perception. Inter sensory perception Simulation studies.

PSYCHOLOGY
PAPER-II
(Issues and Applications)
Section-A

UNIT I**Psychological Measurement of Individual Difference**

The nature of individual differences. Characteristics and construction of standardized psychological tests. Types of psychological tests. Use, misuse and limitation of psychological tests. Ethical issues in the use of psychological tests.

UNIT II**a) Well being and Mental Disorders**

Concept of health, positive health, well being and ill health. Mental disorders (Anxiety disorders, mood disorders, schizophrenia and delusional disorders; personality disorders, substance abuse disorders). Causal factors in mental disorders. Assessment and Diagnosis: DSM IV and other tool. Factors influencing positive health, well being, life style and quality of life.

b) Therapeutic Approaches

Psychodynamic therapies. Behaviour therapies. Client centered therapy. Cognitive therapies. Indigenous therapies (Yoga, Reiki, Meditation) Biofeedback therapy. Prevention and rehabilitation of the mentally ill.

UNIT III**a) Work Psychology and Organisational Behaviour**

Personnel selection and training. Use of Psychological tests in the industry. Training and human resource development. Theories of work motivation. Leadership and participatory management. Advertising and marketing, Stress and its Management.

b) Community Psychology

Definition and concept of Community Psychology. Role of community psychologists in social change. Use of small groups in social action. Arousing community consciousness and action for handling social problems. Group decision making and leadership for social change.

c) Rehabilitation Psychology

Primary, secondary and tertiary prevention programmes - role of psychologists. Organising of services for rehabilitation of physically, mentally and socially challenged persons including old persons. Rehabilitation of persons suffering from substance abuse, juvenile delinquency, criminal behaviours. Rehabilitation of victims of violence. Rehabilitation of HIV/AIDS victims.

UNIT IV**Application of Psychology to Educational Field**

Psychological principles underlying effective teaching-learning process ;Learning styles Gifted, retarded, learning disabled and their training. Training for improving memory and better academic achievement.

Personality development and value education, Educational, vocational guidance and Career counselling. Use of Psychological tests in educational institutions.

Section-B

UNIT I

a) **Application of Psychology to disadvantaged groups**

The concepts of disadvantaged, deprivation and socially deprived. Social, physical, cultural and economic consequences of disadvantaged and deprived groups. Educating and motivating the disadvantaged towards development.

b) **Application of Psychology in the field of Defence**

The concept of Military psychology, Aviation psychology and Psychological warfare Role of Military psychologists in the defence. Selection, recruitment and training of personnel. Facilitating the process of adjustment of personnel to military life-Role of Counselling. Devising Psychological tests for defence personnel. Psychological disorders due to war. Human engineering in Defence.

c) **Application of psychology in Information Technology and Mass media**

The present scenario of information technology and the mass media boom and the role of psychologists. Selection and training of psychology professionals to work in the field of IT and mass media. Distance learning through IT and mass media. Entrepreneurship through e-commerce. Multilevel marketing. Impact of TV and fostering value through IT and mass media. Psychological consequences of recent developments in Information Technology.

UNIT II

Psychological and the problem of social integration

The concept of social integration. The problem of caste, class, religion and language conflicts and prejudice. Nature and manifestation of prejudice between the in-group and out-group. Casual factors of such conflicts and prejudices. Psychological strategies for handling the conflicts and prejudices. Measures to achieve social integration.

UNIT III

Psychology and Economic development

Achievement motivation ad economic development. Characteristics of entrepreneurial behaviour. Motivating and Training people for entrepreneurship and economic development. Women Entrepreneurs. Consumer rights and consumer courts.

UNIT IV

a) **Application of Psychology to environment and related fields**

Environmental Psychology - effects of noise, pollution and crowding. Population psychology-psychological consequences of population explosion and high population density. Motivating for small family norms. Impact of rapid scientific and technological growth on degradation of environment.

b) **Other applications of Psychology**

Counselling Psychology - group counselling, family and marital counselling, counselling the socially disadvantaged. Sports psychology-improving performance of sports, personnel, psychology and understanding of political behaviour. Voting behaviours. Psychology of corruption and strategies to deal with Psychology of terrorism.

PUBLIC ADMINISTRATION PAPER – I**(Administrative Theory)**

1. **Introduction:** Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.
2. **Administrative Thought:** Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C.Argyris, D.McGregor).
3. **Administrative Behaviour:** Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.
4. **Organisations:**
Theories – systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships.
5. **Accountability and control:**
Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.
6. **Administrative Law:**
Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
7. **Comparative Public Administration:**
Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.
8. **Development Dynamics:**
Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development - the self-help group movement.'
9. **Personnel Administration:**
Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.

10. Public Policy:

Models of policy-making and their critique; Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.

11. Techniques of Administrative Improvement:

Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

12. Financial Administration: Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

**PUBLIC ADMINISTRATION PAPER – II
(Indian Administration)**

- 1. Evolution of Indian Administration:** Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.
- 2. Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
- 3. Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.
- 4. Union Government and Administration:** Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.
- 5. Plans and Priorities:** Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.
- 6. State Government and Administration:** Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.
- 7. District Administration since Independence:** Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.
- 8. Civil Services: Constitutional position;** Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.

9. **Financial Management:** Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.
10. **Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
11. **Rural Development:** Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
12. **Urban Local Government:** Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.
13. **Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.
14. **Significant issues in Indian Administration:** Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

SOCIOLOGY PAPER – I
(Fundamentals Of Sociology)

SECTION A

1. **SOCIOLOGY - THE DISCIPLINE:**
 - (a) Social conditions in Europe for the emergence of Sociology
 - (b) Nature and subject matter of Sociology
 - (c) Scope and theoretical perspectives of Sociology
 - (d) Relations with other social science
2. **SOCIOLOGICAL CONCEPTS:**
 - (a) Culture: elements, Transmission, Diffusion, Cultural lag
 - (b) Socialization : Stages, agencies
 - (c) Social Control: Functions, types, agencies
 - (d) Social Groups: Primary, Secondary, Reference Groups
3. **MARRIAGE, FAMILY AND KINSHIP:**
 - (a) Marriage, types of marriage, functions of marriage
 - (b) Family, types of family, functions of family, changing family structure
 - (c) Kinship, types of kinship, rules of descent, lineage

4. SOCIAL STRATIFICATION AND MOBILITY:

- (a) Social stratification, features, determinants
- (b) Concepts- equality, inequality, hierarchy, exclusion, poverty and deprivation
- (c) Theories of social stratification, Functionalist Theory, Marxist Theory, Weberian Theory
- (d) Social mobility, open and closed systems, types of mobility,
- (e) Factors and barriers of social mobility.

SECTION B

1. SOCIOLOGICAL THOUGHTS:

- (a) Emile Durkheim- Division of labour, social fact, religion and society
- (b) Karl Marx- Historical materialism, alienation, class struggle
- (c) Max Weber-Ideal types, social action, protestant ethic and the spirit of capitalism
- (d) Talcolt Parsons- Social system, pattern variables.
- (e) Robert K. Merton- Latent and manifest functions, reference groups

2. RESEARCH METHODS:

- (a) Research design
- (b) Types of research
- (c) Variables, hypothesis, sampling
- (d) Elements and steps of scientific research
- (e) Techniques of data collection
- (f) Problem of objectivity and value neutrality

3. ECONOMIC, POLITICAL AND RELIGIOUS INSTITUTIONS:

- (a) Politics: Nation, state, democracy, civil society Sociological theories of power
- (b) Power elite, bureaucracy, pressure groups, and political parties.
- (c) Economies: Features of primitive economy, work and occupation in society
- (d) Organization of work in industrial/capitalist society
- (e) Religion: Types of religious practices - animism, monism, pluralism, sects, cults.
- (f) Religion and science, contemporary trends in religion

4. SOCIAL CHANGE :

- (a) Social change, nature and characteristics, development, progress
- (b) Theories of social change, Evolutionary, Functional, Conflict, Cyclical
- (c) Factors of social change: Education, Science and technology, Social legislation
- (d) Resistance to social change.

SOCIOLOGY PAPER - II
(Indian Society: Structure And Change)

SECTION A

1. PERSPECTIVES ON INDIAN SOCIETY:

- (a) Indology : GS. Ghurye's perspectives on the study of Indian society
- (b) Marxist Sociology : A R Desai's view on the relevance of Marxist Sociology in India
- (c) Social background of Indian nationalism.

- (d) Modernization of Indian tradition.
- (e) Social reforms

2. RURAL AND AGRARIAN SECTORS:

- (a) The idea of Indian village and village studies
- (b) Land tenure system before independence
- (c) Land reforms after independence
- (d) Development planning and mixed economy
- (e) Green Revolution
- (f) Programmes for rural development
- (g) Community Development Programme
- (h) Recent schemes for poverty alleviation

3. TRIBAL COMMUNITIES IN INDIA:

- (a) Definitional Problems
- (b) Features
- (c) Geographical distribution
- (d) Colonial politics and tribes
- (e) Issues of integration and autonomy
- (f) Tribal Welfare Programmes and Constitutional Safeguards

4. CASTE AND CLASSES IN INDIA

- (a) Features of Caste System
- (b) Untouchability - forms and perspectives
- (c) Changes in the Caste System
- (d) Agrarian class structure
- (e) Industrial class structure
- (f) Middle classes in India

SECTION B

1. POPULATION DYNAMICS AND URBANIZATION

- (a) Population size, growth, composition and distribution, literacy, density, longevity.
- (b) Components of population growth: birth, death, migration.
- (c) Population policy and family planning.
- (d) Emerging issues: ageing, sex ratios, child and infant mortality, reproductive health.
- (e) Urbanization, factors of urbanization, rural-urban continuum and contrast

2. SOCIAL MOVEMENTS IN MODERN INDIA

- (a) Characteristics and types of social movements
- (b) Peasant movements
- (c) Women movements
- (d) Backward classes movements
- (e) Ethnic movements

3. RELIGION AND SOCIETY

- (a) Religious communities in India
- (b) Problems of religious minorities
- (c) Communalism
- (d) Secularism

4. CHALLENGES TO INDIAN SOCIETY

- (a) Caste conflicts
- (b) Violence against women
- (c) Poverty
- (d) Illiteracy
- (e) Bonded labour
- (f) Regionalism
- (g) Corruption
- (h) Child labour

SCHEDULE - I 'B'

Syllabus for Competitive Examination for Direct recruitment to the post of **Liaison Officer** shall be the same as Committee Officer except Optional Subjects which excludes namely : (i) Education, (ii) Geography, (iii) Philosophy, (iv) Psychology and (v) Civil Engineering.

SCHEDULE - I 'C'

TRANSLATOR

PAPER- I	-	General English	-	100 Marks
PAPER - II	-	Translation	-	100 Marks
PAPER - III	-	General Knowledge	-	100 Marks
Personal Interview			-	50 Marks
		TOTAL	-	350 Marks

SCHEDULE - I 'D'

ASSISTANT/UDC

PAPER - I	-	General English	-	100 Marks
PAPER - II	-	Arithmetics	-	50 Marks
PAPER - III	-	General Knowledge	-	100 Marks
Personal Interview			-	50 Marks
		TOTAL	-	300 Marks

SCHEDULE - I 'E'**ASSISTANT LIBRARIAN**

Syllabus for Competitive Examination for Direct recruitment to the post of Assistant Librarian.

- | | | |
|---|---|-----------|
| 1. PAPER - I - GENERAL ENGLISH | - | 100 Marks |
| 2. PAPER - II - FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE | - | 150 Marks |
| UNIT- I : LIBRARY ORGANISATION AND ADMINISTRATION | - | 70 Marks |
| (1) Libraries : Concepts, role and types | | |
| (2) Fundamentals of Library planning – site, building, furniture, etc. | | |
| (3) Laws of Library Science | | |
| (4) Library Cooperation/ Resource sharing | | |
| (5) Professional Organisations | | |
| (6) Acquisition of Library reading materials and their processing | | |
| (7) Circulation | | |
| (8) Stock Verification | | |
| (9) Conservation and preservation of Library materials | | |
| UNIT- II : INFORMATION SOURCES AND SERVICES | - | 30 Marks |
| (1) Data, information and knowledge | | |
| (2) Sources of information | | |
| (3) Reference and information services | | |
| UNIT- III : INFORMATION TECHNOLOGY | - | 50 Marks |
| (1) Fundamentals of Information Technology | | |
| (2) Internet | | |
| (3) Networking and Telecommunications | | |
| (4) Library Automation | | |
| (5) Digital Library | | |
| 3. PAPER - III ORGANISATION OF KNOWLEDGE (Practical) : 150 Marks | | |
| UNIT -I : LIBRARY CLASSIFICATION (Practical) | - | 65 Marks |
| Classification of titles/ books/ periodicals according to Dewey Decimal Classification scheme | | |
| UNIT- II : LIBRARY CATALOGUING (Practical) | - | 65 Marks |
| Preparation of complete catalogue of titles/ books/periodicals in accordance with Anglo American Cataloguing Rules-2 (AACR-2) | | |
| APTITUDE TEST - Marks : 20 | | |
| a) Numerical and Figure work Test | : | (4 marks) |
| These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject will be given a series of numbers. His /Her task is to see how the numbers go together to form a relationship with each other. He /She has to choose a number which would go next in the series. | | |

- b) Verbal Analysis and Vocabulary Tests : (6 marks)
These tests measure the degree of comfort and fluency with the English language. These tests will measure how a person will reason with words. The subject will be given questions with alternative answers that will reflect his /her command of the rule and use of English language
- c) Visual and Spatial/ 2-D Ability Tests : (4 marks)
These tests are used to measure perceptual speed and acuity. The subject will be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space
- d) Abstract and Reasoning Test : (6 marks)
This test measures the ability to analyze information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems

Personal Interview - 100 Marks

SCHEDULE - I 'F'

JUNIOR TECHNICAL ASSISTANT

PAPER - I	-	General English	-	100 Marks
PAPER - II	-	Arithmetics	-	50 Marks
PAPER - III	-	General Knowledge	-	100 Marks
PAPER - IV	-	Technical	-	200 Marks

Technical Paper - I - 100 Marks

Unit - I	:	Fundamentals of Computer	(25 Marks)
Unit - II	:	Operating Systems	(25 Marks)
Unit - III	:	Word Processing	(20 Marks)
Unit - IV	:	Spreadsheet	(15 Marks)
Unit - V	:	Presentation Software	(15 Marks)

Technical Paper - II - 100 Marks

Unit - I	:	Computer Hardware	(25 Marks)
Unit - II	:	Computer Networking	(25 Marks)
Unit - III	:	Database Management System	(25 Marks)
Unit - IV	:	Web Development & Hosting	(25 Marks)

SYLLABUS DETAIL

TECHNICAL PAPER – I (100) Marks

Unit – I : Fundamental of Computer (25 Marks)**1. Introduction :**

Types of Computer, Evolution of Computer, Basic Hardware & Software.

2. Basic Computer Organization:

Input/output Unit, Storage Unit

3. Processor & Memory :

CPU-ALU,CU,Registe, Types of Processors; Main Memory – Organization, Capacity, Types of Memory, Cache Memory

4. Storage :

Magnetic, Optical, Solid State, Flash.

Unit – II : Operating Systems (25 Marks)**1. Introduction :**

What is OS ? Main functions.

2. Types of OS:

Basics of Windows, MacOS, Linux

3. Microsoft Windows :

Versions & Features.

4. Elements of User Interface :

Icons, Desktop, Folder, Start Menu

5. Windows Accessories :

System Tools, Calculator, Notepad, Paints, Wordpad

Unit – III : Word Processing (20 Marks)**1. Introduction :**

Microsoft Word, Documents – Creat, Edit, Sve, Print, Close.

2. Formatting Document:

Text Style, Fonts, Alignment, Formatting Paragraphs, Headers, Footers, Page Number.

3. Proofing :

Grammer Check, Autocorrect, Thesaurus.

4. Design :

Borders, Shading, Bullets, Numbering, Symbols, Textbox, WordArt.

5. Table :

Table formatting, Rows, Columns, Header.

Unit – IV : Spreadsheet (15 Marks)**1. Introduction :**

Understanding Excel, Worksheet, Workbook. Documents – Create, Edit, Save, Print, Close.

2. Using Formula:

Applying exising formula. Entering Formula. Using Formula.

3. Editing :

Formatting, Printing, Adjusting Cells.

4. Graphs and Charts :

Creating Graphs and Charts, Sizing and Moving, Updating, Changing Chart Type, Printing.

Unit – V : Presentation Software (15 Marks)

1. **Introduction :**
Understanding PowerPoint, Basic Elements, Slide Layouts
2. **Viewing:**
Opening presentation, Switching Views, Ratios.
3. **Editing Presentation :**
Adding slides, Deleting Slides, Rearranging, Changing Design, Themes, Graphics.
4. **Special Effects :**
Inserting images, Animating Slides, Sound Effects, Slide Timing, Picture edit.

TECHNICAL PAPER – II (100) Marks

Unit – I : Computer Hardware (25 Marks)

1. **Introduction :**
Parts of Computer system, features, functions.
2. **SMPS & UPS:**
Requirements calculation, Installation, Testing, Troubleshooting, Features, Understanding its specifications. Types of UPS.
3. **BIOS :**
Configuring BIOS. Understanding various settings. Overclocking. Checking hardware. Saving & Editing BIOS.
4. **Disk Partition :**
Create, Resize, Delete, Format.
5. **Memory :**
Primary & Secondary Memory. RAM. SATA/PATA HDD. SSD. ROM.
6. **Accessories :**
Installing & Connecting various computer accessories and parts. Compatibility. Testing. Configuration. Troubleshooting.

Unit – II : Computer Networking (25 Marks)

1. **Introduction :**
Networking Topologies. Networking Devices & Media.
2. **Networking :**
IP addressing, Installing & Configuring Network. Static & Dynamic IPs. DNS. Gateway. Subnet.
3. **Networking in Windows :**
Remote Desktop Connection. Data & Printer Sharing. Workgroup.
4. **Internet :**
Use and working of Internet. Browsers. URL. HTTP/S. Search Engine. Social Media.

Unit – III : Database Management System (25 Marks)**1. Introduction :**

Database system. Purpose. View of Data. Relational Database. Database Architecture.

2. Data Models :

Importance. Building Blocks. Evolution. Degrees of Data Abstraction.

3. Database Design :

Database design & ER Model – Overview, Model, Constraints, Diagram; Normalization.

4. Constraints & Views :

Constraints types. Integrity Constraints. View – Introduction, Data Independence, Security, Update on Views, Comparison between Tables & Views.

5. SQL and MySQL :

Introduction to SQL & MySQL & its Versions, Administration & Query Browser, Creating Databases & Tables, Using keys, Types of Table in MySQL, Data Types, Deleting databases and tables, Inserting, Retrieving, Updating & Deleting data, User Accounts, Access Control.

Unit – IV : Web Development & Hosting (25 Marks)**1. Introduction :**

Web overview and introduction to web development tools.

2. HTML :

Fundamentals/Basic HTML, Text Formatting On Web Pages, Incorporate Images, Creating Hyperlinks, Tables and Nested Tables, Inserting Web Page, Setting & Modifying Field Properties, Validating HTML.

3. CSS :

Introduction, Designing with Style Sheets, Style Sheet Syntax, ID, Class Contextual Selectors, Cascading Order, Properties, Absolute and Relative Positioning.

4. JavaScript :

Introduction to JavaScript, Variables and Objects, Decision Making Statement, Loops, Arrays, Functions & Prototypes, Core JavaScript Objects, DOM Introduction, Event Model, Function.

5. Hosting :

Basics of Hosting. Shared vs Dedicated Hosting. Windows vs Linux Hosting. Web Server. Application Server.

SCHEDULE - I 'G'

LOWER DIVISION CLERK

PAPER - I	-	General English	-	100 Marks
PAPER - II	-	(a) General Knowledge	-	50 Marks
		(b) Arithmetics	-	50 Marks
Personal Interview			-	50 Marks
		TOTAL	-	250 Marks

Candidates who qualify themselves in the typing test only shall be eligible to sit in the written examination.

SCHEDULE - I 'H'

STENOGRAPHER – III

- (A) English Stenography : (i) 80 words per minute for 5 minutes dictation given by an expert in English Stenography
(ii) 10 minutes for reconciliation
(iii) 30 minutes for typing
(iv) Maximum permissible errors : 10%

Candidates who qualify themselves in the Shorthand Speed test only shall be eligible to sit in the written examination.

(B) WRITTEN EXAMINATION

	<u>Subject</u>		<u>Full Marks</u>
PAPER - I	General English	-	100 Marks
PAPER - II	General Knowledge	-	100 Marks
(C) PERSONAL INTERVIEW		-	50 Marks
	TOTAL	-	250 Marks

SCHEDULE - I 'I'

RECEPTIONIST

PAPER - I	-	General English	-	100 Marks
PAPER - II	-	(a) General Knowledge	-	30 Marks
		(b) Arithmetics	-	20 Marks
PAPER - III	-	Hospitality Management	-	50 Marks
Personal Interview			-	50 Marks
		TOTAL	-	250 Marks

SCHEDULE - I 'J'**ASSISTANT OPERATOR**

PAPER - I	-	General English	-	100 Marks
PAPER - II	-	General Knowledge (Simple Arithmetic, current affairs, etc.	-	50 Marks
PAPER - III	-	Technical	-	100 Marks

SYLLABUS DETAIL

1. Ohm's law, Kirchoff's law, Concept of basic Electricity, Single phase & three phase circuits. Measurement of AC&DC Electrical quantities like Voltage, Currents, Resistance, Impedance, power factor. Testing of installation by megger. **(6 marks)**
2. Fires in electrical Circuits & Precautions, Fire Extinguishers its types and operation, General safety of Tools & equipment. **(6 marks)**
3. Different types of wires & conductors, Load carrying capacity. Insulation resistance of wires. **(6 marks)**
4. Concept of earthing, purpose & types. Pipe earthing & Plate earthing, testing and maintenance of earth resistance. **(6 marks)**
5. Types of circuit breakers : MCB, MCCB, ELCB, RCCB & its selection. **(6 marks)**
6. Types of fuses : Kit-kat type, H.R.C fuse, Cartridge fuse and its selection based on load. **(5 marks)**
7. Identification of the electrical equipment's cables, wires and electrical accessories and tools used in industry. **(5 marks)**
8. Studies of diagram & Symbols used in basic Electrical Circuits, Wiring & installations. **(5 marks)**
9. Knowledge of different electrical wiring – residential, offices, hospitals, go-downs etc. **(5 marks)**
10. Knowledge of fans, tube light, heater, geyser, calling bell fixing. **(5 marks)**
11. Practice on wiring diagram/Making plan of wiring accordingly. **(5 marks)**
12. Fire alarm, security surveillance. **(5 marks)**
13. Methods of fixing various types of switches : I.C.D.P and I.C.T.P, distribution box. **(5 marks)**
14. Methods of fixing single phase and three phase meters. Manual changeover switch and automatic changeover switch. **(5 marks)**

15. Skinning different types of cable ends, making various joints like twist joint, married joint, Tee joint in stranded conductors, Checking & testing of Electrical wiring as per drawing. (5 marks)
16. Fault finding and preventive maintenance, trouble shooting. (5 marks)
17. Flux and soldering technique, Different types of soldering gun. (5 marks)
18. Power Supplies : Different type of cells, Grouping of cells, Care and maintenance of cell, Types of Batteries, Rectifiers, regulated power supplies, SMPS, UPS, Inverter : Solar inverter (Hybrid, off-grid and on-grid). (5 marks)
19. Basic Refrigeration & Air Conditioning unit : Refrigeration, Method used for producing Cooling Effect, Unit of Refrigeration, Instrument used in Refrigeration, Types of Refrigeration Air Conditioning – Fundamental Principle of AC, Construction, Working, Types of AC and Its Application, types of AC Gases and its application. (5 marks)

SCHEDULE – II

Syllabi for limited departmental examinations under the Mizoram Legislative Assembly Secretariat.

SCHEDULE – II 'A'

SUPERINTENDENT AND COMMITTEE OFFICER

- PAPER - I** - General English
- PAPER - II** -
- a) FR 1-49, 52-56
 - b) SR 3 - 13, 17 - 195 (TA Rules) 196 - 203
 - c) CCS (Pension) Rules, 1972
 - d) Govt. of Mizoram (Allocation of Business) Rules, 1987 as amended from time to time.
 - e) Govt. of Mizoram (Transaction of Business) Rules, 1987 as amended from time to time.
 - f) General Provident Fund (Central Service) Rules, 1960
- PAPER - III** -
- (a) GFR Chapter 1, 2, 3, 4, 6, 7, 9, & 12
 - (b) CTR - Part III & V.
 - (c) Delegation of Financial Power Rules, 1978
 - (d) National Pension Scheme, Pension Fund Regulatory and Development Authority Act, 2013
- PAPER – IV** -
- (a) CCS (CCA) Rules, 1965 (Rule 2, 4, 8, 10 - 28)
 - (b) CCS (Conduct) Rules, 1964
 - (c) Medical attendance Rules
 - (d) Central Secretariat Manual of Office Procedure.
 - (e) CCS (Leave Rules) 1972

- PAPER – V** - a) Constitution of India – Articles 52–74 - (The Executive, the President & Vice President)
- | | |
|--------------------|--|
| Articles 79 – 123 | Parliament |
| Articles 148 – 151 | Comptroller & Auditor General of India |
| Articles 168 – 213 | State Legislature |
- Articles 311 Dismissal, Removal & Reduction in rank of person employed in civil capacities under the Union and the States.

Tenth Schedule to the Constitution [Article 102(2) & 191(2)]

- b) Practice and Procedure of Parliament –
- | | |
|----------------|--|
| Chapter IX | Summoning & Prorogation of Parliament and Dissolution of Lok Sabha |
| Chapter XI | Powers, Privileges & Immunities of Houses & their Committees & Members |
| Chapter XIV | Recognition of Political Parties in Parliament |
| Chapter XVIII | Arrangement of Business & List of Business |
| Chapter XXI | Motion for Adjournment on a matter of Public Importance |
| Chapter XXII | Legislation |
| Chapter XXIV | Subordinate Legislation |
| Chapter XXV | Resolution |
| Chapter XXVI | Motions |
| Chapter XXVII | Discussion on matter of urgent public importance for short duration. |
| Chapter XXVIII | Motions of confidence and no confidence in the Council of Ministers |
| Chapter XXX | Parliamentary Committees |
| Chapter XXXIII | Petitions & Representations |

- PAPER – VI**
- Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.
 - The Mizoram Salaries, Allowances & Pension of Member of the Legislative Assembly Act, 1999 as amended from time to time.
 - The Mizoram Salaries & Allowances of the Speaker and the Deputy Speaker Act, 1999 as amended from time to time.
 - The Mizoram Salaries & Allowances of Minister Act, 1999 as amended from time to time.
 - The Mizoram Salaries & Allowances of the Leader of the Opposition Act, 1999 as amended from time to time.
 - The Mizoram Salaries & Allowances of the Government Chief Whip and the Deputy Government Chief Whip Act, 1999 as amended from time to time
 - The State of Mizoram Act, 1986.
 - The Mizoram Pension of Member of the Legislative Assembly Rules, 1999
 - The Mizoram Legislative Assembly (Member's Death Gratuity) Rules, 2000

SCHEDULE II 'B'

ASSISTANT

PAPER - I General English

PAPER - II

- a) Central Secretariat Manual of Office procedure
- b) SR 17 - 195 (TA Rules) c) FR & SR Part - III (Leave Rules)
- c) General Provident Fund (Central Service) Rules, 1960
- d) CS (Medical Attendance) Rules, 1944.

PAPER - III

- a) Instruction for submission : Receipt and Transmission of Petitions addressed to the President etc.
- b) CCS (Conduct) Rules 1964
- c) CCS (CCA) Rules, 1965 (Rules 2,4,8,10)
- d) CCS (Temporary Service) Rules, 1965
- e) GFR - Chapter 1,3,12(1)
- f) CTR - Part - III & IV

PAPER - IV

- a) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.
- b) Chapter VII, IX, XIV, XV of Practice and Procedure of Parliament.
- c) The Mizoram Salaries, Allowances & Pension of Members of the Legislative Assembly Act, 1999 as amended from time to time.
- d) The Mizoram Salaries and Allowances of the Speaker and the Deputy Speaker Act, 1999 as amended from time to time.
- e) The Mizoram Salaries & Allowances of Minister Act, 1999 as amended from time to time.
- f) The Mizoram Salaries & Allowances of the Leader of the Opposition Act, 1999 as amended from time to time.
- g) The Mizoram Salaries & Allowances of the Government Chief Whip and the Deputy Government Chief Whip Act, 1999 as amended from time to time.
- h) The Mizoram Pension of Members of the Legislative Assembly Rules, 1999
- i) The Mizoram Legislative Assembly (Member's Death Gratuity and Family Pension) Rules, 2000

SCHEDULE - II 'C'

TRANSLATOR

PAPER - I General English

PAPER - II

- a) Translation
- b) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.
- c) Central Secretariat Manual of Office Procedure.

PAPER - III

- a) Instruction for submission : Receipt and Transmission of Petitions addressed to the President etc.
- b) CCS (Conduct) Rules 1964

- c) CCS (CCA) Rules, 1965 (Rules 2,4,8,10)
- d) GFR - Chapter 1,3,12(1)
- f) CTR - Part - III & IV

Paper – IV

- a) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.
- b) Chapter VII, IX, XIV, XV of Practice and Procedure of Parliament.
- c) The Mizoram Salaries, Allowances & Pension of Members of the Legislative Assembly Act, 1999 as amended from time to time.
- d) The Mizoram Salaries and Allowances of the Speaker and the Deputy Speaker Act, 1999 as amended from time to time.
- e) The Mizoram Salaries & Allowances of Minister Act, 1999 as amended from time to time.
- f) The Mizoram Salaries & Allowances of the Leader of the Opposition Act, 1999 as amended from time to time.
- g) The Mizoram Salaries & Allowances of the Government Chief Whip and the Deputy Government Chief Whip Act, 1999 as amended from time to time.
- h) The Mizoram Pension of Members of the Legislative Assembly Rules, 1999.
- i) The Mizoram Legislative Assembly (Member's Death Gratuity) Rules, 2000

SCHEDULE – II 'D'**UPPER DIVISION CLERK (U.D.C).****PAPER - I** General English

- PAPER - II**
- a) CCS (Conduct) Rules 1964
 - b) CCS (CCA) Rules, 1965 (Rules 10-28)
 - c) Leave Rules
 - d) TA Rules
 - e) CS (Medical Attendance) Rules, 1944.

- PAPER – III**
- a) Rules of Procedure & Conduct of Business in Mizoram Legislative Assembly.
 - b) The Mizoram Salaries and Allowances & Pension of Members of the Legislative Assembly Act, 1999 as amended from time to time.
 - c) The Mizoram Salaries and Allowances of the Speaker and the Deputy Speaker Act, 1999
 - d) The Mizoram Salaries and Allowances of the Leader of Opposition Act, 1999
 - e) The Mizoram Salaries and Allowances of Minister Act, 1999
 - f) The Mizoram Salaries and Allowances of the Government Chief Whip and the Deputy Chief Whip Act, 1999
 - g) The Mizoram Pension of Members of the Legislative Assembly Rules, 1999
 - h) The Mizoram Legislative Assembly (Member's Death Gratuity and Family Pension) Rules, 2000.

SCHEDULE - II 'E'

STENOGRAPHER GRADE - II
Typing - Speed and accuracy test

SCHEDULE - II 'F'

LOWER DIVISION CLERK (L.D.C)

PAPER - I General English

PAPER - II a) CCS Conduct Rules, 1964
 b) Typing test, at the speed of 25 words per minute.

SCHEDULE - III
(Conditions of service)

SCHEDULE - III 'A'

The conditions of service of officers (other than Commissioner & Secretary) in the matter of leave, pension and age of retirement, shall be governed by the rules and orders specified against the relevant entry.

LEAVE : The Central Civil Service (Leave) Rules, 1972.

PENSION : (i) The Central Civil Service (Pension) Rules, 1972.
 (ii) Central Civil Services (Extra-ordinary Pension) Rules.
 (iii) Civil Pensions (Commutation) Rules.
 (iv) New Pension Scheme.

AGE OF RETIREMENT : Fundamental Rules, 56.

EXPLANATION : Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these Rules and such further orders as may be issued under the provisions of these Rules from time to time.

SCHEDULE - III 'B'

The conditions of service of Commissioner & Secretary in the matter of leave, pension and age of retirement, shall be governed by the rules and orders specified against the relevant entry :-

LEAVE : The All India Services (Leave) Rules, 1955, as amended from time to time provided that the Speaker may, in his discretion relax the limit upto which earned leave may be accumulated under sub-rule (2) of the rule 10 of the said Rules in any case where he considers that such relaxation is necessary.

PENSION : (i) Civil Services Regulations read with Liberised Pension Rules issued as a result of recommendations of the Central Pay Commission

with the Government of India, Ministry of Finance Memorandum No. F.3.(1)-Est(Spl)/47, dated the 17th April, 1950 and No. F.3(16)-Est(Spl)/50 dated the 2nd January, 1951 and subsequent supplemental orders issued from time to time

(ii) Central Civil Service (Extraordinary Pension) Rules.

(iii) Civil Pension (Commutations) Rules.

AGE OF RETIREMENT : Sub-Clause (iii) of clause (c) of Fundamental Rules 56.

EXPLANATION : Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these rules and such further orders as may be issued under the provisions of these rules from time to time.

SCHEDULE - IV
Application form for Direct Examination

SCHEDULE -IV(A)

**APPLICATION FORM FOR COMPETITIVE EXAMINATION
FOR RECRUITMENT OF THE COMMITTEE OFFICER,
MIZORAM LEGISLATIVE ASSEMBLY SECRETARIAT**

**Attach two
recent
Passport
size
photograph**

(To be filled by the Candidates own handwriting)

1. Name (as recorded in Matriculation Or equivalent certificate) (In block letters) : _____

2. Father's Name : _____
3. Address
(a) Permanent / Home Address : _____

- (b) Present Address (for communication) : _____
4. Date of Birth in Christian era (as recorded in Matriculation or equivalent certificate) (Attach supporting documents). :

Date	Month	Year
5. Sex (Write 'M' for Male and 'F' for Female in the box) :

--
6. Nationality : _____

7. Community (Scheduled Caste/Tribe) : _____

8. Educational and other qualifications from Matriculations (Attach supporting Documents):

Examination Passed	Year of Passing	Division/Class	Percentage of marks obtained	Board of University
1	2	3	4	5

9. If reservation /relaxation is claimed : _____
indicate which Scheduled Caste/Schedule Tribe, etc.

10. If you are employed under Government, or have at any time been employed Under Government, give details of the service rendered in various Offices and scale of pay of the post held :

Name of Deptt/ Office	Post in which employed and pay level	Period of service
1	2	3

11. Have you ever been convicted by a criminal Court or penalized in the Disciplinary action and if so, in what circumstances and what was the sentence / penalty? : _____

12. Indicate 1 (one) optional subjects in which you wish to be examined. No change in the selection of Optional allowed once given. : _____

13. Give list of documents attached to the application (SC/ST Certificate, Educational Qualificational Certificates, Mark sheets, Computer Certificates, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the authority.

Place _____

Date _____

Signature of the candidate

(For use of Government Servant only)

CERTIFICATE BY THE HEAD OF DEPARTMENT

Certified that Mr/Miss/Mrs _____ holds a temporary/permanent post under the Central/State Government. His/Her character as far as known to me is good and I am not aware of any circumstances which show that he/she would be unsuitable for any appointment to any of the services/posts if successful in the examination.

Date _____

Signature _____

Designation _____

(Seal)

Commissioner & Secretary,
Mizoram Legislative Assembly

9. Compulsory enclosures :

- 1. SC/ST Certificate. (Attested xerox copy)
- 2. Edn. Qualification Certificates and marksheets from Matriculate and onwards (Attested xerox copy)
- 3. Computer Certificate (Attested xerox copy)
- 4. Document indicating date of birth. (Attested Xerox copy)
- 5. Receipt of Application Fee.

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me if I am found to be giving false information.

Place _____

Date _____

Signature of the Applicant

(For use of Government Servant only)
CERTIFICATE BY THE HEAD OF DEPARTMENT

Certified that Mr./Mrs./ Miss _____ holds a temporary/ permanent post under the Central/State Government. His/her character as far as known to me is good and I am not aware of any circumstances which show that he/she would be unsuitable for any appointment to any of the services/posts if successful in the examination.

Date : _____

Signature _____

Designation _____

(Seal)
