

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
INSPECTOR OF POLICE (MINISTERIAL UNIFORMED CADRE)
UNDER HOME (POLICE) DEPARTMENT,
GOVERNMENT OF MIZORAM. NOVEMBER-2022

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 40

*Marks for each question is indicated against it.
Attempt all questions.*

GENERAL SECRETARIAT MANUAL OF OFFICE PROCEDURE.

1. One of the office complexes in your department is in dire need of fencing. Draft a letter for your head of department requesting the administrative head of your department for allocation of Rs. 4.00 lakh for the purpose with justifications. (6)
2. Can a Section Officer dispose of cases independently? If so, enumerate such cases. If not, state the reason(s). (4)
3. What do you mean by 'Statutory Bodies' and 'Constitutional Bodies'? (4)
4. Define any 3(three) of the following terms. (3×2=6)
 - (a) Case
 - (b) Security Grading
 - (c) Wing
 - (d) Current File
 - (e) Receipt
 - (f) Minute

CCS (CCA) RULES, 1965.

5. Who can place a Government under suspension, and under what circumstances shall a Government Servant be deemed to have been placed under suspension? (5)
6. Mention the minor penalties that may be imposed on a Government Servant. (5)
7. Fill in the blanks. (5×1=5)
 - (a) Unless unavoidable, _____ should refrain from being an Inquiry Officer.
 - (b) The maximum period of suspension that can be extended at a time after review of the competent authority is _____ days.
 - (c) An order of suspension can be reviewed before the expiry of _____ days from the effective date of suspension.
 - (d) Daily Order Sheet is a record maintained by _____.
 - (e) Rule 11 of the CCS (CCA) Rules, 1965 specifies _____.

8. State whether the following statements are 'True' or 'False'. (5×1=5)
- (a) The leave sanctioning authority can treat a day as 'dies non' when an official is on duty in office but leaves the office without proper permission on that day.
 - (b) Report of the Inquiry Officer should be shown to the Charged Officer first.
 - (c) All premature retirements are minor penalty.
 - (d) The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 20 (twenty) cases in a year, with not more than 4 (four) cases at a time.
 - (e) Retired Government servants should not be appointed as Inquiry Officers.

CCS (CONDUCT) RULES, 1964.

9. What should a Government servant do when an oral direction is received from an official superior? (3)
10. What are the duties of every Government Servant with regard to observance of Government policies? (3)
11. Mention the acts or behavior, whether directly or by implication by a Government Servant that shall amount to sexual harassment. (5)
12. Rule 22 of CCS (Conduct) Rules, 1964 prohibits every Government Servant to consume any intoxicating drink or drug in public places. What will be the position of 'Public Place' in regard to the following places? (4)
- (a) An exclusive club meant for members where it is possible to invite non-members as guests.
 - (b) The lodging room and the bar/ restaurant of a hotel.
13. State whether the following statements are 'True' or 'False'. (5×1=5)
- (a) 'Workplace' includes a dwelling place or a house.
 - (b) Humiliating treatment of a female colleague which is likely to affect her health or safety amounts to 'sexual harassment'.
 - (c) If a government Servant performs his official duty very satisfactorily, it is not obligatory for him/her to be responsive to the public, particularly to the weaker section.
 - (d) Refusal to work overtime by a Government Servant where such overtime work is necessary in the public interest amounts to 'Strike'.
 - (e) Acting as polling agent in an election is permissible.

CCS (PENSION) RULES, 1972.

14. State whether the following services count as 'Qualifying Service' in terms of CCS (Pension) Rules, 1972 or not by answering 'Yes' or 'No' against each statement. (5×1=5)
- (a) Service as apprentice.
 - (b) Period spent on Leave Not Due.
 - (c) Service on probation followed by confirmation in the same or another post.
 - (d) Period of suspension passed by a Government Servant pending inquiry where, on conclusion of such inquiry, the Disciplinary Authority awarded a penalty of Compulsory Retirement.
 - (e) Period spent on training abroad.

15. Calculate the number of 'years', 'months' and 'days'. (4×1=4)
- (a) 3rd of January, 1981 to 31st of July, 2012.
 - (b) 11th of April, 2002 to 6th of January, 2020.
 - (c) 25th of February, 1980 to 3rd of May, 2017.
 - (d) 19th of June, 2002 to 5th of May, 2021.
16. State whether the following statements are 'True' or 'False'. (5×1=5)
- (a) Specific orders are necessary for retirement on 'due date'.
 - (b) Commutation of Compassionate Allowance is permissible.
 - (c) Compensation Pension is a pension granted to Government Servants who are awarded a penalty of 'Removal'.
 - (d) 'Minor' means a person who has not completed the age of 25 (twenty five) years.
 - (e) 'Retirement Benefits' includes pension or service gratuity and retirement gratuity, where admissible.
17. Write a short note on the following: (2×3=6)
- (a) Retiring Pension
 - (b) Compensation Pension.

GROUP – E: CCS (LEAVE) RULES, 1972.

18. Fill in the blanks. (5×1=5)
- (a) Earned Leave can be accumulated up to _____ .
 - (b) Earned Leave should not ordinarily be denied during the last _____ years of service.
 - (c) No leave of any kind can be granted for a continuous period exceeding _____ except with the sanction of the President.
 - (d) Child Care Leave is permissible up to the age of _____ in case of disabled/ mentally challenged children.
 - (e) Earned Leave may be taken at a time up to _____ as a leave preparatory to retirement.
19. State whether the following statements are 'True' or 'False'. (10×1=10)
- (a) Conversion of leave of one kind to another is not permissible.
 - (b) It is not permissible to commute period of absence without leave into Extraordinary Leave retrospectively.
 - (c) An official on leave should not normally take up employment elsewhere.
 - (d) Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.
 - (e) Half Pay Leave may be granted with Medical Certificate only.
 - (f) Maternity Leave may be combined with any other kind of leave.
 - (g) Maternity Leave is not admissible for induced abortion.
 - (h) There is no minimum period for grant of Child Care Leave.
 - (i) Child Care Leave does not require prior sanction.
 - (j) Casual Leave cannot be combined with Joining Time.
20. Under what circumstances may Leave not Due be granted without Medical Certificate? What is the maximum limit of Leave Not Due that can be granted during the entire service of a Government Servant? (5×1=5)