

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. MAY, 2015

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

GROUP 'A' (F.R. & S.R.)

(80 marks)

1. Define any 5 (five) of the following: **(5×3=15)**
 - (a) The Act
 - (b) Lien
 - (b) Tenure post
 - (d) Foreign Service
 - (c) Cadre
 - (f) Leave Salary
2. What are the conditions under which the period of training can be treated as duty? **(8)**
3. Every Government servant shall retire from service in which he attains the age of sixty years. Calculate the dates of retirement of Government servants whose dates of birth are indicated below: **(4)**
 - (a) 1.3.1953
 - (b) 15.1.1950
4. There are some conditions under which date of birth of a Government servant already accepted can be altered. What are those conditions? **(8)**
5. What is the procedure to be followed for relinquishment of charge of office in the case of a retiring Government Servant when the day on which he is due to retire happens to be closed holiday? **(5)**
6. Discuss briefly the criteria for grant of extension /re-employment to Government servants beyond the age of superannuation. **(5)**
7. What are duties and responsibilities of Head of Office to initiate action in relation to maintenance of Service Books under S.R. 202? **(6)**
8. Fill in the blanks with appropriate words: **(7×2=14)**
 - (a) A record of the services of a Gazetted Government Servant will be kept by such _____ officer.
 - (b) Every step in a Government Servant's official life must be recorded in his _____.
 - (c) The Service Books of a Government Servant shall be maintained in _____.
 - (d) Home town declaration under _____ scheme is to be kept in the Service Book.
 - (e) Verification and Communication of qualifying service of a Government Servant is to be done after _____ years of service or 5 years before retirement.
 - (f) If a Government Servant is transferred to _____, the Head of his office or Department must send his Service Book to the Audit Officer.
 - (g) The _____ Form of Service Book will be applicable only to new entrants in Government Service.

9. How would you deal with the following cases in relation to maintenance of Service Books? (3×3=9)
- (a) Pu Biaka, UDC produces personal certificate of character for entry into his Service Book.
 - (b) Pu Siama, Assistant, has been allotted GPF account number.
 - (c) Pu Thanga, LDC, asks for duplicate copy of Service Book as the same which was given to him earlier is lost.
10. Discuss briefly Annual Verification of Services by the Head of Office as provided in GOI's orders (1) below S.R. 202. (6)

Group 'B' (C.C.S (Joining Time Rules), 1979)

(20 marks)

11. What are the conditions under which unavailed Joining time can be credited to leave account of Government Servant? (4)
12. What will be the dates of commencement of Joining time if a Government Servant on transfer in the interest of Public Service: (6)
- (a) Handed over charge of his office on 1.8.2014 (FN)
 - (b) Handed over charge of his office on 16.8.2014 (AN)
13. Pu Hminga, Assistant was transferred from Aizawl to Lunglei in the interest of public service. After handing over charge of his post and while on transit, he received another transfer order. How will you regulate his joining time? (5)
14. State whether the following statements are 'True' or 'False': (5×1=5)
- (a) Joining time can be extended up to the maximum limit of 30 days by the Head of Department.
 - (b) Joining time will not count for increment.
 - (c) One day Joining time is admissible on transfer to join a new post within the same station.
 - (d) Joining time shall be calculated from old headquarters in all cases.
 - (e) Joining time is admissible in case of transfer at own request.

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