

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2014

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

Group 'A'

(80 Marks)

1. Define **any 5(five)** of the following:- (5×4=20)
 - (a) Tenure Post
 - (b) Cadre
 - (c) Travelling Allowance
 - (d) Leave Salary
 - (e) Temporary Post
 - (f) Subsistence Grant
 - (g) Special Pay
2. Define **any 4(four)** of the following:- (4×5=20)
 - (a) Substantive Pay
 - (b) Presumption Pay of Post
 - (c) Personal Pay
 - (d) Lien
 - (e) Honorarium
 - (f) Ministerial Servant
3. Mr. Liana was born on 1st May, 1966. He joined the post of LDC on 1st August, 1990. When shall he retire from government service on Superannuation Pension? (5)
4. What are the conditions for change of date of birth of a Government Servant which had been recorded in his Service Book? (10)
5. Answer the following questions:- (2×2=4)
 - (a) In whose custody a Service Book of a Government Servant must be kept?
 - (b) Who will initiate action for verification/inspection of Service Books of Government Servants?
6. With reference to S.R. 199, what are to be recorded in the Service Book of a Government Servant? State the procedure for making such records. (2+4=6)

‘OR’

- What are the conditions for treating training as duty? (6)
7. Fill in the blanks with appropriate words (**any 5**): (2×5=10)
 - (a) A Government Servant may, by giving notice of not less than _____ in writing to the appropriate authority, retire from service after he has attained fifty five years.
 - (b) A Service Book shall be maintained for a Government Servant from _____ to the government service.
 - (c) Service Book of Government Servants should be maintained in _____.

- (d) In case the Government Servants' copy of Service Book is lost by the Government Servant, it shall be replaced on payment of a sum of _____.
- (e) Proper maintenance of Service Book is needed to eliminate delay in payment of _____.
- (f) _____ of character must not, unless the Head of the Department so directs, be entered in a Service Book.

8. State 'True' or 'False':-

(5×1=5)

- (a) If a Government Servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown in his Service Book.
- (b) No specific orders are necessary for retirement on due date.
- (c) Every Government Servant shall retire from service on the forenoon of the last day of the month in which he attains the age of sixty years.
- (d) 'Duty' does not include the service as a probationer or apprentice even if such service is followed by confirmation.
- (e) 'Foreign Service' means service in foreign countries.

Group 'B'

(20 Marks)

9. (a) To whom the CCS (Joining Time) Rules, 1979 are applicable? (2)

(b) Mention any two categories of employees to whom these Rules are not applicable. (2)

10. Define **any 2(two)** of the following with special reference to CCS (Joining Time) Rules, 1979:

(2×3=6)

(a) Head of Department

(b) Joining Time

(c) Transfer

11. Answer the following questions:-

(3×2=6)

(a) Shall Joining Time be granted to a Government Servant in cases of transfer in private interest?

(b) Is Joining Time admissible in cases of temporary transfer for a period not exceeding 180 days?

(c) From when shall the Joining Time commence if the charge is made over in the forenoon?

12. A Government Servant is transferred from his headquarters to a new headquarter. He has to travel continuously by road for more than 200 kms.

How many days of joining time will be admissible to him if-

(2+2=4)

(a) The distance between his old post to the new post is 1000 kms. or less? The distance between his old post to the new post is more than 1000 kms.?

(b) The distance between his old post to the new post is more than 1000 kms.?