

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
HEADMASTER, GOVT. MIDDLE SCHOOL
UNDER SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF MIZORAM. JULY-2022

PAPER - IV

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

Marks for each question is indicated against it.

Attempt all questions.

CCS(Conduct) Rules, 1964

1. Fill in the blanks: (5×1=5)
 - (a) A govt servant shall at all times, maintain _____ integrity and do nothing which is unbecoming of a govt servant.
 - (b) Sexual harassment includes physical contact and _____
 - (c) _____ late attendance amounts to misconduct under CCS (Conduct) Rules, 1964
 - (d) The display by a govt servant on his _____, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of taking part in politics and elections.
 - (e) _____ clearance shall be denied to an officer, if he fails to submit his annual immoveable property return of the previous year by 31st January of the following year.
2. Say True or False: (5×1=5)
 - (a) No government servant shall, except with the previous sanction of the government, engage directly or indirectly in any trade or business.
 - (b) A governmentservant can own any newspaper or periodical publication or electronic media.
 - (c) A government servant is permitted to attend a meeting held by a political party to be aware of their election manifesto.
 - (d) Every government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all govt servants under his control and authority.
 - (e) A government servant may, with the previous sanction of the government, participate in sports activities as an amateur.
3. What do you mean by the expression of “moveable property”? (5)
4. What is meant by public place in relation to consumption of intoxicating drink and drug? (3)
5. What do you mean by Strike under CCS(Conduct) Rules, 1964? (4)
6. Who are the prescribed authorities in relation to moveable and immoveable property under Rule 18 of CCS(Conduct) Rules, 1964? (3)

7. Fill in the blanks: (5×1=5)

- (i) A govt servant shall refrain from _____ any intoxicating drink or drug in a public place.
- (ii) Every govt servant shall on his first _____ to any service or post submit a return of his assets and liabilities in the prescribed form.
- (iii) A govt servant entering into transaction in respect of moveable property either in his own name or in the name of the member of his family, shall report the same to the prescribed authority within one month from the date of such transaction if the value of such property exceeds _____ month's basic pay of the govt servant.
- (iv) No govt servant shall enter into, or contract, a _____ with a person having a spouse living.
- (v) No govt servant shall bring or attempt to bring any political or outside _____ to bear upon any superior authority to further his interests in respect of matters pertaining to his service under govt.

CCS(CCA) Rules, 1965

8. What is meant by Disciplinary Authority? (2)

9. State into how many groups Central Civil Posts is classified, name them? (4)

10. Choose the correct answer: (5×1=5)

- (a) All appointments to group A post and services in a State shall be made by the Governor/Chief Secretary/Secretary of the department concerned
- (b) The Disciplinary authority shall forward copy of the Inquiry Report together with tentative disagreement, if any, to the charged officer with a request to submit representation within 10/15/30 days,
- (c) Procedure for imposing minor penalties is laid down under Rule (11/14/16) of CCS(CCA) Rules, 1965
- (d) Where two or more govt servants are concerned in any case, the competent authority may make an order directing that disciplinary action against all of them may be taken in a common proceeding under Rule 15/18/19 of CCS(CCA) Rules, 1965
- (e) No appeal under CCS(CCA) Rules, 1965 shall be entertained unless such appeal is preferred within a period of (30/45/60) days.

11. Say True or False: (5×1=5)

- (i) No appeal shall lie against any order made by the President
- (ii) Appeal can be made against any order passed by an Inquiry Officer in the course of an inquiry held under Rule 14.
- (iii) Govt servant may prefer an appeal against the order of suspension made or deemed to have been made under Rule 10 of CCS(CCA) Rules, 1965.
- (iv) CCS(CCA) Rules, 1965 came into effect from 01.12.1965
- (v) Imposition of major penalty of dismissal under CCS(CCA) Rules, 1965 with retrospective effect is permissible.

12. Fill in the blanks: (4×1=4)

- (a) Major penalty may be imposed on a govt servant who has been convicted in a criminal charge without holding an _____.
- (b) Commission refers to in the CCS(CCA) Rules, 1965 means the _____ in respect of the Govt of Mizoram

- (c) A govt servant shall be deemed to have been placed under suspension, if he is detained in custody for a period exceeding _____ hours.
- (d) A post carrying the pay in the pay matrix at the level from 6 to 9 belongs to Group _____

CCS(Leave) Rules, 1972

13. Fill in the blanks: (5×1=5)

- (i) _____ means service in which a govt servant receives his pay with the sanction of Govt from any source other than the Consolidated Fund of India or Consolidated Fund of any State or the Consolidated Fund of a Union Territory.
- (ii) _____ department means a department or part of a department, to which regular vacations are allowed during which govt servants serving in the department are permitted to be absent from duty.
- (iii) A period spent in foreign service shall count as duty if _____ towards leave salary is paid on account of such period.
- (iv) _____ may be taken in combination with or in continuation of any kind of leave under CCS(Leave) Rules, 1972.
- (v) Vacation may be taken in combination with or in continuation of any _____ of leave.

14. Choose the correct answer: (5×1=5)

- (a) (10/20) days Half Pay Leave are given in a year to the vacation staff/officers under School Education Department w.e.f 1.9.2008 under Rule 28 of CCS(Leave) Rules, 1972.
- (b) Half Pay Leave may be granted (with/without) medical certificate or on private affairs.
- (c) (Leave Not Due/Commuted Leave) not exceeding half the amount of HPL due may be granted on medical certificate to a govt servant.
- (d) When Commuted Leave is granted (equal/twice) the amount of such leave shall be debited against the HPL due.
- (e) Medical Certificate is (necessary/not necessary) for commuted leave in continuation of maternity leave.

15. Say True or False: (5×1=5)

- (a) Leave Not Due is granted to a govt servant even without medical certificate if the authority competent to grant leave is satisfied that there is reasonable prospect of the govt servant returning to duty on its expiry.
- (b) Extra Ordinary Leave may be granted to a govt servant when other leave is admissible.
- (c) No leave shall be granted to a govt servant beyond the date of his retirement.
- (d) Study Leave may be granted to a govt servant who has rendered not less than two years regular continuous service.
- (e) Unmarried female govt servant is not eligible to maternity leave.

16. Write down the formula for encashment of unutilized Earned Leave? (3)

17. To whom Maternity Leave can be granted under CCS(Leave) Rules, 1972 and for how many period of days? (2)

CS(MA) Rules, 1944

18. Fill in the blanks: (4×1=4)
- (a) The Controlling Officers should reject any claim for reimbursement of medical expenses presented after _____ months unless they are satisfied with the reasons for delay which are to be recorded and can be examined in audit.
 - (b) Son of a govt servant who is married cannot be included in the definition of family even when he is below ____ years of age and dependent upon the govt servant.
 - (c) The limit of age under CS(MA) Rules, 1944 in respect of minor brother is up to the age of becoming a _____
 - (d) Travelling Allowance for the journey is admissible when the place at which a patient falls ill is more than _____ miles by the shortest route from the consulting room.
19. Define Family for the purpose of CS(MA) Rules, 1944? (4)
20. Define the term 'pre-natal and post-natal treatment'? (2)

Procedure for maintenance of ACR

21. What are the different authorities in writing Annual Confidential Reports? (3)
22. Mention the various gradings that can be given to the official reported upon. (2)
23. Fill in the blanks: (5×1=5)
- (i) ACR shall be written for every _____ year.
 - (ii) Distribution of blank ACR forms should be completed 1st ____ of the relevant year
 - (iii) Self-appraisal shall be completed by the officer reported upon by ____ April of the relevant year.
 - (iv) ACR shall not be written on an official unless the Reporting Officer seen the performance of the official at least ____ months during the period for which ACR is to be written.
 - (v) ACR of all non-Gazetted Officers shall be in the custody of the _____ concerned.

CCS (Joining Time) Rules, 1979

24. Fill in the blanks- (5×1=5)
- (i) State the date, month and year of coming into effect of the Central Civil Service (Joining Time) Rules: _____
 - (ii) Joining Time means time allowed to a govt servant in which to _____ a new post or to travel to a station to which he is posted.
 - (iii) Joining time shall be granted to a govt servant on transfer in _____ to enable him to join the new post either at the same or a new station.
 - (iv) No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual _____ time, as admissible in case of journeys on tour, may be allowed.
 - (v) Joining time shall commence from the date of _____ of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.

25. Say True or False:

(5×1=5)

- (a) In cases involving transfer from one station to another and also involving change of residence, the govt servant shall be allowed joining time with reference to the distance between the old and the new headquarters by direct route and ordinary mode of travel.
- (b) If the distance between the old and the new headquarters is more than 2000 km in cases of travel by air the maximum joining time admissible is 10 days.
- (c) If the distance between the old and the new headquarters is 1000 kms or less, and where the transfer necessarily involves continuous travel by road for more than 200 kms, the maximum joining time admissible is 15 days.
- (d) Joining time pay is regulated with reference to the new post.
- (e) Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

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