

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

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 40

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

Group – A : Central Secretariat Manual of Office Procedure

1. Define **any three (3)** of the following terms: **(3×2=6)**
 - (a) Fresh Receipt
 - (b) Minute
 - (c) Department
 - (d) Classified Dak
 - (e) File
2. Mention **any five (5)** secretariat functions of a Ministry / Administrative Department. **(5)**

OR

What are the general duties of a Section Officer?
3. Enumerate **any five (5)** general instructions for drafting. **(5)**
4. Fill in the blanks with the correct answer from the given options. **(4×1=4)**
 - (a) _____ (*Deputy Secretary / Under Secretary / Section Officer / Special Secretary*) is an officer who acts on behalf of the Secretary.
 - (b) A _____ (*Desk / Wing / Cell / Section*) is generally the lowest organizational unit in a department with a well-defined area of work.
 - (c) A _____ (*Deputy Secretary / Joint Secretary / Director / Desk Officer*) can submit cases directly to Secretary / Minister and not necessarily through the Additional Secretary.
 - (d) A d.o. letter should preferably not exceed _____ (*one / two / three / four*) page(s).

Group – B : CCS (CCA) Rules, 1965

5. State whether the following statements are 'True' or 'False'. **(5×1=5)**
 - (a) All appointments to Central Civil Services, Group 'A' and Central Civil Posts, Group 'A' shall be made by the President of India.
 - (b) An order of suspension made or deemed to have made under CCS (CCA) Rules, 1965 shall not be valid after a period of 90 days unless it is extended after review, for a further period before the expiry of 90 days.

- (c) Removal from service is the most severe penalty amongst the penalties that can be imposed on a Government servant under CCS (CCA) Rules, 1965.
 - (d) If a Government servant refuses to act as State Witness in an enquiry against another Government servant, his refusal can be construed as a sufficient reason for initiating disciplinary proceedings against him.
 - (e) An application for transfer to another post submitted by a Government servant under suspension should not be considered.
6. What is 'suspension'? Mention the three circumstances under which a Government servant can be placed under suspension. (1+3=4)
7. What are the types of cases which may merit action for imposing one of the major penalties? (5)
8. Write notes on 'Ex parte Enquiry'. (6)

Group – C : CCS (Conduct) Rules, 1964

Answer any four (4) questions

9. Reproduce **any ten (10)** tenets under Sub-Rule 1 of Rule 3 (1) of CCS (Conduct) Rules, 1964. (10×0.5=5)
10. What are the circumstances that may amount to sexual harassment if it occurs or is present in relation to or connected with any act or behavior of sexual harassment? (5)
11. What are the restrictions imposed on a Government servant with regard to taking part in politics and election? (5)
12. What constitutes 'strike' in relation to CCS (Conduct) Rules, 1964? (5)
13. What should be the conduct of a Government servant regarding consumption of intoxicating drinks and drugs? (5)

Group – D : CCS (Pension) Rules, 1972

14. State whether the following statements are 'True' or 'False'. (7×1=7)
- (a) CCS (Pension) Rules, 1972 came into force from 1st April, 1972.
 - (b) CCS (Pension) Rules, 1972 is not applicable to members of the All India Services.
 - (c) 'Child' means a child of the Government servant who, if a son, is under 25 years of age.
 - (d) No pensioner shall accept any commercial employment before the expiry of one year from the date of retirement without the previous sanction of the Government.
 - (e) Under no circumstance shall Extraordinary Leave count as qualifying service.
 - (f) Dismissal of a Government servant from a service entails forfeiture of his past service.
 - (g) Retiring pension may be granted if a Government servant retires from the service on account of any bodily or mental infirmity which permanently incapacitates him from the service.

15. What are the circumstances under which a pension once sanctioned can be withheld or withdrawn subsequently? (5)
16. How does a period of suspension count as qualifying service for pension? (4)
17. Explain **any one (1)** of the following. (4)
- (a) Retiring Pension
 - (b) Compassionate Allowance
 - (c) Compensation Pension

Group – E : CCS (Leave) Rules, 1972

18. State whether the following statements are 'True' or 'False'. (10×1=10)
- (a) A request for commutation of leave shall not be considered unless such request is received within a period of 30 days.
 - (b) Casual leave should not be granted in combination with any regular leave.
 - (c) A Government servant who remains absent from duty for a continuous period exceeding five years other than on foreign service shall be deemed to have resigned from service.
 - (d) Leave may be granted to a Government servant under suspension.
 - (e) Restricted holiday cannot be prefixed / suffixed to regular leave.
 - (f) A Government servant on leave may return to duty even before the expiry of the period of leave granted to him if he wishes to do so.
 - (g) Wilful absence from duty after the expiry of leave is sufficient reason to take disciplinary action against the concerned Government servant.
 - (h) The maximum period that can be granted to a Government servant as Earned Leave is 180 days.
 - (i) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
 - (j) A Government servant on extraordinary leave is not entitled to any leave salary.
19. Mention the rate at which 'earned leave' is earned and credited to the leave account of a Government servant. (5)
20. Write a short note on 'Child Care Leave'. (5)