

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

PAPER - IV

Time Allowed : 3 hours

Full Marks : 100
Pass Marks : 40

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

GROUP – 1 : CCS (CONDUCT) RULES, 1964

1. What should be the conduct of a Government servant with regard to 'joining of associations'? (2)
2. Mention any four essential qualities of conduct to be maintained by a Government Servant at all times under Rule 3 of the CCS (Conduct) Rules, 1964? (4)
3. Can a Government servant accept fee? Mention any three activities / works which a Government servant may undertake without the previous sanction of the Government as provided under Rule 15 of CCS (Conduct) Rules, 1964. (1+3=4)
4. List out the different assets and liabilities to be declared by the Government servant on his first appointment. (4)

OR

What items are included in the expression 'movable property' for the purpose of CCS (Conduct) Rules, 1964?

5. How and to what extent can a Government servant have connection with the press or other media? What are the time-limits beyond which permission may be assumed to have been granted by the Competent Authority in the absence any communication from such Authority? (3+2=5)

OR

Can a Government servant criticize the Government? What actions of a Government servant may not be deemed to have contradicted the provisions relating to criticism of Government?

6. What should be the conduct of a Government servant regarding consumption of intoxicating drinks and drugs? (5)
7. Describe the procedure to be adopted for dealing with communications from public representatives/ outside authorities relating to the service matters of a Government servant. (6)

GROUP – 2 : CCS (CCA) RULES, 1965

8. What is 'suspension'? What effects may suspension have on the personal and official life of a Government servant under suspension? (1+5=6)

OR

When shall a Government servant be deemed to have been placed under suspension?

9. Discuss the Government's order in relation to the 'headquarters of a Government servant under suspension'. (4)
10. How will you deal with the following cases (*any two*). (2×4=8)
- (a) A Government servant under suspension tenders resignation.
 - (b) A Government servant under suspension dies before the conclusion of the disciplinary proceedings instituted against him.
 - (c) A Government servant under suspension attains the age of superannuation before the termination of the disciplinary proceedings instituted against him.
11. How are 'periods of suspension' counted towards the service of a Government servant? (2)

GROUP – 3: CCS (LEAVE) RULES, 1972

12. Define 'Vacation Department'. How are vacation departments different from other departments in the matter of leave benefits? (2+4=6)
13. Can maternity leave be granted to / for the following: (4×1=4)
- (a) Unmarried female Government servant
 - (b) Induced abortion
 - (c) Threatened abortion
 - (d) A female Government servant for her third child
14. State whether the following statements are 'True' or 'False'. (10×1=10)
- (a) The earned leave at the credit of a Government servant shall not exceed 240 days.
 - (b) Vacation cannot be combined with casual leave.
 - (c) The half pay leave account of every Government servant shall be credited with half pay leave in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
 - (d) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
 - (e) Commuted leave up to 60 days may be granted without medical certificate to a female Government servant on adoption of a child.
 - (f) Leave not due may be granted to a Government servant limited to a maximum of 365 days during the entire service on medical certificate under certain conditions.
 - (g) A Government servant on extraordinary leave is not entitled to any leave salary.

- (h) Maternity leave exceeding 90 days shall be debited against the earned leave account of the Government servant.
- (i) Study leave may be granted to a confirmed Government servant who has rendered not less than five years' regular continuous service.
- (j) Study leave may be granted in more than one spell.

GROUP – 4: CS (MEDICAL ATTENDANCE) RULES, 1944

15. Define the term 'family' for the purpose of CS (Medical Attendance) Rules, 1944. Mention any six disabilities that are included in the definition of 'disability' for the purpose of the Rules. (2+3=5)
16. How and when is travelling allowance for journeys performed in connection with medical attendance admissible? (5)

GROUP – 5: PROCEDURE FOR MAINTENANCE OF ACR

17. Choose the correct answer from the given options. (10×1=10)
- (a) A confidential report is to be written for every _____ (calendar / financial) year.
 - (b) All Government servants reported upon should submit their ACRs after filling up of Section-I (Personal Data) and Section –II (Self Appraisal) not later than _____ (30th April/ 31st May/ 15th April) of the relevant year to the Reporting Authority.
 - (c) No Confidential Report shall be written on an official unless the Reporting Authority has seen the performance of the official at least ____ (1/ 3/ 6) months during the period for which the CR is to be written.
 - (d) In writing a CR, grounds for awarding the grading(s) _____ (Outstanding/ Very Good and above/ Good and above) should be clearly brought out.
 - (e) Leave not exceeding _____ (15/ 30/ 45) days need not be treated as relevant for determining the minimum period crucial for writing entries in the CR.
 - (f) Adverse remark _____ (should / should not) be communicated to the Official reported upon.
 - (g) CR of a retired Officer shall be retained for a period of ____ (1/ 3/ 5) year(s) from the date of retirement.
 - (h) The CR of all non-Gazetted Officers shall be in the custody of _____ (their respective Head of Office/ the Head of Department concerned/ the Secretary of the Department concerned)
 - (i) CR need not be written for employees appointed on _____ (any capacity otherwise than regular employment / Contract and Muster Roll capacity/ Muster Roll capacity).
 - (j) The Reporting, Reviewing and Accepting Authority shall not be competent to report, review and accept a CR after _____ (1/ 3/ 6) month(s) of retirement from service or demission of off.

GROUP – 6: CCS (JOINING TIME) RULES, 1979

18. Define 'Joining Time' and 'Transfer' for the purpose of CCS (Joining Time) Rules, 1979. (1+2=3)
19. When does Joining Time commence? How is Joining Time calculated? (2+3=5)
20. Can holidays be prefixed or suffixed to Joining Time? (2)

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