

MIZORAM PUBLIC SERVICE COMMISSION

**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
PRINCIPAL, GOVT. HIGHER SECONDARY SCHOOL**

UNDER SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF MIZORAM. SEPTEMBER - 2022

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 40

Marks for each question is indicated against it.

Attempt all questions.

*(Candidates are not required to reproduce the questions in objective types,
but to write only the answers)*

GROUP 'A'

CENTRAL CIVIL SERVICE (CONDUCT) RULES, 1964

1. Mention *any 3(three)* obligations provided under Rule 3(1) of CCS(Conduct) Rules, 1964 which every government servant shall maintain at all times. (3)
2. Write down *any 3(three)* actions which are mentioned in the explanation of "sexual harassment" under Rules 3(C) of the CCS (Conduct) Rules, 1964. (3)
3. State *any 3(three)* provisions relating to private trade or employment as given under Rule 15 of CCS (Conduct) Rules, 1964. (3)
4. Name *any 3(three)* properties that are included in the 'moveable property' under Rule 18 of the CCS (Conduct) Rules, 1964. (3)
5. What is 'Strike' in the context of CCS (Conduct) Rules? Mention *any 2(two)* practices which amount to strike but often resorted to by Government Servants. (4)
6. What are the 'Dos' and 'Don'ts' for Government servants in regard to taking part in politics and elections? (4)
7. What are the restrictions imposed on a Government servant regarding consumption of intoxicating drinks and drugs? (5)
8. What restrictions are imposed on a Government servant regarding canvassing of non-official or other outside influence? What actions should be taken against Government servant(s) approaching Members of Parliament or State Legislatures for sponsoring individual cases? (2+3=5)

GROUP 'B'

CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES, 1965

9. How will you deal with the following cases if you are the competent authority? (3×3=9)
 - (a) A Government servant under suspension applies for 3 months Earned Leave.
 - (b) A Government servant under suspension submits a resignation.
 - (c) A Government servant under suspension dies before the disciplinary or court proceedings instituted against him are concluded.

10. What is the headquarters of a Government servant who is under suspension? Under what circumstance can this be changed? (1+2=3)
11. Distinguish between suspension and deemed suspension (4)
12. Name the authorities competent to place Government servants under suspension. (4)

GROUP 'C'
CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972

13. State whether the following statements are True or False: (5×1=5)
- (a) A Government servant can be granted leave preparatory to retirement up to 180 days.
 - (b) The maximum number of days of Earned Leave which can be encashed to a Government Servant is 300 days.
 - (c) A female Government Servant with less than 3 surviving children can be granted maternity leave.
 - (d) Leave not due may be granted only on production of medical certificate.
 - (e) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service without production of medical certificate.
14. In what special circumstances can extraordinary leave be granted? (2)
15. Write *any 4 (four)* kinds of leave which are not debited against the leave account of a Government servant. (2)
16. Write a short note on 'paternity leave'. (3)
17. Define the term 'date of retirement' in relation to a Government servant. (3)
18. State the difference between vacation departments and other departments in the matter of leave benefit. (5)

GROUP 'D'
CENTRAL SERVICES (MEDICAL ATTENDANCE) RULES, 1944

19. State whether the following statements are True or False: (5×1=5)
- (a) Reimbursement of medical expenses should ordinarily be preferred within 3 weeks.
 - (b) Cost of blood and blood transfusion charges are reimbursable.
 - (c) Returned journey deemed to have ended at the residence of the Government servant who travelled for medical treatment.
 - (d) If a claim is rejected, an appeal (if any) has to be submitted within 45 days from the date of receipt of order rejecting the claim.
 - (e) Grant of advance is permissible to a patient suffering from Cancer.
20. Who are members of 'family' for the purpose of medical attendance rules? (2)
21. (a) On what conditions accommodation of higher class can be reimbursable? (3)
- OR**
- (b) Under what condition a Govt. servant may receive treatment at residence? (3)

GROUP 'E'
CENTRAL CIVIL SERVICES (JOINING TIME) RULES, 1979

22. What is joining time? Can holidays be prefixed or suffixed to joining time? (2+3=5)
23. Fill in the blanks: (5×1=5)
- (a) Joining Time shall commence from the date of _____ of charge of the old post if the charge is made over in the forenoon.
 - (b) Not more than _____ day's joining time shall be allowed to a Govt. servant to join a new post within the same station or which does not involve change of residence from one station to another.
 - (c) Joining time can be combined with vacation and/or regular leave of any kind or duration except _____ leave.
 - (d) Joining time can be extended by the Heads of Department up to the maximum limit of _____ days and by Department of Govt. of India beyond that in deserving cases.
 - (e) A Government servant on joining time shall be regarded as on _____ during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post.

GROUP 'F'
THE MIZORAM STATE GOVERNMENT EMPLOYEES (PERFORMANCE APPRAISAL REPORT) RULES, 2010

24. Write the schedule(cut off dates) for completion of Performance Appraisal Reports for each of the following: (5×1=5)
- (a) Distribution of Blank PAR Forms.
 - (b) Self-Appraisal for current year.
 - (c) Appraisal by Reporting Authority.
 - (d) Appraisal by Reviewing Authority.
 - (e) Appraisal by Accepting Authority.
25. Fill in the blanks: (5×1=5)
- (a) No Confidential Reporting shall be written on an official unless the Reporting Authority has seen the performance of the official at least _____ months during the period for which the Confidential Report is to be written.
 - (b) The full annual performance appraisal report shall be disclosed after finalization by _____ authority.
 - (c) Officers graded from 6 to 7 will be rated as 'Very good' and will be given a score of _____.
 - (d) The completed PAR should reach the Cadre Controlling Authorities by _____ the following year.
 - (e) Any grading more than 8 for each attribute must be _____ by giving reasons in writing in a separate sheet.