

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. SEPTEMBER -2023

PAPER - IV

Time Allowed : 3 hours

FM : 100 PM : 40

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

CCS(CCA) RULES, 1965

1. Fill in the blanks: **(5×1=5)**
 - (a) The severest recognized penalty under Rule 11 of CCS(CCA) Rules, 1965 is _____.
 - (b) Termination of the services of a govt servant, employed under an agreement, in accordance with the terms of such agreement shall not amount to a _____ within the meaning of Rule 11 of CCS(CCA) Rules, 1965.
 - (c) If, as a result of disciplinary proceedings any of the prescribed punishments is imposed on a govt servant, a record of the same should be made in his _____ roll.
 - (d) There would be no _____ to proceed simultaneously with departmental inquiry and trial of a criminal case unless the charge in the criminal trial is of grave nature involving complicated question of fact and law.
 - (e) Once disciplinary proceedings are initiated against an official, the proceedings cannot be _____ without sending an intimation to that effect to the accused official.
2. Say True or False. **(5×1=5)**
 - (a) The competent authority cannot change the headquarters of a govt servant under suspension even if it is in public interest.
 - (b) The charged officer shall appear in person before the Inquiry Officer within ten working days from the date of receipt by the Inquiry Officer of the memorandum of charge.
 - (c) The govt servant shall not act as a Defence Assistant in more than five cases at a time
 - (d) Failure on the part of a govt servant to inform his official superiors about his conviction and the circumstances connected therewith will be regarded as suppression of material information.
 - (e) Wherever the Commission is consulted in a disciplinary case, copy of comments of the Commission shall not be required to forward to the charged officer unless a request is made.
3. Mention five important documents which the Disciplinary Authority shall forward to the Inquiring Officer. **(5)**
4. Mention the documents which should be included in the Inquiry Report. **(4)**
5. Under what circumstances can a govt servant be placed under deemed suspension. **(4)**

6. Fill in the blanks: (5×1=5)
- (a) Officers performing current duties of a post cannot exercise _____ powers under the rules.
 - (b) No order imposing any of the major penalties specified under Rule 11 of CCS(CCA) Rules, 1965 shall be made except after an _____ held in the manner provided under Rule 14 of CCS(CCA)Rules,1965.
 - (c) The Inquiring Authority should conclude the inquiry and submit his report within a period of _____ months from the date of receipt of order of his appointment as Inquiring Authority.
 - (d) In case written briefs are obtained, the _____ should be required to submit his briefs in the first instance.
 - (e) No appeal preferred shall be entertained unless such appeal is preferred within a period of _____ days from the date on which a copy of the order appealed against is delivered to the appellant.
7. Mention any two each of minor and major penalties specified under Rule 11 of CCS (CCA) Rules, 1965. (4×0.5=2)
8. What is meant by Common Proceeding? (5)

CCS (TEMPORARY SERVICE) RULES, 1965

9. Fill in the blanks: (5×1=5)
- (a) Central Civil Services Rules came into force with effect from _____.
 - (b) Temporary Service means the service of a temporary govt servant in a _____ post or officiating service in a permanent post.
 - (c) CCS (Temporary Service) Rules, 1965 shall not apply to _____.
 - (d) The period of notice under Rule 5(1) of CCS (Temporary Service) Rules, 1965 shall be _____ month.
 - (e) When action is taken under Rule 5 of CCS (Temporary Service) Rules, 1965 to terminate the services of a temporary employee, the order of termination should not mention the _____ for such termination.

CCS (LTC) RULES, 1988

10. Fill in the blanks: (5×1=5)
- (a) LTC cannot be availed during the period of _____.
 - (b) LTC is not admissible to a govt servant under _____.
 - (c) LTC to home town is allowed once in a block of two _____ years.
 - (d) All govt servants who have completed _____ year of continuous service on the date of journey are eligible for LTC.
 - (e) Reimbursement of LTC claim stands forfeited if the claim for it is not preferred within _____ months of the date of completion of the return journey.

CCS (CONDUCT) RULES, 1964

- 11. Fill in the blanks: (5×1=5)**
- (a) Govt servant _____ the nomination of a candidate at an election or acting as polling agent is not permissible.
 - (b) A govt servant who _____ fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty.
 - (c) A govt servant shall also take due care that the performance of his duties at any time is not _____ in any way by the influence of such drink or drug.
 - (d) No govt servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any _____ property in his own name or in the name of any member of his family without the permission of the prescribed authority.
 - (e) A govt servant may, _____ the previous sanction of the Govt, participate in sports as an amateur.
- 12. Say True or False. (5×1=5)**
- (a) Vigilance clearance shall not be denied to an officer, even if he fails to submit his annual immovable property return of the previous year by January of the following year.
 - (b) Every Group D govt servant shall, on his first appointment, submit a return of his assets and liabilities, giving the full particulars regarding movable, immovable and valuable properties.
 - (c) Every govt servant shall report to the Govt, if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
 - (d) Where a govt servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the govt servant.
 - (e) Govt officers of the rank of Joint Secretary may give information or be accessible to the representatives of the Press with his own capacity.
- 13. Define the expression of "moveable property". (4)**
- 14. Mention prescribed authorities in respect of govt servants holding the following post? (3)**
- (a) Class I
 - (b) Class II
 - (c) Class III or IV
- 15. Sexual harassment includes such unwelcome sexually determined behaviour whether directly or by implication. Mention any *four* such behaviours. (4)**
- 16. Every govt servant shall on his first appointment submit return of his assets and liabilities. What are such properties? (4)**

CS(MA) RULES, 1944

17. What do you mean by *medical attendance*? (5)

18. Fill in the blanks: (5×1=5)

- (a) Final claims for reimbursement of medical expenses should be preferred within _____ months from the date of completion of treatment as shown in the last Essentiality Certificate.
- (b) A member of the family is treated as dependant only if his income from all sources including pension/family pension does not exceed Rs. _____ plus the amount of Dearness Relief thereon.
- (c) CS(MA) Rules, 1944 do not apply to _____ Services personnel,
- (d) When the place at which the patient falls ill is more than _____ miles by the shortest route the patient shall be entitled to T.A for the journey to and from the consulting room.
- (e) Cash memos for purchase of medicines must be _____ by the Doctors prescribing the medicines and the Essentiality Certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

CCS(LEAVE) RULES, 1972

19. Fill in the blanks: (5×1=5)

- (a) Earned Leave shall be credited to the leave account of a Govt servant at the rate of _____ days for each completed calendar month of service.
- (b) Commuted leave may be granted on medical certificate to a Govt servant subject to the condition that the authority competent to grant leave is satisfied that there is reasonable prospect of the govt servant _____ to duty on its expiry.
- (c) A govt servant on leave shall not return to duty before the _____ of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.
- (d) No govt servant shall be granted leave of any kind for a continuous period exceeding _____ years.
- (e) The maximum period of Child Care Leave that may be granted to a govt servant is _____ days.

20. Under what circumstances Leave shall not be granted? (3)

21. Mention the formula for calculation of Leave Encashment on attaining the age of retirement as admissible under CCS(Leave) Rules, 1972. (4)

22. Mention the conditions for grant of Study Leave under CCS(Leave) Rules, 1972. (3)

23. Say True or False. (5×1=5)

- (a) Child Care Leave can be availed even if employee has EL at credit
- (b) Child Care Leave cannot be granted to a male govt servant
- (c) Leave Not Due shall be debited against the Half Pay Leave the govt servant may earn subsequently.
- (d) Vacation may not be taken in combination with or in continuation of any kind of leave.
- (e) Leave Not Due may be granted in continuation of Maternity Leave without Medical Certificate.