

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER GOVERNMENT OF MIZORAM. SEPTEMBER -2024

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. Mention five important documents which the Disciplinary Authority shall forward to the Inquiry Officer? (5)
2. Mention the documents which should be included in the Inquiry Report? (4)
3. State the circumstances under which a Govt servant may be placed under suspension? (3)
4. What is meant by Common Proceeding? (2)
5. Under what condition subsistence allowance is paid? (2)
6. What are the elements which must be indicated in the reinstatement order of a suspended government servant? (2)
7. Mention any orders against which no appeal lies under CCS (CCA) Rules, 1965. (3)
8. How is an order of suspension reviewed? (4)
9. Fill in the blanks: (5×1=5)
 - (a) Officers performing current duties of a post cannot exercise _____ powers under CCS (CCA) Rules, 1965.
 - (b) Charged official should appear in person before the Inquiry Officer within ___ working days from the date of receipt by the Inquiry Officer of the memorandum of charge.
 - (c) The time limit for completion of departmental inquiry is _____ months from the date of appointment of the Inquiry Officer.
 - (d) Retired officials may be engaged as Defence Assistant however cases in hand should not be more than _____ cases.
 - (e) _____ should not be a legal practitioner unless the Presenting Officer is a legal practitioner.

10. Say True or False.

(5×1=5)

- (a) 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.
- (b) The disciplinary authority has the inherent powers to review and modify the article of charge or drop some of the charges or all the charges after the receipt and examination of the written statement of defence submitted by the accused Govt servant.
- (c) Retired Officers should not be appointed as Inquiry Officer.
- (d) A penalty of recovery from pay of the whole or part of any loss caused to the Govt by negligence or breach of order can be imposed along with other penalty.
- (e) Where a penalty is to be imposed on a Govt servant due to his conviction on a criminal charge, the Govt servant should not be given an opportunity of making representation on the penalty proposed to be imposed before making such penalty order.

CCS (Temporary Service) Rules, 1965

11. Fill in the blanks.

(5×1=5)

- (a) Temporary service means the service of a _____ Govt servant in a temporary post or officiating service in a permanent post under the Govt.
- (b) The services of a temporary Govt servant shall be liable to _____ at any time by a notice in writing given either by the Govt servant to the appointing authority or by the appointing authority to the Govt servant.
- (c) The notice shall be delivered or tendered to the Govt servant in _____.
- (d) Order of termination of a temporary employee under CCS (Temporary Service) Rules, 1965 should not mention the _____ for such termination.
- (e) No gratuity shall be admissible to a Govt servant under CCS (Temporary Service) Rules, 1965 who _____ his post or who is removed or dismissed from service as a disciplinary measure.

CCS (Conduct) Rules, 1964

12. Define *Sexual Harassment*?

(5)

13. Mention *any three* acts and conducts which amount to misconduct.

(3)

14. Define the expression "*moveable property*"?

(4)

15. What do you mean by *Strike*?

(3)

16. Fill in the blanks.

(5×1=5)

- (a) Only Ministers, Secretaries and other officers specially authorized by the _____ are permitted to meet representatives of the Press and give information.
- (b) Group A or B officer shall not accept any gift on occasions other than weddings, anniversaries, funerals or religious functions, without the sanction of the Govt if the value exceeds Rs. _____.
- (c) A Govt servant shall report within one month from the date of transaction of moveable property if the value of such property exceeds _____ months' basic pay of the Govt servant.
- (d) _____ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

- (e) 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.

17. Say True or False. (5×1=5)

- (a) Govt servant may with the previous sanction of the govt, participate in sports activities as an amateur.
- (b) Time-limit beyond which permission may be assumed to have been granted by the competent authority in the absence of any communication relating to transaction of moveable and immoveable property is 60 days.
- (c) Making normal arrangement by a govt servant during election tours of Ministers to enable them to carry out their responsibilities as Minister does not amount to contravention of CCS(Conduct) Rule relating to taking part in politics and election.
- (d) Communication received from MP, a member of the public, a recognized service association or a public body will be acknowledged within 7 days, followed by a reply within next 15 days.
- (e) Head of Office is the prescribed authority in the case of govt servant holding Class II posts.

LTC Rules

18. Say True or False. (5×1=5)

- (a) Govt servants who have completed two years of continuous service on the date of journey, either by him or by members of his family, are eligible for LTC.
- (b) LTC is not admissible during casual Leave.
- (c) In case of a Govt servant serving in a vacation department, vacation will be treated as regular leave for the purpose of LTC.
- (d) LTC is admissible to a govt servant during the period of suspension.
- (e) Claims for reimbursement of expenditure incurred on LTC shall be submitted within three months after completion of the return journey.

CS (Medical Attendance) Rules

19. Define *Family* for the purpose of CS (Medical Attendance) Rules, 1944? (5)

20. Fill in the blanks. (5×1=5)

- (a) Age limit for the purpose of medical claims in respect of son is till he starts earning or attains the age of _____ years whichever is earlier.
- (b) Medical claims should be preferred within _____ months from the date of completion of treatment.
- (c) The patient is admissible for T.A for the journey to and from the consulting room if the place at which the patient falls ill is more than _____ miles.
- (d) CS(Medical Attendance) Rules, 1944 shall not apply to govt servants who are on _____ or deputation abroad.
- (e) CS(Medical Attendance) Rules, 1944 shall apply to all govt servants other than _____ Services.

CCS (Leave) Rules, 1972

21. Fill in the blank: (5×1=5)
- (a) Casual Leave which is not recognized as leave under CCS(Leave) Rules, 1972 shall not be _____ with any other kind of leave.
 - (b) A Govt servant on leave shall not _____ to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.
 - (c) A Govt servant who has taken leave on medical certificate may not return to duty until he has produced medical certificate of _____ in Form 5.
 - (d) 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.
 - (e) A Govt servant on _____ leave is not entitled to any leave salary.
22. State True or False: (5×1=5)
- (a) The Authority competent to grant leave to a Govt servant is not competent to sanction an order granting leave encashment.
 - (b) Child care leave shall not be granted for more than three spells in a calendar year.
 - (c) Study leave may be granted to a Govt servant who has rendered not less than three years regular continuous service.
 - (d) Teachers can earn 10 days earned leave on full pay during a year instead of 20 days' half pay leave.
 - (e) Restricted holiday cannot be prefixed or suffixed to regular leave or casual leave.
23. Mention the special circumstances under which Extraordinary leave may be granted to a government servant? (2)
24. Give the formula for the calculation of cash equivalent of leave salary for payment to a Govt servant on retirement? (3)
25. What are the conditions for grant of commuted leave to a Govt servant? (5)

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