

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO ASSISTANT GRADE
UNDER DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (SSW),
GOVERNMENT OF MIZORAM. OCTOBER-2024

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

Marks for each question is indicated against it.

Attempt all questions.

CCS (CONDUCT) RULES, 1964 (20 MARKS)

1. Give at least ten (10) essential qualities of conduct to be maintained by a Government Servant at all times under Rule 3 (1) of the CCS (Conduct) Rules, 1964? (10×0.5=5)
2. What acts or behaviours can be included in the definition of 'Sexual Harassment'? What powers does the Complaints Committee on Sexual Harassment have in making recommendations to the employer? (2.5+4=6.5)

OR

What different assets and liabilities must a Government servant declare upon his appointment? Which authorities are designated as the 'Prescribed Authority' for different categories of Government servants?

3. What should be the conduct of a Government servant regarding participation in politics and elections? (5.5)

OR

What activities require a Government servant to obtain prior sanction from the Government regarding private trade or employment?

4. What constitutes a 'strike' under the CCS (Conduct) Rules, 1964? (3)

OR

Mention six activities that can be done without obtaining prior approval from the prescribed authority.

CCS (LEAVE) RULES, 1972 (20 MARKS)

5. Answer any four (4) questions:

(4×5=20)

- (a) How is earned leave calculated / credited in the following cases (i) a Government servant is appointed in a particular half year, and (ii) a Government servant dies while in service in any half year?
- (b) State the conditions for the grant of 'Commutated Leave'.
- (c) How and when can Extraordinary Leave be granted to a Government servant?
- (d) Write short notes on 'Child Care Leave'.
- (e) Give the formula to calculate the cash equivalent for earned leave. Mention any six kinds of leave not debited to the leave account of a Government servant.
- (f) How and when is 'Study Leave' granted to a Government servant?

CCS (CCA) RULES, 1965 (30 MARKS)

6. List the various penalties that can be imposed on a Government servant.

(5)

OR

Can more than one penalty be imposed on a Government servant for a single offence? Can a Government servant be reduced to a post lower than the post to which he was initially recruited as a punishment?

7. State the three circumstances under which a Government servant can be placed under suspension?

(3)

8. List the documents that a Disciplinary Authority is required to forward to the Inquiry Authority if it is not the Inquiring Authority.

(5)

OR

What are the documents that are required to be submitted to the Disciplinary Authority by the Inquiry Authority?

9. What is the time limit for filing appeals? List any five orders against which a Government servant can file an appeal?

(1+5=6)

10. List the three circumstances under which the prescribed procedure for imposing penalties, etc., as specified in Rules 14 to 18 of the CCS (CCA) Rules, 1965, does not apply.

(3)

11. Write notes on either 'Common proceedings' or 'Ex parte inquiry'.

(4)

12. What are the powers of the Appellate Authority regarding the revision of punishment imposed by a Disciplinary Authority?

(4)

FUNDAMENTAL RULES 9 & 56 (15 MARKS)

13. Distinguish between 'Fee' and 'Honorarium'. (4)

OR

Distinguish between 'Personal Pay' and 'Special Pay'.

14. How and when is a Government servant said to be on duty? (4)
15. Under what conditions can the recorded date of birth of a Government servant be altered? (3)
16. Under what circumstances can an appropriate authority withhold permission for a Government servant seeking voluntary retirement? (3)
17. Determine the date of retirement for a Government servant born on March 1, 1968. (1)

SUPPLEMENTARY RULES 197 - 203 (15 MARKS)

18. Mention the categories of Government servants for whom a Service Book is not required to be maintained. (3)
19. How many copies of the Service Book must be maintained for a Government servant, and who is/are responsible for keeping these copies? (1+1=2)
20. Which statements or declarations need to be kept in the Service Book with entries attested by the Authorised Officer? (3)
21. What procedures should be followed for the maintenance of Service Books to ensure timely sanctioning and payment of pension? (7)

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