

MIZORAM PUBLIC SERVICE COMMISSION
MIZORAM CIVIL SERVICE (JUNIOR GRADE)
DEPARTMENTAL EXAMINATION.
(JULY-2025)

PAPER - VI

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

Attempt all questions.

Mark for each question is indicated against it.

CCS (CCA) RULES, 1965 – 30 MARKS

1. Tick the correct answer from the given alternatives (5×1=5)
- (a) Under CCS (CCA) Rules, 1965, the term ‘Government servant’ refers to:
- (i) Any employee under the Government of India
 - (ii) Any person temporarily hired by the Government
 - (iii) A person appointed to a civil service or civil post in connection with the affairs of the Union
 - (iv) All of the above
- (b) The penalty of ‘censure’ is classified under which type of penalties?
- (i) Major Penalty
 - (ii) Minor Penalty
 - (iii) Discretionary Penalty
 - (iv) None of the above
- (c) Which of the following is NOT a major penalty under Rule 11 of the CCS (CCA) Rules, 1965?
- (i) Withholding of increments
 - (ii) Dismissal from service
 - (iii) Compulsory retirement
 - (iv) Removal from service
- (d) The Disciplinary Authority can impose:
- (i) Only minor penalties
 - (ii) Only major penalties
 - (iii) Both minor and major penalties
 - (iv) No penalties at all
- (e) Under the CCS (CCA) Rules, 1965, an inquiry is mandatory in cases involving:
- (i) Minor penalties
 - (ii) Voluntary resignation
 - (iii) Major penalties
 - (iv) Leave without permission

2. Fill in the blank with the given alternatives: (5×1=5)
- (a) The CCS (CCA) Rules, 1965 came into force on 1st December, 1965/ 10th December, 1965.
 - (b) The penalty of removal/ dismissal from service disqualifies from future employment.
 - (c) A government servant can submit an appeal within 60/45 days from the date of the order.
 - (d) A government servant under suspension is entitled to travelling/ subsistence allowance.
 - (e) Suspension is not valid beyond 90/60 days without review by the competent authority.
3. What is the difference between 'removal' and 'dismissal' from service? (2)
4. Is a suspension a penalty? Mention *any two* guiding principles in deciding to place a govt. servant under suspension? (1+2=3)
5. What is 'Common Proceedings' under CCS (CCA) Rules? (3)
6. What are the records of inquiry to be forwarded by the Inquiring Authority to the Disciplinary Authority? (4)
7. List out minor penalties as enumerated in CCS (CCA) Rules, 1975. Give example of censure. (4)
8. State whether the following statements are 'True' or 'False': (4×1=4)
- (a) A government servant can be dismissed without a departmental inquiry if convicted by a court of law.
 - (b) Suspension is a form of punishment under CCS (CCA) Rules.
 - (c) Compulsory retirement is considered a major penalty under CCS (CCA) Rules.
 - (d) Natural justice requires that the charged employee be heard before any penalty is imposed.

CCS (LEAVE) RULES, 1972 – 30 MARKS

9. Tick the correct answer from the given alternatives. (5×1=5)
- (a) Which of the following types of leave cannot be claimed as a matter of right?
 - (i) Earned Leave
 - (ii) Half Pay Leave
 - (iii) Commuted Leave
 - (iv) Leave Without Pay
 - (b) What is the maximum accumulation limit of Earned Leave for a government servant?
 - (i) 240 days
 - (ii) 270 days
 - (iii) 300 days
 - (iv) 180 days
 - (c) Which type of leave can be granted without a medical certificate?
 - (i) Commuted Leave
 - (ii) Leave Not Due
 - (iii) Casual Leave
 - (iv) Half Pay Leave

- (d) Study Leave is not admissible to which of the following?
- (i) Central Government Officers
 - (ii) Probationers
 - (iii) Group A Officers
 - (iv) Officers with 5 years of service
- (e) Which leave is debited at twice the rate of Half Pay Leave?
- (i) Maternity Leave
 - (ii) Commuted Leave
 - (iii) Casual Leave
 - (iv) Leave Not Due
- 10. Fill in the blanks: (5×1=5)**
- (a) Earned Leave is credited to a government servant's leave account at the rate of _____ days per half-year.
 - (b) Leave Not Due is granted only when the leave sanctioning authority is satisfied that the government servant will return to duty and will be debited against _____.
 - (c) Leave cannot be claimed as a matter of _____.
 - (d) Casual Leave is limited to _____ days in a calendar year in most departments.
 - (e) Commuted Leave can be granted only on medical certificate and up to a maximum of _____ days if HPL is available.
- 11. Under what circumstances, can Extra Ordinary Leave (EOL) be granted? (2)**
- 12. Distinguish between Commuted Leave and Half Pay Leave. (4)**
- 13. Define *any three* of the following terms: (3×2=6)**
- (a) Earned Leave
 - (b) Half Pay Leave
 - (c) Paternity leave
 - (d) Maternity Leave
- 14. Who is the competent authority to sanction leave, and can sanctioned leave be revoked? (3)**
- 15. Can a Government servant be recalled from leave? State the conditions. (1+2=3)**
- 16. How is study leave regulated under CCS (Leave) Rules? (2)**

CCS (CONDUCT) RULES, 1964 – 25 MARKS

- 17. What are the three tenets mentioned under Rules 3 (1) (GENERAL) of the C.C.S. (Conduct) Rules, 1964 that every Govt. servant is expected to adhere to? (3)**
- 18. What provisions are made in the CCS (Conduct) Rules, 1964 in regard to *promptness and Courtesy*? Mention any two of them. (4)**
- 19. Mention any four acts and omissions which amount to misconduct in term of Rule 3 of CCS (Conduct) Rules, 1964? (4)**

20. Tick the correct answer form the given alternatives:

(5×1=5)

- (a) Which of the following is not considered misconduct under the CCS (Conduct) Rules, 1964?
 - (i) Misuse of official position
 - (ii) Accepting dowry
 - (iii) Expressing loyalty to the Constitution
 - (iv) Engaging in political activity
- (b) The CCS (Conduct) Rules, 1964 prohibit a government servant from engaging in private trade or business unless:
 - (i) It is part-time
 - (ii) It is not profitable
 - (iii) It is approved by the government
 - (iv) It is online only
- (c) According to the rules, habitual indebtedness by a government servant is:
 - (i) Ignored
 - (ii) A punishable offence
 - (iii) Acceptable if under ₹ 50,000
 - (iv) Encouraged
- (d) Habitual late attendance at work may amount to:
 - (i) Appreciation
 - (ii) Misconduct under CCS Rules
 - (iii) Bonus reduction
 - (iv) Salary increase
- (e) Under the CCS (Conduct) Rules, 1964, a government servant must not bring any outside influence in:
 - (i) Transfer or posting
 - (ii) Grant of leave
 - (iii) Promotion or disciplinary matters
 - (iv) All of the above

21. State whether the following statements are 'True' or 'False'.

(5×1=5)

- (a) A government servant can run a private business after informing his supervisor.
- (b) Government servants can take part in strikes if their demands are not met.
- (c) It is mandatory for a government servant to maintain absolute integrity and devotion to duty.
- (d) A government servant may engage in trade or business if it is done outside office hours and doesn't interfere with official duties.
- (e) Annual property return is optional for non-gazetted officers.

22. Fill in the blanks:

(4×1=4)

- (a) CCS (Conduct) Rules, 1964 are applicable to all _____ Government employees.
- (b) Government servants are prohibited from taking part in _____ activities.
- (c) Acceptance of gifts beyond the prescribed monetary limit requires prior _____.
- (d) Communication of official information without authorization is treated as _____.

**THE GOVERNMENT OF MIZORAM ALLOCATION OF BUSINESS RULES, 2014 &
THE GOVERNMENT OF MIZORAM TRANSACTION OF BUSINESS RULES, 2014 -
(15 MARKS)**

23. Name the department to which the following subjects are allocated. (5×1=5)
- (a) Food grain development
 - (b) Regulation and Control of Fishing
 - (c) Foreign tour/ travels
 - (d) Indian Lunacy Act/Poison Act
 - (e) Root and tuber crops
24. What is authentication of Government orders? Who are authorities to authenticate orders and instrument of the Government orders? (2)
25. Mention any 4 (four) cases which shall be submitted to the Governor through the Chief Minister before issue of orders. (4)
26. Choose the correct answer from the given alternatives: (4×1=4)
- (a) Chief Secretary/ Private Secretary to Chief Minister is the Cabinet Secretary.
 - (b) Agenda to be considered by the Cabinet shall reach the Chief Minister and other Minister in two/ five clear days.
 - (c) Every order or instrument of the Government of the State shall be expressed to be made in the name of the Secretary/Governor.
 - (d) The Chief Minister / Minister concerned may call for records of any case relating to any Department.

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