

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
INSPECTOR OF POLICE (MINISTERIAL UNIFORM CADRE)
UNDER HOME (POLICE) DEPARTMENT.
(JULY - 2025)

PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 40

CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURE

1. Define *any three* (3) of the following terms: (3×2=6)
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|------------------|--------------|
| (a) Dealing hand | (b) Division |
| (c) Docketing | (d) Branch |
| (e) Note | |
2. Mention any five(5) responsibilities of Dealing Hand. (5)

OR

Mention any five(5) responsibilities of Section Officer.

3. Write a short note on the functions of a Secretary to the Govt. of India. (2)
4. In drafting of communication, should officers be addressed by name? Explain. (3)
5. Fill in the blanks: (4×1=4)
- | | |
|---|--|
| (a) Outside the office hours, dak will be received by the addressee himself at his residence if marked _____ and addressed by name. | |
| (b) A draft is not required for straightforward cases or where _____ forms of communication already exist. | |
| (c) Orders issued in the name of the President must be authenticated by an officer of at least the rank of _____. | |
| (d) Registration of Dak is the duty of _____. | |

CCS(CCA) RULES, 1965

6. State whether the following statements are 'True' or 'False': (5×1=5)
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|--|--|
| (a) The President may delegate appointment powers to other authorities. | |
| (b) A government servant detained in custody over 48 hours is not deemed suspended. | |
| (c) An order of suspension shall not be valid after a period of 60 days unless it is extended after review, for a further period before the expiry of 60 days. | |

- (d) If a penalty of dismissal imposed upon a Government Servant under suspension is set aside and remitted for further inquiry, suspension continues from the date of the original order of dismissal.
 - (e) Stoppage of a Government Servant at the Efficiency Bar in the time-scale of pay on the ground of his unfitness to cross the Bar is a major penalty.
7. Under what circumstances will Common Proceedings be called for? What points will an order of common proceedings specify? **(5)**
8. What are the documents that are required to be forwarded to the Inquiring Authority by the Disciplinary Authority in a disciplinary case? **(5)**
9. Mention any two major penalty that can be imposed on a Government Servant. **(2)**
10. Fill in the blanks: **(3×1=3)**
- (a) A conviction with imprisonment over _____ hours causes deemed suspension unless dismissed/ removed.
 - (b) “Censure” and “withholding increments” are examples of _____ penalties.
 - (c) A Government Servant appointed directly to a higher post _____ be reduced by way of punishment to a post in a lower time-scale which he had never held before.

CCS (CONDUCT) RULES, 1964

11. What provisions are made in the CCS (Conduct) Rules, 1964 in regard to promptness and courtesy? **(2)**
12. Mention *any 3* (three) places which are included by the term ‘workplace’ under the prohibition of sexual harassment of working women. **(3)**
13. What are the 5 (five) principles a Government servant should observe in regard to consumption of intoxicating drinks and drugs? **(5)**
14. Strike means refusal to work or stoppage or slowing down of work by a group of employees acting in combination. Mention *any 2* (two) categories of what a “strike” includes. **(2)**
15. Mention **any 3 (three)** points that explains ‘sexual harassment’ in the context of Rule 3-C (2)(a) of the CCS (Conduct) Rules. **(3)**
16. State whether the following statements are ‘True’ or ‘False’: **(5×1=5)**
- (a) Joint representation submitted by Government servants in matters of common interest may be entertained.
 - (b) A GS shall maintain courtesy and good behaviour with the public at all times.
 - (c) Showing pornography is not included by the term ‘sexual harassment’.
 - (d) Displaying by a Government servant of any electoral symbol on his residence shall amount to using his influence in connection with an election.
 - (e) Participating in strikes to demand better pay is allowed under the CCS (Conduct) Rules.

CCS (PENSION) RULES, 1972

17. State whether the following statements are 'True' or 'False': **(6×1=6)**

- (a) For the purpose of commencement of qualifying service, service rendered before attaining the age of eighteen years shall not count.
- (b) The CCS (Pension) Rules, 1972 does not apply to members of the All India Services.
- (c) The day immediately preceding the day of death of a Government servant shall be treated as his last working day.
- (d) Government servants dismissed from service may be granted compassionate allowance.
- (e) Service on probation against a post even if followed by confirmation in the same post cannot be counted as qualifying service.
- (f) Leave encashment is part of retirement benefits under CCS (Pension) Rules.

18. Write a short note on Compassionate Allowance. **(3)**

19. Mention *any 3* (three) services/staff which do not come under the CSS (Pension) Rules. **(3)**

20. 'Interruption in service' entails forfeiture of past service. Mention any **3(three)** interruptions which do not entail forfeiture of past service. **(3)**

21. From the following particulars, calculate the qualifying service of a Government servant on the date of retirement on superannuation: **(5)**

Date of birth	- 01.06.1956
Appointed as UDC	- 01.07.1985
Earned Leave	- 90 days w.e.f. 01.04.1989
Extraordinary Leave not counting as qualifying service	- 10 days w.e.f. 01.12.2000

CCS (LEAVE) RULES, 1972

22. Fill in the blanks:- **(6×1=6)**

- (a) A request for the commutation of leave under Rule 10 must be made within _____ days of joining duty.
- (b) _____ is not recognized as leave under CCS(Leave)Rules, 1972.
- (c) CCL may not be granted for less than _____ days.
- (d) A GS is permitted to take a maximum of _____ days as leave preparatory to retirement.
- (e) Special disability leave for injury intentionally inflicted shall not be granted unless the disability manifested itself within _____ months after the occurrence of its cause.
- (f) Persons re-employed after retirement are treated as entering Government service for the _____ time as per Rule 34.

- 23.** State whether the following statements are 'True' of 'False': **(6×1=6)**
- (a) As a general rule, it is open to the Competent Authority to grant casual leave in combination with special casual leave.
 - (b) Leave may not be granted to a Government servant under suspension.
 - (c) Leave not due may be granted only on production of medical certificate.
 - (d) A female Government Servant with less than 3 surviving children can be granted maternity leave.
 - (e) A single male Government servant may also be granted child care leave for taking care of two eldest surviving children.
 - (f) A Government servant can be granted leave preparatory to retirement upto 180 days.
- 24.** Under what conditions may a competent authority grant Work Related Illness and Injury Leave to a Government servant? **(2)**
- 25.** Write a short note on Maternity Leave. **(2)**
- 26.** Write *any 2* (two) provisions under Rule 43-C regarding Child Care Leave. **(2)**
- 27.** How will you regulate claim to leave at the credit of a Government servant who resigned from a post to take up a new post for which he applied through proper channel? **(2)**

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