

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO ASSISTANT GRADE
UNDER DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (SSW),
GOVERNMENT OF MIZORAM.
(AUGUST-2025)

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

SECTION - I (Multiple Choice Questions) (60 Marks)

All questions carry equal mark of 1 each. Attempt all questions.

*This Section should be answered only on the **OMR Response Sheet** provided.*

1. As per Rule 2(c) of CCS (Conduct) Rules, which of the following is not considered a “member of family”?
 - (a) Married daughter residing with her husband
 - (b) Brother residing with the Government servant and wholly dependent on him
 - (c) Unmarried sister wholly dependent on the Government servant
 - (d) Mother residing with the Government servant and dependent on him
2. As per Rule 15, which of the following private activities does not require prior sanction of the Government?
 - (a) Running a business in spouse’s name
 - (b) Engaging in occasional literary or artistic work
 - (c) Accepting a paid consultancy for a private firm
 - (d) Acting as a director in a private company
3. A Government servant receives customary gifts on his marriage. What is the correct rule-bound response?
 - (a) Accept all gifts regardless of value
 - (b) Reject all gifts unless approved by Government
 - (c) Accept gifts within permissible limits and report if above threshold
 - (d) Accept and donate the gifts to charity
4. Rule 5 of the CCS (Conduct) Rules prohibits a Government servant from:
 - (a) Voting in elections
 - (b) Making arrangement for the security of a Minister during his campaign by a Police Officer
 - (c) Canvassing for a candidate who is his relative
 - (d) All of the above

5. Rule 8 permits a Government servant to publish a book or speak in public media without prior sanction only if:
- (a) It promotes the Government's policy
 - (b) It is done anonymously
 - (c) It is part of his official duties
 - (d) It is done outside working hours
6. As per Rule 10, a Government servant may give evidence before a parliamentary committee:
- (a) Only with permission from department
 - (b) Without any restriction
 - (c) Only if the matter concerns his own department
 - (d) Only with approval from Cabinet Secretariat
7. As per Rule 18(1), a Government servant is required to submit a return of assets and liabilities:
- (a) Every five years
 - (b) Only before retirement
 - (c) At the time of first appointment
 - (d) After each promotion
8. As per Rule 18(3), any transaction involving movable property exceeding _____ months' basic pay must be reported within one month.
- (a) One
 - (b) Two
 - (c) Three
 - (d) Four
9. Which of the following is treated as "movable property" under Rule 18?
- (a) House site
 - (b) Loan
 - (c) Agricultural land
 - (d) Lease deed
10. A Government servant is caught consuming alcohol inside a moving taxi. This is:
- (a) A private matter and not covered by CCS Rules
 - (b) A violation of Rule 22, as a taxi is a public place
 - (c) Permitted if windows are tinted
 - (d) Allowed if driver permits
11. On dismissal or removal from service, the leave at credit of a Government servant:
- (a) Is automatically encashed
 - (b) Is carried forward if reinstated later
 - (c) Ceases from the date of such dismissal or removal
 - (d) Remains available for one year
12. What is the maximum period for which Extra Ordinary Leave (EOL) can be granted to a Government servant at one time if the government servant has completed one year's continuous service and is undergoing treatment for Pulmonary Tuberculosis?
- (a) 6 months
 - (b) 12 months
 - (c) 18 months
 - (d) 24 months

- 13.** Under what condition does resignation not result in lapse of leave at credit?
- (a) If the employee submits medical proof
 - (b) If the resignation is due to personal hardship
 - (c) If the resignation is to take up another Government post with proper forwarding
 - (d) If the resignation is followed by re-employment in private sector
- 14.** What is the time limit for submitting a request for commutation of leave after rejoining duty?
- (a) Within 7 days
 - (b) Within 15 days
 - (c) Within 30 days
 - (d) Within 60 days
- 15.** Which of the following leave types can be combined with others under CCS (Leave) Rules?
- (a) Earned Leave
 - (b) Half Pay Leave
 - (c) Commuted Leave
 - (d) All of the above
- 16.** A Government servant remains on leave for more than five years. What is the implication?
- (a) Automatically reinstated on request
 - (b) Considered for promotion
 - (c) Deemed to have resigned from service
 - (d) Granted pension benefits
- 17.** What is the minimum service required before a Government servant becomes eligible for Leave Not Due (LND)?
- (a) 6 months
 - (b) 1 year
 - (c) 3 years
 - (d) No minimum required
- 18.** Under what circumstances can a Government servant be granted Leave Not Due (LND) without medical certificate?
- (a) In case of female employees for adoption
 - (b) For male employee's study leave
 - (c) For casual absence
 - (d) LND is never granted without medical certificate
- 19.** What is the maximum number of days a Government servant can be prevented from availing vacation for it to still be considered as no vacation availed?
- (a) 10 days
 - (b) 15 days
 - (c) 20 days
 - (d) 30 days
- 20.** On the death of a Government servant while in service, what is the maximum number of days of leave for which cash equivalent can be paid to the family?
- (a) 240 days
 - (b) 300 days
 - (c) 150 days
 - (d) No maximum limit
- 21.** When did the Central Civil Services (Classification, Control and Appeal) Rules, 1965, come into force?
- (a) 1st January, 1965
 - (b) 15th October, 1965
 - (c) 1st December, 1965
 - (d) 26th January, 1965

22. Which penalty does disqualify a Government servant from future government employment?
- (a) Dismissal (b) Removal
(c) Compulsory retirement (d) All of the above
23. In what case can a Government servant be suspended under Rule 10(1)(aa)?
- (a) Pending retirement
(b) Misuse of leave
(c) Activities prejudicial to the security of the State
(d) Poor performance
24. Who is responsible for furnishing copies of witness statements to the Government servant under Rule 14?
- (a) Disciplinary Authority (b) Inquiring Authority
(c) Presenting Officer (d) Appellate Authority
25. When can the inquiry procedure under Rules 14–18 be bypassed under Rule 19?
- (a) For minor penalties
(b) During suspension of a government servant
(c) In case of conviction, impracticability, or state security
(d) None of the above
26. What is the time limit for filing an appeal under Rule 25?
- (a) 30 days (b) 60 days
(c) 45 days (d) 90 days
27. Rule 18 allows for common proceedings if:
- (a) All charges are similar (b) Charges arise from same incident
(c) Government servant agrees (d) Department recommends it
28. Rule 10 of the CCS (CCA) Rules deals with:
- (a) Penalties (b) Appeals
(c) Suspension (d) Inquiries
29. The authority competent to impose penalty on a Government servant is called:
- (a) Appellate Authority (b) Vigilance Officer
(c) Disciplinary Authority (d) Presenting Officer
30. Rule 29 of the CCS (CCA) Rules provides for:
- (a) Filing an appeal (b) Conducting fresh inquiry
(c) Review or revision of earlier orders (d) Disqualification from service
31. If a Government servant does not respond to the inquiry notice, the inquiry shall:
- (a) Be postponed indefinitely (b) Be dropped
(c) Continue ex parte (d) Be transferred to another department

- 32.** What does “deemed suspension” mean under Rule 10(2)?
- (a) Suspension without pay
 - (b) Suspension pending vigilance clearance
 - (c) Suspension without order
 - (d) None of the above
- 33.** Under Rule 10, when can suspension be revoked?
- (a) Anytime at the discretion of Disciplinary Authority
 - (b) After 6 months only
 - (c) After penalty is imposed
 - (d) Only by MPSC
- 34.** Under Rule 14, after the inquiry report is prepared, which documents are NOT required to be forwarded to the disciplinary authority (where it is not the inquiring authority)?
- (a) Inquiry report
 - (b) Written statement of defence
 - (c) Order of posting
 - (d) Orders made by inquiring or disciplinary authority
- 35.** The CCS (CCA) Rules, 1965, provide for classification of services into how many groups?
- (a) Two
 - (b) Three
 - (c) Four
 - (d) Five
- 36.** As per Rule 15(2) of the CCS (CCA) Rules, 1965, if the Disciplinary Authority disagrees with the findings of the Inquiring Authority and proposes to impose a higher penalty, what must it do before passing final orders?
- (a) Ignore the inquiry findings and impose penalty
 - (b) Communicate reasons for disagreement to the Government servant and give an opportunity to represent
 - (c) Communicate reasons for disagreement to the Inquiring Authority
 - (d) Communicate to the Controlling Officer
- 37.** If a government servant is exonerated after an inquiry, the period of suspension is usually treated as:
- (a) Leave without pay
 - (b) On duty
 - (c) Voluntary break
 - (d) Resignation
- 38.** Which one is NOT excluded from the application of these rules?
- (a) Casual employees
 - (b) Railway servants (as defined in Indian Railways Establishment Code)
 - (c) Persons for whom special provisions are made by law or agreement
 - (d) Members of Group A Central Secretariat Service

39. At what stage is a Government servant entitled to inspect the documents and witness list relied upon in the disciplinary proceedings under Rule 14 of the CCS (CCA) Rules, 1965?
- (a) At the time of final hearing
 - (b) After the penalty has been imposed
 - (c) Along with the delivery of the charge-sheet
 - (d) Only after filing an appeal
40. As per Rule 14 of the CCS (CCA) Rules, 1965, who is competent to appoint the Presenting Officer in a departmental inquiry?
- (a) Inquiring Authority
 - (b) Disciplinary Authority
 - (c) Central Administrative Tribunal
 - (d) Appellate Authority
41. What is the definition of “Fee” under FR 9?
- (a) Any payment from Consolidated Fund
 - (b) Salary received in cash
 - (c) Income from overtime work
 - (d) Payment from a non-Consolidated Fund source
42. What does “Compensatory Allowance” include?
- (a) House Rent
 - (b) Sumptuary Allowance
 - (c) Travelling Allowance
 - (d) Pension
43. What does “Substantive Pay” refer to?
- (a) Special allowances
 - (b) Pay drawn in temporary post
 - (c) Regular pay excluding special/personal pay
 - (d) Honorarium
44. Under FR 9, what is ‘Special Pay’?
- (a) Bonus for extraordinary work
 - (b) Addition to pay for special duties
 - (c) Annual increment
 - (d) TA/DA reimbursement
45. What is ‘Subsistence Grant’?
- (a) Pay for part-time work
 - (b) Amount paid when not on leave
 - (c) Grant paid to a suspended employee
 - (d) House rent reimbursement
46. Who can be considered as “Ministerial Servant”?
- (a) Group A officer
 - (b) Staff with entirely clerical duties
 - (c) Secretarial staff only
 - (d) Executive staff
47. Doctors opting for teaching/public health programmes may serve till:
- (a) 62
 - (b) 64
 - (c) 65
 - (d) 67

- 48.** Under FR 56(j), the government may compulsorily retire a Group A or B officer if they entered service before 35 years of age after attaining:
- (a) 50 years
 - (b) 55 years
 - (c) 58 years
 - (d) 60 years
- 49.** Minimum notice required for voluntary retirement under FR 56(k):
- (a) 15 days
 - (b) 1 month
 - (c) 2 months
 - (d) 3 months
- 50.** Can a Government servant withdraw the retirement notice once given?
- (a) No
 - (b) Yes, anytime
 - (c) Yes, with specific approval before the date of retirement
 - (d) Only within 7 days
- 51.** Every permanent Government servant is required to have a Service Book maintained from:
- (a) After confirmation
 - (b) On request
 - (c) The date of first appointment
 - (d) After probation ends
- 52.** Entries in the Service Book must be authenticated by:
- (a) The Government servant
 - (b) Another officer
 - (c) Head of Office
 - (d) Auditor
- 53.** Verification of service in the Service Book must be done:
- (a) Monthly
 - (b) Once every 2 years
 - (c) Annually
 - (d) Before retirement only
- 54.** The Government servant must sign the Service Book:
- (a) Only once
 - (b) Every time an entry is made
 - (c) Annually, after verification
 - (d) Only on promotion
- 55.** Any alteration in the service book must be attested by:
- (a) Clerk
 - (b) Supervisor
 - (c) Head of Office
 - (d) Gazetted Officer
- 56.** On transfer of a Government servant, the service book is:
- (a) Handed to the individual
 - (b) Sent to new office
 - (c) Retained by old office
 - (d) Sent to State Government
- 57.** The service book contains entries of:
- (a) Training
 - (b) Leave
 - (c) Suspension
 - (d) All of the above

58. Loss of service book must be reported to:

- | | |
|------------------------|-------------------------------|
| (a) Police | (b) Vigilance |
| (c) Head of Department | (d) Public Accounts Committee |

59. Service book may be used as a proof in:

- | | |
|----------------------|--------------------------|
| (a) Criminal cases | (b) Property disputes |
| (c) Pension fixation | (d) Confidential reports |

60. Which of the following must be recorded in the service book?

- | | |
|-----------------|-----------------------|
| (a) Blood group | (b) Assets |
| (c) Pay details | (d) Loan applications |

Section - II (40Marks)

*This Section should be answered only on the **Answer Sheet** provided.*

Marks are indicated against each question.

CCS (CONDUCT) RULES, 1964

Direction (Question Nos. 61 - 63) : Answer any 2 questions.

61. List at least ten duties of a government servant under Rule 3 of the CCS (Conduct) Rules, 1964. (5)
62. What do the CCS (Conduct) Rules, 1964 say about the participation of government servants in political activities? (5)
63. What are the restrictions and expected conduct of a government servant regarding the consumption of intoxicating drinks and drugs under Rule 22 of the CCS (Conduct) Rules, 1964? (5)

CCS (LEAVE) RULES, 1972

Direction (Question Nos. 64 - 66) : Answer any 2 questions.

64. A person joined government service on 1st September, 2021. Calculate the total Earned Leave (EL) and Half Pay Leave that would be credited to his leave account as on 1st July, 2025. (5)
65. Discuss the rate of leave salary admissible during Earned Leave, Half Pay Leave, Commuted Leave, and Extraordinary Leave. (5)
66. What are the provisions regarding the grant of maternity leave under Rule 43 of the CCS (Leave) Rules, 1972? Explain the provisions for granting maternity leave in cases of miscarriage or abortion. (3+2=5)

CCS (CCA) RULES, 1965

67. List the major penalties under Rule 11 of the CCS (CCA) Rules, 1965. (3)
68. A government servant was convicted by a Court and sentenced to 50 hours of community service under the Mizoram Liquor (Prohibition) Act, 2019. Should he be placed under deemed suspension as per the CCS (CCA) Rules, 1965? Briefly state the circumstances in which a government servant is deemed to be under suspension. (1+2=3)
69. Under what circumstances can 'Common Proceedings' be initiated under the CCS (CCA) Rules, 1965? (2)
70. Enumerate the 4 circumstances under which a government servant may prefer an appeal under the CCS (CCA) Rules, 1965. (2)

FUNDAMENTAL RULES

71. State the conditions under which training is treated as duty under the Fundamental Rules. (3)
72. A government servant is born on 1st April, 1965. No formal retirement/release order is issued by his cadre controlling authority. What will be his date of retirement, and what is expected of him on that day? (2)

SUPPLEMENTARY RULES

Direction (Question Nos. 73 & 74) : Attempt any one of the following:

73. Answer the following questions:
- (a) Who are exempted from the requirement of the maintenance of a service book? (3)
 - (b) What are the rules regarding the recording of periods of suspension and personal certificates in the service book? (2)
74. What practices should be followed in maintaining service books to prevent delay in the sanction and disbursement of pension? (5)

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