

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
UPPER DIVISIONAL CLERK (UDC) UNDER VARIOUS DEPARTMENTS,
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. Who is included in the term 'family' under CCS (Conduct) Rules, 1964?
 - (a) Only spouse and biological children
 - (b) Spouse, children, and independent relatives
 - (c) Spouse, dependent children including stepchildren, and dependent relatives
 - (d) Only spouse
2. Under the CCS (Conduct) Rules, 1964, what is the position regarding participation in strikes by Government servants in connection with their service matters?
 - (a) Allowed only during non-working hours
 - (b) Allowed if the demand is for better pay
 - (c) Allowed with prior permission from superior authority
 - (d) Strictly prohibited
3. As per the CCS (Conduct) Rules, 1964, under what condition is a Government servant prohibited from entering into a marriage?
 - (a) If both parties are from different religions
 - (b) If the marriage is not registered under law
 - (c) If the person has a living spouse
 - (d) If the person is below the age of 30
4. Which of the following is included in the definition of a 'gift' under the CCS (Conduct Rules), 1964?
 - (a) Salary and allowances
 - (b) Free transport, boarding, lodging, or any other pecuniary advantage
 - (c) Office stationery
 - (d) Official accommodation

5. The CCS (Conduct) Rules, 1964 apply to:
 - (a) All Government employees including railway servants
 - (b) Only employees of the State Governments
 - (c) Persons appointed to civil services or posts in connection with the affairs of the Union
 - (d) Employees of private companies working on Government contracts
6. Under the CCS (Conduct) Rules, 1964, a Government servant is prohibited from canvassing in support of which of the following?
 - (a) A Government welfare scheme
 - (b) A charitable organisation
 - (c) Any business of insurance or commission agency owned or managed by a family member
 - (d) A cooperative society registered under Government law
7. Bringing political or outside influence in service matters by a Government servant is:
 - (a) Permissible with prior sanction
 - (b) Encouraged for faster processing of requests
 - (c) Allowed in case of emergency
 - (d) A violation of the CCS (Conduct) Rules, 1964
8. According to the CCS (Conduct) Rules, 1964, a Government servant may accept gifts from near relatives or personal friends on ceremonial occasions without prior sanction, provided:
 - (a) The gift is in conformity with prevailing religious and social practice, and within the prescribed monetary limit
 - (b) The friend or relative has official dealings with the Government servant
 - (c) The gift is in the form of cash only
 - (d) The gift is publicly declared
9. According Rule 13 of the CCS (Conduct) Rules, 1964, which of the following is not considered a gift?
 - (a) A free foreign tour from a business associate
 - (b) A casual meal or lift from a friend
 - (c) Expensive electronic items given during a festival
 - (d) Free hotel stay from a contractor
10. Under the CCS (Conduct) Rules, 1964, a Government servant posted as a Private Secretary to a Minister:
 - (a) Is exempted from maintaining political neutrality
 - (b) May actively support the Minister's political party
 - (c) Is bound to maintain political neutrality like all other Government servants
 - (d) May participate in political activities outside office hours

11. Under Rule 3-C of the CCS (Conduct) Rules, 1964 relating to prohibition of sexual harassment of working women, which of the following **is true**?
- (a) Only physical contact counts as sexual harassment.
 - (b) Creating a hostile work environment for women may amount to sexual harassment.
 - (c) Physical advances does not count as sexual harassment.
 - (d) Supervisors need not act against harassment.
12. Which of the following **is true** regarding the CCS (Conduct) Rules, 1964 relating to Evidence before Committee or any other Authority?
- (a) No sanction needed to give evidence to private committees.
 - (b) Judicial enquiry evidence needs sanction.
 - (c) Evidence before departmental enquiry is exempted from sanction.
 - (d) Evidence before Parliament always requires sanction.
13. According to the CCS (Conduct) Rules, 1964 managing a newspaper requires:
- (a) Prior Government sanction
 - (b) No approval
 - (c) Approval from local media
 - (d) Approval only from Department head
14. According to the CCS (Conduct) Rules, 1964, frequent buying and selling of shares is considered:
- (a) Investment diversification
 - (b) Normal trading
 - (c) Speculation
 - (d) Government-approved practice
15. According to Rule 18 of the CCS (Conduct) Rules, 1964, which of the following is not included in the term '*movable property*'?
- (a) Jewellery
 - (b) Insurance policies with annual premium above two months' basic pay
 - (c) Books and clothing meant for ordinary use
 - (d) Motor vehicles
16. What is the maximum period of child adoption leave that can be granted to a female Government servant under the CCS (Leave) Rules, 1972?
- (a) 90 days
 - (b) 120 days
 - (c) 180 days
 - (d) 240 days
17. According to the CCS (Leave) Rules, 1972, what is the maximum period of continuous leave that may be granted to a Government servant?
- (a) 3 years
 - (b) 4 years
 - (c) 6 years
 - (d) 5 years
18. As per Rule 10 of the CCS (Leave) Rules, 1972, a request for commutation of leave must be made:
- (a) Within 30 days of joining duty
 - (b) Within 7 days of joining duty
 - (c) Before proceeding on leave
 - (d) After 60 days of joining duty

- 19.** Under the CCS (Leave) Rules, 1972, how is Casual Leave treated?
- (a) It is a fully recognized form of leave
 - (b) It is not recognized as leave
 - (c) It is counted against earned leave
 - (d) It is treated as extra ordinary leave
- 20.** As per CCS (Leave) Rules, 1972, what is the minimum duration for which Child Care Leave (CCL) can be granted to a female Government servant?
- (a) 2 days
 - (b) 3 days
 - (c) 4 days
 - (d) 5 days
- 21.** Under the CCS (Leave) Rules, 1972, what is the maximum limit of leave preparatory to retirement that a Government servant may be granted?
- (a) 150 days
 - (b) 240 days
 - (c) 300 days
 - (d) 365 days
- 22.** Under the CCS (Leave) Rules, Commuted Leave is:
- (a) Granted without any certification and debited against Earned Leave
 - (b) Granted on medical certificate and debited against Half Pay Leave
 - (c) Granted only after retirement and debited against Leave Not Due
 - (d) Treated as Extra Ordinary Leave without pay
- 23.** During hospitalization under work related illness and injury leave, what pay and allowances are granted to employees?
- (a) Half pay only
 - (b) Full pay and allowances
 - (c) No pay, only medical coverage
 - (d) Variable pay based on seniority
- 24.** According to the CCS (Leave) Rules, 1972, persons re-employed after retirement are:
- (a) Treated as entering Government service for the first time
 - (b) Allowed to carry forward all their previous leave balance
 - (c) Not eligible for any leave benefits
 - (d) Entitled to special leave without probation
- 25.** As per the CCS (Leave) Rules, 1972, what is the maximum duration of Child Care Leave that can be granted to a female Government servant during her entire service?
- (a) 180 days
 - (b) 365 days
 - (c) 720 days
 - (d) 730 days
- 26.** Under the CCS (Leave) Rules, 1972, a Government servant on Extraordinary Leave (EOL) is entitled to:
- (a) Full pay and allowances
 - (b) Half pay leave salary
 - (c) Leave salary equivalent to earned leave
 - (d) No leave salary

27. Within what timeframe can Paternity Leave be availed under CCS (Leave) Rules, 1972?
- (a) Only after the delivery of the child
 - (b) Up to 15 days before, or up to 6 months from the date of delivery of the child
 - (c) Only before the delivery of the child
 - (d) At any time during service
28. According to the CCS (Leave) Rules, 1972, which of the following is true regarding the powers of the leave sanctioning authority?
- (a) The authority may change the type of leave without the employee's consent
 - (b) The authority must always accept the leave applied for
 - (c) The authority may refuse or revoke leave but cannot alter the kind of leave unless requested in writing by the Government servant
 - (d) The authority can alter any kind of leave applied for in the public interest
29. Under the CCS (Leave) Rules, 1972, a single male Government servant may be granted Child Care Leave for:
- (a) A maximum of 720 days for two eldest surviving children
 - (b) A maximum of 730 days for two eldest surviving children
 - (c) An unlimited period for disabled children only
 - (d) A maximum of 15 days each for two eldest surviving children
30. Under the CCS (Leave) Rules, 1972, which of the following is true about Leave Not Due?
- (a) Leave Not Due may be granted to temporary Government servants suffering from specific illnesses with at least one year of service
 - (b) Temporary Government servants are not eligible for Leave Not Due
 - (c) Leave Not Due requires no medical certificate
 - (d) Leave Not Due applies only to permanent employees
31. For single female Government servants, Child Care Leave can be availed of up to:
- (a) 3 spells in a calendar year
 - (b) 4 spells in a calendar year
 - (c) 6 spells in a calendar year
 - (d) Unlimited spells in a calendar year
32. The maximum amount of study leave that may be granted to a Government servant during his entire service shall not exceed:
- (a) 12 months
 - (b) 18 months
 - (c) 24 months
 - (d) 36 months
33. Half pay leave is credited at the rate of:
- (a) 10 days every 6 months
 - (b) 5 days every month
 - (c) 20 days annually
 - (d) 15 days every 6 months
34. Half pay leave may be granted –
- (a) On production of medical certificate only
 - (b) On private affairs
 - (c) Only if Earned Leave have been exhausted
 - (d) Female Government servants only

- 35.** The maximum amount of extraordinary leave that may be granted to a Government servant for prosecuting studies in public interest is:
- (a) 12 months
 - (b) 18 months
 - (c) 36 months
 - (d) 24 months
- 36.** According to Supplementary Rule 2(16), the term “public conveyance” refers to:
- (a) Any vehicle owned by the government.
 - (b) A train, steamer, or other conveyance regularly used for passenger transport.
 - (c) Private vehicles occasionally used for government travel.
 - (d) Any conveyance specifically reserved for government servants.
- 37.** Mileage Allowance under the Travelling Allowance Rules is calculated based on:
- (a) Actual expenses incurred
 - (b) Fixed monthly allowance
 - (c) Distance travelled during the journey
 - (d) Grade of the government servant only
- 38.** Which allowance is specifically provided for government servants required to travel extensively within a limited radius from their headquarters?
- (a) Permanent Travelling Allowance
 - (b) Conveyance or Horse Allowance
 - (c) Mileage Allowance
 - (d) Daily Allowance
- 39.** For calculating mileage allowance, the route chosen must normally be:
- (a) The shortest or cheapest practicable route
 - (b) The most scenic route
 - (c) Any route preferred by the government servant
 - (d) The fastest irrespective of cost
- 40.** Government servants deputed on foreign service draw travelling allowance according to:
- (a) Central Government Rules only
 - (b) Foreign employer’s rules
 - (c) State Government rules
 - (d) Rules of respective Ministries
- 41.** Actual travelling expenses exclude:
- (a) Ferry charges
 - (b) Charges for carriage of camp equipment
 - (c) Personal luggage transport costs
 - (d) Cost of hotel stay
- 42.** A government servant’s travel claims are regulated by:
- (a) Rules in force at the time of claim submission
 - (b) Rules in force at the time of journey
 - (c) Latest Ministry of Finance orders
 - (d) Orders of the controlling officer
- 43.** Permanent monthly travelling allowance is given in lieu of:
- (a) Daily allowances only
 - (b) All other forms of travelling allowance for journeys within duty sphere
 - (c) House rent allowance
 - (d) Medical reimbursement

44. Which of the following is true regarding travelling allowance of a person for the journey to join his first post in Government service?
- (a) Generally not admissible unless otherwise provided.
 - (b) Travelling allowance is admissible.
 - (c) Admissible only if train journey.
 - (d) Admissible if journey requires continuous travel for more than 200 km.
45. Which of the following statements is TRUE about the definition of Family for the purpose of travelling allowance?
- (a) Only spouse and children residing with and wholly dependent on the Government servant are included.
 - (b) Includes parents, stepmother, sisters, and minor brothers residing with and wholly dependent on the Government servant.
 - (c) Excludes adopted children.
 - (d) Married daughters are automatically included
46. 'Allotment' under FR 9 refers to:
- (a) Assignment of official duties
 - (b) Allocation of funds
 - (c) Distribution of workload
 - (d) Grant of license to occupy Government accommodation for residence
47. Under FR 9, 'Duty' includes:
- (a) Service as apprentice followed by confirmation
 - (b) Only confirmed service
 - (c) Any voluntary work
 - (d) Training outside India
48. 'Fee' under FR 9 excludes:
- (a) Non-recurring payment from non-Government sources
 - (b) Unearned income like property rent and dividends
 - (c) Payments for sports participation as amateur
 - (d) Both b and c
49. 'Temporary post' means:
- (a) Post without duties
 - (b) Post sanctioned for limited time with definite rate of pay
 - (c) Post without financial implications
 - (d) Post sanctioned for a particular Government servant
50. If a Government servant's date of birth is the 1st of a month, he retires on:
- (a) Last day of that month
 - (b) First day of that month
 - (c) Last day of the preceding month
 - (d) Day before his birthday

51. 'Time-scale pay' under FR 9 means:

- (a) Pay fixed without increments
- (b) Pay rising by periodic increments from minimum to maximum
- (c) Commission-based pay
- (d) Variable pay with bonuses

52. 'Lien' refers to:

- (a) Leave period
- (b) A financial lien on salary
- (c) Loan arrangement
- (d) Right of a Government servant to hold a permanent post

53. When a Government servant reaches the prescribed age of superannuation, retirement occurs:

- (a) Only after formal written orders are issued
- (b) Automatically on the due date without specific orders
- (c) On the date chosen by the department head
- (d) Only after a voluntary retirement request

54. A Group 'A' or 'B' Government servant who had entered into Government service before attaining the age of 35 years can voluntarily retire after attaining the age of:

- (a) 45 years
- (b) 50 years
- (c) 55 years
- (d) 60 years

55. A Government servant's request for change of date of birth must be made within:

- (a) 1 year of joining service
- (b) 3 years of joining service
- (c) 5 years of joining service
- (d) Anytime during service

56. Under SR 202, Heads of Office must show Service Books to Government servants:

- (a) Every month
- (b) Every six months
- (c) Every year
- (d) Only before retirement

57. Under SR 203, upon transfer to Foreign Service, the Service Book is sent to:

- (a) Audit Officer
- (b) Department of Personnel
- (c) Head of Department
- (d) Ministry of External Affairs

58. Under SR 200, entries made in the service book of a Government servant regarding period of suspension shall be attested by?

- (a) The Head of Office
- (b) The Draw & Disbursing Officer
- (c) The Accounts Officer
- (d) The Attesting Officer

59. As per SR 199, each entry in the service book of a Government servant must be attested by the Head of his Office. If he himself is the Head of an Office, who shall attest the entry?

- (a) His immediate superior
- (b) His immediate junior in the Office
- (c) Draw & Disbursing Officer in the Office
- (d) Dealing Assistant in the Office

60. A Government servant who is on Foreign Service, upon his re-transfer to Government service, his service book shall be sent to –
- | | |
|-----------------------|-------------------------------|
| (a) Head of Office | (b) Draw & Disbursing Officer |
| (c) Dealing Assistant | (d) Audit Officer |

Section - II (40 Marks)

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

Marks are indicated against each question.

1. Write down any **3(three)** out of the twenty one basic tenets under Rule 3(1) of the CCS (Conduct) Rules, 1964 which every Government servant should adhere to at all times. (3)
2. Mention any **3(three)** employment or activities a Govt. servant may undertake without the previous sanction of the Government. (3)
3. 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)
4. Mention any **2 (two)** points that explains 'sexual harassment' in the context of Rule 3-C (2)(a) of the CCS (Conduct) Rules. (2)
5. Mention any **2(two)** categories of persons to whom the CCS (Leave) Rules, 1972 shall not apply to. (2)
6. What are the consequences for a Government servant who remains absent after the expiry of sanctioned leave, if such leave is not extended by the competent authority? (3)
7. What is the main difference between Permanent Travelling Allowance and Conveyance Allowance? (2)
8. What is the difference between Mileage Allowance and Daily Allowance? (4)
9. Explain the term "Local Journey". (4)
10. Define the term "Honorarium" as provided in FR 9. (2)
11. Write down any **3(three)** conditions under which date of birth of a Government servant already accepted can be altered. (3)
12. What are the duties and responsibilities of Head of Office in relation of maintenance of Service Book under S.R 202? (3)
13. For which category of Government servants are maintenance of service book not necessary? (4)
14. A GS is transferred to Foreign Service. What actions are needed to be taken regarding maintenance of his service book? (3)