

MIZORAM PUBLIC SERVICE COMMISSION
DEPARTMENTAL EXAMINATION FOR INSPECTOR
UNDER EXCISE & NARCOTICS DEPARTMENT, GOVERNMENT OF MIZORAM
(DECEMBER-2025)

PAPER – V

Time Allowed : 3 hours

FM : 100 PM : 40

PART - A (Multiple Choice Questions) (52 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. Every Government servant shall at all times make choices, take decisions and make _____ on merit alone.
(a) proposals (b) recommendations
(c) suggestions
2. Every Government servant shall at all times maintain _____ and good behavior with the public.
(a) courtesy (b) integrity
(c) dignity
3. Every Government servant shall, at all times observe the Government's policies regarding _____ of crime against women.
(a) prevention (b) stoppage
(c) cessation
4. A Government servant shall refrain from consuming any _____ or drug in a public place.
(a) liquor (b) alcohol
(c) intoxicating drink
5. No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any _____ authority to further his interests in respect of matters pertaining to his service under Government.
(a) higher (b) superior
(c) commanding
6. Every Government servant shall at all times promote the principles of merit, _____ and impartiality in the discharge of duties.
(a) transparency (b) equality
(c) fairness
7. Making normal arrangement during election tours of Ministers to enable them to carry out their responsibilities as Ministers _____ to contravention of Rule 5(4).
(a) amounts (b) does not amount
(c) conforms

8. Absence from work on account of participation in 'Gherao' should in all cases be treated as unauthorized absence involving _____.
(a) break in service (b) disciplinary proceeding
(c) EOL
9. Workplace includes a _____ or house.
(a) government quarters (b) dwelling place
(c) residence
10. No Government servant shall employ to work any child below the age of _____.
(a) 15 years (b) 16 years
(c) 14 years
11. A Government servant shall not willfully cause delays in _____ of the work assigned to him.
(a) disposal (b) approval
(c) finalization
12. No Government servant shall subscribe in aid of, or _____ in any other manner, any political movement or activity.
(a) assist (b) support
(c) follow
13. An order of suspension made may at any time be modified or revoked by the authority which made the order or by any authority to which that authority is _____.
(a) superior (b) subordinate
(c) secondary
14. The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the Government servant pleads _____.
(a) innocent (b) guilty
(c) not guilty
15. On the date fixed for the inquiry, the witnesses shall be examined by or on behalf of the _____ and may be cross-examined by or on behalf of the Government servant.
(a) Presenting Officer (b) Inquiring Authority
(c) Disciplinary Authority
16. In Common Proceedings, the order shall specify the authority which may function as the _____ for the purpose of such common proceeding.
(a) Inquiring Authority (b) Defence Assistant
(c) Disciplinary Authority
17. Withholding of increments of pay is one of the _____ penalties.
(a) Major (b) Minor
(c) Secondary
18. What is the maximum time allowed for a Government servant to appear before Inquiring Authority after the receipt of Article of Charge by the Inquiring Authority?
(a) 7 working days (b) 15 working days
(c) 10 working days
19. An order of suspension shall not be valid after a period of _____ unless it is extended after review.
(a) ninety days (b) sixty days
(c) two months

20. Dismissal from service which shall ordinarily be a disqualification for _____ under the Government is one of the major penalties that can be imposed.
- (a) fresh engagement
 - (b) future employment
 - (c) appointment
21. No order imposing any minor penalty shall be made except after consulting the _____ where such consultation is necessary.
- (a) Commission
 - (b) Government
 - (c) Board
22. The ceiling has been raised to _____ cases for retired Government servants appearing as Defence Assistants.
- (a) five
 - (b) eight
 - (c) seven
23. Both the Presenting Officer and the Government servant are permitted to file the _____ of the case after completion of production of evidences.
- (a) defence statement
 - (b) daily order sheet
 - (c) written brief
24. _____ recorded during the inquiry is not included in the report prepared after the conclusion of inquiry.
- (a) Daily order sheet
 - (b) Articles of charge
 - (c) Findings on article of charge
25. No Government servant shall be granted leave of any kind for a continuous period exceeding _____ years.
- (a) five
 - (b) three
 - (c) six
26. A period spent in _____ shall count as duty if contribution towards leave salary is paid on account of such period.
- (a) deputation
 - (b) ex-cadre posting
 - (c) foreign service
27. Leave Not Due shall be debited against the _____ the Government servant may earn subsequently.
- (a) Earned Leave
 - (b) Half pay leave
 - (c) Casual Leave
28. _____ may be granted to a Government servant in special circumstances when no other leave is admissible.
- (a) Extraordinary leave
 - (b) Leave Not Due
 - (c) Half-pay leave
29. The authority competent to grant leave may commute retrospectively periods of absence _____ into half pay leave.
- (a) without approval
 - (b) without sanction
 - (c) without leave
30. _____ shall not be combined with any other kind of leave admissible.
- (a) Paternity leave
 - (b) Casual leave
 - (c) Child care leave

31. An officer shall be held personally responsible for any loss sustained by the Government through fraud or _____ on his part.
- (a) theft
 - (b) negligence
 - (c) misappropriation
32. All losses above the value of _____ due to suspected fire, theft, fraud, etc., shall be invariably reported to the Police for investigation as early as possible.
- (a) Rupees ten thousand
 - (b) Rupees one lakh
 - (c) Rupees five thousand
33. In cases of loss to Government on account of _____ of Government servants, the loss should be borne by the Central Government Department or State Government concerned with the transaction.
- (a) accountability
 - (b) liability
 - (c) culpability
34. Petty losses of value not exceeding _____ need not be reported.
- (a) Rupees five thousand
 - (b) Rupees two thousand
 - (c) Rupees one thousand
35. The reports which the Head of Department cannot finally dispose of under delegated powers, shall be submitted to the _____.
- (a) Government
 - (b) Financial Adviser
 - (c) Ministry of Finance
36. If any recoveries are made from the erring Government officials in cash, the receipt will be credited to the Central Government Department or _____ who sustained the loss.
- (a) the State Government
 - (b) Chief Accounting Authority
 - (c) Head of Department
37. A Government servant who has acquired lien on a post retains lien on that post while under _____.
- (a) probation
 - (b) suspension
 - (c) observation
38. Where the minimum pay of the time-scale of the new post is higher than his pay in respect of the post held by him regularly, a Government servant shall draw the _____ pay as the initial pay.
- (a) minimum
 - (b) same
 - (c) one-step up
39. No Government servant shall be granted leave of any kind for a continuous period exceeding ____.
- (a) three years
 - (b) five years
 - (c) six years
40. An officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he _____ the duties of that post.
- (a) resumes
 - (b) joins
 - (c) assumes
41. On appointment to a new regular post, a Government servant shall exercise his pay fixation option within _____ from the date of appointment.
- (a) one month
 - (b) two months
 - (c) three weeks

42. Permanent post means a post carrying a _____ rate of pay sanctioned without limit of time.
(a) indefinite (b) definite
(c) specific
43. A record of the services of a _____ will be kept by such Audit Officer and in such form as the Comptroller and Auditor-General may prescribe.
(a) Government servant (b) Gazetted Government servant
(c) Non-Gazetted Government servant
44. The _____ must see that all entries in the service book of a Government servant are duly made and attested.
(a) Head of the Office (b) Administrative Head
(c) Superior
45. It shall be the duty of every _____ to initiate action to show the service book to the Government servant under his administrative control every year.
(a) Controlling Authority (b) Head of Office
(c) Appointing Authority
46. If a Government servant is transferred to foreign service, his service book must be sent to the _____.
(a) Auditor's Office (b) Controlling Officer
(c) Audit Officer
47. If the Government servant himself is the Head of Office, entries made in his Service Book must be attested by _____.
(a) Audit Officer (b) his immediate superior
(c) Appointing Authority
48. The signature of a Government servant shall be obtained in his Service Book after the _____ has made necessary entries connected with his foreign service.
(a) Head of Office (b) Accounts Officer
(c) Audit Officer
49. The CSMOP was first published in:
(a) April, 1957 (b) March, 1955
(c) March, 1956
50. The First Edition of the Central Secretariat Manual of e-Office Procedure (CSMeOP) was brought out in the year:
(a) 2012 (b) 2011
(c) 2013
51. Newly inducted officials must be trained on the procedures contained in the CSMOP and _____ should also be organized.
(a) Foundation Training (b) In-service Training
(c) Refresher Courses
52. The procedures prescribed in this manual attempt to balance the conflicting consideration of speed, quality, _____ and propriety.
(a) transparency (b) efficiency
(c) integrity

PART- B (Conventional Type) (48 Marks)

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

Marks for each question is indicated against it.

Attempt all questions.

1. Define 'Strike' as per CCS (Conduct) Rules, 1964. (3)
2. What does 'public place' mean for the purpose of Rule 22? (2)
3. What are the two conditions/provisions given by Rule 21(2) of CCS (Conduct) Rules, 1964 wherein the Central Government may permit a government servant to enter into, or contract, a marriage with a person having a spouse living? (2)
4. How does Rule 3-C define 'sexual harassment'? (2)
5. What is the duty of a government servant laid out in Rule 5(2) regarding taking part in politics and election? (3)
6. What should be produced by or on behalf of the disciplinary authority on the date fixed for the inquiry? (2)
7. What should be contained in the report after conclusion of the inquiry? (4)
8. State any two conditions which shall not amount to penalty within the meaning of Rule 11. (2)
9. What should be included in the record of the proceedings in cases where minor penalties are to be imposed? (4)
10. What are the two special circumstances in which Extraordinary Leave may be granted to a Government servant? (2)
11. What is the condition given for commuting of Half Pay Leave if it is utilized for an approved course of study? (2)
12. What is the effect towards leave at credit for a Government servant who is dismissed or removed from service and is reinstated on appeal or revision? (2)
13. What is the course of action prescribed by Rule 36 regarding Report to Audit & Accounts Officer ? (2)
14. State the 'Standards of Financial Propriety.' (3)
15. State **any one** of the cases involving losses of revenue which need not be reported. (1)
16. Define 'cadre'. (1)
17. What is not included in 'Presumptive pay of a post'? (2)
18. When are time scales said to be identical? (1)
19. What are the two conditions in which no lien of a Government servant shall be retained? (2)
20. What are the conditions laid down by S.R. 201 regarding entry of Personal certificates of character in a Service Book? (2)
21. What is the responsibility of Government servants after their service books are shown to them as provided under S.R. 202? (1)
22. What are the instructions given under S.R. 200 with respect to a Government servant's period of suspension and interruption of service? (3)