

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

PAPER - VI

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

PART - A (Multiple Choice Questions) (50 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 the Appointing Authority of Group B (Non- Gazetted)?
 - (a) Secretary of Cadre Controlling Authority
 - (b) Head of Department
 - (c) Governor
 - (d) Chief Secretary
2. Suspension is to be reviewed before the expiry of:
 - (a) 15 days
 - (b) 45 days
 - (c) 90 days
 - (d) 180 days.
3. Subsistence allowance equal to half pay leave may be drawn for the first:
 - (a) 2 months
 - (b) 3 months
 - (c) 6 months.
 - (d) 9 months
4. A government servant is deemed to have been placed under suspension if he is in custody/imprisonment exceeding:
 - (a) 12 hrs
 - (b) 24 hrs
 - (c) 48 hrs
 - (d) 60 hrs
5. Which of the following deductions is not to be made during suspension?
 - (a) GIS contribution
 - (b) House rent
 - (c) GPF subscription
 - (d) Income Tax
6. The time limit fixed for revision for an Appellate Authority is:
 - (a) 45 days
 - (b) 60 days
 - (c) 3 months
 - (d) 6 months

7. Under which rule does no appeal lie against any order passed by an Inquiring Authority in the course of an inquiry?
- (a) Rule 14 (b) Rule 15
(c) Rule 16 (d) Rule 17
8. The panel of retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of:
- (a) one year (b) two years
(c) three years (d) four years
9. A government servant cannot prefer an appeal against which of the following orders?
- (a) An order of suspension
(b) An order imposing any of the specified penalties
(c) An order enhancing any penalty
(d) Any order made by the President
10. Which one of the following is not a statutory penalty?
- (a) suspension
(b) censure
(c) compulsory retirement
(d) reduction to a lower stage in the time-scale of pay for a specific period
11. Holding of inquiry is dispensed under _____ of CCS(CCA).
- (a) Rule 16 (b) Rule 17
(c) Rule 18 (d) Rule 19
12. Preliminary hearing may be held within _____ from the receipt of appointment of the Inquiry officer.
- (a) 10 days (b) 20 days
(c) 30 days (d) 60 days
13. Under CCS (CCA) Rules, 1965, _____ is considered a major penalty.
- (a) Withholding of promotion (b) Compulsory retirement
(c) Censure (d) Withholding of increments of pay
14. Officer conducting preliminary inquiry should not be appointed as _____.
- (a) Presenting Officer (b) Inquiry Officer
(c) Appellate Authority (d) Defence Assistant
15. If the Charge Officer denies the charge, an inquiry should be held as per provision of _____ of CCS (CCA).
- (a) Rule 11 (b) Rule 12
(c) Rule 13 (d) Rule 14

16. Commutation of one kind of leave into another is admissible within how many days of rejoining duty?
- (a) 5 days (b) 10 days
(c) 15 days (d) 30days
17. A govt. employee will not be entitled to leave salary for the whole period of:
- (a) overstayal (b) suspension
(c) probation (d) vacation
18. Earned Leave can be accumulated upto:
- (a) 240 days (b) 300 days
(c) 365 days (d) 730 days
19. Which of the following is not deducted from leave account?
- (a) Commuted leave (b) Maternity leave
(c) Half pay leave (d) Earned Leave
20. Which rule of the CCS (Leave) Rules, 1972 grants leave to a probationer?
- (a) Rule 20 (b) Rule 23
(c) Rule 30 (d) Rule 33
21. The leave granting authority may, in its discretion, waive the production of a medical certificate in case of an application for leave, for a period not exceeding:
- (a) 3 days (b) 4 days
(c) 5 days (d) 7 days
22. Leave Not Due may be granted to a temporary government servant who is suffering from TB for a period not exceeding 360 days during the entire service if the government servant has put in a minimum of:
- (a) one year's service (b) two years' service
(c) three years' service (d) four years' service
23. No govt. servant shall be granted leave of any kind for a continuous period exceeding:
- (a) one year (b) three years
(c) four years (d) five years
24. Leave salary equal to pay drawn immediately before proceeding on leave is admissible during:
- (a) Earned Leave (b) Extraordinary Leave
(c) Half Pay Leave (d) Leave Not Due
25. Child Adoption Leave may be granted to a female government servant with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of:
- (a) one year (b) two years
(c) three years (d) four years

26. Commuted leave can be taken without medical certificate up to a maximum of _____ days by a female govt. servant if it is in continuation of maternity leave.
- (a) 60 (b) 70
(c) 80 (d) 90
27. _____ should not ordinarily be granted during the probation period except in case of certain extreme situations.
- (a) Maternity Leave (b) Child Care Leave
(c) Earned Leave (d) Half Pay Leave
28. Earned leave shall be credited to the leave account of a govt. servant at the rate of _____ for each completed calendar month.
- (a) $2\frac{1}{2}$ days (b) $5/3$ days
(c) 10 days (d) 15 days
29. When commuted leave is granted, _____ the amount of such leave shall be debited against the half pay leave due.
- (a) half (b) twice
(c) thrice (d) four times
30. CCL may be granted at 100% of the leave salary for the first 365 days and _____ of the leave salary for the next 365 days.
- (a) 60% (b) 70%
(c) 80% (d) 90%
31. Habitual failure to perform assigned duties within the time set may be deemed to be:
- (a) lacking proper discipline. (b) lacking confidentiality.
(c) lacking highest degree of professionalism. (d) lacking devotion to duty.
32. CCS(Conduct) Rules came into effect from –
- (a) 1963 (b) 1964
(c) 1965 (d) 1972
33. Ceiling on receipt of 'Gifts' on special occasions for Group 'A' official is:
- (a) Rs 7500/- (b) Rs 25000/-
(c) Rs 15000/- (d) Rs 5000
34. Which rule of the CCS(Conduct) Rules prohibit bringing any political or outside influence in respect of matters pertaining to service under the government?
- (a) Rule 10 (b) Rule 19
(c) Rule 20 (d) Rule 21

- 35.** CCS(Conduct) Rules, 1964 shall apply to:
- (a) a member of the All India Services
 - (b) any person in casual employment
 - (c) any person subject to discharge from service on less than one month's notice
 - (d) every government servant including every civilian government servant in the defence services
- 36.** Which of the following is not considered misconduct under the CCS(Conduct) Rules, 1964?
- (a) Misuse of political position
 - (b) Accepting dowry
 - (c) Expressing loyalty to the Constitution
 - (d) Engaging in political activity
- 37.** The CCS(Conduct) Rules, 1964 prohibits a government servant from engaging in private trade or business unless:
- (a) It is part-time
 - (b) It is not profitable
 - (c) It is approved by the government
 - (d) It is in online mode only
- 38.** According to CCS(Conduct) Rules, habitual indebtedness by a government servant is:
- (a) Ignored
 - (b) A punishable offence
 - (c) Acceptable if under Rs 50,000
 - (d) Encouraged
- 39.** Under CCS(Conduct) Rules, habitual late attendance at work may amount to:
- (a) Appreciation
 - (b) Misconduct
 - (c) Salary reduction
 - (d) Increment reduction
- 40.** Charge of corruption reasonably arises where a government servant is unable to satisfactorily account for:
- (a) his assets in movable and immovable property.
 - (b) his salary
 - (c) the money in his bank account
 - (d) his family's total assets
- 41.** A govt. servant shall, after the cancellation of his allotment of govt. accommodation, vacate the same within _____ which is prescribed by the allotting authority.
- (a) time limit
 - (b) one month
 - (c) three months
 - (d) six months
- 42.** For the purpose of Rule 18 (Movable, Immovable and Valuable property) under CCS (Conduct) Rules, 1964, 'Prescribed authority' in the case of a govt. servant holding any class I post means _____.
- (a) head of department
 - (b) the government
 - (c) Vigilance department
 - (d) MPSC

43. The time limit beyond which permission may be assumed to have been granted by the competent authority in the absence of any communication in connection with press or radio is _____.
(a) 30 days (b) 40 days
(c) 50 days (d) 60 days
44. There are _____ departments in the First Schedule to the Government of Mizoram (Transaction of Business) Rules as amended in 2019.
(a) 40 (b) 42
(c) 43 (d) 44
45. No department shall, without previous consultation with the _____, authorize any orders which, either immediately or by their repercussion, will affect the finances of the State.
(a) Personnel and Administrative Reforms Department
(b) Finance Department
(c) Chief Minister
(d) Governor
46. Any matter likely to bring the State Government into controversy with the Government of India shall be brought to the notice of the Chief Minister. The Chief Minister may apprise _____ in this regard.
(a) the Governor (b) the Prime Minister
(c) the Chief Secretary (d) the Speaker of the State Legislative Assembly
47. According to the Government of Mizoram (Allocation of Business) Rules, 2014, the subject '**CCS(CCA) Rules**' belongs to _____.
(a) Personnel & Administrative Reforms Department
(b) Law & Judicial Department
(c) Home Department
(d) Vigilance Department
48. According to the Government of Mizoram (Allocation of Business) Rules, 2014, the subject '**Pulses Development**' belongs to _____.
(a) Horticulture Department (b) Agriculture Department
(c) Minor Irrigation Department (d) Soil & Water Conservation Department
49. According to the Government of Mizoram (Allocation of Business) Rules, 2014, the subject '**Census**' belongs to _____.
(a) Home Department
(b) Planning & Program Implementation Department
(c) General Administration Department
(d) Secretariat Administration Department

50. According to the Government of Mizoram(Allocation of Business) Rules, 2014, the subject '*Activities of All Political Parties*' belongs to _____.
- (a) Home Department (b) Vigilance Department
(c) General Administration Department (d) Political & Cabinet Department

PART- B (Conventional Type) (50 Marks)

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

Marks for each question is indicated against it.

Attempt all questions.

1. What is the difference between 'censure' and 'warning'? (2)
2. Enumerate 4 types of cases which may merit action for imposing one of the major penalties? (2)
3. List any four services/staff who do not come under CCS(CCA) Rules, 1965. (2)
4. What is a charge? What must be contained in a memorandum of charges? (1+3=4)
5. What are the documents that are required to be forwarded to the Inquiry Officer by the Disciplinary Authority in a disciplinary case? (5)
6. Indicate the circumstances under which a government servant is not eligible for any kind of leave? (2)
7. Define the term 'Government servant in permanent employ'. (2)
8. What is 'Leave Not Due'? From which Leave Account is it debited? (2)
9. How would you deal with the following cases?
 - (a) A govt. servant on leave on medical certificate reports his return to duty on the expiry of the period of leave granted to him. (1)
 - (b) A govt. servant on leave reports his return to duty days before the expiry of the period of leave granted to him. (1)
10. Mention any two (2) kinds of leave not earned by duty which can be granted to government servants. In what circumstances can such leave be given? (1+1=2)
11. List five (5) general principles governing the grant of leave under CCS(Leave) Rules, 1972. (5)
12. What are the two guiding principles which a government servant should keep in mind in the matter of promptness and courtesy? (2)
13. What are the provisions under CCS(Conduct) Rules, 1964 in regard to observance of government policies? (2)

14. Mention three (3) guidelines provided by CCS(Conduct) Rules, 1964 with respect to intoxicating drinks and drugs? (3)
15. Mention any five (5) basic principles that every govt. servant shall adhere to, according to Rule 3 (1) (General) of the CCS (Conduct) Rules, 1964? (5)
16. How is a matter concerning two departments supposed to be dealt with as stipulated by the Government of Mizoram (Transaction of Business) Rules, 2014? (3)
17. Mention any five(5) cases which should be submitted to the Chief Minister before the issue of orders. (5)

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