

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO
JUNIOR GRADE OF MIZORAM SECRETARIAT SERVICE (M.S.S)
UNDER DP&AR (SSW), GOVERNMENT OF MIZORAM.
(SEPTEMBER- 2026)

PAPER - IV

Time Allowed : 3 hours

FM : 100 PM : 40

SECTION - A (Conventional Type Question)
(63 Marks)

*This section should be answered only on the Answer Sheet provided.
Marks for each question is indicated against it.*

1. Fill in the blanks: (3×1=3)
 - (a) A common proceeding can be ordered when _____ Government servants are concerned in the same case.
 - (b) A Government servant who is detained in custody for a period exceeding _____ hours shall be deemed to have been placed under suspension.
 - (c) Rule 3(4) of CCS(CCS) Rules stipulates that where any doubt arises regarding the applicability of the rules, the matter shall be referred to the _____.
2. State the difference between removal from service and dismissal from service. (2)
3. According to Rule 7, what documents must be communicated to a Government Servant when a Disciplinary Authority issues its order? (3)
4. What is the procedure for imposing minor penalties as laid down in Rule 16(1) of CCS (CCA) Rules, 1965? (5)
5. Indicate the action to be taken for late-coming when a Government servant has no casual leave to his credit. (5)
6. List the documents to be submitted with the inquiry report when the Inquiring Authority is other than the Disciplinary Authority. (5)
7. Fill in the blanks. (2×1=2)
 - (a) No case of termination of temporary government servant shall be opened under Sub rule 2(a) after the expiry of _____ from the date of notice.
 - (b) Persons employed in _____ who have not opted for pensionary benefits are not covered under the provisions of CCS(Temporary Services) Rules, 1965.

8. Fill in the blanks. (3×1=3)
- (i) No Government servant shall, except with the previous sanction of the Government, receive any complimentary or valedictory address, accept any testimonial, or attend any _____ held in his honour.
 - (ii) Every Government servant holding a _____ post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants under his control and authority.
 - (iii) Rule _____ of CCS (Conduct) Rules prohibits a government servant from giving or taking or abetting the giving and taking of dowry.
9. Can a Government Servant be a member of any association? Explain briefly. (2)
10. State the restrictions imposed on a Government Servant regarding marriage under CCS(Conduct) Rules, 1964. (3)
11. State the duties and obligations of a Government servant in relation to consumption of intoxicating drinks and drugs under the CCS (Conduct) Rules. (5)
12. Define the term “Members of Family” in relation to a Government servant under the CCS (Conduct) Rules. (5)
13. Fill in the blanks. (2×1=2)
- (a) The power to relax the condition regarding change of the declared place of visit under LTC after the commencement of the journey vests with the Administrative Ministry/Department or the _____, as the case may be.
 - (b) A Government servant’s earlier visit to a particular place during a block does not restrict the choice of place of visit of his/her _____.
14. Define the term ‘family’ according to CS(MA) Rules, 1944. (2)
15. Under the CS(MA) Rules, is simultaneous treatment in two or more systems of medicine permissible? Discuss. (3)
16. Fill in the blanks. (3×1=3)
- (a) Leave applied for under Rule _____ shall not be refused or revoked without reference to the Medical Authority.
 - (b) A request for commutation of leave must be received within _____ days of the Government servant joining duty on the expiry of the relevant spell of leave availed by him.
 - (c) For the purpose of granting study leave, a Government servant shall not be due to reach the age of superannuation within _____ years from the date on which he is expected to return to duty after the expiry of study leave.
17. Under what circumstances can a Government servant other than a military officer be granted an Extraordinary Leave? (2)
18. A Government servant retires from service with 300 days of unutilized Earned Leave at his credit. If his pay on the date of retirement is ₹ 31,500 and the Dearness Allowance admissible is ₹ 14,490, calculate the cash equivalent of Earned Leave payable to him. (3)
19. Briefly explain the provisions regarding the effect of dismissal, removal or resignation on leave at credit as stipulated in Rule 9 of CCS(Leave) Rules. (5)

SECTION - B (MCQ Type Question)
(37 Marks)

*All questions carry equal mark of 1. Attempt all questions.
This Section should be answered only on the OMR Response Sheet provided.*

1. An inquiry held under the Public Servants (Inquiries) Act, 1850 is not recognized for the purpose of imposing major penalties under the CCS (CCA) Rules.
(a) True (b) False
2. Where the services of a Government servant are lent to another department, the borrowing authority has the power to place the Government servant under suspension.
(a) True (b) False
3. Under CCS(CCA) Rules, the period of limitation for filing an appeal is thirty days from the date of the order.
(a) True (b) False
4. According to the Government of Mizoram, Vigilance Department's notification dated 30th November, 2015, the Disciplinary Authority for Group C and D staff in respect of all kinds of penalties is:
(a) Secretary of Cadre Controlling Authority
(b) Deputy/ Under Secretary of Cadre Controlling Authority in the Secretariat and Head of Office in Schedule-I of DFPR in non- Secretariat.
(c) Additional/ Joint Secretary of Cadre Controlling Authority in the Secretariat and Head of Department in non- Secretariat.
(d) Chief Secretary
5. Reduction to a lower stage in the time-scale of pay by one stage is a minor penalty only if the period of reduction does not exceed:
(a) One year (b) Two years
(c) Three years (d) Five years
6. Which one of the following correctly completes the provision?
"The disciplinary authority shall draw up or cause to be drawn up the substance of the imputations of misconduct or misbehaviour into _____."
(a) a statement of defence (b) definite and distinct articles of charge
(c) a preliminary report (d) findings of the Inquiry Officer
7. If the Government servant pleads guilty to any of the articles of charge, the Inquiring Authority shall:
(a) Forward the plea to the Disciplinary Authority without recording it.
(b) Record the plea, sign the record, and obtain the signature of the Government servant thereon.
(c) Close the proceedings without any further action.
(d) Obtain approval of the Disciplinary Authority before recording the plea.

8. Which of the following is NOT a valid reason for permitting new evidence during an inquiry under CCS (CCA) Rules?
- (a) To rectify an inherent defect in the evidence originally produced.
 - (b) To cure an inherent lacuna in the evidence originally produced.
 - (c) To fill up a gap in the evidence.
 - (d) To address an omission arising from an inherent defect in the original evidence.
9. The inquiry report discusses the evidence collectively without separately assessing each article of charge. Which requirement of the Rules has not been complied with?
- (a) Recording the defence of the Government servant.
 - (b) Assessment of the evidence in respect of each article of charge.
 - (c) Statement of imputations of misconduct or misbehaviour.
 - (d) Recording the articles of charge.
10. If the Inquiring Authority is unable to conclude the inquiry within the prescribed period, he shall first:
- (a) Obtain oral approval from the Disciplinary Authority.
 - (b) Record the reasons and seek extension of time in writing from the Disciplinary Authority.
 - (c) Automatically continue the inquiry until its completion.
 - (d) Submit an interim report.
11. Which of the following circumstances is NOT a ground for placing a Government servant under suspension under Rule 10(1)?
- (a) A disciplinary proceeding is contemplated.
 - (b) A criminal case is under investigation.
 - (c) The Government servant has been convicted in a departmental inquiry.
 - (d) The competent authority is of the opinion that the Government servant has engaged in activities prejudicial to the security of the State.
12. The maximum period for which suspension may be extended at a time is:
- (a) 90 days
 - (b) 120 days
 - (c) 180 days
 - (d) One year
13. "Temporary service" refers to:
- (a) Service of a permanent Government servant in a permanent post.
 - (b) Service of a temporary Government servant in a temporary post or officiating service in a permanent post under the Government of India.
 - (c) Contractual service under a State Government only.
 - (d) Service rendered on daily wages.
14. The prescribed period of notice for termination of the services of a temporary Government servant is:
- (a) 15 days
 - (b) 30 days
 - (c) One month
 - (d) Three months

15. Under Rule 6, the services of a temporary Government servant may be terminated without notice when the Government servant is:
- (a) Found guilty of misconduct.
 - (b) Declared physically unfit for continuance in service.
 - (c) Absent without leave.
 - (d) Convicted by a court of law.
16. A Government servant may participate in the management of a sports club whose objects relate to sports, cultural, or recreational activities without prior sanction, provided no elective office is held.
- (a) True
 - (b) False
17. Transportation provided by the employer for undertaking an official journey is not included within the definition of "workplace."
- (a) True
 - (b) False
18. The exception to acting according to one's best judgment applies when the Government servant is acting under the direction of an official superior.
- (a) True
 - (b) False
19. Which of the following is not included among the standards of conduct to be maintained at all times?
- (a) High ethical standards and honesty
 - (b) Courtesy and good behaviour with the public
 - (c) Political neutrality
 - (d) Professional competitiveness
20. Under the CCS (Conduct) Rules, "sexual harassment" includes:
- (a) Only physical contact of a sexual nature
 - (b) Only verbal harassment
 - (c) Any one or more specified acts or behaviour, whether directly or by implication
 - (d) Only acts committed within office premises
21. Which of the following statements is incorrect?
- (a) An implied promise of preferential treatment may amount to sexual harassment.
 - (b) An explicit threat regarding future employment status may amount to sexual harassment.
 - (c) An explicit threat regarding worsening of financial condition may amount to sexual harassment
 - (d) Creating a hostile work environment may amount to sexual harassment.
22. A Group 'A' Government servant is required to report acceptance of a gift if its value exceeds:
- (a) ₹ 15,000
 - (b) ₹ 20,000
 - (c) ₹ 25,000
 - (d) ₹ 30,000

23. A Government servant entitled to LTC to Home Town may carry forward LTC to “Any Place in India” for a block of four years only if:
- (a) He has not availed any LTC during the previous block.
 - (b) He has carried forward the Home Town LTC in respect of the second block of two years within the block of four years.
 - (c) He obtains prior approval from the Administrative Department.
 - (d) He surrenders one Home Town LTC.
24. Reimbursement of LTC journey expenses is admissible only on the basis of:
- (a) The actual route travelled by the Government servant.
 - (b) A point-to-point journey on a through ticket over the shortest direct route.
 - (c) The most economical route chosen by the Government servant.
 - (d) Any route approved by the Controlling Officer.
25. Which of the following expenses is taken into account while determining the admissible LTC advance?
- (a) Cost of local sightseeing.
 - (b) Incidental expenses during the journey.
 - (c) Estimated reimbursable cost of the onward and return journeys.
 - (d) Boarding and lodging charges.
26. Which of the following statements is correct?
- (a) Travelling Allowance is admissible only when the patient is admitted to a hospital.
 - (b) Travelling Allowance is admissible only if the patient travels by public transport.
 - (c) If the patient is too ill to travel, the authorized medical attendant may claim Travelling Allowance for visiting the patient.
 - (d) Travelling Allowance is admissible only for journeys exceeding 10 miles.
27. The proviso to Rule 3(2) of CS(MA) Rules 1944 empowers the controlling officer to reject a reimbursement claim if:
- (a) The amount claimed exceeds the prescribed limit.
 - (b) He is not satisfied with the genuineness of the claim after considering the facts and circumstances of the case.
 - (c) The treatment was obtained outside office hours.
 - (d) The Government servant fails to submit the claim within one month.
28. Which one of the following statements is correct?
- (a) An Authorized Medical Attendant must always be a Central Government employee.
 - (b) A Medical Officer who is not under the employment of the Central Government may also be appointed as an Authorized Medical Attendant, subject to the provisions of the rule.
 - (c) Only Medical Officers of the Department of Health can be appointed as Authorized Medical Attendants.
 - (d) Private medical practitioners can automatically function as Authorized Medical Attendants.

- 29.** The undertaking required under the rule 10 'Transfer to foreign service' must ensure that the Government servant enjoys privileges:
- (a) Superior to those available under Government service.
 - (b) Exactly the same as those available under Government service.
 - (c) Not inferior, so far as may be, to those he would have enjoyed under the Government of India rules.
 - (d) Determined solely by the foreign employer.
- 30.** A Government servant is admitted to a higher class of hospital accommodation than that to which he is entitled. Such allotment is permissible only when:
- (a) The patient requests a higher class of accommodation.
 - (b) The treating doctor recommends a higher class.
 - (c) Accommodation suited to the status of the Government servant is not available and the prescribed conditions are fulfilled.
 - (d) The Head of Office grants prior approval.
- 31.** The leave salary admissible during departmental leave will be 20% of the leave salary admissible during earned leave under Rule 40(1).
- (a) True
 - (b) False
- 32.** A retired accountant appeals to the Head of office to include the element of HRA in calculation of cash equivalent of leave salary. His request can be accepted under Rule 39 of CSS(Leave) Rules.
- (a) True
 - (b) False
- 33.** An aggrieved female Government servant may be granted special leave of up to 90 days during the pendency of an inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (a) True
 - (b) False
- 34.** Child Care Leave shall not be granted for more than _____ in a calendar year.
- (a) two spells
 - (b) three spells
 - (c) four spells
 - (d) one spell
- 35.** Leave Not Due granted to a Government servant shall be debited against:
- (a) Earned Leave to his credit
 - (b) Casual Leave
 - (c) Half Pay Leave earned subsequently
 - (d) Commuted Leave
- 36.** A Government servant serving in a Vacation Department avails 40 days of vacation during a calendar year. How much Earned Leave will be credited to his leave account?
- (a) 15 days
 - (b) 10 days
 - (c) 7 days
 - (d) 5 days

37. An officer applied for 10 days of Earned Leave, which was admissible. The sanctioning authority, intending to punish him for frequent absence, sanctioned Extraordinary Leave (EOL) instead. Which of the following is correct?
- (a) The sanctioning authority acted correctly because EOL can always be substituted for Earned Leave.
 - (b) The sanctioning authority acted correctly as he may alter the kind of leave at his discretion.
 - (c) The action of the sanctioning authority is not in order as he cannot alter the kind of leave applied for except at the written request of the Government servant.
 - (d) The sanctioning authority can convert any leave into EOL as a disciplinary measure.

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