

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2016

### PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 35

*Marks for each question is indicated against it.*

*Attempt all questions.*

#### **GROUP 'A' (F.R. & S.R.)**

**(80 marks)**

1. Define any 5(five) of the following : **(5×3=15)**
  - (a) Temporary post
  - (b) Cadre
  - (c) Foreign Service
  - (d) The Act
  - (e) Lien
  - (f) Time – scale pay
  - (g) Month
  - (h) Fee
2. What do you mean by 'duty' ? What are the conditions under which the period of training can be treated as 'duty' ? **(3+7=10)**
3. Calculate 3 months and 20 days on and from the 25<sup>th</sup> January, 2016. **(5)**
4. Calculate the dates of retirement of Government servants whose dates of birth are as indicated below : **(6)**
  - (a) 1.3.1956
  - (b) 13.1.1953
5. What is the procedure to be followed for relinquishment of charge of office in the case of a retiring Government servant when the day on which he is due to retire happens to be closed holiday? **(4)**
6. Can the Appropriate Authority withhold permission to retire a Government servant who is placed under suspension after receipt of notice ? Please clarify. **(5)**
7. There are some conditions under which date of birth of a Government servant already accepted can be altered. What are those conditions? **(5)**
8. Pu Biaka, UDC who was given premature retirement was reinstated in service. How will you regulate the intervening period between the date of premature retirement and the date of reinstatement? **(5)**
9. Fill in the blanks with appropriate words: **(7×2=14)**
  - (a) Every step in a Government servant's official life must be recorded in his\_\_\_\_\_.
  - (b) A record of the services of a Gazetted Government servant will be kept by such \_\_\_\_\_ officer.
  - (c) In case the Government servant's copy of Service Book is lost by the Government servant himself, it shall be replaced on payment of a sum of Rs. \_\_\_\_\_.
  - (d) Home town declaration under \_\_\_\_\_ scheme is to be kept in the Service Book.
  - (e) S.R \_\_\_\_\_ deals with maintenance of Service Book of non –Gazetted Government servants.

- (f) The \_\_\_\_\_ Form of Service Book will be applicable only to new entrants in Government service.
- (g) G.P.F Account number should be entered on the right hand top of page \_\_\_\_\_ of Service Book.

10. What entries are to be made in the service Book of a Government servant at his initial appointment? (6)
11. Pu Thanga, UDC produces personal certificate of character for entry into his Service Book. Please comment. (5)

**GROUP 'B' (C.C.S (Joining Time Rules,) 1979)**  
(20 marks)

12. How will you regulate unavailed Joining Time in relation to Earned Leave Credit? (6)
13. Pu Biaka, Assistant was transferred from Aizawl to Lunglei in the interest of public service. (2+2=4)
- (a) The transfer necessarily involves continuous travel by road for more than 200 kms. What will be joining time admissible to him?
- (b) What will be the date of commencement of joining time if he handed over charge of his office on the afternoon of 20.11.2015 ?
14. Write 'True' or 'False' against each of the following statements: (5×2=10)
- (a) Joining time may be combined with vacation and regular leave of any kind or duration except casual leave.
- (b) Joining time will not count for increment.
- (c) No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days.
- (d) Joining time shall be calculated from old headquarters in all cases.
- (e) Two days joining time is admissible on transfer to join a new post within the same station.

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