

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO INSPECTOR (M) UNDER HOME DEPARTMENT, GOVERNMENT OF MIZORAM. MAY & JUNE, 2017.

PAPER - III

Time Allowed : 3 hours

FM : 100

Marks for each question is indicated against it.

Attempt all questions

Group – ‘A’ : General Secretariat Manual of Office Procedure

1. Define **any three (3)** of the following terms : (3×2=6)
 - (a) Appendix to notes
 - (b) Central registry
 - (c) Dak
 - (d) Indexing
 - (e) Reference folder
 2. What are the main functions of the Council of Ministers? Who are the members of the Council of Ministers? (2+2=4)
 3. List out any five actions that are required to be taken by (5)
 - Dealing Hand
- OR**
- Section Officer
 4. Enumerate any five general instructions for drafting (5)

Group – ‘B’ : Central Civil Services (Classification Control and Appeal) Rules, 1965

5. Who is the appointing authority for Group ‘A’ Services and Posts? (5)
 6. What is meant by suspension? (5)
- OR**
- Mention the two circumstances under which a Government servant shall be deemed to have been placed under suspension? (5)
7. Enumerate any five statutory penalties (minor or major) that may be imposed on a Government servant. (1×5=5)
 8. A disciplinary proceedings were instituted against a Government servant under Rule 16 of the CCS(CCA) Rules, 1965. On conclusion of the proceedings the charge against the Government servant was proved. On this basis the disciplinary authority dismissed the Government servant from service. Comment. (3)
 9. The disciplinary authority disagreed with the inquiry report submitted to him. He forwarded a copy of the inquiry report to the Government servant with his tentative reasons for disagreement. Comment. (2)

Group – ‘C’ : Central Civil Services (Conduct) Rules, 1964

10. List out any five general conducts which a Government servant shall at all times maintain. (5×1=5)
11. Answer **any three (3)** of the following : (3×5=15)
- (a) What is the duty of a Government servant in relation to involvement of members of his family in politics.
 - (b) A Government servant displays electoral symbol of a particular party on his vehicle and house. How would you deal with this as per Rule 7 of the CCS(Conduct) Rules, 1964?
 - (c) What do you mean by ‘Strike’ within the meaning of the CCS(Conduct) Rules, 1964?
 - (d) Mention any two conducts which a Government servant shall maintain in regard consumption of intoxicating drinks and drugs.
 - (e) Define ‘Public Place’ within the meaning of the CCS (Conduct) Rules, 1964.

Group – ‘D’ : Central Civil Services (Pension) Rules, 1972

12. Mention any five classes of Government servants who do not come under the CCS (Pension) Rules, 1972. (5)
13. Under what circumstances can the President withhold or withdraw a pension or gratuity? (5)
14. Answer **any two (2)** of the following : (2×5=10)
- (a) Mention any two conditions subject to which service qualifies.
 - (b) Mention any five classes of pension.
 - (c) What are the conditions for grant of Compassionate Allowance?

Group – ‘E’ : Central Civil Services (Leave) Rules, 1972

15. Can leave be claimed as of right? Under what circumstances may leave of any kind be refused or revoked by the authority competent to grant it? (1+4=5)
16. If a Government servant is recalled to duty before the expiry of his leave in India, what would he be entitled to draw? (5)
17. Answer **any two (2)** of the following : (2×5=10)
- (a) Mention any five kinds of leave due and admissible.
 - (b) The competent authority granted 15 days Earned Leave to a Government servant. On expiry of the leave, he applied for 3 days Casual Leave and was granted by the competent authority. Comment in the light of the CCS (Leave) Rules, 1972.
 - (c) What are the conditions for grant of Paternity Leave to a male Government servant and how many days of Paternity Leave are admissible to him?