

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
DISTRICT TRANSPORT OFFICER/ASSISTANT DIRECTOR OF TRANSPORT
UNDER TRANSPORT DEPARTMENT, GOVERNMENT OF MIZORAM. MAY -2019

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

GROUP – ‘A’ : FUNDAMENTAL RULES (FR)

1. Define *any 5 (five)* of the following terms : **(5×2=10)**
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|-------------------------|------------------|
| (a) Cadre | (b) Leave Salary |
| (c) Ministerial servant | (d) Officiate |
| (e) Special Pay | (f) Tenure post |
2. Answer *any 2 (two)* of the following questions : **(2×5=10)**
- (a) Define ‘Duty’. Mention the conditions for treating training as duty.
- (b) Define ‘Lien’. Under what circumstances a Government servant who has acquired lien on a post retains the lien on that post?
- (c) Can the date of birth of a Government servant once recorded in the Service Book be altered? If so, in what circumstances and what is the procedure thereof?

GROUP – ‘B’ : SUPPLEMENTARY RULES (SR)

3. “No person may be appointed in India to a post in Govt. service without Medical Certificate of Health”. Are there any exemptions to this rule? If so, state clearly any 5(five) to whom the exemptions are allowed? **(10)**
4. What is Service Book? Mention 4(four) statements/declarations to be kept in the service book of a Govt. Servant with the entries attested by the Authorised Officer. **(10)**

GROUP – ‘C’ : CCS (PENSION) RULES, 1972

5. Answer *any 5 (five)* the following : **(5×2=10)**
- (a) What is the minimum continuous service for granting Retirement Gratuity?
- (b) What are the circumstances under which the Appointing Authority can withhold or withdraw a pension or part thereof?
- (c) What is the difference of ‘emoluments’ for the purpose of ‘Pension’ and ‘Gratuity’?
- (d) What is the effect of minor penalty on pension?

- (e) In whose favour a Govt. servant shall make nomination to receive his death/retirement gratuity?
- (f) To whom Invalid pension may be granted?
- (g) What is the minimum continuous service for granting Enhanced Family Pension?

6. Answer *any 2 (two)* of the following : **(2×5=10)**

- (a) What do you mean by qualifying service? When does the qualifying service of a Govt. servant commence?
- (b) To whom Family Pension is admissible?
- (c) An interruption in the service of Govt. servant entails forfeiture of his past service. What are the exceptions?

GROUP – ‘D’ : CCS (LEAVE) RULES, 1972

7. Answer *any 4 (four)* of the following : **(4×2=8)**

- (a) What is the maximum amount of continuous leave?
- (b) Under what circumstances leave shall not be granted?
- (c) When does leave ordinarily begin and ends?
- (d) How shall recall to duty before the expiry of leave be treated?
- (e) Is a government servant returning from leave entitled to resume as a matter of course the post which he held before going on leave?

8. Write short notes on *any 2 (two)* of the following : **(2×6=12)**

- (a) Maternity Leave
- (b) Child Care Leave
- (c) Leave Not Due

GROUP – ‘E’ : CENTRAL SECRET MANUAL OF OFFICE PROCEDURE

9. Define *any 5 (five)* of the following terms : **(5×2=10)**

- | | |
|--------------------|----------------------|
| (a) Classified Dak | (b) Note |
| (c) Current File | (d) Docketing |
| (e) Fresh Receipt | (f) Minute |
| (g) PUC | (h) Security grading |

10. What kind of communication forms will you used for the following : **(5×2=10)**

- (a) Distribution of works amongst the staff.
- (b) Sanction of Advance TA.
- (c) Proposal for creation of posts for submission to Government.
- (d) Information conveyed to all branches in your Directorate.
- (e) Transfer of peon from one division to another division.