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)
   (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: \(2 \times 5 = 10\)
   (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: \(4 \times 2 = 8\)
   (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: \(2 \times 6 = 12\)
   (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: \(5 \times 2 = 10\)
   (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: \(5 \times 2 = 10\)
    (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.

* * * * * * *