

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
INSPECTOR (MINISTERIAL) UNDER HOME (POLICE) DEPARTMENT,
GOVERNMENT OF MIZORAM. MARCH -2020

PAPER - III

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

GROUP – A

(General Secretariat Manual of Office Procedure)

1. Define *any 5 (five)* of the following terms: **(5×2=10)**
- | | |
|--------------------|--------------------|
| (a) Case | (b) Classified Dak |
| (c) Current File | (d) Dak |
| (e) Diarist | (f) Docketing |
| (g) Messenger Book | (h) Minute |

2. Write five points of the general duties of the Section Officer. **(5)**

Or

Write the actions to be taken by the Section Officer on receipts.

3. Fill in the blanks :- **(5×1=5)**
- (a) A _____ is the administrative head of the Department.
- (b) _____ provide detailed executive directions required in the implementation of the policies as laid down by the Department to which they are attached.
- (c) All drafts put up on a file should bear the _____.
- (d) A slip bearing the words _____ should be attached to the draft.
- (e) Drafts which are to issue a 'immediate' will be so marked under the orders of an officer not lower in rank than a _____.

GROUP 'B'

(CCS (CCA) Rules, 1965)

4. Write the Appointing Authorities under the Government of Mizoram in respect of the following classes of employees. (4×1=4)
- (a) Group 'A' Officers
 - (b) Group 'B' Officers
 - (c) Group 'C' Staff
 - (d) Group 'D' Staff
5. What are the occasions under which a Government servant shall be deemed to have been placed under suspension by the Appointing Authority? (4)
6. Write three important points which should be indicated in the order imposing on a Government servant the penalty of reduction to a lower stage in a time-scale of pay. (3)
7. Comment **any 3 (three)** of the following :- (3×3=9)
- (a) The Appointing Authority imposed a penalty of 'recovery from pay' along with a penalty of 'withholding of promotion' in a single offence.
 - (b) Penalty of withholding of increment for a period of three years without cumulative effect was awarded to a Government servant. The order stated that the period of suspension will be treated as qualifying service for pension only and no pay and allowances will be paid except subsistence allowance for the period of suspension.
 - (c) DPC did not consider the case of fitness for promotion of a Government servant on the ground that prosecution has been launched against him by the Government in a Court of Law.
 - (d) A Government servant under suspension was detained in judicial custody for three months. On the day after he was released from custody, he claimed to join his duty on the ground that ninety days has already been completed from the date of his suspension and the Review Committee did not review his suspension.

GROUP 'C'

(CCS (Conduct) Rules, 1964)

8. Answer **any 2 (two)** of the following :- (2×4=8)
- (a) What does Rule 3-A of the CCS (Conduct) Rules, 1964 say about display of promptness and courtesy by Government servants?
 - (b) What are the two ways in which a Government servant is allowed to take part in politics and elections as per the proviso to Rule 5 of the CCS (Conduct) Rules, 1964?
 - (c) What does Rule 3-B of the CCS (Conduct) Rules, 1964 say about observance of Government's policies by Government servants?
9. Mention the five principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs. (5)

Or

Spell out the instances of "sexual harassment" as explained under Rule 3-C of the CCS(Conduct) Rules, 1964.

10. What, in the context of CCS(Conduct) Rules, is a strike meant? (5)
11. State 'true' or 'false' (2×1=2)
- (a) A Government should not approach MP/MLAs for sponsoring his individual case.
 - (b) Joint representation from Government servants to be viewed as subversive of discipline.

GROUP 'D'

(CCS (Pension) Rules, 1972)

12. Define any 5 (five) of the following terms: (5×2=10)
- (a) Allottee
 - (b) Child
 - (c) Service gratuity
 - (d) Minor
 - (e) Retirement gratuity
 - (f) Retirement benefits
13. Name the different classes of pension. (4)
14. Particulars of a Government servant is as under :- (6)
- | | |
|---------------------------------------|---------------------------|
| Date of birth | - 01.10.1959 |
| Entry into ASI | - 05.11.1987 |
| Availed Earned Leave | - 01.04.1996 – 25.8.1996 |
| Promoted to SI | - 07.03.1999 |
| Extraordinary Leave on private ground | - 11.05.2002 – 15.08.2002 |
| Promoted to Inspector | - 05.09.2014 |
| Commutated Leave | - 09.06.2016 – 14.10.2016 |

Calculate his Qualifying service admissible on the date of retirement on superannuation.

GROUP 'E'

(CCS (Leave) Rules, 1972)

15. How will you deal with the following cases :- (5×2=10)
- (a) A Government servant against whom a competent punishing authority has decided to compulsorily retire from service applied for earned leave which is due to him.
 - (b) A Government servant applies for Commuted Leave but the Medical Authority is unable to say with certainty that he will never again be fit for service.
 - (c) A Government servant on leave reports to duty 5 days before the expiry of the period of leave granted to him.
 - (d) A Government servant under suspension applies for Half Pay Leave.
 - (e) A Government servant applies for Commuted leave for 60 days on medical certificate against 200 half pay leave due at his credit.

16. 'True' or 'False' -

(10×1=10)

- (a) CCS (Leave) Rules, 1972 is applicable to members of the All India Services.
- (b) Leave can be claimed as of right.
- (c) Leave should not ordinarily be denied during the last ten years of service.
- (d) No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.
- (e) In case a Government servant is recalled to duty before the expiry of his leave, such recall to duty may be denied by the Government servant.
- (f) Period of overstay of leave does not count for increment.
- (g) Half Pay Leave cannot be granted on private affairs.
- (h) Leave Not Due shall be debited against earned leave the Government servant may earn subsequently.
- (i) The authority to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (j) A Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

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