MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER LABOUR, EMPLOYMENT & INDUSTRIAL TRAINING DEPARTMENT, GOVERNMENT OF MIZORAM, 2014

PAPER - III

Time Allowed : 3 hours

Full Marks : 100

Figures in the margin indicate full marks for the questions.

Attempt all questions.

Group ‘A’

FR 9 and 56, and S.R. 197 - 203

1. Define the following: (2×5=10)
   (a) Time-scale pay  
   (b) Tenure post  
   (c) Leave salary  
   (d) Ministerial servant  
   (e) Subsistence grant

2. What is meant by the term ‘basic pay’? State any one of allowances which is classed as pay. (2+1=3)

3. Distinguish between any three of the following: (3×4=12)
   (a) Foreign Service and Lien  
   (b) Special Pay and Personal pay  
   (c) Fee and Honorarium  
   (d) Permanent post and Temporary post

4. What do you mean by a ‘month’? Calculate the following in terms of months and days: (1+2×3=7)
   (a) 3 years, 5 months and 24 days from the 12th February 2011  
   (b) The period commencing on 16th July 2007 and ending with 20th October 2007

5. What are the conditions for treating training as duty? (5)

6. How is a post said to be on same time-scale as another post? (3)

7. Extension in service beyond the age of 60 years shall not be granted as per FR 56(d). State the three classes/categories of Govt. servants who are exempted from the clause. (3)

8. How and on what conditions a Govt. servant may retire himself from service before attaining the age of compulsory retirement? (5)

9. State the date of compulsory retirement whose date of birth falls on: (4×1=4)
   (a) 21st April 1976  
   (b) 10th February 1956  
   (c) 1st March 1975  
   (d) 2nd June 1968

10. Mention the documents on which the date of birth of a Govt. servant is recorded. What are the essential conditions required to be fulfilled for alteration of date of birth of a Govt. servant? (3+5=8)
11. What are the duties of Head of Office in regards to maintenance of Service Book of a Govt. servant? (5)

12. What steps are to be taken in maintaining the Service Book of a Govt. servant who is transferred to Foreign Service? (5)

13. Fill in the blanks: (10×1=10)
   
   (a) _________ means the strength of a service or part of a service sanctioned as a separate unit.
   
   (b) A Govt. servant _________ in a post when he performs the duties of a post on which another person holds a _________.
   
   (c) A Govt. servant who is granted extension of service after he has attained the age of superannuation shall not be ________ to another post during the period of _________.
   
   (d) Personal certificates of character must not, unless the ________ so directs, be entered in a Service Book.
   
   (e) Service Book must be maintained in duplicate for a newly appointed Govt. servant within _________ of the date of appointment.
   
   (f) As soon as a Govt. servant is admitted to a Provident Fund, Account No. allotted to him should be entered on the _________ of his Service Book.
   
   (g) In _________ each year, the Govt. servant shall hand over his copy of Service Book to his office for updation. The office shall update and return it to the Govt. servant within _________ days of its receipt.

**Group B – CCS (Joining Time) Rules, 1979**

(20 MARKS)

14. What do you mean by the term ‘Joining Time’? State the categories of employees to whom the CCS (Joining Times) Rules, 1979 do not apply? (2+4=6)

15. When will joining time commence if a Govt. servant who is on transfer relinquished his charge on

   (a) Forenoon of 12th July, 2014
   
   (b) Afternoon of 16th July, 2014

16. What are the conditions under which the unavailed joining time can be credited to the earned leave accounts? (4)

17. How will you regulate the pay of a Govt. servant during joining time? (3)

18. Fill in the blanks: (5×1=5)

   (a) A Govt. servant who is transferred from Aizawl to Saiha, a distance of more than 300 km will be entitled to _________ days joining time if he travels to the new place by road
   
   (b) Joining time may be combined with vacation and/or regular leave of any kind or duration except _________.
   
   (c) Extension of joining time beyond the prescribed limit can be granted up to _________ days by the Head of Department.
   
   (d) In case of transfer at own request, ________ may be granted to cover the transit period.
   
   (e) Joining time admissible for a transfer involving a distance of more than 2000 km between the old and new headquarters is _________ days if the travel is performed by air.

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