

# 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 12<sup>th</sup> February 2011
  - (b) The period commencing on 16<sup>th</sup> July 2007 and ending with 20<sup>th</sup> 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) 21<sup>st</sup> April 1976
  - (b) 10<sup>th</sup> February 1956
  - (c) 1<sup>st</sup> March 1975
  - (d) 2<sup>nd</sup> 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 (2×1=2)
- (a) Forenoon of 12<sup>th</sup> July, 2014
  - (b) Afternoon of 16<sup>th</sup> 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.