Group ‘A’

Instructions for Submission, Receipt, etc. of Petitions to the President of India

1. Mention any three contents of petitions to be submitted to the President of India. (5)
2. What actions are to be taken after final orders are passed on petitions to the President of India? (5)

Group ‘B’

CCS (Temporary Service) Rules, 1965

3. Fill in the blanks : (4×1=4)
   (a) The services of a temporary Govt. servant can be terminated under Rule ________________ of CCS (Temporary Service) Rules, 1965.
   (b) The period of notice of termination of temporary Govt. servant shall be ________________.
   (c) When action is taken to terminate the services of a temporary employee, the order of termination should not mention the ________________ for such termination.
   (d) No ________________ shall be admissible to a Govt. servant who resigns his post.

4. Calculate cash equivalent payable on termination of temporary Govt. employees from the particulars given below: (6)
   Pay + Grade pay - Rs 35000/-
   DA admissible - 50% of pay
   No. of days of unutilised earned leave - 100 days
Group ‘C’

CCS (Conduct) Rules, 1964


6. What are the essential qualities of conduct to be maintained by a Government Servant at all times under Rule 3 of the CCS (Conduct) Rules, 1964?  

7. Fill in the blanks any 5(five) of the following:  
   (a) Every Government servant shall on his first __________ to any service or post submit a return of his assets and liabilities.  
   (b) Representation on __________ matter by relatives should be discouraged.  
   (c) Refrigerators, Radios are included in __________ property.  
   (d) __________ means refusal to work or stoppage or slowing down of work by a group of employees acting in combination.  
   (e) Rule __________ of CCS (Conduct) Rules, 1964 relates to evidence before Committee or any other authority.  
   (f) As provided under Rule 11, only officers specially authorised should meet the __________.  
   (g) A Government servant shall not appear in a __________ place in a state of intoxication.  

8. What are the restrictions imposed on a Government servant in regard to taking part in politics and election?  

9. Write short notes on:  
   (a) Gift  
   (b) Contract marriage  


11. Mention the five acts or behaviour that can be termed as ‘Sexual harassment’.

Group ‘D’

CCS (Leave) Rules, 1972

12. Mention 5(five) employees to whom CCS (Leave) Rules, 1972 shall not apply.  

13. What are the special kinds of leave other than study leave that can be availed of by a Government servant?  

14. Calculate Earned Leave at the credit of Pu Liana, UDC from the particulars given below:-  
   Earned leave at credit on 1.1.2016 : 150 days  
   Availed Earned leave 1) 20 days from 10.2.2016  
   2) 10 days from 20.8.2016  
   Find out Earned leave credit on 1.7.2017  

15. Enumerate the various kinds of leave that can be availed of by a Government servant with production of medical certificate.
16. Define *any two* of the following :  
(a) Child care Leave  
(b) Leave salary  
(c) Leave preparatory to retirement  

17. Fill in the blanks with appropriate words :  
(a) Leave cannot be claimed as of ________________.  
(b) ________________ leave shall not be combined with any other kind of leave admissible under the rules.  
(c) Leave may not be granted to Govt. servant under ________________.  
(d) Leave sanctioning authority may secure second ________________ opinion for grant of leave on medical ground.  
(e) Wilful absence from duty after the expiry of leave renders a Govt. servant liable to ________________ action.  
(f) Leave sanctioning authority may waive the production of a ________________ in case of application for leave for a period not exceeding three days at a time.  

18. Under what circumstances can Extraordinary leave be granted to Government Servants?  

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