

MIZORAM PUBLIC SERVICE COMMISSION

**LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO
ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT,
GOVERNMENT OF MIZORAM. AUGUST, 2019**

PAPER - II

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

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

5. Define "Members of family" in relation to Government servant in the context of CCS (Conduct) Rules, 1964. (6)
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? (4)
7. Fill in the blanks **any 5(five)** of the following: (5×2=10)
 - (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? (4)
9. Write short notes on : (2×3=6)
 - (a) Gift
 - (b) Contract marriage
10. Define 'Public place' in relation to Rule 22 of CCS (Conduct) Rules, 1964. (5)
11. Mention the five acts or behaviour that can be termed as 'Sexual harassment'. (5)

Group 'D'

CCS (Leave) Rules, 1972

12. Mention 5(five) employees to whom CCS (Leave) Rules, 1972 shall not apply. (5)
13. What are the special kinds of leave other than study leave that can be availed of by a Government servant? (6)
14. Calculate Earned Leave at the credit of Pu Liana, UDC from the particulars given below:- (6)

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. (6)

16. Define *any two* of the following : (2×3=6)
- (a) Child care Leave
 - (b) Leave salary
 - (c) Leave preparatory to retirement
17. Fill in the blanks with appropriate words :- (6×1=6)
- (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? (5)

* * * * *