

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
INSPECTOR (MINISTERIAL) UNDER HOME (POLICE) DEPARTMENT,
GOVERNMENT OF MIZORAM. MAY -2019

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 five* of the following terms : **(5×2=10)**
- | | |
|--------------------|----------------------------|
| (a) Classified Dak | (b) Correspondence Portion |
| (c) Current File | (d) Docketing |
| (e) Fresh Receipt | (f) Minute |
| (g) PUC | (h) Security grading |
2. Write down *any five* guidelines for noting. **(10)**

OR

List out *any five* of the general instructions for drafting

GROUP 'B' : (CCS(CCA) RULES, 1965)

3. Answer the following questions : **(5×1=5)**
- What is the validity period of suspension unless it is extended after review?
 - Whether an official under suspension should be allowed to appear in departmental examination?
 - What is the severest statutory penalty under Rule 11 of the CCS(CCA) Rules, 1965?
 - Whether leave can be granted to a Government servant under suspension?
 - Whether charges can be dropped by the Disciplinary Authority at the stage of initial written statement of defence?
4. What is suspension? Under what circumstances a Govt. servant may be placed under suspension? **(5)**
5. Write the documents to be forwarded by the Disciplinary Authority to the Inquiring Authority.

OR

Write the documents to be included in the records of inquiry forwarded by the Inquiring Authority to the Disciplinary Authority after conclusion of the inquiry. **(5)**

6. Fill in the blanks : (5×1=5)
- (a) A Govt. servant shall be deemed to have been placed under suspension if he is detained in custody for a period exceeding _____.
 - (b) While normally there should be no necessity for imposing two penalties at a time, there is no bar to awarding the penalty of _____ along with any other penalty.
 - (c) In cases which do not require consultation with the MPSC, it should normally be possible for the Disciplinary Authority to take final decision on the inquiry report within a period of _____ at most.
 - (d) Minor penalty have no effect on _____.
 - (e) In common proceedings, any authority competent to impose the penalty of _____ may make an order for common proceedings.

GROUP 'C' : (CCS(CONDUCT) RULES, 1964)

7. Write the 3 (three) things a Govt. servant should always maintain as mentioned in Rule 3 – General of CCS(Conduct) Rules. (3)
8. Spell out any four instances of “sexual harassment” as explained under Rule 3-C of the CCS(Conduct) Rules, 1964. (4)
9. 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? (4)
10. Under Rule 7 of the CCS(Conduct) Rules, 1964, “Strike” means refusal to work or stoppage or slowing down of work by a group of employees acting in combination. List out any two categories of what a “strike” also includes. (4)
11. Mention the five principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs. (5)

GROUP 'D' : (CCS (PENSION) RULES, 1972)

12. Answer the following : (5×1=5)
- (a) Can a Government servant earn two pensions in the same service or post?
 - (b) What are the circumstances under which the Appointing Authority can withhold or withdraw a pension or part thereof?
 - (c) What is the effect of minor penalty on pension?
 - (d) What restrictions have been laid down in the rules in respect of Group ‘A’ officer against commercial employment after retirement?
 - (e) What is the effect of dismissal or removal from service on pension and gratuity?
13. To whom the following pensions are granted : (5×1=5)
- (a) Invalid Pension
 - (b) Compensation Pension
 - (c) Compulsory Retirement Pension
 - (d) Superannuation Pension
 - (e) Compassionate Allowance

14. Fill in the blanks : (5×1=5)

- (a) The date of death shall be treated as _____.
- (b) The day on which a Govt. servant retires voluntarily shall be treated as _____.
- (c) _____ from service, unless it is allowed to be withdrawn, entails forfeiture of past service.
- (d) Wilful absence from duty in continuation of any authorized leave shall be treated as _____.
- (e) The competent authority may sanction a compassionate allowance not exceeding _____ of pension.

15. What do you mean by qualifying service? When does the qualifying service of a Govt. servant commence?

OR

A Govt. servant, who is dismissed, removed or compulsorily retired from service, is re-instated on appeal or review. How do his past service and the period of interruption treated for the purpose of pension? (5)

GROUP 'E' : (CCS (LEAVE) RULES, 1972)

16. Answer the following : (5×2=10)

- (a) What is the maximum amount of continuous leave?
- (b) Under what circumstances leave shall not be granted?
- (c) When does leave ordinarily begin and ends?
- (d) How shall recall to duty before the expiry of leave be treated?
- (e) Is a government servant returning from leave entitled to resume as a matter of course the post which he held before going on leave?

17. Fill in the blanks : (10×1=10)

- (a) Leave should not ordinarily be denied during the last _____ of service.
- (b) Commutation of leave of one kind into leave of another kind cannot be done after the employees _____ to be in service.
- (c) Any application for leave or for extension of leave shall be made in the prescribed form to the authority _____.
- (d) No leave shall be granted to a Govt. servant until _____ has been obtained from the authority maintaining the leave account.
- (e) The order sanctioning leave shall indicate _____ at the credit of the government servant.
- (f) The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period _____.
- (g) A Govt. servant who has taken leave on medical certificate may not return to duty until he has produced _____.
- (h) Willful absence from duty after the expiry of leave renders a Govt. servant liable to _____.
- (i) Half Pay Leave may be granted on _____ or on _____ ground.