

MIZORAM PUBLIC SERVICE COMMISSION

**DEPARTMENTAL EXAMINATIONS FOR INSPECTOR (GROUP 'B' GAZETTED)
UNDER EXCISE & NARCOTICS DEPARTMENT, APRIL 2018**

PAPER – V

Time Allowed : 3 hours

FM : 100 PM : 40

Marks for each question is indicated against it.

Attempt all questions.

CCS (CONDUCT) RULES, 1964

1. Write at least five essential requirements to be followed by a Government Servant at all times under Rule 3 of the CCS (Conduct) Rules, 1964? (5)
2. Define **any 3 (three)** of the following: (3×5=15)
 - (a) Strike
 - (b) Moveable Property
 - (c) Public Place
 - (d) Sexual Harassment
3. What are the restrictions imposed on a Government Servant with regard to consumption of intoxicating drinks and drugs? (5)

CCS (CCA) RULES, 1965

4. Who is the competent authority to place a Government Servant under suspension? In what circumstances can a Government Servant be placed under suspension? (2+6=8)
5. Write down the minor penalties that can be imposed on a Government Servant under Rule 11 of the CCS (CCA) Rules, 1965. (5)
6. Explain 'Common Proceedings'. (5)
7. Is a Government Servant under suspension eligible to function as a Defence Assistant? Give a comment in support of your answer. (2+3=5)
8. Can charges be dropped by the Disciplinary Authority at the stage of initial written statement of defence? (2)

FR & SR (General Rules)

9. What is combination of appointments? (3)
10. Define **any three (3)** of the following : (3×2=6)
 - (a) Cadre
 - (b) Duty
 - (c) Foreign Service
 - (d) Tenure Post
 - (e) Officiate
 - (f) Joining Time

11. What specific orders should be issued by the competent authority when a suspended employee is reinstated into service? (4)
12. What are the conditions under which the date of birth of a Government Servant can be altered? (6)

OR

How will you deal with the 'wilful absence' from duty of an official?

13. When and how will you enter the GPF Account Number of a Government Servant in his Service Book? (2)
14. What are the entries that a Service Book should contain? (4)

CCS (LEAVE) RULES, 1972

15. Can any kind of leave be granted in combination with any other kind of leave? (1)
16. What is the maximum amount of continuous leave that may be granted to a Government Servant?(1)
17. In what special circumstances can Extraordinary Leave be granted? (4)
18. What is Maternity Leave? How is the leave salary regulated during such leave? (2+2=4)

GFR 2005

19. What are the principal standards of financial propriety? (10)

OR

State the procedure to be followed when the following losses occur:

- (a) Loss of Government Property due to fire, theft, fraud (5)
- (b) Loss of immovable property by fire, flood etc. (5)

Manual of Office Procedure

20. What is the ultimate object of all Government business? (2)
21. How is the efficiency of persons handling secretarial work in Government organization judged? (3)

OR

On what factors does the efficiency of an organization depend?

* * * * *