

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO MIDDLE SCHOOL HEADMASTER UNDER SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF MIZORAM, OCTOBER -2019

### PAPER - IV

Time Allowed : 3 hours

Full Marks : 100

*Marks for each question is indicated against it.  
Attempt all questions.*

#### Group 'A'

#### (Central Civil Services (Conduct) Rules, 1964)

1. Answer **any 4 (four)** of the following questions :- **(4×5=20)**
  - (a) Write only 3 (three) things a Govt. servant should always maintain as mentioned in Rule 3 – General of CCS (Conduct) Rules.
  - (b) Spell out the instances of “sexual harassment” as explained under Rule 3-C of the CCS (Conduct) Rules, 1964.
  - (c) 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?
  - (d) What, in the context of CCS (Conduct) Rules, is a strike meant?
  - (e) Every Govt. servants on his first appointment is required to submit a return of his assets and liabilities in the prescribed form to the Government giving full particulars. What are they?
  - (f) What restrictions regarding marriage have been laid down in Rule 21 of CCS (Conduct) Rules?
  - (g) Mention the five principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs.
  
2. State the following statements ‘**true**’ or ‘**false**’. **(10×1=10)**
  - (a) The direction of the official superior shall ordinarily be in writing.
  - (b) Every Govt. servant who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.
  - (c) Time limit 60 days is prescribed for granting permission in connection with Press or Radio.
  - (d) A Government servant may undertake occasional work of a literary without the previous sanction of the Government.
  - (e) Prior permission is not necessary for accepting remuneration for services rendered to Co-operative Societies.
  - (f) Government servant can be permitted to enroll himself as an Advocate, but should not engage himself in the legal profession while in service.
  - (g) Government servants are permitted to submit joint representation.
  - (h) Permission for construction of a house is required from competent authority.
  - (i) Property Return shall be submitted during the month of April for the last financial year.
  - (j) Movable property includes loans and advances taken by the Government servant.

**Group 'B'**

**(Central Civil Services (Classification, Control & Appeal) Rules, 1965)**

3. Answer **any 3 (three)** of the following questions :- **(3×5=15)**
- (a) Define suspension. Who can place a Government servant under suspension?
  - (b) Under what conditions a Government servant shall be deemed to have been placed under suspension?
  - (c) What is the headquarters of a Government servant during suspension? Under what conditions such headquarters can be changed?
  - (d) How are the periods of suspension count as Qualifying Service?
4. State the following statements 'true' or 'false'. **(5×1=5)**
- (a) A Government servant under suspension continues to remain bound to follow the lawful directions of his superiors during the period of suspension.
  - (b) No appeal lies against the order of suspension as it is not a punishment.
  - (c) Earned Leave can be granted to a Government servant under suspension.
  - (d) The period of suspension will be treated as duty for all purposes if a Government servant dies while he is placed under suspension.
  - (e) The resignation tendered by an official under suspension should not be accepted until all his accounts are adjusted.

**Group 'C'**

**(Central Civil Services (Leave) Rules, 1972)**

5. Answer **any 3 (three)** of the following questions :- **(3×4=12)**
- (a) How do half pay leave shall be credited into the leave account of a Government servant.
  - (b) What is the maximum of Commuted leave that can be granted at a time and under what conditions?
  - (c) Under what conditions Leave Not Due may be granted and what is the maximum limit during the entire service?
  - (d) Write short notes on Maternity leave.
6. Calculate the benefit of leave encashment available to a Government servant who retired on superannuation pension from the following records : **(8)**
- |                            |                  |
|----------------------------|------------------|
| Basic Pay in level 10      | = ₹ 75400/-      |
| Dearness Allowance         | = 12%            |
| Earned Leave at his credit | = 300 (+10) days |

**Group 'D'**

**(Central Services (Medical Attendance) Rules, 1944)**

7. Define 'family' for the purpose of Central Services (Medical Attendance) Rules, 1944 with the respective age limit of dependents. **(10)**

**Group 'E'**  
**(Annual Confidential Reports)**

8. Write the time limit for completion of Annual Confidential Report for each of the following : (5×1=5)
- (a) Distribution of ACR Forms
  - (b) Self-Appraisal
  - (c) Reporting of ACR
  - (d) Reviewing of ACR
  - (e) Accepting of ACR
9. Fill in the blanks : (5×1=5)
- (a) The Confidential Report of all Gazetted Officers shall be in the custody of the \_\_\_\_\_ whereas the Confidential Report of all non-Gazetted Officers shall be in the custody of the \_\_\_\_\_.
  - (b) All adverse entries in the Confidential Report of a Government servant should be communicated together with the substance of the entire Confidential Report by the \_\_\_\_\_ within \_\_\_\_\_ of completion of the Confidential Report or within \_\_\_\_\_ of the year, whichever is earlier.

**Group 'F'**  
**(Central Civil Services (Joining Time) Rules, 1979)**

10. Answer **any 3 (three)** of the following questions :- (3×2=6)
- (a) Define joining time.
  - (b) When does the joining time commence?
  - (c) Can holidays be prefixed or suffixed to joining time?
  - (d) Can joining time be combined with vacation and regular leave?
11. State the following statements '**true**' or '**false**': (4×1=4)
- (a) Joining time shall be granted to a Government servant on transfer at his own request.
  - (b) Not more than one day's joining time shall be allowed to join a new post within the same station.
  - (c) Extension of joining time can be granted up to 30 days by the Head of Department
  - (d) A Government servant on joining time shall be entitled to be paid joining time pay equal to the pay to be drawn in the new post.