

# MIZORAM PUBLIC SERVICE COMMISSION

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER VARIOUS DEPARTMENTS, GOVERNMENT OF MIZORAM. OCTOBER, 2018

### PAPER - III

Time Allowed : 3 hours

FM : 100 PM : 35

*Marks for each question is indicated against it.*

*Attempt all questions.*

### **GROUP 'A' (F.R. & S.R.)**

#### **(80 marks)**

1. Define any 5 (**five**) of the following terms as in FR&SR :- **(5×3=15)**
  - (a) Allotment
  - (b) Cadre
  - (c) Foreign Service
  - (d) Honorarium
  - (e) Ministerial Servant
  - (f) Officiate
  - (g) Special Pay
  - (h) Substantive Pay
2. Answer any 2 (**two**) of the following :- **(2×10=20)**
  - (a) Define "Duty". What are the five conditions for treating training as duty?
  - (b) No Government servant shall be granted extension in service beyond the age of retirement of sixty years. What are the exceptions?
  - (c) On what basis the age of a Government servant determine? Under what conditions an alteration of date of birth of a Government servant can be made?
3. Answer any 3 (**three**) of the following :- **(3×5=15)**
  - (a) Mention any 5 (five) statements / declarations to be kept in the Service Book of a Government servant?
  - (b) Define "Month". On what date 3 months and 20 days will be completed on and from 25<sup>th</sup> January.
  - (c) To whom the Appropriate Authority have the absolute right to retire any Government servant without resorting to any disciplinary proceedings?
  - (d) A Service Book must be maintained for every non-Gazetted Government servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post. What are the exceptions?
4. Distinguish between any 4 (**four**) of the following:- **(4×5=20)**
  - (a) Permanent post and temporary post
  - (b) Substantive pay and subsistence grant
  - (c) Personal Pay and Special Pay
  - (d) Identical time-scale and same time-scale
  - (e) Supernumerary post and tenure post

5. Fill in the blanks :- (10×1=10)
- (a) A Gazetted Officer nominated for training in India should be required to relinquish his post and prepare a \_\_\_\_\_ even if no officiating arrangement is made in his place.
  - (b) \_\_\_\_\_ means the monthly amount paid to a Government servant on leave.
  - (c) The term \_\_\_\_\_ means the pay drawn in the prescribed pay band *plus* the applicable grade pay.
  - (d) Every Government servant shall retire from service on the \_\_\_\_\_ of the last day of the month in which he attains the age of sixty years.
  - (e) A Government servant whose date of birth is the \_\_\_\_\_ of a month shall retire from service on the afternoon of the last day of the preceding month.
  - (f) A Government servant who is granted extension of service shall not be \_\_\_\_\_ to another post during the period of extension.
  - (g) A Government servant whose date of birth falls on 1.1.1959 will retire on superannuation on \_\_\_\_\_.
  - (h) Service book must be kept in the custody of the \_\_\_\_\_ in which the employee is serving.
  - (i) Every step in a Government servant's \_\_\_\_\_ must be recorded in his Service Book and entry must be attested by the Head of Office.
  - (j) If a Government servant is transferred to Foreign Service, the Head of Office or Department must send his Service Book to the \_\_\_\_\_.

**GROUP 'B' {C.C.S. (Joining Time Rules, 1979)}**  
**(20marks)**

6. Define 'Joining Time'. What are the entitlements of a Government servant on pay and allowances during joining time? (2+3=5)

**OR**

Mention the joining time admissible with respect of the distance between the old and the new headquarters.

7. Answer any 5 (*five*) of the following :- (5×2=10)

- (a) Up to what extent joining time can be extended?
- (b) When do the joining time commence?
- (c) Can joining time be combined with any kind of leave?
- (d) Can holidays be prefixed or suffixed to joining time?
- (e) How is the time taken by a Government servant for transit from the old to new station to be treated if he is transferred at his own request?
- (f) How will you regulate the period of joining time not availed by a Government servant on transfer?

8. State 'True' or 'False' (5×1=5)

- (a) No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days.
- (b) No joining time shall be allowed to join a new post in the same station or which does not involve a change of residence from one station to another.
- (c) Holidays can be prefixed to joining time.
- (d) Joining time may be combined with vacation.
- (e) Joining time shall be granted to a Government servant on transfer in public interest.