

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**HEADMASTER, GOVT. MIDDLE SCHOOL**  
**UNDER SCHOOL EDUCATION DEPARTMENT, GOVERNMENT OF MIZORAM.**  
**OCTOBER-2021**

**PAPER - IV**

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

*Marks for each question is indicated against it.*

*Attempt all questions.*

**CCS(Conduct) Rules, 1964:**

1. Mention any three obligations provided under Rule 3(1) of CCS(Conduct) Rules, 1964 which every government servant shall maintain at all times? (3)
2. State any three provisions relating to private trade or employment as given under Rule 15 of CCS(Conduct) Rules, 1964? (3)
3. What do you mean by 'Strike' as per CCS(Conduct) Rules, 1964? (4)
4. What kind of property a govt servant shall submit on his first appointment? (4)
5. Who are the prescribed authorities in relation to property under Rule 18 of CCS(Conduct) Rules, 1964? (3)
6. Name properties that are included in the 'moveable property'? (4)
7. Fill in the blank (5×1=5)
  - (a) Vigilance clearance shall be denied to an officer, if he fails to submit his annual immovable property return of the previous by \_\_\_\_\_ of the following year?
  - (b) No government servant shall bring or attempt to bring any political or outside \_\_\_\_\_ to bear upon any superior authority to further his interest in respect of matter pertaining to his service under the Govt.
  - (c) A government servant shall not be under the influence of any intoxicating \_\_\_\_\_ during the course of his duty and shall also take due care that the performance of his duties at any time is not effected in any way by the influence of such acts.
  - (d) Where a government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall report within \_\_\_\_\_ month from the date of such transaction, to the prescribed authority, if the value of such property exceeds \_\_\_\_\_ months' basic pay of the govt servant.

**8. Say True or False: (4×1=4)**

- (a) A government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty.
- (b) Government servant proposing/seconding the nomination of a Candidate at an election or acting as polling agent is permissible.
- (c) A govt servant can own or manage any newspaper or other periodical publication.
- (d) No govt servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immoveable property in his own name or in the name of any member of his family without the permission of the prescribed authority.

**CCS(CCA) Rules, 1965:**

- 9. Mention any two circumstances under which a government servant may be placed under suspension? (4)
- 10. State from which date an order of suspension take effect? Can a suspension order *other than deemed suspension* be made with retrospective effect? (4)
- 11. Who can suspend a government servant? OR Who are the authorities competent to place a government servant under suspension? (4)
- 12. What is the headquarters of a govt. servant who is under suspension? (3)
- 13. Fill in the blanks. (5×1=5)
  - (a) Fundamental Rule prohibits the grant of leave to a govt servant under \_\_\_\_\_
  - (b) An order of suspension made or deemed to have been made may, \_\_\_\_\_ be revoked by the competent authority.
  - (c) An order of suspension shall continue to remain in force until it is \_\_\_\_\_ by the competent authority.
  - (d) Suspension is a temporary \_\_\_\_\_ of one's office or position.
  - (e) A government servant can be placed under suspension only by a specific order made in writing by the \_\_\_\_\_ Authority.

**CCS(Leave) Rules, 1972:**

- 14. What do you mean by a vacation Department? (2)
- 15. Fill in the blanks: (5×1=5)
  - (a) Vacation may be taken in combination with or in continuation of any kind of \_\_\_\_\_.
  - (b) \_\_\_\_\_ may be granted on Medical Certificate or on private affairs.
  - (c) Medical Certificate is not necessary for Commuted Leave in continuation of \_\_\_\_\_.
  - (d) A government servant with surviving \_\_\_\_\_ children may be granted Maternity Leave.
  - (e) If a government servant in a vacation department is prevented from enjoying more than \_\_\_\_\_ days of vacation, he shall be considered to have availed no portion of vacation.

16. Say **True** or **False**. (5×1=5)
- (a) Leave can be granted to a government servant beyond the date of his retirement.
  - (b) The maximum no. of leave that can be encashed at the time of retirement is 180 days.
  - (c) Unutilized Half Pay Leave can also be encashed at the time of retirement under CCS(Leave) Rules, 1972.
  - (d) Maternity Leave shall not be debited against the Leave account of a govt servant.
  - (e) Unmarried female government servant is not eligible for Maternity Leave.
17. State the formula for encashment of unutilized Earned Leave or How is encashment of unutilized Leave is calculated at the time of retirement? (2)
18. What are the circumstances under which Extra Ordinary Leave can be granted to a government servant? (3)
19. Under what conditions Commuted Leave can be granted to a government servant? (3)

**CS(Medical Attendance) Rules, 1944:**

20. What is the time-limit for preferring medical claims by a government servant to his Controlling Officer under CS(MA) Rules, 1944? (2)
21. Define the term '*family*' as per CS(MA)Rules, 1944 ? (4)
22. What are age-limit of dependants in respect of the following members for the purpose of CS(MA) Rules, 1944? (4)
- (a) Son
  - (b) Daughter
  - (c) Sons suffering from any permanent disability of any kind (physical or mental)
  - (d) Dependant divorced/Widowed daughters/sister, dependant unmarried/widowed daughter/sister
  - (e) Minor brother(s)
  - (f) Permanently disabled dependent brother.

**Procedure for Maintenance of ACR:**

23. Who are the different authorities in writing Annual Confidential Report? (3)
24. Fill in the blanks. (5×1=5)
- (a) No Confidential Reporting shall be written on an official unless the Reporting Authority has seen the performance of the official at least \_\_\_\_\_ months during the period for which the Confidential Report is to be written.
  - (b) ACR is written for government employees under the Govt of Mizoram in \_\_\_\_\_ year-wise.
  - (c) A retired officer is not competent to write ACR after \_\_\_\_\_ month of his retirement.
  - (d) Distribution of blank Form of ACR to the concerned officials is to be completed before the date at which the ACR is due i.e \_\_\_\_\_ of the relevant year.
  - (e) The Reporting Authority should submit the ACR of his subordinates to the Reviewing Authority latest by the \_\_\_\_\_.
25. Who is the custodian of ACRs in respect of Headmaster, Govt M/S? (2)

**CCS(Joining Time) Rules, 1979:**

26. What is meant by joining time? (2)
27. What are the joining time admissible according to the distance between the old and the new headquarters of the government servant under Rule 5 of CCS(JT) Rules, 1979? (4)
28. Fill in the blanks (4×1=4)
- (a) Joining time may be combined with \_\_\_\_\_ and/or regular leave of any kind or duration except casual leave.
- (b) The joining time shall commence from the date of \_\_\_\_\_ of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.
- (c) Joining time shall be granted to a Government servant on transfer in \_\_\_\_\_ to enable him to join the new post.
- (d) A Government servant on joining time shall be regarded as on \_\_\_\_\_ during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post.

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