

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. MARCH, 2018

PAPER - II

Time Allowed : 3 hours

FM : 100 PM : 35

Marks for each question is indicated against it.

Attempt all questions.

GROUP 'A'

Instructions for Submission, Receipt, etc. of Petitions to the President of India

1. What are the methods of submission of petitions to be submitted to the President of India? (4)
2. Write down any three circumstances in which petitions can be withheld by the Prescribed Authority.(6)

GROUP 'B'

CCS (Temporary Service) Rules, 1965

3. What are the procedures to be adopted by the Appointing Authority while serving notice on a Government servant? (5)
4. Fill in the blanks: (5×1=5)
 - (a) Temporary Service means the service of a temporary Government servant in a temporary post or officiating service in a _____ post.
 - (b) The period of notice for termination of a temporary Government servant shall be _____.
 - (c) The order of termination passed by the Appointing Authority should not mention the _____ for such termination.
 - (d) The service of a temporary Government servant can be terminated while he is _____ or/and departmental proceedings are pending against him.
 - (e) No _____ shall be admissible to a Government servant who is re-employed after retirement or superannuation or retiring pension.

GROUP 'C'

CCS (Conduct) Rules, 1964

5. State any three things that every Government servant shall do at all times. (3×2=6)
6. Write the five acts or behavior that can be termed as 'sexual harassment. (5)

7. What are the procedures to be followed by a Government servant while acquiring or disposing of immovable property? What categories of Government servants are exempted from the requirement of furnishing property return? (4+2=6)

OR

What are the assets or liabilities on which every Government servant shall submit a return on his first appointment to any service or post?

8. What does the expression 'Gift' include? What are the ceiling limits prescribed for accepting gifts from near relatives and personal friends having no official dealings on special occasions? (3+3=6)
9. State the provisions relating to canvassing of non-official or other outside influence. (3)
10. What restrictions are imposed on all Government servants in regard to consumption of intoxicating drinks and drugs? (6)
11. State whether the following statements are TRUE or FALSE. (8×1=8)
- (a) Every Government servant making a representation should do so separately and in his own name.
 - (b) Habitual late attendance does not amount to misconduct.
 - (c) Any Government servant can be a member of any political party or any organization which takes part in politics.
 - (d) Strike includes refusal to work overtime where such overtime work is necessary in the public interest.
 - (e) A Government servant can give evidence in connection with any enquiry conducted by any person, committee or authority without the previous sanction of the Government.
 - (f) No Government servant should engage directly or indirectly in any trade or business without the previous sanction of the Government.
 - (g) Public place means any place or premises (including a conveyance) to which the public have access.
 - (h) No Government servant should employ to work any child below the age of 16 years.

GROUP 'D'

CCS (Leave) Rules, 1972

12. State any two general conditions governing grant of leave under CCS (Leave) Rules, 1972. (4)
13. Write down any two effects of dismissal, removal or resignation on leave at credit. (4)
14. What are the conditions for retrospective commutation of one kind of leave into another kind? (6)

OR

How will you treat wilful absence from duty not recognized as prescribed by GOI's decision below Rule 25?

15. Under what circumstances can Commuted Leave be sanctioned to a Government servant? (6)
16. Explain Child Care Leave. (5)
17. Answer the following questions in brief: (4×2=8)
- (a) To whom leave shall not be granted?
 - (b) What is the maximum amount of Study Leave which may be granted to Government servant, other than Central Health Service officers?
 - (c) Mention the periods during which Paternity Leave should be availed.
 - (d) What are the two conditions for grant of Extraordinary Leave in special circumstances?

18. Fill in the blanks:

(7×1=7)

- (a) _____ of leave into one kind into leave of another kind cannot be done after the employees cease to be in service.
- (b) Casual Leave cannot be _____ with any other kind of leave admissible under the rules.
- (c) No Government servant shall be granted leave of any kind for a continuous period exceeding _____ years.
- (d) Any application for leave or for extension of leave shall be made in _____ to the authority competent to grant leave.
- (e) Leave ordinarily begins on the day on which the _____ of charge is effected and ends on the day preceding that on which the charge is resumed.
- (f) The maximum Earned Leave that may be granted to any Government servant in India is _____ days.
- (g) A Government servant on _____ leave is not entitled to any leave salary.

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