

MIZORAM PUBLIC SERVICE COMMISSION

LIMITED DEPARTMENTAL EXAMINATIONS OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT GRADE UNDER DP & AR (SSW) DEPARTMENT, GOVERNMENT OF MIZORAM. NOVEMBER, 2015

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

1. What are the forms and contents of petitions addressed to the President of India? (10)

OR

- List out any five of the circumstances in which petitions to the President may be withheld. (10)

Group 'B' : CCS (Temporary Service) Rules, 1965

2. How is the services of a temporary Government servant liable to termination and what are the procedure for serving notice on such Government servant? (10)

Group 'C' : CCS (Conduct) Rules, 1964

3. Answer *any five* of the following :- (5×5=25)

- Write down the requirements, as enumerated under sub-rule (1) of Rule 3 of the CCS (Conduct) Rules, 1964, which every Government servant shall follow at all times.
- What do you understand by 'Sexual Harassment' within the meaning of the CCS (Conduct) Rules, 1964?
- What are the ceiling limits of value of gifts different groups of Government servant can accept on occasions such as weddings, anniversaries, funerals or religious functions without the requirement of reporting it to the Government?
- What are the do's and don'ts in regard to communication of official information?
- On his first appointment to any service or post, what are the assets and liabilities on which every Government servant shall submit a return?
- Write down any four of private trade or employment on which previous sanction of the Government is necessary for a Government servant to take part.
- What restrictions are laid down for a Government servant in regard to consumption of intoxicating drinks and drugs?

4. Define *any three* of the following : (3×5=15)

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| (a) Strike | (b) Public Place |
| (c) Movable Property | (d) Valuable Security |

Group 'D' : CCS (Leave) Rules, 1972

5. What are the services/staff which do not come under the CCS (Leave) Rules, 1972? (10)

OR

Write down the kinds of leave due and admissible. (10)

6. Answer any four of the following : (4×5=20)

- (a) What is the maximum Earned Leave that may be granted to a Government servant at a time?
- (b) What are the conditions for grant of Extraordinary Leave?
- (c) What are the maximum amount of Casual Leave and Special Casual Leave that can be granted to a Government servant in any one calendar year? Can Casual Leave be combined with Special Casual Leave? What kind of Sports and Cultural Activities are admissible for grant of Special Casual Leave? (App. III)
- (d) Who are eligible for grant of Study Leave? What is the maximum amount of Study Leave that can be granted to a Government servant at a time and during his entire service? (R. 50(5) & R. 51)
- (e) Who are the Government servants not to be granted leave?(R. 17)
- (f) What is the maximum amount of leave that can be granted to a Government servant? What are the conditions for retrospective commutation of leave of one kind into leave of different kind? (R. 10 & 12)

7. Define any two of the following : (2×5=10)

- (a) Completed years of service
- (b) Foreign service
- (c) Vacation department

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