

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**HEADMASTER, GOVERNMENT HIGH SCHOOL UNDER SCHOOL EDUCATION DEPARTMENT,**  
**GOVERNMENT OF MIZORAM. NOVEMBER-2022**

**PAPER - III**

Time Allowed : 3 hours

Full Marks : 100  
Pass Marks : 40

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

**CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964**

1. Answer **any 5 (five)** of the following questions:- **(5×4=20)**
- (a) What does Rule 3-B say about Observance of Government's policies?
  - (b) Reproduce any 4 (four) tenets under Rule 3(1) of CCS (Conduct) Rules, 1964.
  - (c) What are the instructions to be followed by a Government servant regarding marriage?
  - (d) What are included in the expression 'movable property' for the purpose of CCS (Conduct) Rules, 1964?
  - (e) Mention any two basic principles to be borne in mind while interacting with the Members of Parliament and State Legislatures.
  - (f) Mention any two acts and omissions which amount to misconduct.
  - (g) What is 'strike' as defined in CCS (Conduct) Rules, 1964?
2. State whether the following statements are true or false: **(6×1=6)**
- (a) Submission of joint representations may be allowed in matters of common interest.
  - (b) It is permitted to bring political influence in matters pertaining to your service.
  - (c) No Government servant should play cards in office and office premises in any circumstance.
  - (d) A Government servant may participate in sports activities as an amateur without the previous sanction of the Government.
  - (e) Previous sanction is necessary in case where the Government servant participates in a programme produced or commissioned by Government media in his official capacity.
  - (f) Sexual harassment includes any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
3. What does 'public place' mean for the purpose of Rule 22 regarding consumption of intoxicating drinks and drugs? **(2)**
4. When shall a Government servant report about his transaction in respect of movable property in his own name or in the name of the member of his family, if - **(1+1=2)**
- (a) The transaction is with a person having official dealings with him?
  - (b) The transaction is with a person not having official dealings with him?

**CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES, 1965**

5. What principles have been laid down as guidance to an officer suspending an employee? (4)  
**OR**  
What are the occasions under which a Government servant shall be deemed to have been placed under suspension?
6. Who are the competent authorities to place a Government servant under suspension? (4)
7. What is the headquarters of a Government servant under suspension? Under what circumstances can this be changed? (2+2=4)
8. Answer the following questions: (4×1=4)
- (a) Can leave be granted to a Government servant under suspension?
  - (b) How do you treat the period of suspension if the Government servant dies while he is placed under suspension?
  - (c) Is suspension a statutory penalty? Does any appeal lie against an order of suspension?
  - (d) What is the effect on leave encashment if the suspended Government servant is retired from service on attaining the age of superannuation pension before the termination of departmental or court proceedings?
9. Comment on the following: (2×2=4)
- (a) A Government servant under suspension submits a resignation.
  - (b) The competent authority terminated the services of a temporary Government servant under suspension by invoking CCS (Temporary Service) Rules, 1965 without revoking the order of suspension.

**CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972**

10. Define: (2×2=4)
- (a) Vacation Department
  - (b) Date of retirement
11. Answer *any 5 (five)* of the following questions: (5×2=10)
- (a) What is the maximum days of study leave that may be granted to a Government servant, other than Central Health Service Officers?
  - (b) Distinguish between leave not due and commuted leave.
  - (c) What are the two special circumstances in which extraordinary leave may be granted to a Government servant (other than military officer)?
  - (d) What is the maximum days of leave preparatory to retirement be permitted by the competent authority?
  - (e) How do you calculate cash equivalent for earned leave?
  - (f) Write short notes on Maternity Leave.
12. How do you apply for study leave and what is to be clearly specified in the application? (2)

13. Fill in the blanks: (4×1=4)
- (a) The leave account of every Government servant (other than a military officer) who is serving in a Vacation department shall be credited with \_\_\_\_\_ (half-pay leave/earned leave), in advance in two instalments of five days each on the first day of January and July of every calendar year.
  - (b) Commuted leave up to \_\_\_\_\_ (180 days/60 days) without medical certificate may be granted to female Government servants on adoption of a child.
  - (c) \_\_\_\_\_ (Leave Not Due/Extraordinary Leave) shall be debited against the half pay leave the Government servant may earn subsequently.
  - (d) While affording credit of \_\_\_\_\_ (Commutated leave/Half pay leave), fraction of a day shall be rounded off to the nearest day.

**CENTRAL CIVIL SERVICES (MEDICAL ATTENDANCE) RULES, 1944**

14. What are the age limits prescribed for the following members of family for the purpose of Medical Attendance Rules? (2×1=2)
- (a) Son
  - (b) Permanently disabled dependent brother
15. In what circumstances can a Government servant receive treatment in a class higher than his entitlement? (3)
16. State whether the following statements are True or False: (5×1=5)
- (a) To determine the status of an officer, the actual pay he is drawing at the time he falls ill should be taken into account.
  - (b) The age of women undergoing IVF treatment procedure should be between 30 and 40 years.
  - (c) Final claims for reimbursement of medical expenses should ordinarily be preferred within 3 months from the date of completion of treatment.
  - (d) When the place at which a patient falls ill is more than ten miles by the shortest route from the consulting room of the Authorised medical attendant, the patient shall be entitled to Travelling Allowance for the journey to and from such consulting room.
  - (e) 90% of the approved CGHS package rates is the maximum limit for grant of Medical Advance for inpatient treatment of Major/Minor illness.

**CENTRAL CIVIL SERVICES (JOINING TIME) RULES, 1979**

17. Define Joining Time. (2)
18. Who are the competent authorities to grant extension of joining time beyond the prescribed limits? (2)
19. How is joining time calculated if a Government servant in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders? (2)

20. Fill in the blanks: (4×1=4)
- (a) No joining time is admissible in cases of temporary transfer for a period not exceeding \_\_\_\_\_ (360/180) days.
  - (b) Joining time may be combined with \_\_\_\_\_ (vacation/official tour) and/or regular leave of any kind or duration except casual Leave.
  - (c) \_\_\_\_\_ (Travel/Transfer) means the movement of a government servant from one post to another either within the same station or to another station to take up duties of a new post or in consequences of change of headquarters.
  - (d) \_\_\_\_\_ (15/12) days is the joining time admissible when the distance between the old headquarters and the new headquarters is more than 2000 kms and where the transfer necessarily involves continuous travel by road for more than 200 kms.

**THE MIZORAM STATE GOVERNMENT EMPLOYEES (PERFORMANCE APPRAISAL REPORT) RULES, 2010**

21. What are the different time limits for completion of the following different actions involved in the preparation of Performance Appraisal Reports? (5×1=5)
- (a) Self Appraisal for current year
  - (b) Appraisal by Reporting Authority
  - (c) Appraisal by Reviewing Authority
  - (d) Appraisal by Accepting Authority
  - (e) End of entire PAR process
22. Write down the composition of the Referral Board. (2)
23. Fill in the blanks: (3×1=3)
- (a) The Reporting, Reviewing and Accepting Authorities shall not be competent to report, review and accept a Performance Appraisal Report after \_\_\_\_\_ (one month/one year) of retirement from service or demission of office.
  - (b) The custodian of Performance Appraisal Reports of Gazetted Officers is \_\_\_\_\_ (Chief Secretary/Secretary of the Department) while the custodian of Confidential Reports of non-Gazetted Officers is \_\_\_\_\_ (Secretary of the Department/Head of Department).

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