

MIZORAM PUBLIC SERVICE COMMISSION
LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO
HEADMASTER, GOVERNMENT HIGH SCHOOL UNDER SCHOOL EDUCATION DEPARTMENT,
GOVERNMENT OF MIZORAM. NOVEMBER-2021

PAPER - III

Time Allowed : 3 hours

Full Marks : 100

Pass Marks : 40

Marks for each question is indicated against it.

Attempt all questions.

GROUP 'A'

(CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964)

1. Answer **any 3 (three)** of the following questions :- **(3×4=12)**
- (a) Write only 3 (three) things a Govt. servant should always maintain as mentioned in Rule 3 – General of CCS (Conduct) Rules.
 - (b) What does Rule 3-A of the CCS (Conduct) Rules, 1964 say about display of promptness and courtesy by Government servants?
 - (c) What are the two ways in which a Government servant is allowed to take part in politics and elections as per the proviso to Rule 5 of the CCS (Conduct) Rules, 1964?
 - (d) What does Rule 3-B of the CCS (Conduct) Rules, 1964 say about observance of Government's policies by Government servants?
 - (f) What restrictions regarding marriage have been laid down in Rule 21 of CCS (Conduct) Rules?
2. Answer **any 2 (two)** of the following questions :- **(2×5=10)**
- (a) Spell out the instances of "sexual harassment" as explained under Rule 3-C of the CCS (Conduct) Rules, 1964.
 - (b) What, in the context of CCS (Conduct) Rules, is a strike meant?
 - (c) Mention the five principles a Govt. servant should observe in relation to consumption of intoxicating drinks or drugs.
3. Every Govt. servants on his first appointment is required to submit a return of his assets and liabilities in the prescribed form to the Government giving full particulars. What are they? When do the annual Property Return shall be submitted? **(6+2=8)**

GROUP 'B'

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

4. Answer the following questions :- (5×1=5)
- (a) What is the validity period of suspension unless it is extended after review?
 - (b) Whether an official under suspension should be allowed to appear in departmental examination?
 - (c) Who can change the headquarters of a Government servant under suspension?
 - (d) Whether leave can be granted to a Government servant under suspension?
 - (e) How does the period of suspension shall be treated if the Government servant dies while he is placed under suspension?
5. Who are the authorities competent to place a Government servant under suspension? (4)
6. What is suspension? Under what circumstances a Govt. servant may be placed under suspension? (5)
OR
Under what conditions a Government servant shall be deemed to have been placed under suspension?
7. Comment **any 2 (two)** of the following :- (2×3=6)
- (a) Penalty of withholding of increment for a period of three years without cumulative effect was awarded to a Government servant. The order stated that the period of suspension will be treated as qualifying service for pension only and no pay and allowances will be paid except subsistence allowance for the period of suspension.
 - (b) A Government servant under suspension was detained in judicial custody for three months. On the day after he was released from custody, he claimed to join his duty on the ground that ninety days has already been completed from the date of his suspension and the Review Committee did not review his suspension.

GROUP 'C'

(CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972)

8. Answer **any 3 (three)** of the following questions :- (3×4=12)
- (a) How do Earned leave shall be credited into the leave account of a Government servant serving other than Vacation Department?
 - (b) What is the maximum of Commuted leave that can be granted at a time and under what conditions?
 - (c) What is the maximum amount of Study Leave may be to a Government servant granted during the entire service?
 - (d) Write short notes on Paternity leave.
9. How will you deal with the following cases :- (2×4=8)
- (a) A Government servant against whom a competent punishing authority has decided to compulsorily retire from service applied for earned leave which is due to him.
 - (b) A Government servant applies for Commuted Leave in continuation of maternity leave without medical Certificate.
 - (c) A Government servant on leave reports to duty 5 days before the expiry of the period of leave granted to him.
 - (d) A Government servant under suspension applies for Half Pay Leave.

GROUP 'D'
(CENTRAL SERVICES (MEDICAL ATTENDANCE) RULES, 1944)

10. Explain as to how a Govt. servant can receive treatment in a class higher than his entitlement. (3)
11. What are the prescribed procedure for couples serving under Govt. with regard to medical attendance? (2)
12. State whether the statements are 'True' or 'False':- (5×1=5)
- (a) Claims in respect of officials admitted before retirement, but discharged after superannuation should be paid by the official's Department.
 - (b) To determine the status of an officer, the actual pay he is drawing at the time he falls ill should be taken into account.
 - (c) Testing of eyesight is permissible for Govt. servant and his family members once in 3 years.
 - (d) Judicially separated wife is entitled to medical concessions under Medical Attendance Rules.
 - (e) An advance paid to the official is to be adjusted against the relevant claim and, balance, if any, should be recovered from the pay in four equal instalments.

GROUP 'E'
(ANNUAL CONFIDENTIAL REPORTS)

13. Write the Schedule for completion of Performance Appraisal Reports for each of the following: (5×1=5)
- (a) Distribution of Blank PAR Forms
 - (b) Self-Appraisal for current year
 - (c) Appraisal by Reporting Authority
 - (d) Appraisal by Reviewing Authority
 - (e) Appraisal by Accepting Authority
14. State whether the statements are 'True' or 'False':- (5×1=5)
- (a) Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted
 - (b) The full annual performance appraisal report shall be disclosed after finalization by accepting authority.
 - (c) The accepting authority is competent to accept even after one month of his retirement from Government service.
 - (d) The officer reported upon may give his comment on the performance appraisal report in writing.
 - (e) The entire process of performance appraisal report should be completed during September of the ending year.

GROUP 'F'
(CENTRAL CIVIL SERVICES (JOINING TIME) RULES, 1979)

15. Answer **any 5 (five)** of the following questions :-

(5×2=10)

- (a) Define joining time.
- (b) When does the joining time commence?
- (c) Can holidays be prefixed or suffixed to joining time?
- (d) Can joining time be combined with vacation and regular leave?
- (e) Can joining time be granted to Government servant on transfer at his own request?
- (f) What will be the pay of a Government servant during joining time?

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