

**MIZORAM PUBLIC SERVICE COMMISSION**  
**LIMITED DEPARTMENTAL EXAMINATIONS FOR PROMOTION TO**  
**ASSISTANT DIRECTOR OF TRANSPORT / DISTRICT TRANSPORT OFFICER**  
**UNDER TRANSPORT DEPARTMENT, GOVERNMENT OF MIZORAM. APRIL-2022**

**PAPER - II**

Time Allowed : 3 hours

FM : 100 PM : 40

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

**GROUP – ‘A’ : FUNDAMENTAL RULES**

1. State whether the following statements are ‘True’ or ‘False’. **(10x1=10)**
  - (a) Fundamental Rules came into force from 15<sup>th</sup> August, 1947.
  - (b) In terms of Fundamental Rules ‘allotment’ means the vacancy year to which any member of post / service is allotted.
  - (c) In order to treat the period of training or instruction as ‘duty’, the period of training should not exceed one year.
  - (d) ‘Income from property’ shall be included in the definition of ‘fee’.
  - (e) No person may be appointed in India to a post in Government service without a medical certificate of health.
  - (f) A Government servant under suspension cannot retain lien on the post he has been holding immediately before suspension.
  - (g) No Government servant shall be granted leave of any kind for a continuous period exceeding three years.
  - (h) The period of suspension shall be treated as ‘duty’ if minor penalty only is imposed on a government servant.
  - (i) Leave may also be granted to a Government servant under suspension.
  - (j) A Government servant whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the prescribed age of retirement.
2. Mention the conditions under which an Appropriate Authority may withhold permission to a Government servant seeking retirement. **(4)**
3. What payments are admissible to a Government servant under suspension? **(6)**

**GROUP – ‘B’ : SUPPLEMENTARY RULES**

4. Mention the classes of Government servants who are exempted from producing medical certificate of health. (6)

**OR**

Mention the procedure to be followed in regard to the maintenance of Service Books so that delay in the sanctioning and payment of pension may be eliminated.

5. State any five payments received by a Government servant which are not subject to crediting one-third of the amount to the general revenues of the Government. (5)
6. Mention the five different posts for which persons having got a Pacemaker implanted cannot be considered ‘fit’ for appointment. (5×0.5=2.5)
7. What is a Service Book? Mention the categories of Government servants for whom Service Book need not be maintained. (1+3=4)

8. Fill in the blanks with the correct one from the given options. (5×0.5=2.5)
- (a) Temporary transfer means a transfer to duty in another station which is expressed to be for a period not exceeding \_\_\_\_\_ (3 / 4 / 5) months.
- (b) One-third of any fees in excess of ` \_\_\_\_\_ 1500 / 15000 / 150000) paid to a Government servant in a financial year shall be credited to the Consolidated Fund of India.
- (c) A record of the service of a Gazetted Government servant will be kept by such \_\_\_\_\_ (Administrative Head / Head of Department / Audit Officer) and in such form as the Comptroller and Auditor-General may prescribe.
- (d) If the Government servant’s copy of Service Book is lost by the Government servant, it shall be replaced on payment of ` \_\_\_\_\_ (50 / 500 / 1000).
- (e) The Service Book of a Government servant shall be maintained in \_\_\_\_\_ (duplicate / triplicate / quadruplicate).

**GROUP – ‘C’ : C.C.S. (PENSION) RULES, 1972**

9. Answer *any five (5)* questions: (5×2=10)
- (a) What is ‘Pension’?
- (b) Define ‘Emoluments’ and ‘Average Emoluments’.
- (c) What is the effect of dismissal or removal from service on pension and gratuity?
- (d) How and when can a period spent on leave count as pensionable service?
- (e) What is ‘Retirement Gratuity’?
- (f) What is ‘Extraordinary Pension’?

10. Under what circumstances can a pension once sanctioned be withheld or withdrawn? (5)

**OR**

Define ‘Qualifying Service’. State the conditions subject to which service qualifies for pension.

(1+4=5)

11. State the conditions for grant of ‘Invalid Pension’. (5)

**OR**

Who are included in the definition of ‘family’ for the purpose of Retirement / Death Gratuity?

**GROUP – ‘D’ : C.C.S. (LEAVE) RULES, 1972**

12. State whether the following statements are ‘True’ or ‘False’. (10×1=10)
- (a) Casual leave cannot be combined with any other kind of recognized leave.
  - (b) A Government servant while on leave exceeding six months is not debarred from taking up employment.
  - (c) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.
  - (d) Unavailed joining time shall be credited to the half pay leave account of the Government servant concerned.
  - (e) Commuted leave up to 15 days may be granted in continuation of maternity leave without medical certificate.
  - (f) Leave salary is not admissible during the period of extraordinary leave.
  - (g) Government servants on Child Care Leave are entitled to leave salary at 100% of pay for the first 365 days and at 50% of pay for the next 365 days.
  - (h) Maternity leave shall not be granted in the case of ‘threatened abortion’
  - (i) Child adoption leave may be granted to a male Government servant with less than two surviving children who has legally adopted a child below the age of 18 years.
  - (j) Study leave may be granted to a confirmed Government servant who has rendered not less than three years’ regular continuous service including the period of probation under the Government.

13. Write short notes on ‘Maternity leave’ and ‘Paternity leave’. (5+5=10)

**OR**

How and when is Earned Leave credited to the leave account of a Government servant? Indicate the maximum days of earned leave that may be granted to a Government servant at a time. (7+3=10)

**GROUP – ‘E’ : CENTRAL SECRET MANUAL OF OFFICE PROCEDURE**

14. Define *any seven (7)* of the following: (7×1=7)
- |                    |               |
|--------------------|---------------|
| (a) Case           | (b) Dak       |
| (c) Dealing hand   | (d) Docketing |
| (e) Issue          | (f) Note      |
| (g) PUC            | (h) Minute    |
| (i) Classified dak |               |
15. Write what you know about ‘Part File’. (3)
16. List out the eleven (11) different forms of communications. Mention the use of any two of the forms of communication. (3+2+2=7)
17. Mention any three purposes for which Special Casual Leave may be granted to a Government servant. (3)