

MIZORAM SUBORDINATE SERVICES SELECTION BOARD

LIMITED DEPARTMENTAL EXAMINATION OF UPPER DIVISION CLERK FOR PROMOTION TO ASSISTANT UNDER DP&AR (SSW). OCTOBER, 2021

PAPER - I

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

Part – A : Central Secretariat Manual of Office Procedure

(35 marks)

1. Choose the correct answer : (15x1=15)
- (i) Which of the following is a statutory body?
(A) Election Commission of India (B) Comptroller and Auditor General of India
(C) Union Public Service Commission (D) Central Information Commission
- (ii) Under Functional File Numbering System, 'C' relates to
(A) Establishment (B) Welfare
(C) Vigilance (D) Parliamentary matters
- (iii) 'Order' is generally used for conveying
(A) financial sanction (B) grant of regular leave
(C) distribution of works (D) internal posting and transfer
- (iv) A sanction for any fresh charge shall, unless specifically renewed, lapse if no payment in whole or part has been made during a period of
(A) 6 months from the date of issue (B) 12 months from the date of issue
(C) 18 months from the date of issue (D) none of these
- (v) Records of historical importance are categorised under
(A) Category 'A' - keep and microfilm (B) Category 'B' - keep but do not microfilm
(C) Category 'C' - keep for specified period only (D) all of these
- (vi) A register in a prescribed format to keep note of important rulings and decisions having a precedent value for ready reference.
(A) Reference folder (B) Sectional note
(C) Precedent book (D) Shadow file
- (vii) Urgency grading includes
(A) immediate, urgent and priority (B) immediate, priority and top priority
(C) urgent, priority and top priority (D) immediate, urgent and top priority
- (viii) Distribution of work among the staff as evenly as possible is the responsibility of
(A) Deputy Secretary (B) Under Secretary
(C) Section Officer (D) Assistant Section Officer
- (ix) Each communication received from the Members of Parliament should be acknowledge
(A) within 10 days (B) within 15 days
(C) within 20 days (D) none of these

- (x) A form of written communication used for promulgation of statutory rules and orders, appointments and promotion of certain categories of officer etc is
- (A) Office Memorandum (B) Notification
(C) Resolution (D) Office Order
- (xi) _____ means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence for its identification.
- (A) Issue (B) Discussed note
(C) Registration (D) Docketing
- (xii) _____ means a current file or a receipt together with other related papers, if any.
- (A) Receipt (B) Current file
(C) File (D) Case
- (xiii) _____ is an instrument which seeks to make an organization transparent, accountable and citizen friendly.
- (A) Central Registration Unit (B) Citizen's Charter
(C) Departmental Record Officer (D) Registration Officer
- (xiv) The full form of SFS is
- (A) Single File System (B) Single Filing System
(C) Short File Service (D) Short File System
- (xv) While recording a note or notes _____ shall be used by all category of staff and officers.
- (A) black ink only (B) blue ink only
(C) black or blue ink only (D) black, blue or green ink only

2. Who exercise the executive power of the Union of India? Mention the three categories of Ministers. (1+3=4)
3. Write a short note on 'part file'. (4)
4. Write short note on *any one* of the following : (4)
(a) e-mail (b) Office Memorandum
5. Write *any eight* general instructions for drafting (8)

**Part – B : Fundamental Rules 9-57
(35 marks)**

6. Choose the correct answer : (10x1=10)
- (i) _____ means the strength of a service or a part of a service sanctioned as a separate unit.
- (A) Service (B) Post
(C) Recruitment Rules (D) Cadre
- (ii) No Government servant shall be granted leave of any kind for a continuous period exceeding
- (A) 3 years (B) 4 years
(C) 5 years (D) 6 years

- (iii) The pay and allowances of a government servant who is dismissed or removed from service cease from
- (A) the date of such dismissal or removal
 - (B) the day before the date of such dismissal or removal
 - (C) the day after the date of such dismissal or removal
 - (D) none of the above
- (iv) Special pay can be granted on account of
- (A) revision of pay
 - (B) personal consideration
 - (C) specially arduous nature of duties
 - (D) reduction of substantive pay otherwise than as a disciplinary measure
- (v) When the date of retirement of a Government servant happens to be a holiday and if handing over of cash/stores etc is involved, relinquishment of charge shall be made by the relieving officer on the close of
- (A) the last day of the month
 - (B) the previous working day
 - (C) the next working day
 - (D) the next day irrespective of whether it is a working day or not.
- (vi) Which of the following is NOT correct regarding the conditions for treating training as duty?
- (A) It is obligatory on the part of the Government to send the persons for such training.
 - (B) The training should not be in professional or technical subjects.
 - (C) The training should be connected with the post held at the time of placing him on training.
 - (D) The period of training should not exceed two years.
- (vii) During 'Foreign Service', a government servant receives his pay from
- (A) any source other than the Consolidated Fund of India/State/Union Territory
 - (B) Consolidated Fund of India
 - (C) Consolidated Fund of a State
 - (D) Consolidated Fund of a Union Territory
- (viii) Which of the following deduction should NOT be made from subsistence allowance?
- (A) Income tax
 - (B) Subscription to GPF
 - (C) Premia due on Postal Life Assurance Policies
 - (D) House rent and allied charges
- (ix) A government servant may be transferred/appointed to officiate in a post carrying lesser pay than a post in which he holds a lien on account of
- (A) inefficiency
 - (B) misbehaviour
 - (C) both (A) and (B)
 - (D) neither (A) nor (B)
- (x) Which of the following is the monthly grant made to a government servant who is not in receipt of pay or leave salary?
- (A) Substantive pay
 - (B) Subsistence grant
 - (C) Presumptive pay
 - (D) Compensatory allowance

7. State whether the following statements are True or False :

(5x1=5)

- (a) Permanent post is sanctioned for limited time.
- (b) Honorarium should be paid for special work in arbitration case.

- (c) Additional pay shall be admissible to a government servant who is appointed to hold current charge of the routine duties of another post or posts.
- (d) No deputation of government servant out of India shall be sanctioned without the previous approval of the Central Government.
- (e) In case of a government servant under suspension, if the revised scale of pay takes effect from a date prior to the date of suspension, he should be allowed to exercise the option under FR 23.

8. Answer the following questions :

- (a) State *any four* conditions on which service counts for increments in a time-scale. (4)
- (b) Distinguish between 'Fee' and 'Honorarium'. (4)
- (c) Define the term 'Tenure post'. State the three circumstances in which alteration of date of birth of a government servant can be made? (1+3=4)

9. Define 'Lien'. Write five circumstances in which a government servant who has acquired a lien on a post retains a lien on that post. (3+5=8)

Part – C : SR 17-195 (Travelling Allowance)
(20 marks)

10. State whether the following statements are True or False : (8x1=8)

- (a) Travelling Allowance is not admissible to a government servant who is summoned to give evidence in a criminal case in his official capacity as a government servant.
- (b) Daily Allowance is admissible for any period of casual leave or restricted holiday availed while on tour.
- (c) A government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.
- (d) A journey on transfer begins or ends at the actual residence of the government servant.
- (e) Travelling Allowance is not admissible to a government servant for a journey to and from the examination centre in respect of departmental examinations.
- (f) In all cases of transfer not exceeding 180 days, the journey from the headquarters to the station and back should be treated as on tour for the purpose of travelling allowance.
- (g) All officers of the rank of Under Secretary and above may be declared as their own Controlling Officers.
- (h) When transfer involves change of station located at a distance of more than 20 km from each other, Composite Transfer Grant is paid at the rate of 70% of the last month's Basic Pay.

11. Define 'Daily Allowance'? Indicate the 'Daily Allowance' admissible when absence from headquarters is

- (i) less than 6 hours (2+1+1=4)
- (ii) more than 12 hours

12. Distinguish between Permanent Travelling Allowance and Conveyance Allowance. (8)

Part – D : FR 105-108 & SR 293-306 (Joining Time)
(10 marks)

13. Choose the correct answer : (2x1=2)
- (i) The joining time shall be calculated from
 - (A) old headquarters in all cases
 - (B) new headquarters in all cases
 - (C) old headquarters or new headquarters whichever is more convenient
 - (D) all of the above
 - (ii) CCS (Joining Time) Rules, 1979 is applicable to
 - (A) Work-charged staff
 - (B) Railway employees
 - (C) Government servants, paid out of contingencies
 - (D) none of these
14. Define joining time. Indicate the joining time admissible in the following cases : (2+1+1=4)
- (i) transfer of a government servant necessarily involving continuous travel by road for more than 200 km where the distance between the old headquarters and new headquarters is 1,000 km or less.
 - (ii) transfer of a government servant which does not involve change of residence.
15. What is Joining Time Pay. What kind of leave cannot be combined with joining time? How do you treat holiday(s) following joining time? (2+1+1=4)

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