

MIZORAM SUBORDINATE SERVICES SELECTION BOARD

LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO HEADMASTER,
GOVERNMENT PRIMARY SCHOOL UNDER SCHOOL EDUCATION DEPARTMENT.
OCTOBER, 2021

PAPER - IV

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

Part – A : CCS (Conduct) Rules, 1964 (40 marks)

1. State whether the following statements are True or False : (10x1=10)
 - (a) Where a government servant has been arrested but is released subsequently on bail, he is not required to intimate the fact of his arrest to his official superior.
 - (b) No government servant shall, except with the previous sanction of the prescribed authority, marry a person other than of Indian nationality.
 - (c) There is no restriction imposed on the government servant for canvassing in support of an insurance agency owned by any member of his family.
 - (d) A government servant may participate in sports activities as an amateur without the previous sanction of the government.
 - (e) Bidding by government servants is prohibited where auctions are arranged by their own officers.
 - (f) No attention need be paid to the representation on service matters made by relatives except on grounds of death or physical disability of the government servant.
 - (g) No government servant should play cards in office and office premises in any circumstance.
 - (h) Making of joint representations by government servants may be allowed in matters of common interest.
 - (i) A government servant is to be permitted to join RSS with prior permission of the prescribed authority.
 - (j) There is no restriction for a government servant to act as editor for a newspaper as long as the newspaper belongs to others.

2. Answer *any three* of the following questions : (3x2=6)
 - (a) Mention any two basic principles to be borne in mind while interacting with the Members of Parliament and State Legislature.
 - (b) What are included in the expression 'movable property' for the purpose of CCS (Conduct) Rules, 1964?
 - (c) Mention any two acts and omissions which amount to misconduct.
 - (d) What should be the conduct of a government servant in relation to 'joining of association'?
 - (e) Mention the provision contained in CCS (Conduct) Rules, 1964 regarding canvassing of non-official or other outside influence.

3. Answer *any two* of the following questions : (2x4=8)
- (a) List out the different assets and liabilities to be declared by the government servant on his first appointment.
 - (b) Write a note on 'Connection with press or other media'.
 - (c) What are the instructions to be followed by a government servant regarding marriage?
 - (d) What constitutes 'strike' in relation to CCS (Conduct) Rules, 1964?
4. Can a government servant take part in private trade or employment? Elaborate your answer. (8)
5. Reproduce any 8 (eight) tenets under Sub-Rule 1 of Rule 3 of CCS (Conduct) Rules, 1964. (8)

Part – B : Central Civil Service (Leave) Rules, 1972
(40 marks)

6. State whether the following statements are True or False : (5x1=5)
- (a) Maternity leave not exceeding 60 days may be granted to a female government servant during the entire service of that female government servant in case of miscarriage including abortion on production of medical certificate.
 - (b) Vacation can be combined with any kind of regular leave.
 - (c) A government servant has to render 5 years' regular continuous service including the period of probation to avail study leave.
 - (d) Unavailed joining time shall be credited to the leave account of a government servant as commuted leave.
 - (e) When a government servant dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed month of service up to the end of the calendar month preceding the calendar month in which he dies in service.
7. Fill in the blanks by choosing the correct answer : (5x1=5)
- (a) The leave account of every government servant shall be credited with _____ (earned leave/half pay leave/leave not due), in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
 - (b) When _____ (earned/extraordinary/commuted) leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
 - (c) Leave not due may be granted to a maximum of _____ (90/180/360) days during the entire service on medical certificate.
 - (d) The authority competent to grant leave may commute retrospectively periods of absence without leave into _____ (commuted leave/extraordinary leave/leave not due).
 - (e) A government servant may be permitted to take leave preparatory to retirement to the extent of earned leave due, not exceeding _____ (90/180/300) days together with half pay leave due.

8. Answer *any three* of the following questions : (3x2=6)
- (a) Indicate the maximum days of earned leave that may be granted at a time.
 - (b) Give the definition of the term 'Date of retirement'.
 - (c) What do you understand by the term 'Vacation Department'?
 - (d) Give the formula to calculate the cash equivalent for earned leave.
9. Write a short note on either 'extraordinary leave' or 'maternity leave'. (4)
10. Write what you know about 'leave preparatory to retirement'. (4)
11. Distinguish between 'Leave Not Due' and 'Commutated Leave'. (8)
12. (a) State in brief the provisions relating to the earned leave of a government servant working in a Vacation Department. (8)
- OR
- (b) What are the conditions for grant of Study Leave? (8)

Part – C : Central Civil Service (Joining Time) Rules, 1979
(10 marks)

13. State whether the following statements are True or False : (4x1=4)
- (a) No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days.
 - (b) Joining time shall always commence from the following date of the relinquishment of charge of the old post irrespective of whether the charge is made over in the forenoon or in the afternoon.
 - (c) Joining time can be combined with any leave or vacation including casual leave.
 - (d) Joining time may be extended by the Heads of Departments upto 30 days.
14. Define 'Joining Time'. (2)
15. How is joining time calculated? (4)

Part – D : Procedure for Maintenance of ACR
(10 marks)

16. Fill in the blanks by choosing the correct answer : (6x1=6)
- (a) A confidential report shall be written for every _____ (financial year/calendar year/quarter).
 - (b) The Confidential Report of Group B (non-gazetted) officers shall be kept in the custody of the _____ (Secretary of the Department concerned/Head of Department/Head of Office).
 - (c) Distribution of blank ACR forms to the concerned official shall be completed before _____ (31st March/1st April/30th April) of the relevant year.
 - (d) Confidential report _____ (should also be/should not be) written in respect of officials appointed on contract basis.

(e) Confidential report of a retired officer shall be retained for a period of _____ (1/3/5) years from the date of retirement.

(f) Earned leave taken by a government servant for a period exceeding _____ (10/15/30) days can be deducted from the total period spent on any post for the purpose of calculating the period of three months.

17. What are the remarks with which the column on integrity shall be filled in? What are the different time limits for completion of the different actions involved in the preparation of Confidential Report? **(2+2=4)**

* * * * *