

# MIZORAM SUBORDINATE SERVICES SELECTION BOARD

## LIMITED DEPARTMENTAL EXAMINATIONS OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER ATI, H&TE, FCS&CA (LEGAL METROLOGY). NOVEMBER, 2020

### 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 (60 marks)**

1. Choose the correct answer : **(10x1=10)**
- (i) Which of the following statements about the Complaints Committee under rule 3C of CCS (Conduct) Rules, 1964 is not true ?
- (A) It should be headed by a woman  
(B) At least two-thirds of its members should be women  
(C) A third party familiar with the issue of sexual harrasment should be involved in the committee  
(D) The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them
- (ii) The following act of a government servant violates Rule 3A of CCS (Conduct) Rules, 1964 in regard to promptness and courtesy.
- (A) Giving evidence in connection with any enquiry conducted by any person, committee or authority without previous sanction of the Government.  
(B) Consumption of intoxicating drinks or drugs in a public place.  
(C) To wilfully cause delays in disposal of the work assigned to the government servant.  
(D) Making sexually coloured remarks.
- (iii) Which of the following activities is allowed without the previous sanction of the Government ?
- (A) Participation in the making of sponsored media programme.  
(B) Participation in sports activities as amateur.  
(C) To engage oneself in legal profession while in government service.  
(D) Acceptance of part time employment beyond office hours.
- (iv) Vindication of official acts in a court of law is permitted if no sanction is received by the government servant within a period of \_\_\_\_\_ from the date of receipt of request by the Government.
- (A) one month (B) two months  
(C) six months (D) three months
- (v) In the case of a government servant holding any Group 'A' or 'B' post, the maximum value of gift that can be accepted without the sanction of the Government is
- (A) Rs. 1,500/- (B) Rs. 2,500/-  
(C) Rs. 10,000/- (D) Rs. 2,000/-
- (vi) CCS (Conduct) Rules, 1964 applies to
- (A) every person appointed to a Civil Service (B) every civilian in Defence Service  
(C) both (A) and (B) (D) neither (A) nor (B)
- (vii) Under CCS (Conduct) Rules, 1964, "The Government" means
- (A) the State Government (B) the Central Government  
(C) Local Government (D) all of these

- (viii) An act or conduct of a government servant amounts to misconduct
- (A) if the act or conduct is prejudicial or likely to be prejudicial to the interest of the master or to the reputation of the master
  - (B) if the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master
  - (C) if the act or conduct of a servant makes it unsafe for the employer to retain him in service
  - (D) all of the above
- (ix) Unauthorised communication of information by a government servant includes
- (A) information to which he is not authorised to have access
  - (B) information which he is not authorised to keep in his personal custody
  - (C) both (A) and (B)
  - (D) neither (A) nor (B)
- (x) No government servant shall employ to work any child below the age of
- (A) twelve years
  - (B) fourteen years
  - (C) fifteen years
  - (D) sixteen years

2. Answer the following questions : **(6x2=12)**

- (a) What are the provisions, under Rule 3B of the CCS (Conduct) Rules, 1964, for a government servant regarding observance of Government's policies ?
- (b) What is the position of the Government regarding canvassing of non-official or other outside influence?
- (c) State any two restrictions imposed on a government servant regarding private trade or employment, except with the sanction of the Government, as per Rule 15 of the CCS (Conduct) Rules, 1964.
- (d) Which group of government employees is/are required to submit an annual return on immovable property ?
- (e) What restrictions are imposed on government servant by Rule 21 of the CCS (Conduct) Rules, 1964 regarding marriage ?
- (f) State any two movable properties.

3. Answer the following questions : **(4x4=16)**

- (a) Define 'strike'. Give at least two examples.
- (b) What constitutes 'sexual harassment' under CCS (Conduct) Rules, 1964 ?
- (c) What are the assets and liabilities that a government servant has to report on his first appointment to the service ?
- (d) What restrictions are imposed on government servants by CCS (Conduct) Rules, 1964 regarding criticism of Government ?

4. What restrictions are imposed on government servants under CCS (Conduct) Rules, 1964 regarding consumption of intoxicating 'drinks and drugs'? **(6)**

5. What are the provisions for government servants under CCS (Conduct) Rules, 1964 with regard to taking part in politics and election ? **(6)**

6. (a) Define 'gift'. Explain the prescribed limits and the circumstances under which a government servant can accept 'gift'. **(10)**

OR

(b) Write down any 10 (ten) tenets under Rule 3(1) of CCS (Conduct) Rules, 1964 which every government servant should adhere to at all times. **(10)**

**Part – B : Central Civil Service (General Provident Fund) Rules, 1960  
(40 marks)**

7. Choose the correct answer : **(8x1=8)**
- (i) The amount of GPF subscription shall be fixed by
    - (A) the subscriber himself
    - (B) the accounts officer
    - (C) the Head of Department
    - (D) Treasury Officer
  - (ii) The amount of GPF subscription so fixed may be reduced \_\_\_\_\_ at any time during the course of the year.
    - (A) once
    - (B) twice
    - (C) thrice
    - (D) four times
  - (iii) A subscriber shall subscribe monthly to the Fund except during the period when he is
    - (A) on deputation
    - (B) on transfer
    - (C) on study leave
    - (D) under suspension
  - (iv) Advances from the fund will be sanctioned for an amount not exceeding \_\_\_\_\_ or half the amount standing to the credit of the applicant's subscriber account whichever is less.
    - (A) two months pay
    - (B) three months pay
    - (C) six months pay
    - (D) twelve months pay
  - (v) Subscription of GPF is to be compulsorily discontinued \_\_\_\_\_ before retirement on superannuation.
    - (A) two months
    - (B) three months
    - (C) six months
    - (D) twelve months
  - (vi) A temporary government servant can subscribe to the Fund after a continuous service of
    - (A) three years
    - (B) six months
    - (C) one year
    - (D) fifteen years
  - (vii) A notice of cancellation of the nomination given by a subscriber takes effect on the date on which it is received by
    - (A) Head of Office
    - (B) the appointing authority
    - (C) the accounts officer
    - (D) Treasury Officer
  - (viii) How many times can the amount of subscription to GPF be enhanced during the course of the year ?
    - (A) Once
    - (B) Twice
    - (C) Thrice
    - (D) Cannot be enhanced
8. Answer the following questions : **(6x2=12)**
- (a) What are the prescribed conditions in terms of qualifying service for an employee to make withdrawal of GPF ?
  - (b) What are the minimum and maximum amounts of subscription permissible under General Provident Fund (Central Services) Rules, 1960 ?
  - (c) Is it permissible to convert a GPF advance into withdrawal ? Briefly justify your answer.
  - (d) What is the maximum amount that can be taken as GPF advance ?
  - (e) How will the normal advance from GPF be recovered ?
  - (f) Can the right of a nominee be passed to a non-family member ?
9. Define the term 'family' in the context of General Provident Fund (Central Services) Rules, 1960. **(4)**
10. Mention the statements that must be shown in a GPF subscriber's account. **(4)**

11. Answer any **2 (two)** of the following questions :

**(2x6=12)**

- (a) State any six purposes for which a subscriber may apply for withdrawal from the Fund.
- (b) State any six purposes for which advance from GPF are permissible.
- (c) What are the procedures on the death of a subscriber
  - (i) when the subscriber leaves a family ;
  - (ii) when the subscriber leaves no family ?

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