

MIZORAM SUBORDINATE SERVICES SELECTION BOARD

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

PAPER - II

Time Allowed : 3 hours

Full Marks : 100

Marks for each question is indicated against it.

Attempt all questions.

Part – A : Instruction for Submission, Receipt and Transmission of Petitions Addressed to the President (12 marks)

1. Define 'petition'. What are the form of petitions to be submitted to the President? (1+3=4)
2. (a) Write down *any four* circumstances under which petitions to the President may be withheld by the prescribed authority? (8)
- OR
- (b) What are the contents of petitions to be submitted to the President? (8)

Part – B : CCS (Temporary Service) Rules, 1965 (10 marks)

3. Fill in the blanks by choosing the correct answer : (2x1=2)
 - (i) The period of notice for termination of a temporary Government Servant shall be _____
(3 months/1 month).
 - (ii) The order of termination passed by the Appointing Authority should not mention the _____
(reasons/period) for such termination.
4. Define 'temporary service'. What procedure shall be adopted by the Appointing Authority while serving notice to a government servant in temporary service? (1+3=4)
5. What is the rate of gratuity eligible to a temporary government servant who retires on superannuation or is discharged from service or is declared invalid for further service? (4)

Part – C : CCS (Conduct) Rules, 1964 (42 marks)

6. State whether the following statements are True or False : (10x1=10)
 - (a) Habitual absence without permission and overstaying leave amounts to misconduct.
 - (b) A government servant may choose to be a member of any political party or any organization which takes part in politics.
 - (c) A government servant may accept gifts from his near relatives of any amount or value.
 - (d) No government servant shall demand any dowry from the parent or guardian of a bride or bridegroom.
 - (e) Every government servant shall submit a return of his assets and liabilities on his first appointment to any service or post.
 - (f) It is acceptable for a government servant to enter into a marriage with a person having a spouse living.

- (g) No government servant shall employ to work any child below the age of 14 years.
- (h) Loan is included under the expression of moveable property.
- (i) A government servant may participate in a strike depending on the situation.
- (j) A government servant shall not invest in any stock, share or other investment.

7. Categorise the following activities into : (8x1=8)
- I. which require previous sanction of the Government.
 - II. which do not require previous sanction of the Government.
- (a) Participation in the making of a sponsored media.
 - (b) Undertaking of any other employment
 - (c) Participating in sports activities as an amateur.
 - (d) Engaging in any trade or business.
 - (e) Undertaking honorary work of a social or charitable nature.
 - (f) Occasional work of a literary, artistic or scientific character.
 - (g) Holding an elective office in any body.
 - (h) Taking part in a co-operative society substantially for the benefit of a government servant.

8. Answer the following questions : (4x4=16)
- (a) What are the acts or behaviours that can be termed as sexual harassment?
 - (b) What do you mean by strike and what does it include?
 - (c) What does moveable property include?
 - (d) Write down *any four* essential qualities of conduct to be maintained by a government servant at all times under Rule 3 of CCS (Conduct) Rules, 1964?

9. (a) What are the restrictions imposed on a government servant in regard to consumption of intoxicating drinks and drugs under Rule 22 of CCS (Conduct) Rules, 1964? (8)
- OR
- (b) What does 'workplace' include? (8)

Part – D : CCS (Leave) Rules, 1964
(36 marks)

10. State whether the following statements are True or False : (5x1=5)
- (a) Leave can be claimed as a matter of right.
 - (b) Casual Leave cannot be combined with any other kind of leave.
 - (c) Earned Leave shall be credited to the leave account of a government servant at the rate of $\frac{5}{3}$ days for each completed calendar month of service.
 - (d) Child Care Leave can be granted for a maximum of 730 days during the entire service of a woman government servant.
 - (e) Period of overstayal of leave does not count for increment.
11. Fill in the blanks by choosing the correct answer : (7x1=7)
- (a) The maximum amount of continuous leave that can be granted to a government servant is _____ (5 years/6 years).
 - (b) The maximum Earned Leave that can be granted at a time shall be _____ (150/180) days.

- (c) When commuted leave is granted, _____ (twice/half) the amount of such leave shall be debited against the Half Pay Leave due.
- (d) Leave Not Due may be granted to a Government Servant in permanent or quasi permanent employ limited to a maximum of _____ (360/300) days during the entire service on medical certificate.
- (e) A government servant on _____ (leave not due/extraordinary leave) is not entitled to any leave salary.
- (f) Paternity Leave shall be availed within _____ (15 days/6 months) from the date of delivery of the child.
- (g) Half Pay Leave shall be credited at the rate of _____ ($\frac{5}{3} / 2 \frac{1}{2}$) days for each completed calendar month of service.

12. Answer the following questions :

(4x4=16)

- (a) Write a short note on Child Care Leave.
- (b) What is the maximum amount of study leave which may be granted to a government servant other than to Central Health Service Officers according to Rule 51(1)?
- (c) What are the conditions in which Extraordinary Leave may be granted?
- (d) Mention any four services/staff to whom CCS (Leave) Rules, 1972 do not apply.

13. (a) Write notes on calculation of Earned Leave.

(8)

OR

(b) What are the effects of dismissal, removal or resignation on leave at credit according to Rule 9?

(8)

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