

# MIZORAM SUBORDINATE SERVICES SELECTION BOARD

## LIMITED DEPARTMENTAL EXAMINATION OF LOWER DIVISION CLERK FOR PROMOTION TO UPPER DIVISION CLERK UNDER PHE, I&PR, DC (MAMIT) AND AGRICULTURE DEPARTMENT. OCTOBER, 2021

### PAPER - III

*Time Allowed : 3 hours*

*Full Marks : 100*

*Marks for each question is indicated against it.*

*Attempt all questions.*

#### Part – A : F.R. & S.R. (80 marks)

1. Choose the correct answer : (10x1=10)
- (i) A post carrying a definite rate of pay sanctioned for a limited period of time is called  
(A) tenure post (B) temporary post  
(C) permanent post (D) none of these
- (ii) In case the government servant's copy of Service Book is lost by the government servant, it shall be replaced on payment of  
(A) Rs. 500 (B) Rs. 100  
(C) Rs. 5000 (D) Rs. 50
- (iii) 'Administrator' means an administrator of a Union Territory appointed under Article \_\_\_\_\_ of the Constitution of India.  
(A) 239 (B) 216  
(C) 275 (D) 19
- (iv) Cadre means the \_\_\_\_\_ of a service or a part of service sanctioned as a separate unit.  
(A) class (B) strength  
(C) group (D) grade
- (v) The monthly amount paid by government to a government servant on leave is  
(A) wage (B) leave salary  
(C) honorarium (D) remuneration
- (vi) Time Scales are said to be identical if the maximum, the minimum, the period of increment and the \_\_\_\_\_ of increment of the same scales are identical.  
(A) time (B) level  
(C) rate (D) none of these
- (vii) According to FR 56(d), no government servant shall be granted extension in service beyond the age of retirement of \_\_\_\_\_ years.  
(A) 58 (B) 60  
(C) 62 (D) 65
- (viii) 'Duty' does not include  
(A) joining time (B) leave  
(C) period of training in India (D) none of these
- (ix) In the case of a piece-worker in the Government of India Press, when appointed to a post on a time scale, 'substantive pay' shall be deemed to be equivalent to \_\_\_\_\_ times his hourly class rate.  
(A) 200 (B) 400  
(C) 600 (D) 100

- (x) As per the decision of the Supreme Court, a government servant can be compulsorily retired
- (A) as a punitive measure
  - (B) as a short-cut to avoid departmental enquiry
  - (C) for the sake of public interest
  - (D) as an arbitrary exercise of power vested in the authority

2. Fill in the blanks by choosing the correct answer : (10x1=10)

- (a) Service Book of a government servant should be maintained in \_\_\_\_\_ (duplicate/triplicate).
- (b) If a government servant is transferred to a foreign service, his Service Book must be sent to the \_\_\_\_\_ (Audit Officer/Head of Department).
- (c) No entry relating to the time spent in foreign service may be attested by any authority other than the \_\_\_\_\_ (Head of Department/Audit Officer).
- (d) A Military Officer in a Civil Department shall cease to be in civil employment on the date he attains the age of \_\_\_\_\_ (35/60) years.
- (e) \_\_\_\_\_ (Fee/Honorarium) means a recurring or non-recurring payment granted to a government servant from a source other than the Consolidated Fund of India/State/UT.
- (f) \_\_\_\_\_ (Compensatory Allowance/Overseas pay) means pay granted to a government servant in consideration of the fact that he is serving in a country other than the country of his domicile.
- (g) The date of retirement of a government servant shall be determined with reference to the date of \_\_\_\_\_ (birth/joining) declared by the government servant at the time of his initial appointment.
- (h) In cases where handing over of an office by the officer whose actual date of superannuation happens to be a holiday and where handing over charge of cash/stores is involved, the charge may be made over on the close of the \_\_\_\_\_ (previous/following) working day.
- (i) No specific orders are necessary for \_\_\_\_\_ (promotion/retirement) on due date.
- (j) The Appropriate Authority shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire any government servant by giving him notice of not less than three months in writing or \_\_\_\_\_ (three/six) months' pay and allowances in lieu of such notice.

3. State whether the following statements are True or False : (12x1=12)

- (a) Allotment means grant of permission to rent out a house owned by the government.
- (b) No special casual leave is admissible for the government servants who are eligible for departmental promotion examination.
- (c) 'Pay' includes overseas pay, special pay and not personal pay.
- (d) Person appointed substantively to a permanent post in a cadre is a probationer.
- (e) The Head of Office may authorise a junior officer to attest Service Book entries on his behalf.
- (f) 'Ministerial servant' means a government servant of a subordinate service whose duties are entirely clerical.
- (g) The age of superannuation in respect of nursing teaching faculty with M.Sc. in Nursing in the Central Government Nursing Institutions shall be 65 years subject to the condition that they continue to function as faculty members after the age of 60 years.
- (h) It shall be the duty of every Head of Office to initiate action to show the Service Books to the government servants under his administrative control every year.

- (i) Personal certificates of character must not, unless the Head of Department so directs, be entered in a Service Book.
- (j) Government of India has decided to include Aadhaar numbers of all government servants in their Service Books.
- (k) Every step in a government servant's official life must be recorded in his Service Book and each entry must be attested by the Head of his office.
- (l) In December each year, the government servant shall hand over his copy of the Service Book to his office for updation.

4. Define the following : **(5x2=10)**

- (a) Personal pay
- (b) Special pay
- (c) Duty
- (d) Subsistence Grant
- (e) Tenure Post

5. Answer the following questions :

- (a) A Group 'C' government servant who has completed 55 years of age gave three months' notice of his intention to retire from service under FR 56 (k), to the Appointing Authority. The Appointing Authority refused to grant him permission to retire on the ground that the government servant was not good in his work. Is the action of the Authority in order? Justify. **(4)**
- (b) When does a government servant whose date of birth falls on the first of a month retire from service? Under what circumstances can the date of birth of a government servant be altered by the authority? **(1+3=4)**
- (c) Calculate the number of months and days in a period of time commencing from 21<sup>st</sup> January and ending with 27<sup>th</sup> September (both days inclusive). **(4)**
- (d) What is a Service Book? Mention the three categories of government servants listed out under SR-179 for whom maintaining of Service Books is an exception. **(1+3=4)**

6. Define the term 'lien'. In what circumstances does a government servant retain lien on a post? **(1+5=6)**

7. Describe the duties and responsibilities of the Head of Office/Department and the Audit Officer in dealing with the Service Books of a government servant who is transferred to foreign service. **(6)**

8. (a) What are the entries to be made in a Service Book? (Mention any 10 points) **(10)**

OR

- (b) A government servant who was retired prematurely under provisions of FR 56(J) was subsequently reinstated in service. How will the period from the date of premature retirement to the date of reinstatement be regularized, if
  - (i) the reinstatement in service is ordered by the Competent Authority on a review of his case? **(5)**
  - (ii) the order of premature retirement is set aside by a Court of Law? **(5)**

**Part – B : CCS (Joining Time) Rules, 1979**  
**(20 marks)**

9. Choose the correct answer : **(8x1=8)**
- (i) From what date did the Central Civil Services (Joining Time) Rules, 1979 come into effect?  
(A) 01.05.1979 (B) 05.01.1979  
(C) 08.05.1979 (D) 05.08.1979
- (ii) No joining time is admissible for temporary transfer not exceeding \_\_\_\_\_ days.  
(A) 10 (B) 90  
(C) 180 (D) 365
- (iii) Unavailed joining time may be credited to \_\_\_\_\_ account.  
(A) casual leave (B) half pay leave  
(C) earned leave (D) none of these
- (iv) Extension of joining time beyond the limit indicated in Rule 5(4) can be granted upto the maximum limit of 30 days by  
(A) Head of Office (B) Head of Department  
(C) Governor (D) none of these
- (v) Joining time cannot be combined with  
(A) maternity leave (B) casual leave  
(C) vacation (D) none of these
- (vi) The admissible joining time for a transfer involving 500km wherein half of the distance involves continuous travel by road is  
(A) 10 days (B) 12 days  
(C) 5 days (D) 30 days
- (vii) The movement of a government servant from one post to another to take up duties of a new post or in consequence of change of his headquarters is called  
(A) joining time (B) deputation  
(C) transfer (D) shifting
- (viii) In case of transfer of a government servant to or from North Eastern Region, \_\_\_\_\_ additional joining time shall be admissible over and above the normal joining time.  
(A) 2 days (B) 4 days  
(C) 6 days (D) 8 days
10. Answer the following questions : **(2x2=4)**
- (a) A government servant is transferred from one station to another. When does his joining time commence?
- (b) Mrs Mawii was on transfer from Lunglei to Aizawl at her own request. She was relieved at Lunglei on 9<sup>th</sup> afternoon and reported herself for duty at Aizawl on 12<sup>th</sup> afternoon, as 9<sup>th</sup> and 10<sup>th</sup> happened to be public holidays. The Head of Office asked her to apply earned leave for 9<sup>th</sup> and 10<sup>th</sup>. Is the action of the Head of Office in order? Why?
11. Mention four categories of government servants who are exempted from application of CCS (Joining Time) Rules, 1979. **(4)**
12. What is Joining Time? Describe the guiding principles for determining whether joining time should be allowed or not. **(1+3=4)**