

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 - 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. Fill in the blanks by choosing the correct answer : (14x1=14)
- (a) No government employee should play _____ (cards/tennis) on the lawns and such other places inside and outside office buildings.
 - (b) A government servant shall not appear in a public place in a state of _____. (drunkenness/intoxication)
 - (c) No government servant shall use his position or influence directly or indirectly to secure _____ (employment/assistance) for any member of his family in any company or firm.
 - (d) A government servant shall so manage his private affairs so as to avoid habitual _____ (indebtedness/obligation) or insolvency.
 - (e) No government servant shall _____ (reflect/speculate) in any stock, share or other investment.
 - (f) Representation on _____ (service/posting) matters by relatives should be discouraged.
 - (g) No government servant shall in the performance of his official duties, act in a _____ (hostile/discourteous) manner.
 - (h) The Ministry of Women and Child Development has launched an online complaint management system titled _____ (SHe-Box/i-Sight) for registering complaints related to sexual harassment at workplace.
 - (i) Every government servant shall at all times make choices, take decisions and make recommendations on _____ (merit/quality) alone.
 - (j) The special leave to the aggrieved female government servant in connection with inquiry on sexual harassment can be given up to a period of _____ (60/90) days.
 - (k) The time limit beyond which permission may be assumed to have been granted by the Competent Authority in the absence of any communication from him in the case of receiving gift is _____ (60/30) days.
 - (l) No government servant shall employ to work any child below the age of _____ (14/12) years.
 - (m) A government servant holding the post of Group B shall not accept any gift without the sanction of the Government if the value exceeds Rs _____. (5000/3000)
 - (n) The prescribed Authority for the purpose of property return in the case of government servant holding any Class III post is _____. (Head of Administrative Department/Head of Office)

2. State whether the following statements are True or False : (10x1=10)
- (a) A government servant can be permitted to enrol himself as an advocate.
 - (b) Joint representations by government servants should be viewed as subversive of discipline.
 - (c) Acceptance of passage and hospitality by officer from foreign contracting firm is permissible.
 - (d) Only officers specially authorized should meet the press.
 - (e) There is no objection to individual government servants submitting memoranda etc., to the Pay Commission in their individual capacity.
 - (f) A government servant needs previous sanction of the Government to give evidence in judicial enquiry.
 - (g) A government servant is allowed to participate in Flag day collection.
 - (h) Action is not required to be taken on anonymous complaints.
 - (i) To bring political or outside influence relating to the service matters of government servant is against the CCS(Conduct) Rule, 1964.
 - (j) A government servant need not intimate the prescribed authority regarding the acceptance by a member of his family of an employment in any company or firm.
3. Answer the following questions : (3x2=6)
- (a) Define public place.
 - (b) State any two kinds of work which the government servant can undertake without the previous sanction of the government.
 - (c) Write any two acts and conducts which amount to misconduct.
4. What are the restrictions imposed on government servant regarding communication of any official document? (4)
5. What are the assets and liabilities that a government servant has to report on his first appointment to the service? (4)
6. What are included in the expression 'movable property'? (6)
7. State *any six* essential qualities of conduct to be maintained by a government servant at all times as per Rule 3 of CCS (Conduct) Rules, 1964. (6)
8. What are the guidelines to be followed with regard to oral instructions? (10)

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

9. Fill in the blanks by choosing the correct answer : (10x1=10)
- (a) Deposit linked insurance scheme does not apply to persons appointed on _____ (contract/PE) basis.
 - (b) Withdrawal of up to 90% of balance without assigning reason is allowed for government servants who are due for retirement on superannuation within _____ (two years/three years) before superannuation.

- (c) Where a subscriber is a minor, he shall be required to make the nomination only on his attaining the age of _____ (21/majority).
- (d) The amount of subscription for GPF shall not be less than _____ (ten/six) percent of the emoluments of the subscriber.
- (e) Betrothal and marriage are treated as _____ (same/separate) purpose.
- (f) The amount of advance will be recoverable in a maximum of _____ (48/60) installments.
- (g) A government servant due to retire on superannuation shall be exempted from making any subscription to the GPF during the last _____ (three/six) months of service.
- (h) A subscriber may at any time cancel a nomination by sending a notice in writing to _____ .
(Head of Department/Accounts Officer)
- (i) No temporary advance shall be sanctioned during the last _____ (three/six) months of service.
- (j) Any sum withdrawn by a subscriber from the amount standing to his credit in the Fund shall not ordinarily exceed two-third of such amount or _____ (six/twelve) months pay, whichever is less.

10. State whether the following statements are True or False : **(6x1=6)**

- (a) A subscriber can convert an advance sanctioned to him into final withdrawal.
- (b) Portion of the money misappropriated by the official can be made good from his GPF money.
- (c) An advance and a final withdrawal for the same purpose should not be sanctioned together.
- (d) A subscriber under General Provident Fund (Central Service) Rules, 1960 shall continue to subscribe monthly to the fund during suspension.
- (e) The total amount of interest shall be rounded to the nearest whole rupee.
- (f) When a subscriber quits the service, the amount standing to his credit in the fund shall become payable to him.

11. Answer the following questions : **(2x2=4)**

- (a) How many times can the amount of subscription to GPF be reduced and enhanced during the course of a year?
- (b) Who are eligible to subscribe GP Fund ?

12. How will you recover advance from the subscriber? **(4)**

13. What will become of the amount outstanding to the credit of a subscriber in the event of his death when no nomination is made by the subscriber? **(4)**

14. Explain how wrongful use of advance from the Fund is to be dealt with. **(6)**

15. State the purposes for which advances from GPF are permissible. **(6)**