

### Question Starts:

1. The Fundamental Rules came into force wef -
  - (a) 01/01/1920;
  - (b) 01/01/1921 ;
  - (c) 01/01/1922 ; and
  - (d) 01/04/1922.
2. "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit as defined in \_\_\_\_\_.
  - (a) FR 9(1) ;
  - (b) FR 9(1-A) ;
  - (c) FR 9(1-B) ;
  - (d) FR 9(4)
3. "Foreign Service" means service in which a Government servant receives his pay with the sanction of Government from any source other than -
  - (a) Consolidated Fund of India ;
  - (b) Consolidated Fund of a State ;
  - (c) Consolidated Fund of a Union Territory ;
  - (d) All the above.
4. "Fee" means a recurring or non-recurring payment to a Government servant from a source other than -
  - (a) Consolidated Fund of India ;
  - (b) Consolidated Fund of a State ;
  - (c) Consolidated Fund of a Union Territory ;
  - (d) All the above.
5. "Honorarium" means a recurring or non-recurring payment granted to a Government servant from the –
  - (a) Consolidated Fund of India ;
  - (b) Consolidated Fund of a State ;
  - (c) Consolidated Fund of a Union Territory ;
  - (d) All the above.
6. "Joining Time" means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted in terms of -
  - (a) FR 9(10) ;
  - (b) FR 9(11) ;
  - (c) FR 9(12) ;
  - (d) FR 9(13).
7. "Leave Salary" means the monthly amount paid by Government to a Government servant on leave vide -
  - (a) FR 9(10) ;
  - (b) FR 9(11) ;
  - (c) FR 9(12) ;
  - (d) FR 9(13).
8. "Subsistence Grant" means a monthly grant made to a Government servant who is not in receipt of pay or leave salary as per -
  - (a) FR 9(22) ;
  - (b) FR 9(23) ;
  - (c) FR 9(24) ;
  - (d) FR 9(27).
9. "Substantive Pay" means the pay other than -
  - (a) Special pay ;
  - (b) Personal pay ;
  - (c) Emoluments ;
  - (d) All the above.
10. FR 9(18) defines -
  - (a) "Month" ;
  - (b) "Officiate" ;
  - (c) "Overseas Pay" ;
  - (d) "Pay".
11. Powers of the President have been delegated to the Administrative Ministries to authorize in relaxation of FR 10, the drawl of pay and allowances for a period not exceeding \_\_\_ months in respect of fresh appointment to Government service without medical certificate of health.
  - (a) 2 ;
  - (b) 3 ;
  - (c) 4 ;
  - (d) 5.
12. It has been decided that in no case should a person be allowed to join Government service in a pensionable \_\_\_\_ without having been medically examined and found fit.
  - (a) Office ;
  - (b) Department ;
  - (c) Institution ;
  - (d) Establishment.

13. Once a candidate is asked by an authority to produce a medical certificate of fitness either for entry into Government service whether in a permanent or temporary capacity or for any other purpose and has actually been examined and declared \_\_\_\_, it is not open to such authority to use its discretion to ignore the certificate that has been produced.
- Unfit ;
  - Fit ;
  - Suitable ;
  - Unsuitable.
14. Under FR 10, no person may be appointed to a post in Government service without a medical certificate of \_\_\_\_
- Fit ;
  - Fitness ;
  - Suitability ;
  - Health.
15. An entry in his Service Book may be made under the signature of the Head of Office that he has furnished the medical certificate of \_\_\_\_
- Fit ;
  - Fitness ;
  - Health ;
  - Suitability.
16. In the case of permanent Government servants, their lien may be retained in the parent Department / Office for a period of \_\_\_\_
- One year ;
  - Two years ;
  - Three years ;
  - Five years.
17. The permanent Government servant may be permitted to retain their lien in the parent Department / Office for \_\_\_\_
- One year more ;
  - Two more years ;
  - Three more years ;
  - Four more years.
18. The lien, as defined in FR, of all permanent Government servants deputed to any one of the developing countries may be retained initially for a period of 2 years extendable to \_\_\_\_ years.
- 2 ;
  - 3 ;
  - 4 ;
  - 5.
19. Allocation of leave salary and pension between Central and State Government has been dispensed with from \_\_\_\_
- 01/01/1987 ;
  - 01/03/1987 ;
  - 01/04/1987 ;
  - 01/06/1987.
20. With effect from \_\_\_\_, confirmation of a Government servant will be made only once in his service in the grade in which he enters Government service.
- 01/01/1988 ;
  - 01/04/1988 ;
  - 01/06/1988 ;
  - 01/09/1988.
21. Under the proviso to Article \_\_\_\_ of the Constitution, the power to make rules regulating the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union vests in the President or such persons as he may direct.
- Article 14 ;
  - 16 ;
  - 116 (1)
  - 309.
22. The retirement of a Group B, C & D Government servant takes effect from the last date of the month in which he attains the age of superannuation wef \_\_\_\_.
- 01/04/1964 ;
  - 01/01/1973 ;
  - 01/11/1973 ;
  - 01/04/1974.
23. The retirement of a Group-A Government servant takes effect from the last date of the month in which he attains the age of superannuation wef \_\_\_\_.
- 01/04/1964 ;
  - 01/01/1973 ;
  - 01/11/1973 ;
  - 01/04/1974.
24. The period spent on joining time granted under Article \_\_\_\_, CSR should be treated as duty.
- 220
  - 221 ;
  - 225 ;
  - 227.

25. A person who, though a Barrister, has never practised the profession of \_\_\_\_\_ is not included in the definition of Barrister.
- Advocate ;
  - Lawyer ;
  - Legal ;
  - Barrister.
26. The date on which Central Civil Service (Classification, Control & Appeal) Rules, 1965 came into force is -
- 1st January ;
  - 1st April ;
  - 1st June ;
  - 1st December.
27. Rule 11 of CCS (CCA) Rules, 1965 deals with the matter relating to \_\_\_\_\_
- Minor penalty ;
  - Major penalty ;
  - (a) & (b) above ;
  - None of the above.
28. Minor penalties means -
- Censure ;
  - Withholding of promotion ;
  - Withholding of increments of pay ;
  - All the above.
29. Major penalties includes -
- Compulsory retirement ;
  - Removal from service ;
  - Withholding of increment for not passing any departmental examination according to service terms ;
  - (a) & (b) above.
30. State whether the following amounts to penalty within the meaning of Rule 11 of CCS (CCA) Rules, 1965 -
- Non-promotion, after consideration of his case, to a post or grade or service to which he is eligible for promotion ;
  - Reduction to lower time scale of pay on request ;
  - (a) & (b) above are penalties ;
  - (a) & (b) above are not penalties.
31. From the following circumstances, under which can a Government servant be placed under suspension -
- For attending office late ;
  - For a case against him in respect of any criminal offence ;
  - For disobedience ;
  - For petty quarrels among the Government servants
32. Where a penalty of compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal, whether the order suspension is to be continued ? If so from which date ?
- From the date of original order of compulsory retirement ;
  - From the date of original date of suspension ;
  - From the date of appeal ;
  - Order of suspension need not be continued.
33. Mention the period up to which an order of suspension can be reviewed.
- Before expiry of 30 days from the effective date of suspension ;
  - Before expiry of 45 days from the effective date of suspension ;
  - Before expiry of 60 days from the effective date of suspension ;
  - Before expiry of 90 days from the effective date of suspension.
34. When will an order or suspension made or deemed to have been made, not be valid unless extended ?
- After a period of 30 days ;
  - After a period of 60 days ;
  - After a period of 90 days ;
  - After a period of 120 days ;
35. What is the maximum period of suspension that can be extended at a time after review of the competent authority ?
- 120 days ;
  - 150 days ;
  - 180 days ;
  - 210 days.
36. When the Central Civil Services (Conduct) Rules, 1964 came into force ?
- 1960 ;
  - 1961 ;
  - 1963 ;
  - 1964.
37. Name the act, conduct and commission of a Government servant which amounts to misconduct.
- Rendering prompt and courteous service to the public ;
  - Act in accordance with the Government policies ;
  - Striking work or inciting others to strike ;
  - Maintenance of political neutrality.

38. Name the activity which does not require sanction / permission of the prescribed authority.
- To join as volunteers in civil Defence Service ;
  - To accept gifts from near relative and personal friends when the value exceeds prescribed limits ;
  - To accept fee for work done for any private or public body or person ;
  - To participate in 'shramdhan' organized by Government Departments or Bharat Sevak Samaj during spare time.
39. Members of Parliament / State Legislature of the area to be invited to public functions organized by Government offices. In such situation, what is the status of M.P. as per the 'Warrant of Precedence?
- He is above the rank of a Minister ;
  - He is above the rank of a State Governor ;
  - He is above the rank of Secretary to the Government of India ;
  - He is equivalent to the rank of Deputy Secretary of India.
40. What is time-limit prescribed for sending an acknowledgement to a communication / letter received from the Members of Parliament as per the provision of Manual of Office Procedure ?
- Within 3 days ;
  - Within 7 days ;
  - Within 15 days ;
  - Within 30 days.
41. When the Central Civil Services (Conduct) Rules, 1964 came into force ?
- 1st January ;
  - 1st April ;
  - 1st May ;
  - 1st June.
42. "Temporary Service" as defined in Rule \_\_\_\_ means the service of a temporary Government servant in a temporary post of officiating service in a permanent post, under the Government of India.
- 2(a) ;
  - 2(d) ;
  - 2(e) ;
  - None of the above.
43. Rule \_\_\_\_ enables Government to dispense with the services of a temporary employee forthwith on payment of one month's pay and allowances in lieu of notice but does not provide for the forfeiture to Government of a similar amount when the employee does not give the requisite notice.
- 5 ;
  - 6 ;
  - 8 ;
  - 10.
44. Is it mandatory to mention the followings in the termination order ?
- Reasons for such termination ;
  - Circumstances leading to the termination ;
  - Facts of the decision taken by the appropriate authority ;
  - Above are not mandatory.
45. The provisions of Rule 5 of CCS (Temporary Service) Rules, 1965 cannot be invoked in the case of \_\_\_\_\_ if it is not specifically made in the letter of appointment.
- Probationer ;
  - Persons on probation ;
  - Apprentice ;
  - (a) & (b) above.
46. The Central Civil Services (Pension) Rules, 1972 were adapted as the Manipur Civil Services (Pension) Rules, 1977 from -
- 01/06/1972 ;
  - 01/01/1973 ;
  - 01/01/1975 ;
  - 01/01/1977.
47. Period not counting as qualifying service -
- Service as SAS Apprentices ;
  - Service as Apprentices except SAS Apprentice ;
  - Service on probation followed by confirmation ;
  - Period spent on leave with leave salary.
48. Retirement gratuity is admissible to all employees who retire after completion of -
- 10 years of qualifying service ;
  - 5 years of qualifying service ;
  - 15 years if qualifying service ;
  - 20 years of qualifying service.

49. Provisional pension shall be sanctioned -  
 (a) When there is delay in process of pension papers ;  
 (b) The departmental or judicial proceedings are pending ;  
 (c) When the retiring official applies for the same with reasons of delay ;  
 (d) All of the above.
50. Service as a apprentice shall be counted for qualifying service -  
 (a) Industrial Apprentice ;  
 (b) Technical Apprentice ;  
 (c) Professional Apprentice ;  
 (d) SAS Apprentice.
51. If the payment of gratuity has been delayed beyond \_\_\_ months from the date of retirement, an interest at the rate of GPF deposit will be paid.  
 (a) 6 months ;  
 (b) 3 months ;  
 (c) One year ;  
 (d) 9 months.
52. Commuted portion of pension will be restored on the expiry of \_\_\_ years from the date of retirement.  
 (a) 10 years ;  
 (b) 12 years ;  
 (c) 15 years ;  
 (d) 20 years.
53. For the purpose of qualifying service, the period of 9 months should be taken as -  
 (a) One half year (completed 6 monthly period) ;  
 (b) Two half years (2 completed 6 monthly periods) ;  
 (c) To be omitted ;  
 (d) None of the above.
54. Which penalty proceeding have no effect on pension -  
 (a) Minor penalty ;  
 (b) Both major and minor penalty ;  
 (c) Major penalty ;  
 (d) None of the above.
55. Rule \_\_\_ of MCS (Pension) Rules, 1977, regulates commercial employment of Group - A Officers within one year of their retirement.  
 (a) Rule 11 ;  
 (b) Rule 12 ;  
 (c) Rule 10 ;  
 (d) Rule 14.
56. Where the Government grants the permission applied for accepting any commercial employment before the expiry of one year from the date of his retirement subject to any conditions or refuses such permission, the applicant may make a representation against any such condition or refusal of such permission, within  
 (a) 30 days ; (b) 60 days ;  
 (c) 90 days ; (d) 10 years.
57. Enhanced family pension is admissible for \_\_\_ years of the deceased official.  
 (a) 5 years ; (b) 6 years ;  
 (c) 7 years ; (d) 10 years.
58. Preparation of pension papers shall be undertaken \_\_\_ in advance of retirement.  
 (a) One year ; (b) Two years ;  
 (c) Three years ; (d) Five years.
59. Death gratuity under the Manipur Civil Services (Pension) Rules, 1977 is payable in case of death of a State Government employee on completion of 18 years of qualifying service is -  
 (a) 5 times of emoluments ;  
 (b) 9 times of emoluments ;  
 (c) 10 times of emoluments ;  
 (d) 12 times of emoluments.
60. Emoluments for gratuity (all types) mean -  
 (a) Basic pay ;  
 (b) Dearness allowance ;  
 (c) Both of (a) & (b) ;  
 (d) None of the above.
61. Which of the following statements are not correct with regard to payment of family pension ?  
 (a) Family pension becomes payable to the family of an employee who dies in service or after retirement ;  
 (b) Family pension is to be paid only after completion of minimum two years of continuous service ;  
 (c) Family pension can be paid even before completion of one year of continuous service provided the deceased employee concerned, immediately prior to his appointment, was examined by the appropriate medical authority and declared fit ;  
 (d) Family pension can be allowed after retirement provided, on the date of death, the employee was in receipt of pension or compassionate allowance.

62. When disciplinary proceedings are pending on the date of retirement of a Government servant, the President can on the conclusion of the proceedings -
- Withhold pension or gratuity or both in full or in part ;
  - Withdraw pension in full or in part ;
  - Order recovery from pension or gratuity of the whole or part of any pecuniary loss caused to Government ;
  - Any one of the three above.
63. Which one is not retiring pension ?
- Pension granted on abolition of the post held by the Government employee ;
  - Pension granted to a Government employee prematurely retired under FR 48 of the Pension Rules ;
  - Pension granted to a Government employee prematurely retired by Government under FR 56 (j) ;
  - Pension granted to a Government servant declared surplus and opting for voluntary retirement.
64. Under Rule 48 of the MCS (Pension) Rules, 1977, a Government employee may retire from service prematurely by giving 3 months notice if -
- He has attained 55 years of age ;
  - He has rendered 20 years' of qualifying service ;
  - He has rendered 25 years' of qualifying service ;
  - He has rendered 30 years' of qualifying service.
65. A disabled daughter divorced after attaining 25 years of age can be granted family pension subject to -
- Her divorce is legally valid ;
  - She comes back to her parental home after divorce ;
  - Disability is certified by the competent authority and the certificate for continued disability is also furnished periodically ;
  - All the above three conditions.
66. The Manipur Services (Extraordinary Pension) Rules, 1995 came into force from -
- 1st January, 1995 ;
  - 1st February ;
  - 1st March ;
  - 1st April.
67. The Manipur Services (Extraordinary Pension) Rules, 1995 shall apply to -
- Person on casual and daily rated employment ;
  - Persons paid from contingencies ;
  - Persons entitled to the benefit of a Contributory Provident Fund ;
  - State Government servants appointed substantively to civil services and posts in connection with the affairs of the State which are borne on pensionable establishment.
68. Under the Manipur Services (Extraordinary Pension) Rules, 1995, the term 'pay' means the pay as defined in Rule \_\_\_ of the Fundamental Rules, which a person was drawing on the date of his death or injury.
- 9(6) ;
  - 9(9) ;
  - 9(20) ;
  - 9(21).
69. Under the Manipur Services (Extraordinary Pension) Rules, 1995, normal pension and gratuity admissible under the Manipur Civil Services (Pension) Rules, 1977 plus disability pension equal to 30% of basic pay is admissible for \_\_\_ disability.
- 40% ;
  - 60% ;
  - 80% ;
  - 100%.
70. Under the Manipur Services (Extraordinary Pension) Rules, 1995, Family Pension for all categories of widows is admissible at 60% of basic pay subject to a minimum of \_\_\_\_\_
- Rs. 3,500 ;
  - Rs. 2,750 ;
  - Rs.1,275 ;
  - Rs. 375.
71. The Manipur Services (Liberalized Pension) Rules, 2000 came into force from -
- 1st day of January, 2000 ;
  - 1st day of April, 2000 ;
  - 1st day of June, 2000 ;
  - 1st day of July, 2000
72. The Manipur Services (Liberalized Pension) (Amendment) Rules, 2000 were effected from -
- 01/01/2000 ;
  - 21/07/2000 ;
  - 17/11/2000 ;
  - 01/12/2000.

73. The Manipur Services (Liberalized Pension) (First Amendment) Rules, 2009 came into effect from -  
 (a) 01/01/2000 ;  
 (b) 21/07/2000 ;  
 (c) 17/06/2009 ;  
 (d) 02/07/2007.
74. Under the Manipur Services (Liberalized Pension) Rules, 2000, \_\_\_ of the pay last drawn by the deceased Government servant shall be eligible for both parents -  
 (a) 25% ;  
 (b) 35% ;  
 (c) 50% ;  
 (d) 75%.
75. Under the Manipur Services (Liberalized Pension) Rules, 2000, \_\_\_ of the pay last drawn by the deceased Government servant shall be eligible for a single parent -  
 (a) 75% ;  
 (b) 70% ;  
 (c) 60% ;  
 (d) 56.25%.
76. New Pension Scheme is applicable to all new entrants to the State Government service joining on or after -  
 (a) 01/01/2004 ;  
 (b) 31/12/2004 ;  
 (c) 01/01/2005 ;  
 (d) 01/07/2005.
77. PFRDA stands for -  
 (a) Provident Fund Regulation and Development Authority ;  
 (b) Provident for Retirees and Dependents Authority ;  
 (c) Pension Fund Regulatory and Development Authority ;  
 (d) Provident Fund Regulatory and Development Authority.
78. PRAN stands for -  
 (a) Primary Registration Acknowledgement Number ;  
 (b) Primary Retirement Acknowledgement Number ;  
 (c) Provisional Retirement Account Number ;  
 (d) Permanent Retirement Account Number.
79. An employee- subscriber to NPS can normally exit from the scheme -  
 (a) On attaining the age of 58 years ;  
 (b) On attaining the age of 58 or 60 years, as the case may be ;  
 (c) On completion of 20 years of qualifying service ;  
 (d) On completion of 30 years of qualifying service.
80. In case of normal exit (on attaining the age of 60 years) \_\_\_ of accumulated pension wealth shall be mandatorily used to provide an annuity for life to the employee / dependent parents / spouse.  
 (a) 40% ;  
 (b) 50% ;  
 (c) 60% ;  
 (d) 80%.
81. The Central Civil Service (Leave) Rules, 1972 adapted as the Manipur Civil Services (Leave) Rules, 1979 is effective from -  
 (a) 01/01/1979 ;  
 (b) 01/04/1979 ;  
 (c) 01/07/1979 ;  
 (d) 01/12/1979.
82. The Manipur Civil Services (Leave) Rules, 1979 is not applicable to -  
 (a) Persons appointed to the civil services and posts ;  
 (b) Employees of non-statutory departmental canteens ;  
 (c) Government servants appointed in subordinate of State Government ;  
 (d) Persons paid from contingencies.
83. Earned Leave can be combined with -  
 (a) Casual Leave, Half-Pay Leave, Maternity Leave ;  
 (b) Study Leave, Casual Leave, Maternity Leave ;  
 (c) Sick Leave, Half Pay Leave, Maternity Leave ;  
 (d) Casual Leave, Paternity Leave, Maternity Leave.
84. Extraordinary Leave is granted to Government servants only -  
 (a) When no other leave is admissible or on request ;  
 (b) When Government servant is on notice period of VRS ;  
 (c) Before superannuation ;  
 (d) None of the above.

85. What is the maximum period of leave of any kind which can be allowed to a Government servant ?  
 (a) 5 years ;  
 (b) 6 years ;  
 (c) 7 years ;  
 (d) 2 years.
86. Paternity Leave is allowed for \_\_\_\_ days.  
 (a) 20 days ;  
 (b) 15 days ;  
 (c) 25 days ;  
 (d) 30 days.
87. What is the maximum amount of study leave which can be availed by a Government servant, other than CJS Officers in his entire service ?  
 (a) 24 months ;  
 (b) 12 months ;  
 (c) 10 months ;  
 (d) 15 months.
88. What is the maximum number of days of Earned Leave that can be held at credit by a Government servant ?  
 (a) 300 ;  
 (b) 200 ;  
 (c) 250 ;  
 (d) 180.
89. If an official is recalled to duty before expiry of his leave, he may be treated as \_\_\_\_\_  
 (a) On leave period ;  
 (b) On duty ;  
 (c) Absent ;  
 (d) None of the above.
90. Casual Leave can be combined with \_\_\_\_  
 (a) Special Casual Leave ;  
 (b) Earned Leave ;  
 (c) Half Pay Leave ;  
 (d) None of the above.
91. Travelling Allowance is not granted to Government employee to reimburse him the expenditure incurred on travel in relation to -  
 (a) Tour on official duty / in public service ;  
 (b) Transfer to another station in public interest ;  
 (c) Visit to home town / excursion to hill station ;  
 (d) Retirement.
92. In case of transfer from post to another, TA entitlement shall be determined on the basis of pay of -  
 (a) Old post ;  
 (b) New post ;  
 (c) Lower of the two grades ;  
 (d) None of the above.
93. If an employee travels by a higher class than the entitled one, fare shall be reimbursed for -  
 (a) The class actually travelled ;  
 (b) The entitled class ;  
 (c) The class next lower to the entitled class ;  
 (d) No fare shall be allowed.
94. If an employee travels by a lower class than the entitled one, fare shall be reimbursed for -  
 (a) The entitled class ;  
 (b) The class next higher to the entitled class ;  
 (c) The class actually travelled ;  
 (d) None of the above.
95. Advance of TA is admissible in case of -  
 (a) Transfer ;  
 (b) Tour ;  
 (c) Retirement ;  
 (d) All of the above.
96. For travel by road between places connected by rail, normally the reimbursement shall be allowed for -  
 (a) Actual road mileage ;  
 (b) Fare entitlement by train ;  
 (c) Road mileage limited to fare entitlement by train ;  
 (d) None of the above.
97. In case of air travel by a non-entitled officer, reimbursement shall be allowed for -  
 (a) Mileage allowance for travel by rail / road / steamer as per his entitlement ;  
 (b) Fare for Rajdhani / Shatabdi / train if available on the same route and the officer is entitled to travel by it ;  
 (c) Actual air fare if less than fare for Rajdhani / shatabdi train ;  
 (d) Any one of (a), (b) or (c).



98. Daily Allowance will not be allowed for -
- (a) Any absence at tour station regularised by special casual leave due to disturbance, curfew, etc.
  - (b) Sundays while on tour ;
  - (c) Holidays while on tour ;
  - (d) Leave while on tour.
99. An employee carrying personal effects by road between places connected by rail, is entitled to -
- (a) Actual expenditure on transportation by road ;
  - (b) Amount admissible on transportation by rail and an additional amount of not more than 25% of the quantity he is entitled to carry by goods train ;
  - (c) Both (a) and (b) above ;
  - (d) Either (a) or (b) above.
100. TA/DA on retirement is admissible in case of -
- (a) Temporary employees who have put in not less than 10 years of service ;
  - (b) Employees who resign from service;
  - (c) Employees who are dismissed or removed from service ;
  - (d) Employees who are compulsorily retired as a punishment.

**Question Ends.**