

Date: 9-10-2010  
Time: 9.30 AM to 12.30 PM

COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF

Max Marks:100

Time : 3 hours

- Note: 1. Answer any 5 questions  
2. All questions carry equal marks  
3. Textual reproduction of answers should not be resorted to

- 1(a) Narrate the provisions under which Terminal Gratuity is payable to a temporary Government Servants.
- (b) What are the procedure to be followed in the matter of drafting a communication and state the requirement to be complied with to make a draft complete in all respect?
- 2(a) Describe whether the oral instructions of higher officers are to be complied with and the procedure to be followed in complying with oral instructions.
- (b) How classified documents are to be treated in an office?
- 3(a) Narrate the special provisions relating to Financial bills.
- (b) What do you mean by Annual Financial Statement and how supplementary, additional or extra grant is made by the Legislative Assembly?
- 4(a) How participation of Government servants in Gherao is regulated?
- (b) Narrate briefly how the representation from Government servants on service matter is to be dealt with.
- 5(a) Differentiate between censure & warning and narrate the procedure for awarding warning etc.
- (b) What are the procedures to be followed in the matter of imposing major penalties?

6(a) What are the orders against which an appeal lies before the Appellate Authority and what are the orders against which no appeal could be preferred?

(b) How the Superintendence direction and control of election vested in the Election Commission?

7(a) Briefly narrate how recruitment and condition of service of persons serving the Union or State are regulated and the constitutional provisions enjoyed by a Government Servant as to dismissal, removal or reduction in rank

(b) How an Administrator is appointed to a Union Territory and briefly state the powers of an Administrator to promulgate ordinance during recess of Legislature.

8) Write short note on any 4 of the follows

a) Compensatory holidays

b) No objection Certificate for passport

c) Vote on account

d) Distinction between resignation and notice under Rule 5 of CCS(TS) Rules

e) Common proceedings

f) Equality of opportunity in public employment.