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COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF

Time: 3 hours

Max.Marks: 100

- Note: (i). Question No 1 to 5 carry 20 marks each.
(ii) Attempt any 3 questions out of 1 to 5
(iii). Question No.6 is compulsory and carry 40 marks.
(iv). Textual reproduction of answers should not be resorted to.

Attempt ANY THREE QUESTIONS out of Questions 1 to 5 (3 x 20 = 60 Marks)

1. (a) Explain the procedure to be followed by an Assistant/UDC/LDC on handing over and taking over of records.
(b) What are all to be kept in mind while seeking leave and extension of Leave?
2. (a) The procedure to be followed while filing of papers and referencing in files may be explained
(b) Explain in detail on the Disqualification for Membership in respect of a person being chosen as and for being a Member of the Legislative Assembly of a Union Territory.
3. (a) Give details of the special provisions relating to Financial Bills.
(b) The Constitutional Safeguards available to a person employed in civil capacities under the Union or State may be explained.
4. (a) Enumerate the provisions on the Rights to Freedom available to all citizens of India
(b) The Role of Election Commission may be explained in detail.
5. (a) In respect of the Union Territory of Puducherry explain about the duties of Delimitation Commission and the role of Associate Members.
(b) Quote the provisions as to how assent is given to bills passed by the Legislative Assembly.
6. Write detailed Notes on ANY FOUR of the following: (4 x 10 = 40 Marks)
 - (a) The penalties that could be imposed on a Government Servant.
 - (b) The orders against which a Government Servant may prefer an appeal.
 - (c) Acts and conducts and the acts and omissions of a Government Servant which amount to misconduct.
 - (d) Activities that could be undertaken by Government Servants without previous sanction of the Government.
 - (e) What are the Terminal gratuity payable to temporary Government servants?
 - (f) Terms and conditions under which a Retired Government Officer could be appointed as Inquiry Officer (IO)
