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.   40
   (iii) Question No.6 is compulsory and carry 50 marks.
   (iv) Textual reproduction of answers should not be resorted to.

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

1.   (a)   Write a note on Appropriation Bills in the Union Territory.

   (b)   Who are the Govt. Servants for whom CCS (Temporary) Service Rules will not apply?

2.   (a)   What is the distinction between 'Censure' and 'Warning'?

   (b)   Explain the provisions for termination of a Government Servant under Temporary Service Rules.

3.   (a)   What are the guidelines given by GoI for official dealings with the MPs and MLAs?

   (b)   Under the Fundamental rights can a citizen be discriminated on the grounds of religion, caste, etc.? Elaborate.

4.   (a)   What are the guidelines to be observed to prevent sexual harassment of Working women?

   (b)   Enumerate the constitutional protection given to a Civil Servant in India in the discharge of his service.

5.   (a)   In what manner an enquiry is required to be conducted when two or more Govt. servants involved?

   (b)   What are the procedures to be followed in a letter form of communications that are beingfollowed in Govt.?

6.   Write detailed Notes on **ANY FOUR** of the following: **(4 x 10 = 40 Marks)**

(a)   The objectives and functions of the Review Committee for redressal of public Grievances may be detailed.

(b)   Explain the procedure for recording and weeding out of records in Government Offices.

(c)   Write a short note on Minor and Major penalties that could be imposed against a Government Servant.

(d)   Under what circumstances a Govt. servant shall be deemed to have been under suspension and how long a Govt. servant can be kept under suspension?

(e)   What are the powers, privileges etc., of Members in the UT?

(f)   Can a Govt. servant be punished who is proved guilty of consumption of intoxicating drinks and drugs?

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