

Exam held on 14-12-2025

**COMMON GENERAL DEPARTMENTAL TEST FOR MINISTERIAL STAFF  
(WITH BOOKS)**

Time allowed: Three Hours

Maximum Marks: 100

Books allowed:

- a) Office Procedure / Office Manual.
- b) Union Territories Act, 1963.
- c) Constitution of India (Articles 14,15,16,19,20,31,A,D,C, 239,240,309 to 311 and 324 to 329)
- d) Central Civil Services (C.C.A) Rules, 1965
- e) Central Civil Services (Conduct) Rules, 1964
- f) Central Civil Services (Temporary Service) Rules, 1965

Note:

1. Answer any **THREE** Questions out of 1 to 5.
2. Question No. 6 is compulsory and carry 40 marks.
3. Textual reproduction of answers should not be resorted to.

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1. (a) List out the types of Minor and Major penalties that can be imposed on a Government servant for good and sufficient reasons?

(b) Explain the procedure for imposing minor penalties. **2 x 10 = 20**

2. (a) How much is the limit upto which a Government servant or his family or any other person on his behalf can accept any gift. Explain.

(b) What is the rule position regarding a Government Servant taking part in politics and election. **2 x 10 = 20**

3. (a) Whether the Services of a Temporary Government Servant can be terminated during Suspension or/and departmental proceedings. Explain.

(b) Write notes on Prohibition of sexual harassment of working women? **2 x 10 = 20**

4. Define: **4 x 5 = 20**

- (a) Votes on account
- (b) Temporary Service
- (c) Quorum
- (d) Protection in respect of conviction for offences.

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5. Distinguish:

**4 x 5 = 20**

- (a) Constitutional bodies and Statutory Bodies
- (b) A letter of resignation and a notice under Rules 5 of a temporary Government Servant.
- (c)** Public Sector Undertakings and Autonomous Bodies
- (d) Consolidated fund and Contingency fund

6. Write **ANY FOUR** of the following:

**4 x 10 = 40**

- (a) What are the constitutional provisions regarding the Equality of opportunity in matters of public employment.
- (b) Elucidate the procedure adopted by the appointing authority, while serving notice to a temporary Government Servant whose services are liable to be terminated?
- (c) What are the expenditures charged on the Consolidated Fund of Union territory?
- (d) Enumerate the qualifications required for membership of Legislative Assembly?
- (e) Discuss on duties and responsibilities of Upper Division Clerks and Assistants.
- (f) Write down the instructions regarding Consumption of intoxicating drinks and drugs of a Government servant.

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