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Departmental Exam- December, 2019
For the Post of Election Naib Tehsildar
(For Assistant and Election Kanungos)

First Paper

Election Law & Rules (Without the help of Books)

Maximum Time-3Hours

- (A) Maximum Marks=100
(B) Individual Section=40% Pass Marks
(C) Aggregate Pass Marks= 45%

Instructions:

- i) All the instructions read carefully.
- ii) Attempt questions strictly as indicated Section-wise.
- iii) Answers can be written in Hindi OR English.
- iv) Write answers quoting relevant Rules/Authority.
- v) Marks for each section/question are indicated in Bracket
- vi) All the questions are compulsory.
- vii) Only Bares act/rule are allowed. No guide, help book bearing any annotated commentary version of the Act/Rules are allowed.

Section: A

Marks: 40

1. What are three main categories of Electors in India? (2)
2. If a complaint is received that a person who has filed a nomination is of unsound mind, what action will be taken by Returning Officer? (2)
3. In what languages did the Affidavits in Form 26 printed? (2)
4. What if 5 or more than 5 persons who are proposers happened to be illiterate and their thumb impressions are to be attested in the presence of Returning Officer than can RO allow more than 5 persons in RO Room? (2)
5. Is oath required every time with every nomination filed at different intervals of time by same candidate and also explain when oath will be taken? (2)
6. Abbreviate : (4)
(a) SVEEP (b) VVPAT (c) ETPBS (d) SSR
7. Whether changing of Paper Roll is allowed at Polling Station? (2)
8. What is the minimum age for becoming a candidate for Lok Sabha or Vidhan Sabha Elections? (2)
9. If somebody is convicted for some offence and he is sentenced to imprisonment for three years, then can the person contest elections? (2)
10. How can one be recognized as candidate from any party? (2)
11. What is the dead line after which no public meetings and processions can be taken out and under which section of RP Act 1951. (2)
12. If any army person registered as Service Elector then his how his wife can be registered in Roll, if she stays with her husband? (2)

13. Who can fix the time for Poll ? (2)
14. Whether the Electoral Roll can be supplied free of cost to the independent candidate ? (2)
15. What does section 132 of RP Act 1951 deals with ? (2)
16. Who will get paid holiday for Poll Day ? (2)
17. Who grant the permission for the extension of time for completion of Election? (2)
18. Give any four initiative under SVEEP by which voting percentage can be increased? (2)

Section: B

Marks : 10

1. Who elects the President of India ? (2)
2. Under which article of constitution did the conduct of election to the office of President of India undertake? (4)
3. What are qualifications required to contest the election to President? (2)
4. Can a candidate submit more than one nomination paper? (2)

Section: C

Marks : 10

1. Who has been appointed as the Returning Officer for conduct of election to the President? (2)
2. What are five grounds for rejection of nomination of candidate in Presidential Elections and Vice President Elections? (6)
3. Under which rule election related papers may be retained and for how much time ? (2)

Section: D

Marks : 20

1. Is it necessary for an association to get registered by Election Commission of India? (2)
2. Under which order registered political party can get recognition as State Party or National Party ? (2)
3. Can a recognized state party get the telecast facilities over Akashwani/Doordarshan during General Election? (2)
4. What percentage of valid votes needed for the recognition of a party ? (2)
5. How many state parties are in Haryana. ? Name them? (2)
6. How a party will be treated as National Party ? (4)
7. How a party will be treated as State Party ? (4)
8. What is the processing fee for the Registration of Political Party ? (2)

Section : E

Marks : 20 (2marks each)

1. Who is responsible for counting of votes and declaration of results?
2. After the declaration of results in all constituency, which authority will constitute the new Loksabha ?
3. If the maximum limit for Election expenses in Lok Sabha is 70 Lakh then what is the maximum limit of Election expenses in Vidhan Sabha ?
4. If any person cast vote against any voters, then what type of votes will you call it?
5. What does 490 deals with ?
6. Can a blind person vote during election. If yes, then by which mean he/she can cast vote?
7. Which Form deals with the declaration results for biennial election ?
8. What does Form 7A deals with?
9. In which election did white Ballot Papers used?
10. Which Form deals with the return of election?

Total M. 100
Section A - 50 } 20
B - 20 } 08
C - 30 } 12 P

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Departmental Exam- December, 2019

**For the Post of Election Naib Tehsildar
(For Assistant and Election Kanungos)**

Second Paper Administrative/Accounts Rules (With the help of Books)
Maximum Time-3Hours

- (A) Maximum Marks=100
(B) Individual Section=40% Pass Marks
(C) Aggregate Pass Marks= 45%

Instructions:

- i) All the instructions read carefully.
- ii) Attempt questions strictly as indicated Section-wise.
- iii) Answers can be written in Hindi OR English.
- iv) Write answers quoting relevant Rules/Authority.
- v) Marks for each section/question are indicated in Bracket
- vi) All the questions are compulsory.
- vii) Only Bares act/rule are allowed. No guide, help book bearing any annotated commentary version of the Act/Rules are allowed.

Section: A (Haryana Civil Service Rules, 2016) Marks: 50

1. Which is the Issuing authority of Haryana Civil Service Rules, 2016? What is the date of Amendments incorporated? (3)
2. Who is competent to relax, Change or interpret Haryana Civil Service Rules? (3)
3. Whether Haryana Civil Service Rules, 2016 apply to the Secretariat Staff of Haryana Vidhan Sabha Staff? (3)
4. Explain the word "Nominee" in respect of a Govt. Employee? (3)
5. Define 'Foreign Service' (5)
6. Define 'Administrative Department' (5)
7. Who is responsible for attestation entries in Service Book of Govt. Employee? (3)
8. Define the term 'Member of Family' for the purpose of payment of GPF? (3)
9. Can Travelling Allowance is payable to a Govt. Employee who appear for departmental Examination? (4)
10. Write the full form of the Rules under which the TA Rules are governed? (3)
11. Define "local holiday"? (3)
12. Define 'cadre post' (3)
13. What is meaning of "officiating appointment" (3)
14. Name the classes of Govt. employee to whom civil service Rules apply? (3)
15. When a Govt. Employee is transferred at his own request, how much transit time can be allowed to him? (3)

Section-B (Haryana Civil Service Rules, 2016(P&A) Marks-20

1. Who is Competent to Impose Minor and Major penalty to a Class-III or Class-IV ? (4)
2. Explain the manner of Right of revision of Punishment and Appeal) Rules, 2016? (4)
3. What do you understand with "Appointing Authority" in regard to the Haryana Civil Services (Punishment and Appeal) Rules, 2016 ? (4)
4. Define "Suspension and withholding of emoluments" (4)
5. What is the Period of limitation of appeal under HCS (P&A) Rules, 2016? (4)

Section-C (PFR VII.1 & II) Marks-30

1. What is the Budget Manual Forms 26 & 29? (5)
2. How payment can be made to a private party by the DDO? (5)
3. What is the due date for payment of pay & Allowance of a Govt. Employees? (5)
4. What steps are required to be taken by the DDO before submitting the bills in the Treasury? (5)
5. Under which Rule of the PFR an advance can be drawn from the treasury? (3)
6. What is the Validity of the Treasury Cheque? (2)
7. Write any four types of advances can be given to a Govt. Employee out of the Govt. Funds? (5)

Departmental Exam- December, 2019

For the Post of Election Kanungo

(For JSS/ST/Clerks/Moharrirs)

First Paper

Election Law (Without the help of Books)

Maximum Time-3Hours

- (A) Maximum Marks=100
- (B) Individual Section=40% Pass Marks
- (C) Aggregate Pass Marks= 45%

Instructions:

- i) All the instructions read carefully.
- ii) Attempt questions strictly as indicated Section-wise.
- iii) Answers can be written in Hindi OR English.
- iv) Write answers quoting relevant Rules/Authority.
- v) Marks for each section/question are indicated in Bracket
- vi) All the questions are compulsory.
- vii) Only Bares act/rule are allowed. No guide, help book bearing any annotated commentary version of the Act/Rules are allowed.

Section: A

Marks: 40 (2 marks each)

1. According to Indian Penal Code, What does 171E deals with?
2. Who appoints Assistant Electoral Registration Officer & for what purpose ?
3. What are disqualification for registration in an electoral roll ?
4. How many seats of member of parliament & seats of legislative assemblies in Haryana /
5. Who appoints polling party for smooth conduct of elections and give the composition of polling party.
6. Expand the abbreviations :
(a) DEMP (b) DCC (c) NVSP (d) EVP
7. What is the ratio of valid votes for the return of forfeiture of candidates deposit.
8. What is the security deposit amount in Loksabha & Vidhan Sabha elections both for general & SC candidates.
9. Would you consider a shelterless person eligible for registration as elector in constituency. If yes then in which form he/she can be registered.
10. For what purpose, following forms are used
(a) Form 9 (b) Form 10 (c) Form 11 (d) Form 11A
11. Who & in which for and on which day did the notice of election done.
12. Soon after the declaration of election , upto which time the forms for addition will be received.
13. For whom ETPBS meant for ? Also abbreviate ETPBS.

14. In recently held Vidhan Sabha Election 2019, What are the IT initiatives taken by ECI & for what purpose. Explain any four.
15. How many proposers are needed for an Independent Candidate? Does all of them belong same constituency in which a candidate files nomination
16. On the day of scrutiny, who are persons allowed to attend the scrutiny ?
17. What does the Returning Officer will do if the candidate dies at any time after 11:00 AM on the last date of making nomination & if his nomination found valid in scrutiny.
18. Explain the section of representation of people Act, 1951
(a) 127A (b) 134 (c) 130 (d) 135B
19. Is the votes counted for NOTA valid or not ? Also mention the serial No. of NOTA on Ballot Unit.
20. If VVPAT will stop work during Poll then whether the testing of VVPAT will be done or not.

Section -B

Marks : 10 (2marks each)

1. Give the member of proposers & seconders needed for Presidential election nomination
2. On what grounds the nomination paper can be rejected
3. Under which act, a public holiday be declared?
4. What do you mean by Elector in relation to presidential election
5. Under which section nomination for vice presidential election been done.

Section -C

Marks : 10(2marks each)

1. In which form, a notice of withdrawal of candidature for presidential or vice presidential election been done ?
2. Who can fix the place & time of Polling for Presidential election & where ?
3. In which form account of Ballot Paper has been done during Vice President Elections.
4. Under which rule the election related paper may be retained and for how much time ?
5. Under which rule Presidential Elections held.

Section - D

Marks: 20

1. What are the two types of recognized political parties? (2)
2. What are restriction on choice & allotment of Symbols? (2)
3. How can you recognize that a candidate has been setup by political party? (2)
4. How may State Parties are in Haryana. Name them. (2)
5. What is the processing fee for registration of political party? Is it refundable? (2)
6. Give any two criteria for recognition of a party? (4)

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7. For registration of party certified extract of how many members of party is needed? (2)
8. Who can authenticate the copy of party constitution? (2)
9. In how many days the application for registration to be sent to Election Commission following the date of formation of party? (2)

Section -E

Marks: 20 (2marks each)

1. Who is responsible for counting of votes & declaration of result of an election.?
2. In which form result sheet prepare on for what purpose 21C & 21E deals with?
3. In which form certificate to candidates is given. Also mention for what purpose Form 23, Form 23A needed.
4. What is the maximum limit for election expenses by candidate in Parliamentary & Assembly Constituency.
5. Under conduct of election 1961, what does 49MA means?
6. What do you mean by tendered votes?
7. Who will enter on the place fixed for counting?
8. When did conduct of Election Rules 1961 comes into force?
9. What does Form 7A deals with?
10. Give the color of Ballot Paper used in Parliamentary & Legislative Assembly Elections?

DEPARTMENTAL EXAMINATION-2019
(For Assistants or Election Kanungos)

Paper-II	Administrative/Accounts Rules(with the aid of books)
Time allowed	3:00 hrs
Maximum marks	100
Individual section pass marks	40%
Aggregate pass marks	45%

INSTRUCTIONS:

1. Attempt the questions strictly as indicated section wise.
2. Marks for each section are indicated in bracket.
3. All questions are compulsory.

SECTION A

Marks 50

1. What do you mean by "Travelling Allowance"?
2. From which date HARYANA CIVIL SERVICES rules 2016 came into existence?
3. Name the categories of Govt. employees to whom these rules apply?
4. What do you mean by "Officiating Appointment"?
5. Who is having powers to interpret, amend and relax the CSR rules 2016?
6. Define "Administrative Department"
7. What do you mean by "Drawing and Disbursing" officer?

8. Explain the word "Nomination" in respect of govt. employees?
9. Who is having full power for creation or abolition of permanent /temporary post according to CSR 2016?
10. Who is competent authority to frame rules specifying the penalties, which may be impose on members of state services?
11. Maintenance of Service Book of employees conferred upon which authority?
12. Who is the Competent Authority to extend the joining time and upto how many days?
13. How many leaves are admissible to a Govt Employee during suspension?
14. What is the maximum time period of one time abroad training according to CSR?
15. What action is to be taken against a Govt Employee claiming/drawing false travelling allowance?
16. What is the responsibility of Head of Office, if an employee is unauthorized absent from office more than one week?
17. What do you mean by "commuted leaves"?
18. In exceptional circumstances, for how many years Govt employee can be granted continuous leaves?

19. Does study leaves counted as service for promotion, pension and seniority?
20. Who is pension disbursing authority?
21. How many types of pension are given to the employees?
Illustrate with the name?
22. What is minimum qualifying length of service for pension?
23. What is GPF account?
24. Who can cancel or revise nomination for the purpose of payment of GPF?
25. Up to what extent withdrawal from GPF account is permissible for higher education?

(2*25)

SECTION B

Marks 20

26. What do you mean by "Appointing Authority" in regard of HCS (Punishment and Appeal) rule 2016?
27. A Govt employee has been compulsory retired by the authority?
Does it come under the ambit of Punishment & Appeal rule?
28. Define the term "Termination"?
29. Is an enquiry officer is entitled to propose or recommend any penalty?

30. What is the limitation of file appeal after imposing penalty to a Govt Official?
31. Who is competent to impose major and minor penalty to the officials?
32. The power to interpret, amend and relax HCS, (Punishment & Appeal) rules vested with which Deptt?
33. Define "Censure"? It is under Major or Minor penalties?
34. What do you mean by "Dismissal" from service?
35. Under which rule of CSR (Punishment & appeal) 20.16, Major and Minor penalties are imposed on Govt Employees?

SECTION C

(2*10)

Marks 30

36. What is validity of Treasury cheque?
37. What is due date for payment of pay and allowances of a Govt Employee?
38. Which allowances/benefits are not entitled to Govt Employee, who is on extension?
39. One Govt Employee forgoes his promotion offered to him, will he get benefit of assured career progression scheme?
40. What do you mean by Re-Appropriation?

41. What is Public Account Committee?
42. What are the duties of Treasurer?
43. Who is authorized to sanction permanent advances up to the amount advised by Accountant General?
44. What do you mean by "Promisory Note"?
45. What is the validity of a demand draft?
46. When will the recovery of advance commence from the employee who has taken an advance for purchase of motor vehicle?
47. Under which rule of PFR, an advance can be drawn from the Treasury?
48. What is the time limit mentioned in PFR VOL -I for physical verification of store items?
49. Can a class-iv Govt Employee be deputed to bring cash from Treasury Bank?
50. Write any four types of advances that can be given to Govt Employee out of Govt Fund?

(2*15)

DEPARTMENTAL EXAMINATION-2019

(For JSS/ST/Clerks/Moharrirs)

Paper-III	Election laws(without the aid of books)
Time allowed	3:00 hrs
Maximum marks	100
Individual section pass marks	40%
Aggregate pass marks	45%

INSTRUCTIONS:

1. Attempt the questions strictly as indicated section wise.
2. Marks for each section are indicated in bracket.
3. All questions are compulsory.

SECTION A

Marks 40

1. Under which section and R P act, the appointment of District Election officer is made?
2. What are disqualifications for registration in an electoral roll?
3. Describe the word "Ordinary Residence"?
4. Name the application form in which the citizens of India living outside India have to apply for enrollment in electoral roll?
5. Can NRIs cast their votes through postal ballot? if yes how?
6. Breach in official duty in connection with preparation of electoral roll, detailed provision is mentioned in which section of R P Act?

7. To whom appeal can be made against the order of electoral registration officer during registration?
8. What is the qualifying date in relation to preparation or revision of Electoral Roll?
9. Is NOTA has been declared as a candidate by Election Commission of India?
10. If wife of an individual is a service voter, then how her husband can also be registered as service voter, even he is not in armed forces?
11. What is the registration fee for the political parties to Election Commission of India is it refundable?
12. What is mentioned in section 135(C) of R P Act 1951 regarding poll day?
13. Who is competent to alter or amend the Delimitation Order and under which section of the act?
14. What do you mean by "Opinion Poll"?
15. In which year the ordinance was brought to amend the Delimitation Act 2002?
16. What can be the substantial grounds of rejection of nomination papers of a candidate?

17. The Election Commission of India is competent to conduct whose election under constitution of India?
18. What provisions are mentioned in SEC 134(A) of R P ACT 1951?
19. There is total ban on any meeting, rally etc before how much hours of the conclusion of poll?
20. State Sec 33 of R P ACT 1951 regarding proposers' requirements of Political Parties during Filling of nomination papers?

(2*20)

SECTION B

Marks 10

21. Can disputes related to election of President and Vice President be decided by High Court?
22. In case of Presidential Election, how many Proposers and Seconders are required?
23. What are the qualifications for election of president in India?
24. What is the procedure for appointment of Returning and Assistant Returning Officer for Presidential Election?
25. How much is the security deposit for nomination of Presidential Election in India as prescribed by the Election Commission of India?

SECTION C

Marks 10

26. To whom R O has to give information, after declaration of result in case of vice Presidential Election.?
27. Who is competent to fix place, date and time for polling of vice Presidential Election?
28. To whom Vice President submit his resignation in writing?
29. If an elector after obtaining Ballot Paper for Presidential Election decides not to vote, then what Presiding Officer will do?
30. In which form number under President and Vice President election rule-1974, list of contesting candidates are prepared and by whom?

(2*5)

SECTION D

Marks 20

31. if one political party issued two form B to two different candidates, without cancellation of previous one, then which candidate will be considered to be set by that political party?
32. Is amount deposited by political parties during registration is refundable?
33. In which format political parties have to apply for registration and to whom?

34. What do you mean by "Reserved" election Symbols?
35. Who is competent authority to grant concession to use reserved election symbol in other state in which the said political party is not recognized?
36. Can a political party accept contribution from any foreign sources? if no, under which rules?
37. Describe the provision mentioned in Sec-10 of Election Symbols (Reservation & Allotment) order 1968?
38. Is jannayak janta party state recognized party in Haryana?
39. Registration of political parties is done under which section of R P ACT?
40. How much amount is required to be deposited by a political party while submitting his registration form to Election Commission of India? (2*10)

SECTION E

Marks 20

41. List different forms for claims and objections?
42. What is rule 49 (O) of Conduct of Election Rule 1961?
43. What do you mean by "Classified Service Voters"?
44. Name the form in which Electoral Registration Officer is to publish the notice on draft publication of Electoral Rolls?

45. State types of revision of Electoral Roll along with their names?

46. Under article 324(1) of constitution, what powers are vested with Election Commission of India?

47. What is form no 13-A in context of Postal Ballot?

48. What preference grounds are to opted, while allotment of symbols to the contesting candidates?

49. Write full form of following abbreviations?

-D.E.O.

-ETPBS

-R.O.

-V.C.B.

50. Following forms are used for which purposes?

(1) FORM-6

(2) FORM-6A

(3) FORM -22

(4) Form-20.

(2/20)
