

Departmental Exam- December, 2022
For the Post of Election Naib Tehsildar
(For Assistant and Election Kanungos)

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

40marks

1. Whether a proposer of any candidate be also a candidate for the same constituency? (2)
2. If the information given by a candidate in an affidavit is wrong, can RO reject the nomination of the candidate? (2)
3. If a complaint is received that person of unsound mind has filed a nomination for the election. What action can be taken by the RO? (4)
4. Whether the affidavit in Form no 26 be provided in both English, Hindi or in any other language?
5. For an independent candidate 10 proposers are required to sign the nomination paper before the RO. If during the scrutiny one proposer denies his signature, then what steps can be taken by the RO? (4)
6. Whether the nomination papers of a candidate who appears physically just a minute before 3:00 pm on last day of nomination, but without documents will be received or not? (4)

7. What is the time limit for filing Form no. 6 to add name in electoral rolls , in case candidate intends to contest the election? (4)
8. Which documents should be taken as a proof of citizenship? (4)
9. If an illiterate proposer himself denies his thumb impression, then how will RO decide about the validity of such thumb impression? Is RO allowed to call a fingerprint expert in such a situation? (4)
10. If major portion of the affidavit is left unfilled, does it become the ground of rejection? (4)
11. Can a candidate withdraw nomination immediately after the scrutiny or has to wait till list of validly nominated candidates is prepared in Form no 4? (4)
12. If a proposer appears in all the four nominations, can he submit all the four nominations? (4)

Section- B

20 marks

1. When was the EVM first introduced in the elections? (2)
2. How can EVMs be used in areas where there is no electricity? (2)
3. Write the full form for the following abbreviations- (4)
 - (a) VVPAT
 - (b) MCMC
 - (c) EVM
 - (d) AERO
4. Is it true that sometimes because of short circuit or other reason, a voter is likely to get an electric shock while pressing the blue button? (4)
5. How can one rule out the possibility of recording further votes at any time after the closing of polls and before the commencement of counting by interested parties? (4)
6. What is the process of ERO net till the generation of EAC? (4)

Section -C

20 marks

1. Give the color of ballot paper used in parliamentary and assembly elections. (2)
2. What does Form no 7A deal with? (2)
3. When did Conduct of Election Rules 1961 come into force? (2)
4. Who will enter on the place fixed for country? (2)
5. What do you mean by the term 'tendered vote'? (2)
6. What does 49 MA mean? (2)

7. What is the maximum limit for election expenses fixed for parliamentary and assembly constituency? (2)
8. In which Form certificate to candidate is given? Also mention the purpose of Form 23 and Form 23A. (2)
9. Which form provides for preparation of result sheets? Also can it be shared with the political parties? (2)
10. Which authority is responsible for the counting of votes and declaration of results of an election? (2)

Section - D 10 marks

1. Explain the process of filing of nomination. (4)
2. For what purpose C- vigil is used and how much time does it take to resolve a complaint? (4)
3. How many bye- elections have been held from 2019 till date? (2)

Section - E 10 marks

1. Explain the process of adhar linkage with EPIC through voter helpline application. (4)
2. How can one find his name in electoral roll and where is the electoral roll placed?(4)
3. Explain the hierarchy of election department. (2)

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Second Paper Administrative/Accounts Rules (With the help of Books)

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Section: A (Haryana Civil Service Rules, 2016)

Marks: 50

1. Define "Controlling Officer" (3)
2. What are the responsibilities of Head of Office in case of unauthorized absence of a Government employee? (3)
3. What are the emoluments for leave encashment? (3)
4. Who is competent medical authority for the purpose of leave on medical certificate? (3)
5. Define 'Compulsory waiting period'. (5)
6. Describe the Rules regarding maintenance of service book. (5)
7. Is an employee entitled to joining time on subsequent appointment? (3)
8. Describe the withdrawal from GPF for upkeep of ancestral house. (3)
9. What is entitlement of an employee for house rent allowance on transfer? (3)
10. Can daily allowance be drawn if an employee remains on tour beyond ten days in a month, if so, explain the circumstances? (4)
11. What is beginning point and end point of journey as per HCS (TA) Rules? (3)
12. What will be the effect in grant of annual increment where the qualifying service is less than six months before the date of next increment? (3)
13. What are deductions from subsistence allowance? (3)
14. Explain "Date of reckoning pay and allowances". (3)
15. Describe "Retention of lien of an employee". (3)

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

1. Define "Dismissal and Removal" (4)
2. Define "Compulsory Retirement and Termination" (4)
3. What are the minor penalties as per Haryana Civil Services (P&A Rules, 2016 ? (4)
4. Which record of inquiry shall be forwarded to the punishing authority by inquiry officer, where it is not itself the punishing authority? (4)
5. Explain "Right of Revision" under HCS (P&A) Rules, 2016? (4)

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

1. What is Administrative approval ? (2)
2. Describe "Budget Year" and "Budget Estimates" (3)
3. What are the responsibilities of a Collector in regard to Treasury Work? (5)
4. What are the responsibilities of a Govt. Employee in respect of funds supplied to him for expenditure? (5)
5. What is permanent advance and how its amount is fixed? For what purpose such advance is granted? (5)
6. What are the guidelines for financial propriety for DDO? (5)
7. Describe the procedure under which recoveries of attachment order are to be made. (5)

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(For JSS/ST/Clerks/ Moharrirs)

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Section - A

40marks (2marks each)

1. Do political advertisements issued in e- paper of any newspaper require pre certification? If yes, by which committee?
2. Does the model code of conduct apply to the content circulated on internet including social media?
3. Who is authorized to appoint Assistant Electoral Registration Officer? Describe the role of Assistant Electoral Registration Officer.
4. Who can issue notice to the candidate, if recommended by the state/ district MCMC to do so?
5. When are the paid news cases taken into account against the candidate during the elections?
6. What are the four qualifying dates for the registration of a person as an elector?
7. Give the full form for the following:
 - (a) DEMP
 - (b) MCMC
 - (c) EMC
 - (d) VHA
8. Name the application which can be used by a Booth Level Officer to register the voter online.

9. What is the purpose of Form 8 (revision)?
10. Who issues the notice of election and on which date?
11. Expand the term ETPBS and also state the meaning for the same.
12. Explain the following sections of Representation of People Act, 1951-
 - (a) Section 127A
 - (b) Section 134
 - (c) Section 130
 - (d) Section 135B
13. What are facilities provided to the media persons during the elections?
14. Can ECI be directly approached for the issuance of authority letters?
15. In how many constituencies can an applicant apply for contesting the election?
16. Does the media certification committee at constituency/ District or state level has the right to refuse to give certification of an advertisement, if does not fit to be telecast?
17. Where can the appeal be made against the decision of the above committee?
18. What are the IT initiatives taken by the ECI and for what purpose? Explain any four.
19. Whether NOTA will be counted as a valid vote or not? Also mention the serial number of NOTA on ballot unit.
20. Who is the appointing authority for the polling party during the elections? Also give the composition of polling party.

Section - B 10marks (2marks each)

1. Who is eligible to get an EPIC?
2. Can a non- citizen of India become a voter?
3. Can a person be enrolled as a voter at more than one place?
4. If an old EPIC card is lost, how can the voter get a new EPIC card in its place?
5. What are the documents required to get enrolled as a voter?

Section- C 10 marks (2marks each)

1. Under which provision of the act, a public holiday is declared during the elections?
2. Give the number of proposers and seconders required for presidential election nomination.
3. What is the security deposit amount for general and reserved candidates during the Lok Sabha and Vidhan Sabha elections?
4. How many seats are allocated for MPs and MLAs in Haryana?
5. What is the ratio of valid votes in order to forfeit the security deposit of candidates?

Section- D 20 marks (2 marks each)

1. X does not possess a ration card. Can X get himself enrolled as a voter without a ration card? What are the other documents which can be shown as a proof of residence?
2. How can one get enrolled as a voter?
3. Who is responsible for preparation of electoral rolls for a parliamentary or assemble elections?
4. Who is the appointing authority of ERO?
5. How can Overseas Indian get enroll himself in the electoral roll?
6. What are the documents required for Overseas electors?
7. Where are the lists of claims and objections to be sent?
8. Name the software which is used to fill the form and for the generation of EPIC.
9. Which form is used for EPIC and Adhar linkage?
10. What is the full form of EPIC?

Section -E 20 marks (2 marks each)

1. What are the two types of recognized political parties?
2. How can it be recognized that a candidate has been set up by a political party?
3. What is the processing fee required for the registration of political party? Is it refundable?
4. In order to register a political party, how many certified extracts by the members are needed?
5. Followed by the date of registration, how many days are required for the application to be sent to the ECI?
6. Which authority is responsible for counting of votes and declaration of result?
7. Name the form which provides for the account of ballot paper during the vice-presidential elections.
8. Which provision of the act provides for the conduct of presidential elections?
9. Who can fix the place and time of polling for presidential election and where?
10. When did Conduct of Election Rules 1961 come into force?