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

First Paper

Election Law & Rules (Without the aid 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/Article/Section.
- v) Marks for each section/question are indicated in Bracket
- vi) All the questions are compulsory.
- vii) Only Bares act/rule is allowed. No guide, help book bearing any annotated commentary version of the Act/Rules are allowed.

Section: A

Marks: 40

1. What are the disqualifications laid down in the constitution for membership of Legislative Assembly? (2)
2. Can name of a person be registered in the electoral roll of more than one constitution? (2)
3. Bye election of a constituency is to be get conducted. Is there any compulsion to get the revision of that Constituency conducted? (2)
4. Are there any disqualifications prescribed under the act regarding registration of name in the electoral roll? (2)
5. Where does an appeal lie against the decision of ERO regarding enrollment of a person in the electoral roll under section23? (2)
6. Who is competent to maintain delimitation order? (2)
7. 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)
8. What is duration of House of Parliament? (2)
9. 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)
10. 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)
11. Write the full form of the following :-

- (a) CSV (b) EDC (c) ESP (d) VSDU (4)
12. Whether changing of Paper Roll is allowed at Polling Station? (2)
13. Who is competent to decide the question of disqualification of elected member of Assembly based on anti defection? (2)
14. If somebody is convicted for some offence and he is sentenced to imprisonment for three years, then can the person contest elections? (2)
15. How can one be recognized as candidate from any party? (2)
16. 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)
17. If any army person registered as Service Elector then how his wife can be registered in Roll, if she stays with her husband? (2)
18. How a party will be treated as National Party? (4)

Section: B

Marks: 10

1. What is the State Surveillance team (SST)? (4)
2. A proposes signs for two candidates for Presidential election is it acceptable? (2)
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(2marks each

1. What is the Paid News?
2. Who elects the President of India?
3. Who has been appointed as the Returning Officer for conduct of election to the President?
4. Can a candidate of recognized political party choose the election symbol out of free symbol?
5. Under which rule election related papers may be retained and for how much time?

Section: D

Marks: 20

1. Is it necessary for an association to get registered by Election Commission of India? (2)
2. What is the expenditure limit in Lok Sabha & Vidhan Sabha election? (2)
3. How many state parties are in Haryana? Name them? (2)
4. To whom preference will be given under the election symbol (Reservation and Allotment) order 1968, if a dispute between the candidate of registered political party and an independent candidate over the allotment of an election symbol took place? (4)

Or

What is the duration of the 'Council of State'?

What is the minimum age required for Rajya Sabha election?

Public notice of election is issued by which section and by whom?

Who inquiry into the 'Claims and Objection'?

5. Who can fix the time for Poll? (2)
6. Whether the Electoral Roll can be supplied free of cost to the independent candidate? (2)
7. What does section 132 of RP Act 1951 deals with? (2)
8. Who will get Paid Holiday for Poll Day? (2)
9. What amount is fixed as security deposit for the candidate of parliament and Assembly election? (2)
10. What are the duties of a Polling Officer? (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. Where the counting of tendered ballot papers is done?
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. What does the last part of electoral roll consist of?
8. What does Form 7A deals with?
9. In which election did white Ballot Papers used?
10. Who can get postal ballot, give details?

For Promotion on the Post of Election Naib Tehsildar

Administrative and Accounts Rule (With the help of Books)

Second Paper

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/Article/Sections.
- v) Marks for each section/question are indicated in Bracket
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Section: A

Marks: 40 (2 marks each)

1. Write down the total spell of combination of leave casual with ⁷⁶Gazetted Holiday?
Can compensatory leave be combined with casual leave?
2. What kind of service period does not qualify for pension?
3. What is definition of family for the purpose of transfer?
4. A Govt employee has been compulsorily retired by the authority. Does it come under the ambit of punishment under the punishment and appeal rules?
5. From what date the order of suspension become effective?
6. What is the valid period of Treasury Cheque?
7. What kind of deductions can be made from subsistence allowance?
8. State the cheque prescribed for bills for purchase of store?
9. Who is responsible for attestation entries in the service book of a govt employee?
10. Define "Lien".
11. Define the term "Member of family " for the purpose of payment of GPF.
12. What is the minimum and maximum subscription to the GPF account?
13. Can travelling allowance is payable to a Govt employee who appear for departmental examination?
14. Write the full form of the rules under which the TA rule are governed?
15. Who is competent to impose minor and penalty to a class 1 and class 2 officers?
16. How payment can be made to a private party by DDO?
17. Can a class 4 Govt employee be deputed to bring case from the Treasury Bank?
18. What are the responsibilities for drawing and disbursing officer in regard to the over charges?
19. Who is responsibilities for reconciliation of expenditure?

20. What is the due date for payment of pay & allowance of a Govt employee?

Section: B

Marks: 10 (5 marks each)

1. What are the general conditions for granting leave to a Govt employee?
2. Explain Act & conduct which amount misconduct by a Govt employee?

Section: C

Marks: 10

1. Is it necessary for the Govt employee to maintain Headquarter? Does whole time of a Govt employee at the disposal of Govt? Please comment with rule? (3)
2. Can a Govt employee have connection with print and electronic media without prior approval of competent authority? (2)
3. What are the conditions for repayments of loan/advances by a Govt employee? (5)

Section: D

Marks: 20 (5 marks each)

1. What would be paid in cases where the retirement of Govt employee comes on having qualifying service less than 10 years?
2. On which date does the pensioner become entitled received the commuted value of his pension.
3. What do you understand by the term 'Headquarter' in the context of TA rules. what are its terminal limits? Give example.
4. Specify the optimum period for assigning and what are the exceptions i. taking charge of the office?

Section: E

Marks: 20

1. What do you means by month? (2)
2. Give information about the prescribed form of the service book. (5)
3. What to do in case of missing service book? (3)
4. Are Allowances paid during Suspension? Please describe in detail. (3)
5. Write the full form of the following:-
GIS, LTC, TA & DA, NPS, GPF (3)
6. What is means by local fund? (2)
7. What is the various kind of Leave that is not earned by duty? (2)

Clerk

Departmental Exam- April, 2022

For Promotion on the Post of Election Kanungo

(For JSS/ST/Clerks/Moharrirs)

First Paper

Election Law (Without the Aid of Books)

Maximum Time-3Hours

(A) Maximum Marks=100

(B) Individual Section=40% Pass Marks

(C) Aggregate Pass Marks= 45%

Instructions:

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Section: A

Marks: 40 (2 marks each)

1. Who is competent to update the delimitation order?
2. Under which authority, officer drafted for preparation/revision of Electoral Roll are treated on deputation, Rule?
3. According to Indian Penal Code, What does 171E deals with?
4. Who appoints Assistant Electoral Registration Officer & for what purpose?
5. How many seats of Member of Parliament & seats of Legislative Assemblies in Haryana.
6. Who appoints Polling Party for smooth conduct of elections and give the composition of Polling Party.
7. Who appoint District Election Officer, whether more than one officer can be appointed District Election Officer for a District?
8. What amount of security deposit would be required by a Scheduled Caste candidate to contest Lok Sabha Election from Haryana?
9. What is the ratio of valid votes for the return of forfeiture of candidate's deposit?
10. What is the security deposit amount in Lok-Sabha & Vidhan Sabha elections both for general & SC candidates?
11. For what purpose, following forms are used
(a) Form 9 (b) Form 10 (c) Form 11 (d) Form 11A
12. Who & in which for and on which day did the notice of Election done.
13. When a candidate shall be deemed to be setup by a Political Party?

14. Under which Rule the Electoral Registration Officer issue identity card for Electors?
15. Soon after the declaration of Election, upto which time the forms for addition will be received.
16. For whom ETPBS meant for? Also abbreviate ETPBS.
17. Write the name of the Act of Parliament pertaining to preparation of Electoral Roll.
18. In recently held Vidhan Sabha Election 2019, what are the IT initiatives taken by ECI & for what purpose. Explain any four.
19. How many proposers are needed for an Independent Candidate? Does all of them belong same constituency in which a candidate files Nomination
20. On the day of scrutiny, who are persons allowed to attend the scrutiny?

Section: B

Marks: 10 (2 marks each)

1. Name of form required for withdrawal of candidate for the Presidential Election.
2. How many Nomination paper can be filled by a candidate for contesting Presidential Election?
3. On what grounds the nomination paper can be rejected
4. Under which act, a Public Holiday be declared?
5. Is "Aam Aadmi Party" a Recognized National Party or a recognized State Party?

Section: C

Marks: 10(2 marks each)

1. What does it mean by 'Free Election Symbol'?
2. Write the Rule regarding re-counting of vote for Assembly Election?
3. When was the Election commission constituted?
4. Who appoints the Electoral Roll Officer?
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)
7. Under which rule are Micro Observer's appointed? (2)
8. For what purpose form No 10 is used in the process of Electoral Roll? (2)
9. State the Power of the Observer to stop the Counting of Votes. (4)

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 come into force?
9. What does Form 17C deals with?
10. Give the color of Ballot Paper used in Parliamentary Elections?