

INDIAN INSTITUTE OF TECHNOLOGY DELHI  
TEST Booklet

(Name \_\_\_\_\_, Roll Number \_\_\_\_\_, Mobile \_\_\_\_\_)

Note : Each question carries ONE mark. There is no Negative marking.  
Duration of the exam = 1 hour. Total 60 questions.

Srl	Questions (write the CORRECT answer in the rightmost box)	Ans
1	In IITs/ NITs/ IIITs/ CFTIs, duties of Liaison Officer is: (a) To liaison with corporate offices seeking students hiring. (b) To liaison with MHRD (c) To ensure compliance of the orders of reservation issued in favor of SCs/STs. (d) To liaison with Media People	
2	The Chairman of Board of Governors of an IIT is (a) Elected by the Senate of that IIT (b) Selected by the Council of IITs (c) Nominated by the President of India (d) Nominated by the Union Minister of HRD	
3	Who are exempted from payment of RTI fee? (a) Any person belonging to SC/ST (b) Any person above the age of 60 years (c) Any Central Government employee (d) Any person below poverty line	
4	Who is the Chairperson of the Central Information Commission? (a) The Prime Minister (b) The President (c) Leader of the opposition (d) Any Union Cabinet Minister	
5	'Deemed Refusal' under the RTI Act is – (a) A failure to provide information by PIO within stipulated time (b) An FAA's refusal to hear a first appeal within 30 days (c) An Applicant's refusal to pay fees (d) An APIO's refusal to provide information on request by an Applicant	
6	What is the time-limit prescribed to prefer an appeal to the First Appellate Authority from the date on which the information of the CPIO is received? (a) 10 days (b) 30 days (c) 60 days (d) 90 days	
7	The performance security of a successful bidder should be for an amount of _____. (a) One to five percent of the value of contract. (b) Five to ten percent of the value of contract. (c) Ten to fifteen percent of the value of contract. (d) Three to five percent of the value of contract.	
8	As per GFR 2017, Limited Tender Enquiry may be adopted when estimated value of good to be procured is upto:- (a) Rs.10 Lakhs (b) Rs.25 Lakhs (c) Rs.15 Lakhs (d) Rs. 20 Lakhs	



9	<p>The terms of "good" includes:</p> <ul style="list-style-type: none"> <li>(a) All articles, material</li> <li>(b) Commodities, live stock</li> <li>(c) Furniture, Fixtures</li> <li>(d) Books publication periodicals for library</li> <li>(e) (a), (b) &amp; (c)</li> </ul>	
10	<p>In terms of Rule 172 (1) of GFR 2017, in case of maintenance contract, the advance payment to the supplier should not exceed the amount payable for how many months under the contract.</p> <ul style="list-style-type: none"> <li>(a) 3 months</li> <li>(b) 4 months</li> <li>(c) 5 months</li> <li>(d) 6 months</li> </ul>	
11	<p>What is maximum wage taken into account for drawl of Productive Linked Bonus-</p> <ul style="list-style-type: none"> <li>(a) Rs.3,200/- p.m.</li> <li>(b) Rs.4,000/- p.m.</li> <li>(c) Rs.5,000/- p.m.</li> <li>(d) Rs.7,000/- p.m.</li> </ul>	
12	<p>What is the rate of Transport Allowance in A1 cities for employees drawing in pay level 9 and above.</p> <ul style="list-style-type: none"> <li>(a) Rs.1,350/- + DA thereon</li> <li>(b) Rs.3,600/- + DA thereon</li> <li>(c) Rs.7,200/- + DA thereon</li> <li>(d) Rs.9,500/- + DA thereon</li> </ul>	
13	<p>What is the maximum limit of installments for recovery of principal amount of HBA?</p> <ul style="list-style-type: none"> <li>(a) 180 installments</li> <li>(b) 240 installments</li> <li>(c) 360 installments</li> <li>(d) 220 installments</li> </ul>	
14	<p>The fitment factor for calculating revised pension as per 7<sup>th</sup> CPC is –</p> <ul style="list-style-type: none"> <li>(a) 3%</li> <li>(b) 2.57%</li> <li>(c) 2.86%</li> <li>(d) 1.86%</li> </ul>	
15	<p>As per 7<sup>th</sup> CPC minimum amount of pension in any case will be-</p> <ul style="list-style-type: none"> <li>(a) Rs.1,250 p.m.</li> <li>(b) Rs.2,125 p.m.</li> <li>(c) Rs.3,500 p.m.</li> <li>(d) Rs.9,000.p.m.</li> </ul>	
16	<p>Dearness Allowance is taken into account while calculating the-</p> <ul style="list-style-type: none"> <li>(a) Pension</li> <li>(b) Retirement Gratuity</li> <li>(c) Encashment of leave</li> <li>(d) Commutation value of pension</li> </ul>	
17	<p>40% of Additional Pension on basic pension is admissible to the pensioners on attaining the age of –</p> <ul style="list-style-type: none"> <li>(a) 75 years to less than 80 years</li> <li>(b) 80 years to less than 85 years</li> <li>(c) 85 years to less than 90 years</li> <li>(d) 90 years to less than 95 years</li> </ul>	



18	Under the Rules, a member of the family of the Government employee other than a pensioner, is treated as a dependent only if his/her income from all sources is less than- (a) Rs.2500/- per month (b) Rs.1500/- per month (c) Rs.2000/- per month (d) Rs.9000/- per month	
19	Emoluments for Gratuity ( all types) mean- (a) Basic pay (b) Dearness allowance (c) Both of (a) & (b) above (d) None of the above	
20	Provisional pension shall be sanctioned- (a) When there is delay in process of pension paper (b) The departmental or judicial proceedings are pending. (c) All of the above (d) None of the above	
21	How many working days of Special Casual leave can be granted to male employee who undergo Vasectomy operation under the Family Welfare Programme for second time on production of Medical Certificate- (a) 3 days (b) 5 days (c) 10 days (d) 15 days	
22	Which is not true in respect of Paternity Leave? (a) It can be granted only after birth of the child. (b) Paternity leave is for 15 days (c) If the leave is not taken till 6 months from the date of delivery, it shall lapse. (d) Paternity leave can be combined with EL.	
23	Which is not true in respect of Maternity leave? (a) Maternity leave can be combined with any other leave (b) Maternity leave for abortion cannot be granted if female official has two surviving children. (c) Production of medical certificate is not necessary for availing commuted leave in continuation of maternity leave. (d) Maternity leave shall not be debited to the leave account.	
24	Commuted leave can be taken without medical certificates (a) Upto a maximum of 60 days by a female Government employee in continuation of maternity leave (b) Upto a maximum of 90 days in entire service of an approved course of study in public interest (c) Upto a maximum of 60 days by a female Government employee if she adopts a child less than one year old (d) All of the above	
25	Disable children of an employee means having a minimum disability of _____ (a) 30% (b) 40% (c) 45% (d) 50%	



26	Children for the purpose of CEA means employee's children including – (a) Step Children (b) Adopted Children (c) Children between the age, limits of 5 and 20 years (d) All of the above	
27	In case of Government employee undertaking journey by train the advance for LTC can be drawn before- (a) 125 days (b) 90 days (c) 120 days (d) 150 days	
28	In any employee is punished with stoppage of increment under minor penalty, it will be effective from- (a) The date of order (b) The 1 <sup>st</sup> July (c) The date of receipt of the charged sheet (d) None of these	
29	In which of the following case the disciplinary proceedings should be closed- (a) At the request of charged official (b) As and when it is decided by the Disciplinary Authority (c) In the event of death of charged official during pendency of proceedings (d) When presiding officer does not appear before Inquiry Officer	
30	Compulsory deduction from subsistence allowance is- (a) P.F. Subscription (b) LIC premium (c) House Rent (d) Court Attachment	
31	In terms of FR-55, which kind of leave may be granted to an employee under suspension- (a) Earned leave (b) Extraordinary leave (c) Half pay leave (d) None of the above	
32	The preliminary inquiry shall ordinarily to be completed within (a) 30 to 45 days (b) 60 to 90 days (c) 40 to 60 days (d) 90 to 120 days	
33	Every Group 'A' and 'B' officer shall submit an Annual Return of immovable properties in the prescribed form as on 31 <sup>st</sup> December every year upto- (a) 1 <sup>st</sup> January of following year (b) 31 <sup>st</sup> January of the following year (c) 31 <sup>st</sup> December (d) 1 <sup>st</sup> April of following year	
34	The Complaints Committee for dealing with the cases of sexual harassment should have how many number of women members in the Committee? (a) One forth of the total members (b) One third of the total members (c) Three forth of the total members (d) Half of the total members	



35	Which of the following actions, on the part of a Government employee shall not amount to misconduct? (a) Allowing occupation of the Government accommodation allotted to him by any other person (b) Seeking redress of grievance in Court of Law without prior permission from the Government (c) Habitual late attendance (d) Riotous or disorderly behavior during working hours	
36	What is the limit for a retired Government servant to submit his TA claim for settlement at a place after retirement- (a) 3 months (b) 6 months (c) 10 months (d) One year	
37	At what rate mileage allowance is admissible for journey performed by own car/taxi where Transport Authority of concerned state and neighboring state has not regulated mileage allowance. (a) Rs.24 per km (b) Rs.16 per km (c) Rs.20 per km (d) Rs.25 per km	
38	The revised rate of Travelling Allowance Rules as per 7 <sup>th</sup> CPC shall be applicable from- (a) 01.01.2016 (b) 01.07.2016 (c) 01.01.2017 (d) 01.07.2017	
39	The minimum pay _____ and maximum pay _____ as a result of implementation of 7 <sup>th</sup> CPC is- (a) 25,000 and 2,25,000 (b) 18,000 and 2,50,000 (c) 26,000 and 3,00,000 (d) None of the above	
40	Average Emoluments for the purpose of Pension Calculation means- (a) Average of monthly pay earned during the three completed months (b) Average of monthly pay drawn during the last ten months of service (c) Average of monthly pay drawn during the last twelve months of service (d) Pay drawn in the last month of service	
41	A Government employee will be eligible for increment on 1 <sup>st</sup> January or 1 <sup>st</sup> July, if he completes his service for- (a) More than one Financial year. (b) More than one calendar year (c) Six months and above (d) At least three months	
42	The period of willful absence is treated as 'dies non' for- (a) Increments (b) Pension (c) Leave (d) All of the above	



43	<p>Bid security of successful bidder should be returned-</p> <ul style="list-style-type: none"> <li>(a) On award of contract</li> <li>(b) On receipt of performance security</li> <li>(c) On submission of final bill</li> <li>(d) None of the above</li> </ul>	
44	<p>Purchase of goods may be made without inviting quotation or bids up to a value of-</p> <ul style="list-style-type: none"> <li>(a) Rs.50,000</li> <li>(b) Rs.25,000</li> <li>(c) Rs.30,000</li> <li>(d) Rs.50,000</li> </ul>	
45	<p>W.e.f. 01.01.2016, the ex-gratia allowable to the family of an employee who dies in an accident in the course of performance of duties is –</p> <ul style="list-style-type: none"> <li>(a) Rs. 10 lakhs</li> <li>(b) Rs. 15 lakhs</li> <li>(c) Rs. 25 lakhs</li> <li>(d) Rs. 35 lakhs</li> </ul>	
46	<p>PFRDA stands for-</p> <ul style="list-style-type: none"> <li>(a) Provident Fund Regulation and Development Authority</li> <li>(b) Protection Fund for Retirees and Dependents Authority</li> <li>(c) Pension Fund Regulatory and Development Authority</li> <li>(d) Provincial Fund Regulatory and Development Authority</li> </ul>	
47	<p>A Government servant who is discharged from service owing to abolition of his post is granted-</p> <ul style="list-style-type: none"> <li>(a) Retiring Pension</li> <li>(b) Compassionate Allowance</li> <li>(c) Compulsory Retirement Pension</li> <li>(d) Compensation Pension</li> </ul>	
48	<p>A Government servant retires after rendering a qualifying service of 15 years. His pension shall be _____ of his average emoluments.</p> <ul style="list-style-type: none"> <li>(a) 25%</li> <li>(b) 30%</li> <li>(c) 45%</li> <li>(d) 50%</li> </ul>	
49	<p>An employee whose date of birth is 1<sup>st</sup> July, shall retire on-</p> <ul style="list-style-type: none"> <li>(a) Afternoon of 31<sup>st</sup> July</li> <li>(b) Afternoon of 1<sup>st</sup> July</li> <li>(c) Afternoon of 30<sup>th</sup> June</li> <li>(d) None of the above</li> </ul>	
50	<p>An employee under suspension must produce a certificate for receiving subsistence allowance. This certificate relates to –</p> <ul style="list-style-type: none"> <li>(a) Non-employment/ non-engagement in any business, profession or vocation</li> <li>(b) Medical fitness</li> <li>(c) Both (a) and (b)</li> <li>(d) None of the above</li> </ul>	
51	<p>An order of suspension shall be reviewed-</p> <ul style="list-style-type: none"> <li>(a) Within 90 days</li> <li>(b) After 90 days</li> <li>(c) Within 180 days</li> <li>(d) None of the above</li> </ul>	



52	Children Education Allowance does not include reimbursement of- (a) Laboratory Fee (b) Fee for extra-curricular activities (c) Development fee in addition to tuition fee (d) Examination fee	
53	A female employee who has made a complaint of sexual harassment, may be allowed special leave during the pendency of inquiry, for- (a) Minimum 60 days (b) Maximum 60 days (c) Minimum 90 days (d) Maximum 90 days	
54	Fresh recruits in Central Govt. are entitled to LTC facility of four visits in a block of four years as- (a) One home town and three all India visits (b) Two home town and two all India visits (c) Three home town and one all India visits (d) Four home town and no all India visits	
55	Letters of appreciation are to be kept in – (a) Service Book (b) Personal File (c) APAR Dossiers (d) Vigilance File	
56	Physical verification of asset is primarily a responsibility of (a) Management of the firm (b) Auditors of the firm (c) Both of them (d) None of the them ( It is the responsibility of the store keeper ).	
57	When both husband & wife are government employeess, the Family Planning Allowances can be drawn by _____ (a) Both Husband & Wife (b) Wife Only (c) Husband only (d) Either the husband or the wife , as per the choice	
58	How many financial up gradations can be granted to a Government servant under MCAP Scheme? (a) Two (b) Four (c) One (d) Three	
59	The Competent Authority to appoint a Group-A Officer in IIT System is (a) Director (b) The BoG nominee of the Senate (c) Chairman BoG (d) Visitor of the concerned IIT	
60	Encashment of earned leave up to 10 days at the time of availing LTC is permitted, provided a balance of ..... days of EL is available at the credit of a Government Servant. (a) 120 Days (b) 60 Days (c) 30 Days (d) 300 Days	



Application ID:

Name of the Candidate:

Signature:



Date: 04.04.2025

Place: IIT Dharwad

Total Marks: 100 (MCQ 70 + 30)

### Written Examination for the post of Assistant Registrar

1. Duration of the Exam : 2 Hours.
2. This paper has two parts. MCQ for 70 marks and 30 marks for subjective questions.
3. Answers to all MCQ questions are to be recorded on the multiple-choice form in the OMR sheet.
4. Each correct answer carries 1 mark and wrong answer 0.25 marks will be deducted.
5. Return the OMR sheet and question paper after the examination
6. Free space within the question paper may be used for rough work.
7. Please check the complete question paper before attempting any questions.
8. All multiple-choice / objective type questions have A, B, C, and D as four possible options. Only one option is correct/most appropriate.



1. What action is performed by pressing Ctrl + E in MS Word
  - a. Exit Application
  - b. Select All
  - c. Clear All
  - d. Align Centre
  
2. USB is a common interface that enables communication between devices and a host controller such as a personal computer. S in USB stands for?
  - a. Simple
  - b. Series
  - c. Serial
  - d. Specification
  
3. =COUNTIF function in Excel used for ?
  - a. Counts cells as specified
  - b. Counts blank cells in a range
  - c. Counts cells with numbers in a range
  - d. Returns values based on a TRUE or FALSE condition
  
4. In LibreOffice Calc or Microsoft Excel, MIN(5,12,8,11,22,-4) will give
  - a. 22
  - b. 5
  - c. -4
  - d. 9
  
5. A snapshot of an excel sheet is shown below:

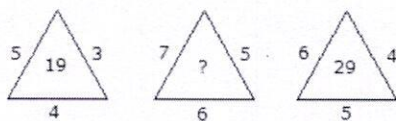
	A	B	C	D
1				
2	2	3	5	
3	6			
4	7			
5				

Cell C4 contains the formula =sum(C2,B2\*sum(A2:A4)).  
What is the output value seen in C4?

- a. 120
  - b. 32
  - c. 50
  - d. 23
  
6. What is the shortcut key to switch between open applications in Windows?
  - a. Ctrl + Tab
  - b. Alt + Tab
  - c. Windows + Tab



- d. Shift + Tab
7. Which of the following protocols are used for Email?
- TELNET and SMTP
  - SMTP and POP
  - POP and FTP
  - TELNET and FTP
8. Consider the series 325, 259, 204, 160, 127, 105, ?  
Find the word in the place of ?
- 54
  - 69
  - 94
  - 114
9. Ram goes 15 M North, then turns right and walks 20 M, then again turns right and walks 10 M, then again turns right and walks 20 M. How far is he from his original position?
- 5
  - 10
  - 15
  - 20
10. Four pairs of words are given, out of these words one pair does not bear the common relationship which rest bear. You are required to find that odd pair.
- Death : Disease
  - Milk : Butter
  - Grape : Wine
  - Water : Oxygen
11. Pointing to a man in a photograph, a woman said, "His brother's father is the only son of my grandfather". How is the woman related to the man in the photograph?
- Mother
  - Aunt
  - Sister
  - Daughter
12. Which one will replace the question mark?



- 25
  - 37
  - 41
  - 47
13. Here are some words translated from an artificial language.
- moolokarn* means blue sky  
*wilkospadi* means bicycle race  
*moolowilko* means blue bicycle  
 Which word could mean "racecar"?
- Wilkozwet
  - Spadiwilko
  - Moolobreil
  - Spadivolo



14. There are some boys and dogs at a place. If total number of heads is 7 and total number of legs is 20, how many boys and how many dogs are there?
- 2 boys 5 dogs
  - 3 boys 4 dogs
  - 4 boys 3 dogs
  - 5 boys 2 dogs
15. If BRAIN is written as LAIPT, how can TEMPLE be written in the same code?
- CMSVRK
  - UFNQMF
  - GVNKO V
  - DNUWRJ
16. A train 125 m long passes a man, running at 5 km/hr in the same direction in which the train is going, in 10 seconds. The speed of the train is:
- 45 km/hr
  - 50 km/hr
  - 54 km/hr
  - 55 km/hr
17. The current age of A and B is in the ratio 3 : 4. If the ratio of their age after 6 years will be 9 : 11, what was the age of B six years ago?
- 12 years
  - 10 years
  - 20 years
  - 22 years
18. The profit on selling 1 article is equal to the cost price of 2 such articles. Find the profit percentage.
- 100%
  - 150%
  - 200%
  - 225%
19. A sum of Rs. 12,500 becomes Rs. 15,500 in 4 years at simple interest. What is the rate of interest?
- 5%
  - 6%
  - 7%
  - 8%
20. A, B, C rent a pasture. A puts 10 oxen for 7 months, B puts 12 oxen for 5 months and C puts 15 oxen for 3 months for grazing. If the rent of the pasture is Rs. 175, how much must C pay as his share of rent?
- Rs. 45
  - Rs. 50
  - Rs. 55
  - Rs. 60
21. A library has an average of 510 visitors on Sundays and 240 on other days. The average number of visitors per day in a month of 30 days beginning with a Sunday is:
- 250
  - 276
  - 280



d. 285

22. If  $A = x\%$  of  $y$  and  $B = y\%$  of  $x$ , then which of the following is true?
- A is smaller than B.
  - A is greater than B
  - A is equal to B
  - If  $x$  is smaller than  $y$ , then A is greater than B.
23. Two trains are moving in opposite directions @ 60 km/hr and 90 km/hr. Their lengths are 1.10 km and 0.9 km respectively. The time taken by the slower train to cross the faster train in seconds is:
- 36
  - 45
  - 48
  - 49
24. Reena took a loan of Rs. 1200 with simple interest for as many years as the rate of interest. If she paid Rs. 432 as interest at the end of the loan period, what was the rate of interest?
- 3.6
  - 6
  - 18
  - Can't be determined
25. How many tiles, each 4 decimetre square, will be required to cover the floor of a room 8 m long and 6 m broad ?
- 200
  - 260
  - 280
  - 300
26. The Class-I local supplier/ Class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company in cases of procurement for a value more than
- 5 Crore
  - 10 Crore
  - 100 Crores
  - 1000 Crores
27. The term \_\_\_\_\_ is used to show the loss in the value of the Intangible Assets:
- Obsolescence
  - Amortization
  - Depletion
  - Depreciation
28. 'Deemed Refusal' under the RTI Act is—
- A failure to provide information by PIO within stipulated time
  - An FAA's refusal to hear a first appeal within 30 days
  - An Applicant's refusal to pay fees
  - An APIO's refusal to provide information on request by an Applicant



29. Consider the following statements in the context of RTI Act, 2005 and choose the option containing all correct statements.
- i. There is no prescribed format for seeking information
  - ii. The information seeker is not required to give reasons for seeking information
  - iii. Information exempted under Official Secrets Act can be disclosed if public interest overweighs the harm to the protected interests
  - iv. If any person is required to pay an amount of fee which he considers unreasonable, he can make a complaint to the information commission
- a. Only (i)
  - b. Only (i) & (ii)
  - c. Only (i), (ii) & (iii)
  - d. All four are correct
30. How many days leave is granted to a female government servant in case of death of a child soon after birth/ stillbirth ?
- a. 45 days
  - b. 60 days
  - c. 90 days
  - d. 180 days
31. What is the amount of leave salary payable under WRIL to a Government servant immediately following the hospitalization?
- a. Full Pay and Allowances for 6 months
  - b. Full Pay and Allowances for the first 12 months and half pay for 12 months, beyond the said period of 12 months
  - c. Full Pay and Allowances for the first 6 months and half pay for 12 months, beyond the said period of 6 months
  - d. Full Pay and Allowances with no limit regarding period
32. What is the key principle of the Academic Credit System followed in IITs?
- a. Fixed syllabus for all students
  - b. Flexible choice of courses with credit requirements
  - c. Uniform grading for all students
  - d. Compulsory attendance without credits
33. Which scholarship is primarily awarded to economically weaker students in IITs?
- a. Scholarship under the National Scholarship Scheme
  - b. Merit-cum-Means Scholarship
  - c. Prime Minister's Fellowship
  - d. INSPIRE Scholarship
34. An official drawing pay of Rs 78,800 in Pay Level 8 was promoted to Level 9 on 2-4-2024 involving higher responsibilities on regular basis. He exercised option for fixation of pay under FR 22 (I) (a) (1). What is his next increment date?
- a. 1-7-2024
  - b. 1-7-2025
  - c. 1-1-2025
  - d. 2-4-2024
35. An authority competent to create a post, whether temporary or permanent, may grant advance increment to an employee appointed to such post, in terms of-



- a. FR 27
- b. FR 22
- c. FR 24
- d. FR 26

36. Proprietary Article Certificate is applicable in

- a. Limited Tender Enquiry
- b. Advertised Tender Enquiry
- c. Single Tender Enquiry
- d. Two Bid Enquiry Tender

37. How many schedules are there as part of the balance sheet suggested for Central Higher Educational Institutions?

- a. 6
- b. 12
- c. 24
- d. As required.

38. The Audit which may have both compliance and performance audit objectives is known as

- a. Transaction audit
- b. Financial Audit
- c. Thematic Audit
- d. Compliance Audit

39. The formula for calculating gratuity under Payment of Gratuity Act is

- a.  $\text{Gratuity} = (\text{Monthly Salary}/26) \times 15 \times \text{No. of years of service}$
- b.  $\text{Gratuity} = (\text{Monthly Salary}/25) \times 15 \times \text{No. of years of service}$
- c.  $\text{Gratuity} = (\text{Monthly Salary}/30) \times 15 \times \text{No. of years of service}$
- d.  $\text{Gratuity} = (\text{Monthly Salary}/15) \times 15 \times \text{No. of years of service}$

40. During the period of pendency of inquiry under Sexual Harassment, Leave up to maximum of ..... months shall be granted to a male government servant facing allegations of sexual harassment on recommendations of the Internal Committee.

- a. 1 month
- b. 2 months
- c. 3 months
- d. None of the above

41. Compassionate appointments can be made only up to .....% of direct recruitment vacancies which may be calculated on the basis of total direct recruitment for Group 'C' posts that have arisen in the year.

- a. 5%
- b. 7%
- c. 9%
- d. 10%

42. .... is generally used in correspondence between Government officers for inviting their personal attention on the issue.

- a. Letter
- b. DO Letter



- c. Office Memorandum
  - d. Personal Letter
43. A complaint of sexual harassment shall be inquired into by –
- a. The inquiring authority appointed by the disciplinary authority
  - b. The disciplinary authority itself
  - c. The Complaints Committee constituted in the Department concerned
  - d. Chief Vigilance Officer
44. How many pay levels are available under pay matrix as per 7<sup>th</sup> CPC.
- a. 16
  - b. 17
  - c. 18
  - d. 19
45. A group 'A' employee can accept gift from his relatives/ friends on the occasion on his wedding without prior sanction of the Govt., if the value of such gift does not exceed .....
- a. Rs 5000
  - b. Rs 7500
  - c. Rs 15000
  - d. Rs 25000
46. Which of the following is not a penalty?
- a. Suspension
  - b. Censure
  - c. Withholding of increment
  - d. None of the above
47. Central Govt. servants are permitted to encash 10 days EL at the time of availing LTC. A balance of EL that should be at his/her credit after taking in to account the period of encashment should be at least
- a. 120
  - b. 60
  - c. 30
  - d. 10
48. What is the time limit to get the information concerning the life and liberty of a person under RTI act?
- a. 48 hours
  - b. 24 hours
  - c. 5 days
  - d. 10 days
49. On grant of MACP, the level of pay of the employee will
- a. remain the same but one increment will be granted
  - b. change to higher level with one increment in the lower level will be granted
  - c. remain the same but two increments will be granted
  - d. change to a higher level and one increment in the higher level will be granted
50. All Government contracts made in exercise of the executive power of the union shall be



expressed to be made by the president under

- a. Article 297 of the Constitution of India
- b. Article 280 of the Constitution of India
- c. Article 299 of the Constitution of India
- d. none of the above

51. Match the following

- |   |   |
|---|---|
| A. Purchase of goods without quotation        | A. Goods costing above Rs.50,000/- and upto Rs.5,00,000 |
| B. Purchase through local purchase committee  | B. Goods of value Rs.50 lakh and above                  |
| C. Purchase through advertised tender Enquiry | C. Goods of value upto Rs.50 lakhs                      |
| D. Purchase through Limited Enquiry           | D. upto the value of Rs.50,000 only on each occasion    |
- a. A-D; B-A; C-B; D-C
  - b. A-D; B-C; C-A; D-B
  - c. A-B; B-A; C-D; D-C
  - d. A-C; B-A; C-D; D-B

52. In case of Advertised or Limited Tender Enquiry, Bid Security ordinarily be

- a. between 2% and 5% of the estimate value of goods to be procured
- b. 10% of the estimated value of goods to the procured
- c. 15% of the estimated value of goods to the procured
- d. None of the above

53. Tender received before time of opening but after due date and time of receipt of tender is known as

- a. Late tender
- b. Advanced tender
- c. Delayed tender
- d. Unresponsive tender

54. Amount that is agreed during the formation of the contract for the injured party to collect as compensation upon a specific breach of condition is known as

- a. Non- liquidated damages
- b. Compensation
- c. Damage Award
- d. Liquidated damages

55. The incoterm providing the least responsibilities to the seller is

- a. Ex Works
- b. DDP



- c. FCA
- d. CFR

56. Find the portion of the pension to be ignored in fixing the pay of re-employed pensioners who held Group 'A' post or posts of the ranks of commissioned service officers at the time of retirement?
- a. ₹1,500
  - b. ₹4,000
  - c. ₹15,000
  - d. ₹30,000
57. A claim for hotel charges up to the maximum of their entitlement, without production of vouchers, against self-certified claim, is allowed to---
- a. Pay levels 8 and below
  - b. Pay levels 12 and below
  - c. Pay levels 6 and below
  - d. Pay levels 5 and below
58. Child care leave is allowed to
- a. Single mother with son aged 20 years
  - b. All employees
  - c. Male employee
  - d. Single male parent
59. When the scale of pay of a post is revised upwards without involving assumption of duties and responsibilities of greater importance, then fixation of pay is regulated under;
- a. FR 23 and FR 22 (I)( a ) (I)
  - b. FR 23 and FR 22 (I) (a) (2)
  - c. FR 23 and FR 22 (I)( a )(3)
  - d. FR 23 and FR 22 (I) (b) 2)
60. Fare of an escort accompanying a handicapped employee proceeding on LTC is reimbursable, if –
- a. The nature of physical disability necessitates an escort
  - b. The employee doesn't have an adult family member
  - c. Prior approval of the head of the department is obtained
  - d. All of the above
61. For calculation pensions,' emoluments' include –
- a. Basic Pay
  - b. Basic Pay + Non-practising allowance
  - c. Basic Pay + Dearness allowance
  - d. Basic pay + Non-practising allowance + Dearness Allowance
62. An additional income tax benefit is available under \_\_\_\_\_ of the IT act to employees contributing Rs. 50000/- or more to the NPS Tier I account:
- a. Section 80(c)
  - b. Section 80 CCD (1B)
  - c. Section 80 (1B)



d. Section 80 CCD (2)

63. Payment of Gratuity Act, 1972 applies to every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishment in a State, in which ----- persons are or were employed on any day in the preceding 12 months.
- 20 or more
  - 10 or more
  - 12 or more
  - 20
64. For grant of financial upgradation under MACPS for all levels, the prescribed Benchmark applicable for the APARs for the year 2016-17 and subsequent years shall be:
- Average
  - Good
  - Very Good
  - Outstanding
65. Which of the following statements about Supplementary Rules (SR) is correct?
- SRs primarily deal with the academic policies of a university.
  - SRs provide detailed procedures and guidelines to supplement the Fundamental Rules.
  - SRs govern the disciplinary actions against students.
  - SRs are exclusively concerned with pension policies.
66. Numerical grading to be awarded by reporting and reviewing authorities in APAR is on a scale of?
- 0 to 10
  - 1 to 100
  - 1 to 10
  - 1 to 5
67. If a male employee has two legally wedded wives, he can avail LTC for
- First wife only
  - Second wife only
  - Both wives
  - First or second wife only, as per his choice
68. A dependent child of a Govt. servant (posted in Delhi) staying and pursuing studies in Mumbai visits the Government servant at his Headquarters/ place of posting (i.e Delhi) on LTC Reimbursement in such case shall be admissible for the distance between-
- The Headquarters (i.e Delhi) and the place of visit (i.e Delhi), that is nil
  - Any place in India (i.e Mumbai) and the place of posting/Headquarters (i.e Delhi)
  - Home town of the employee and the place of posting/Headquarters (i.e Delhi)
  - None of the above
69. The Public Financial Management System (PFMS), was earlier known \_\_\_\_\_



- a. Central Plan Schemes Management System
- b. Central Plan Schemes Financial System
- c. Central Plan Schemes Monitoring System
- d. Central Plan Schemes Efficient System

70. There shall be reservation for Scheduled Caste/Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for \_\_\_\_\_ days or more.

- a. No reservation on temporary appointments
- b. 45 days
- c. 60 days
- d. 90 days

Subjective (all three questions are compulsory and each question carries equal marks of 10).

1. Write short note on following: -
  - a. Quality and Cost Based System of Evaluation (5 marks)
  - b. Five different types of recruitment (5 marks)
2. Write a letter from the Registrar to the State Revenue Secretary requesting to allocate 50-acre additional land to Institute. You can assume necessary details and justify the requirement.
3. Prepare a file note from Assistant Registrar (Admin) to the Competent Authority of the Institute proposing to implement biometric attendance system for employees. You may assume the necessary details.



Indian Institute of Technology Roorkee

भारतीय प्रौद्योगिकी संस्थान रुड़की

**RECRUITMENT EXAMINATION FOR ASSISTANT REGISTRAR**

This booklet consists of 20 pages.

इस पुस्तिका में २० पृष्ठ शामिल हैं।

**Maximum Marks: 100**

अधिकतम अंक: १००

**Time: 150 Minutes**

समय: १५० मिनट

**Name of Candidate (CAPITAL LETTERS):** \_\_\_\_\_

अभ्यर्थी का नाम

**Roll Number:** \_\_\_\_\_

अनुक्रमांक संख्या

**Father's / Husband's Name:** \_\_\_\_\_

पिता / पति का नाम

**Date of Examination:** \_\_\_\_\_

परीक्षा की तिथि

**Signature of Candidate**

अभ्यर्थी के हस्ताक्षर

**Signature of Invigilator**

निरीक्षक के हस्ताक्षर

**अनुदेश / Instructions**

यह प्रश्न पत्र पुस्तिका दो भागों (भाग-क और भाग-ख) में है। भाग-क में 50 वस्तुनिष्ठ प्रकार के प्रश्न शामिल हैं, जिनके उत्तर ऑप्टिकल रिस्पांस शीट (ORS) में दिए जाएंगे। वस्तुनिष्ठ प्रकार के प्रश्नों के लिए प्रत्येक सही उत्तर के लिए एक अंक और प्रत्येक गलत उत्तर के लिए माइनस एक बटा तीन  $\left(-\frac{1}{3}\right)$  अंक दिए जाएंगे। अनुत्तरित प्रश्नों पर नकारात्मक अंक नहीं लगेंगे। भाग-ख में 10 व्यक्तिपरक प्रकार के प्रश्न शामिल हैं, जिनके उत्तर प्रश्न पत्र पुस्तिका में दिए गए स्थान में लिखे जाएंगे। उम्मीदवार व्यक्तिपरक प्रकार प्रश्नों का उत्तर हिंदी या अंग्रेजी में दे सकते हैं।

This question paper booklet is in two parts (PART-A and PART-B). PART-A comprises 50 objective type questions, answers for which shall be made in Optical Response Sheet (ORS). One mark will be awarded for each correct answer and minus one by three  $\left(-\frac{1}{3}\right)$  mark for each incorrect answer for objective type questions. The unanswered questions will not attract negative marks. PART-B comprises 10 subjective type questions, answer for which shall be written in the space provided in the question paper booklet. Candidates can answer subjective type questions either in Hindi or English.



**PART-A (Objective type questions)**

भाग- क (वस्तुनिष्ठ प्रकार के प्रश्न)

**Each question carries 1 mark**

प्रत्येक प्रश्न के 1 अंक है

**NOTE: Choose the correct option to fill in the blank space in question numbers 1-6.**

1. I, who \_\_\_\_\_ your king, will lead you.
  - A. is
  - B. are
  - C. am
  - D. None of the above
2. Ramesh is a friend of mine. \_\_\_\_\_ him for a long time.
  - A. I know
  - B. I've known
  - C. I knew
  - D. I had known
3. \_\_\_\_\_ the news on television last night?
  - A. Have you seen
  - B. Did you see
  - C. Has he seen
  - D. None of the above
4. His \_\_\_\_\_ manner made him my enemy.
  - A. official
  - B. obtrusive
  - C. officious
  - D. None of the above
5. He has abandoned himself \_\_\_\_\_ his fate.
  - A. to
  - B. on
  - C. with
  - D. above
6. The English \_\_\_\_\_ brave people.
  - A. is
  - B. are
  - C. on
  - D. was



**NOTE: Read the following passage and answer question numbers 7-8**

The Hooghly River, a distributary of the Ganges, winds its way into the Bay of Bengal through the western deltaic flats of its parent stream. Today, it is unlikely to be considered one of the great rivers of the world: at about 500 kilometres, its length is modest; lacking natural depth, it has relied since the 1970s on water dammed and distributed from the Ganges, like a middle-aged child dependent on the resources of an ageing mother. There was a time, however, when the Hooghly was a waterway of truly global significance, attracting merchants, missionaries, statesmen, soldiers, labourers, and others from Asia, Europe, and elsewhere. As the principal artery between lower and upper Bengal, it facilitated travel and communication between the coast and locations inland. Its tributaries and distributaries afforded access to deltaic Bengal, the Gangetic plain, and the Mughal heartland of Hindustan, linking northern and eastern India with territories across the Indian Ocean and beyond.

7. Statement (S): The Hooghly River was one of the great rivers in the world.  
Assumption (A): It is no longer one of the great rivers.  
Conclusion (C): It is one of the great rivers of the world in terms of its global significance.
- A. Statement (S) and Assumption (A) are correct, Conclusion (C) is incorrect  
B. Statement (S) is correct, Assumption (A) is incorrect, Conclusion (C) is correct  
C. All three are correct  
D. All three are incorrect
8. Find a word in the passage that means “traverses in a curving line or path”
- A. dammed  
B. deltaic  
C. winds  
D. tributaries
9. Select the most appropriate synonym of the given word.

**CONCURRENCE**

- A. Dissension  
B. Rejection  
C. Unison  
D. Discord
10. Choose the correct option for identifying the error in the sentence:

The servant attacked on me with his wife.

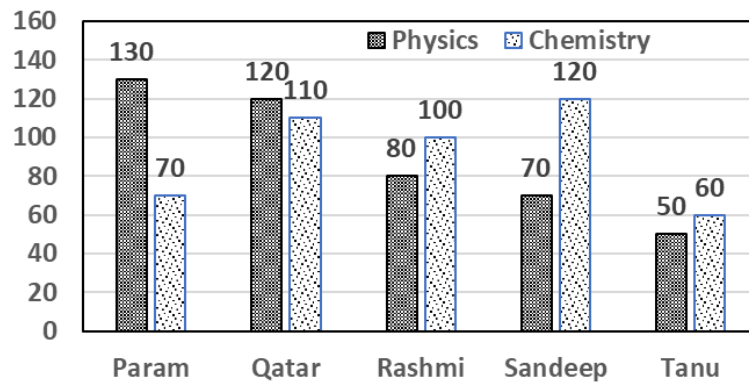
- A. on  
B. with  
C. his  
D. The



11. If  $2^{\log a} \times 4^{\log b} = 8^{\log c}$  then the relation between  $a$ ,  $b$ , and  $c$  is
- A.  $a^2b = c^3$
  - B.  $ab^2 = c^3$
  - C.  $ac^2 = b^3$
  - D.  $a^2c = b^3$
12. The three roots of the equation  $f(x) = 0$  are  $\{-2, 0, 3\}$ . What are the three values of  $x$  for which  $f(x-3) = 0$ ?
- A. -5, -3, 0
  - B. -2, 0, 3
  - C. 0, 6, 8
  - D. 1, 3, 6
13. If ROAD is written as URDG, then SWAN should be written as
- A. VXDQ
  - B. VZDQ
  - C. VZDP
  - D. UXDQ
14. Mr. X walks 5km towards the south and then turn to the right. After walking 3kms he turns to the left and walks 5kms. What direction he is facing right now
- A. West
  - B. South
  - C. North east
  - D. South west
15. Find the number of permutations of the letters of the word ROORKEE.
- A. 21
  - B. 1260
  - C. 5040
  - D. 63
16. Sonal and Manav started working on a project and they can complete the project in 30 days. Sonal worked for 16 days and Manav completed the remaining work in 44 days. How many days Manav would have taken to complete the entire project all by himself?
- A. 60
  - B. 20
  - C. 46
  - D. 55



**NOTE: Marks of five students namely, Param, Qatar, Rashmi, Sandeep, and Tanu obtained in Physics and Chemistry are given in the following bar diagram. Study the bar diagram and answer the question numbers 17-18.**



17. Marks obtained by Sandeep in Chemistry is what percent of the total marks obtained by all the students in Chemistry?
  - A. 26
  - B. 28.5
  - C. 35
  - D. 31.5
  
18. What is the respective ratio between the total marks obtained by Param in Physics and Chemistry together to the total marks obtained by Tanu in Physics and Chemistry together?
  - A. 3:2
  - B. 20:11
  - C. 2:1
  - D. 5:3
  
19. A sum of Rs. 25,000 will become Rs. 31,000 in 48 months at some rate of the simple interest. Which of the followings is the correct rate of interest per annum?
  - A. 6%
  - B. 10%
  - C. 7%
  - D. 12%
  
20. Two numbers are in the ratio 3:5. If 9 is subtracted from each, the new numbers are in the ratio 12:23. The smaller number is
  - A. 27
  - B. 33
  - C. 55
  - D. 49



21. The motto of the G20 meeting to be held in 2023 is
- A. Onwards and forwards
  - B. Anekta main Ekta
  - C. Ek Bharat Shresth Bharath
  - D. Vasudhaiva Katumbakam
22. Open market operations for sale and purchase of government bonds are conducted by
- A. Ministry of Finance
  - B. State Bank of India
  - C. Reserve Bank of India
  - D. Commerce Ministry
23. Population of the Great Britain compared to India is roughly of the order of
- A. 1/200
  - B. 200
  - C. 20
  - D. 1/20
24. As per IPCC, roughly how many Gigatons of CO<sub>2</sub> can cause 1-degree Celsius increase in the average temperature of Earth
- A. 500
  - B. 5
  - C. 0.5
  - D. 0.005
25. The current President of India is
- A. Smt. Droupadi Murmu
  - B. Shri Ram Nath Kovind
  - C. Smt. Pratibha Devi Singh Patil
  - D. Shri M. Venkaiah Naidu
26. The aggregate cumulative outstanding debt of India power distribution utilities is of the order of
- A. Rs. 6,00,000 Crores
  - B. Rs. 60,000 Crores
  - C. Rs. 600 Crores
  - D. Rs. 60 Crores



27. Roughly how many princely states combined to form the Union of India after independence?
- A. 525
  - B. 125
  - C. 1500
  - D. 25
28. The line demarcating the land border between India and China is
- A. McMahon Line
  - B. King Charles Line
  - C. Hermits Line
  - D. Radcliffe Line
29. Which of the following longitudes passes through the Indian landmass?
- A. Tropic of Cancer
  - B. Tropic of Capricorn
  - C. Equator
  - D. 5 degree South
30. The distance between northern and southern most points of Indian land mass is of the order of
- A. 3,00,000 km
  - B. 30,000 km
  - C. 3,000 km
  - D. 300 km
31. Choose the correct option for the missing element in the following series:  
ACE, ?, MOQ, SUW
- A. GIK
  - B. FHJ
  - C. GIL
  - D. GHJ
32. Foresight : Anticipation :: Insomnia : ?
- A. Treatment
  - B. Disease
  - C. Sleeplessness
  - D. Unrest

33. Choose the correct option for the missing element in the following series:  
AB, DEF, HIJK, ?, STUVWX
- A. LMNO
  - B. LMNOP
  - C. QRSTU
  - D. MNOPQ
34. If X is brother of the son of Y's son, how is X related to Y?
- A. Son
  - B. Brother
  - C. Grand-Son
  - D. Cousin
35. Pointing to a photograph, a man said, "I have no brother or sister but that man's father is my father's son". Whose photograph was it?
- A. His Son's
  - B. His father's
  - C. His Nephew's
  - D. His Own
36. K is the brother of X, Z is the son of X, P, the daughter of K, is married to N, G and X are sisters to one another. Then state how is G related to Z?
- A. Sister
  - B. Aunt
  - C. Mother
  - D. Mother-in-law
37. Kalyani is mother-in-law of Veena, who is sister-in-law of Ashok. Dheeraj is father of Sandeep, the only brother of Ashok. How is Kalyani related to Ashok?
- A. Mother-in-law
  - B. Aunt
  - C. Mother
  - D. Wife
38. Choose the correct option for the missing number in the following series:  
7, 10, 8, 11, 9, 12, ?
- A. 7
  - B. 10
  - C. 12
  - D. 13



39. Choose the correct option for the missing number in the following series:  
132, 156, ?, 210, 240, 272
- A. 196
  - B. 182
  - C. 199
  - D. 204
40. Peacock: India :: Bear : ?
- A. Australia
  - B. America
  - C. Russia
  - D. England
41. What is the short cut key for a manual line break in MS-Word?
- A. Ctrl+Enter
  - B. Alt+Enter
  - C. Shift+Enter
  - D. Space+Enter
42. In MS-Excel, choose the correct option for the range of cells for column A row 10 through 20
- A. A10, A20
  - B. A10:A20
  - C. A10 to A20
  - D. A10 through A20
43. Which of the given combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting?
- A. Ctrl+V
  - B. Ctrl+Alt+ V
  - C. Alt+Shift+V
  - D. Shift+Enter+V
44. Which of the following is NOT an operating system?
- A. Notepad
  - B. Android
  - C. Linux
  - D. MS-Windows

45. Which of the following is shortcut key to open a 'New Blank' document in MS-Word?
- A. Ctrl+B
  - B. Ctrl+N
  - C. Ctrl+D
  - D. Ctrl+M
46. Choose the INCORRECT statement for the primary storage in a personal computer.
- A. Primary storage is also known as the main memory.
  - B. As the device is turned off or rebooted, the primary storage memory is erased.
  - C. Examples of primary storage include RAM, cache memory, etc.
  - D. Primary storage comprises of both internal and external memory.
47. What does FTP stand for?
- A. Folder Text Protocol
  - B. File Transfer Push
  - C. File Transfer Protocol
  - D. Fixed Terminology Placement
48. Which of these is a non-profit domain?
- A. .com
  - B. .org
  - C. .in
  - D. All of the above
49. SMTP stands for
- A. Simple Mail Text Processing
  - B. Secure Mail Text Processing
  - C. Secure Message Transfer Process
  - D. Secure Mail Transfer Protocol
50. What is the file extension in MS-Word?
- A. .docx
  - B. .pptx
  - C. .xlsx
  - D. .exe



**PART- B (Subjective type questions)**

भाग- ख (व्यक्तिपरक प्रकार के प्रश्न)

1. Write an essay on any ONE of the following topics:

निम्नलिखित में से किसी एक विषय पर निबंध लिखिए :

**[5 marks]**

- (i) National Education Policy 2020

राष्ट्रीय शिक्षा नीति 2020

- (ii) Right to Education: No Child should be left behind

शिक्षा का अधिकार: कोई भी बच्चा पीछे नहीं छूटना चाहिए

- (iii) E-Governance in India: Concept, Initiatives and Challenges

भारत में ई-गवर्नेंस: अवधारणा, पहल और चुनौतियां

2. Draft an agenda for the ensuing meeting of the Board of Governors requesting sanction of two posts of Assistant Registrar giving the background, providing justification for the requirement and concluding with the proposal.

पृष्ठभूमि देते हुए, आवश्यकता के लिए औचित्य प्रदान करते हुए और प्रस्ताव के साथ समापन करते हुए सहायक रजिस्ट्रार के दो पदों की स्वीकृति का अनुरोध करते हुए बोर्ड ऑफ गवर्नर्स की आगामी बैठक के लिए एक एजेंडा तैयार करें।

**[5 marks]**



3. How the pay of a Government Servant is fixed when he/she is
- (i) appointed to a post of higher responsibility, and
  - (ii) appointed to a post without involving higher responsibility.

एक सरकारी कर्मचारी का वेतन कैसे निर्धारित किया जाता है जब वह

- (i) उच्च जिम्मेदारी वाले पद पर नियुक्त होता है, और
- (ii) बिना उच्च जिम्मेदारी वाले पद पर नियुक्त होता है।

**[5 marks]**

4. Briefly differentiate Horizontal reservation and vertical reservation mentioning the relevant articles from the Constitution of India.  
भारत के संविधान से प्रासंगिक लेखों का उल्लेख करते हुए क्षैतिज आरक्षण और ऊर्ध्वाधर आरक्षण में संक्षेप में अंतर करें।

**[5 marks]**



5. (i) In terms of the Right to Information Act, who is the Deemed Central Public Information Officer, and what are his/her duties and responsibilities?  
सूचना का अधिकार अधिनियम के संदर्भ में, डीम्ड केंद्रीय लोक सूचना अधिकारी कौन है, और उसके कर्तव्य और जिम्मेदारियां क्या हैं? **[3 marks]**
- (ii) When was the Pension Fund Regulatory & Development Authority Act (PFRDA) passed and notified? Write the basic functions of PFRDA.  
पेंशन फंड नियामक एवं विकास प्राधिकरण अधिनियम (PFRDA) कब पारित और अधिसूचित किया गया था? PFRDA के मूलभूत कार्यों का उल्लेख कीजिए। **[2 marks]**

6. (i) For a salaried person, what are the incomes on which tax is to be paid and tax is exempted? Mention relevant conditions.  
एक वेतनभोगी व्यक्ति के लिए, वह कौन सी आय है जिस पर कर का भुगतान किया जाना है और कर से छूट प्राप्त है? प्रासंगिक स्थितियों का उल्लेख करें। [2 marks]
- (ii) Describe the modes of disposal of surplus or obsolete or unserviceable goods.  
अधिशेष या अप्रचलित या अनुपयोगी वस्तुओं के निपटान के तरीकों का वर्णन करें। [3 marks]



7. Explain the Letter of Credit? What is the difference between a Letter of Credit and a Bank Guarantee? How the Letter of Credit is accounted for in the books of accounts?  
लेटर ऑफ क्रेडिट के बारे में बताएं? लेटर ऑफ क्रेडिट और बैंक गारंटी में क्या अंतर है? खातों की किताबों में लेटर ऑफ क्रेडिट का हिसाब कैसे लगाया जाता है? **[5 marks]**

8. Mention the fundamental principles of public procurement as defined in Rule 144 of the GFR 2017.  
जीएफआर 2017 के नियम 144 में परिभाषित सार्वजनिक खरीद के मौलिक सिद्धांतों का उल्लेख करें। [5 marks]



9. (i) Describe the Rule under which the Government has made it mandatory for the Ministries and Departments to procure the Goods and Services available on GeM. उस नियम का वर्णन करें जिसके तहत सरकार ने मंत्रालयों और विभागों के लिए GeM पर उपलब्ध वस्तुओं और सेवाओं की खरीद को अनिवार्य कर दिया है [2 marks]
- (ii) What are the different modes/methods of obtaining bids under Rule 158 regarding the purchase of goods? माल की खरीद के संबंध में नियम 158 के तहत बोलियां प्राप्त करने के विभिन्न तरीके/पद्धतियां क्या हैं? [3 marks]

10. A faculty member wants to buy a high value equipment with specifications that are not available in India. Detail the process and rules to be followed till the receipt of the equipment including GTE and import process.

एक संकाय सदस्य विशिष्टताओं वाले उच्च मूल्य के उपकरण खरीदना चाहता है जो भारत में उपलब्ध नहीं हैं। GTE और आयात प्रक्रिया सहित उपकरणों की प्राप्ति तक पालन की जाने वाली प्रक्रिया और नियमों का विवरण दें।

**[5 marks]**



Indian Institute of Technology Roorkee

भारतीय प्रौद्योगिकी संस्थान रुड़की

**RECRUITMENT EXAMINATION FOR DEPUTY REGISTRAR**

This booklet consists of 24 pages.

इस पुस्तिका में २४ पृष्ठ शामिल हैं।

Maximum Marks: 100

अधिकतम अंक: १००

Time: 150 Minutes

समय: १५० मिनट

Name of Candidate (CAPITAL LETTERS): \_\_\_\_\_  
अभ्यर्थी का नाम

Father's / Husband's Name: \_\_\_\_\_  
पिता / पति का नाम

Date of Examination: \_\_\_\_\_  
परीक्षा की तिथि

\_\_\_\_\_  
Signature of Candidate  
अभ्यर्थी के हस्ताक्षर

\_\_\_\_\_  
Signature of Invigilator  
निरीक्षक के हस्ताक्षर

**अनुदेश / Instructions**

यह प्रश्न पत्र पुस्तिका दो भागों (भाग-क और भाग-ख) में है। भाग-क में 50 वस्तुनिष्ठ प्रकार के प्रश्न शामिल हैं, जिनके उत्तर ऑप्टिकल रिस्पांस शीट (ORS) में दिए जाएंगे। वस्तुनिष्ठ प्रकार के प्रश्नों के लिए प्रत्येक सही उत्तर के लिए एक अंक और प्रत्येक गलत उत्तर के लिए माइनस एक बटा तीन  $\left(-\frac{1}{3}\right)$  अंक दिए जाएंगे। अनुत्तरित प्रश्नों पर नकारात्मक अंक नहीं लगेंगे। भाग-ख में 10 सब्जेक्टिव प्रकार के प्रश्न शामिल हैं, जिनके उत्तर प्रश्न पत्र पुस्तिका में दिए गए स्थान में लिखे जाएंगे। सब्जेक्टिव टाइप प्रश्नों के प्रत्येक सही उत्तर के लिए पांच अंक दिए जाएंगे। उम्मीदवार सब्जेक्टिव टाइप प्रश्नों का उत्तर हिंदी या अंग्रेजी में दे सकते हैं।

This question paper booklet is in two parts (PART-A and PART-B). PART-A comprises 50 objective type questions, answers for which shall be made in Optical Response Sheet (ORS). One mark will be awarded for each correct answer and minus one by three  $\left(-\frac{1}{3}\right)$  mark for each incorrect answer for objective type questions. The unanswered questions will not attract negative marks. PART-B comprises 10 subjective type questions, answer for which shall be written in the space provided in the question paper booklet. Candidates can answer subjective type questions either in Hindi or English.

**PART-A (Objective type questions)**

भाग- क (वस्तुनिष्ठ प्रकार के प्रश्न)

**Each question carries 1 mark**

प्रत्येक प्रश्न के 1 अंक है

1. I \_\_\_\_ been hospitalised yesterday if I hadn't got my medicines on time.  
A. could have  
B. can have  
C. should have  
D. must have
2. If you \_\_\_\_ ten minutes earlier, you would have got the train.  
A. would have come  
B. had come  
C. came  
D. would come
3. Neither of these men \_\_\_\_ been here before.  
A. has  
B. have  
C. are  
D. were
4. His \_\_\_\_ over French is extremely good.  
A. expertise  
B. command  
C. greatness  
D. authority

**Note: Find suitable option based on the correct relationship (question numbers 5-6).**

5. Chair → Furniture : Cinema → \_\_\_\_  
A. Painting  
B. Screen  
C. Direction  
D. Multimedia
6. Geometry → Mathematics : Branch → \_\_\_\_  
A. Flower  
B. Root  
C. Tree  
D. Fruit

**Note: Read the following comprehension and answer the questions that follow (question numbers 7-10).**

There are a number of vocal noises which can be 'superimposed' on the stream of speech. It is possible, for example, to speak while sobbing, crying, laughing, or giggling, or we can introduce a tremulous 'catch' in our voice. The auditory effects are usually immediate and dramatic - though the meaning conveyed is sometimes unclear, and always subject to cultural variation. A giggle can convey humour, innuendo, sexual interest, and several other nuances. In Britain it is most commonly used in joking; in Japan it is more often a sign of embarrassment.

We can also change our tone of voice by altering the quality of sound we produce in the vocal tract. Normally, the sound produced by our vocal folds yields a vibrant voicing which we hear in every vowel and in most of the consonants. But it is possible to speak without producing any voicing at all. This phenomenon is called whispering - and whisper conveys meaning, usually a 'conspiratorial' effect of some kind.

7. What is the meaning of 'tremulous' in the above passage?
  - A. unsteady and shaking
  - B. loud and coarse
  - C. altering and differing
  - D. silent and low
8. Which of the following word in the passage means "allusive or oblique remark"?
  - A. immediate
  - B. humour
  - C. whispering
  - D. innuendo
9. How do other sounds affect the human speech?
  - A. They are superimposed on the actual speech.
  - B. They produce chemical imbalance in the brain.
  - C. They get altered during the production of speech.
  - D. They do not interfere with the human speech.
10. Choose the correct option.
  - A. It is impossible to speak without producing any voicing.
  - B. It is impossible to speak while sobbing and crying.
  - C. Both A and B
  - D. Neither A nor B



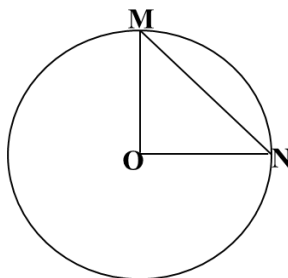
**Note: The following sentences are grammatically incorrect. Choose suitable option with the correct sentence (question numbers 11-13).**

11. We demand fair working conditions for a very long time.
- A. We have demanded fair working conditions in a very long time.
  - B. We have been demanding fair working conditions for a very long time.
  - C. We will demand fair working conditions since a very long time.
  - D. We would be demanding fair working conditions through a very long time.

12. They are divided for the subject.
- A. They are divided on the subject.
  - B. They are divided in the subject.
  - C. They are divided into the subject.
  - D. They are divided on subject.

13. Rahul was sitting on an armchair.
- A. Rahul was seating in an armchair.
  - B. Rahul was sitting at an armchair.
  - C. Rahul was sitting in an armchair.
  - D. Rahul was sitting round an armchair.

14. In the figure below, O is the center of the circle and, M and N lie on the circle. The area of the right triangle MON is  $50 \text{ cm}^2$ . What is the area of the circle in  $\text{cm}^2$ ?



- A.  $2\pi$
  - B.  $100\pi$
  - C.  $75\pi$
  - D.  $50\pi$
15. A group of boys and girls know either Hindi or English. The number of boys and girls are in the ratio 1:3. 20% of the girls know English and rest of them know Hindi. On the other hand, 48% of the boys know English and rest of them know Hindi. A student is chosen at random from the group of students who knows English. What is the probability that the chosen student is girl?
- A.  $3/5$
  - B.  $5/9$
  - C.  $30/43$
  - D.  $50/91$

16. Find the wrong number in the series:

1, 2, 6, 15, 31, 56, 91

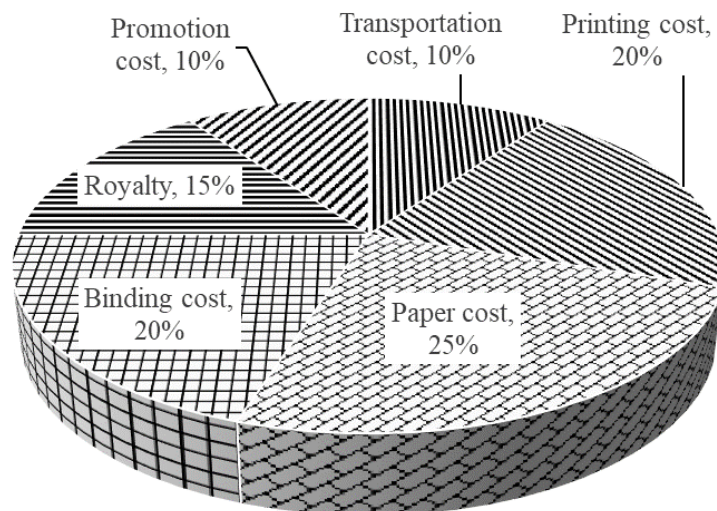
- A. 31
- B. 15
- C. 56
- D. 91

17. Find out the missing number in the following series:

2, 3, 10, 39, ?, 885

- A. 128
- B. 156
- C. 172
- D. 189

**Note: The following pie-chart shows the percentage distribution of the expenditure incurred in publishing a book. Study the pie-chart and the answer the questions based on it (question numbers 18-19).**



18. If for a certain quantity of books, the publisher has to pay Rs. 30,600 as printing cost, then what will be amount of royalty to be paid for these books?

- A. Rs. 19,450
- B. Rs. 21,200
- C. Rs. 22,950
- D. Rs. 26,150

19. If 5500 copies are published and the transportation cost on them amounts to Rs. 82500, then what should be the selling price of the book so that the publisher can earn a profit of 25%?
- A. Rs. 187.50  
B. Rs. 191.50  
C. Rs. 175  
D. Rs. 180
20. The sum of two positive numbers is 100. After subtracting 5 from each number, the product of the resulting numbers is 0. One of the original numbers is
- A. 80  
B. 85  
C. 90  
D. 95

**Note: Study the following expenditure table of a company (in lakh rupees) per annum for the given years and answer the questions (question numbers 21-22).**

Year	Item of Expenditure				
	Salary	Fuel and Transport	Bonus	Interest on Loans	Taxes
1998	288	98	3.00	23.4	83
1999	342	112	2.52	32.5	108
2000	324	101	3.84	41.6	74
2001	336	133	3.68	36.4	88
2002	420	142	3.96	49.4	98

21. What is the average amount of interest per year that the company had to pay during this period?
- A. Rs. 32.43 lakhs  
B. Rs. 33.72 lakhs  
C. Rs. 34.18 lakhs  
D. Rs. 36.66 lakhs
22. Total expenditure on all these items in 1998 was approximately what percent of the total expenditure in 2002?
- A. 62%  
B. 66%  
C. 69%  
D. 72%



23. Arrange the words given below in a meaningful sequence.

i. Word    ii. Paragraph    iii. Sentence    iv. Letters    v. Phrase

- A. iv, i, v, ii, iii
- B. iv, i, iii, v, ii
- C. iv, ii, v, i, iii
- D. iv, i, v, iii, ii

24. In how many ways can the letters of the word 'LEADER' be arranged?

- A. 72
- B. 144
- C. 360
- D. 720

25. X alone can do a piece of work in 6 days and Y alone in 8 days. X and Y undertook to do it for Rs. 3,200. With the help of Z, they completed the work in 3 days. How much is to be paid to Z?

- A. Rs. 375
- B. Rs. 400
- C. Rs. 600
- D. Rs. 800

26. What is deemed suspension?

- A. When an employee is placed under suspension pending inquiry for any misconduct.
- B. When an employee is found guilty of any misconduct consequent upon an inquiry.
- C. When an employee is detained in custody or arrested for a period exceeding 48 hours.
- D. An employee is suspended only and there is nothing like deemed suspension.

27. When both the husband and wife are Central Government servants,

- i) they can declare separate Home Towns independently
- ii) they can claim LTC for their respective families, viz., while the husband for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters
- iii) either of the parents can claim the concession for the children in a particular block
- iv) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self

Which of the following options is correct?

- A. Only i) is correct
- B. Only i) & ii) are correct
- C. Only i), ii) & iii) are correct
- D. All i), ii), iii) & iv) are correct

28. Under which rule of RTI Act can information be denied to the applicant?
- A. Rule 8(i)J
  - B. Rule 8(i)A
  - C. Rule 8(i)B
  - D. Rule 8(i)C
29. How many schedules does the 'RTI Act, 2005' have?
- A. 5
  - B. 10
  - C. 2
  - D. 8
30. Foreign service means service in which a Government servant receives his pay from
- A. Consolidated fund of India
  - B. Consolidated fund of State
  - C. Consolidated fund of Union Territory
  - D. None of the above
31. When is *de novo* proceedings required?
- A. When orders of the Disciplinary Authority are defective
  - B. When Appellate Authority sets aside the punishment orders
  - C. When there is a dispute between delinquent and Disciplinary Authority
  - D. Due to non-implementing proper procedure during the course of Inquiry
32. An employee is drawing Basic Pay of Rs. 78800 and is working at a station where the HRA is 9%. He wants to change his residence on rent. Not below what rent should he pay such that the HRA he receives is not included in his taxable income?
- A. Rs. 15000
  - B. Rs. 10000
  - C. Rs. 7880
  - D. Rs. 7100
33. What are the standards of financial propriety which should be observed by an officer with regard to expenditure and payment of money from public funds?
- A. The expenditure should not be prima facie more than the occasion demands
  - B. Every officer should exercise the same vigilance in respect of expenditure incurred from the public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money
  - C. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage
  - D. All of the above

34. What is reverse auction?
- A. In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.
  - B. In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically increase as the sellers underbid each other.
  - C. In a reverse auction, the buyers compete to obtain business from the seller and prices will typically increase as the sellers underbid each other.
  - D. In a reverse auction, the buyers compete to obtain business from the seller and prices will typically decrease as the sellers underbid each other.
35. Lien is
- A. Designation of a Government Servant to hold a post to which he/she has been appointed on a regular basis.
  - B. Title of a Government Servant to hold a post to which he/she has been appointed on a regular basis
  - C. Post of a Government Servant to hold a post to which he/she has been appointed on a regular basis
  - D. Post of a Government Servant to hold a post to which he/she has been appointed on a contractual basis
36. The reservation for OBCs came about after a landmark judgement in 1993 in the Supreme Court known as
- A. Vishakha Judgement
  - B. Mandal Judgement
  - C. Indra Sawhney Judgement
  - D. Bhanwari Devi Judgement
37. What percentage of posts is reserved for the OBC (NCL) and EWS candidates?
- A. 27% OBC (NCL) and 5% EWS
  - B. 10% OBC (NCL) and 10% EWS
  - C. 27% OBC (NCL) and 10% EWS
  - D. 5% OBC (NCL) and 27% EWS
38. What percent of *Health and Education Cess* on Income Tax is payable, if a person is having income of less than Rs. 50 lakh?
- A. 3%
  - B. 4%
  - C. 5%
  - D. 10%



39. An employee acquired a self-occupied house property. He took home loan on or after 01.4.1999 and got the completion certificate within 5 years of the financial year in which the capital was borrowed. Upto which amount of interest can he set off against income under any other head?
- A. Rs. 2,00,000
  - B. Rs. 1,50,000
  - C. Rs. 1,00,000
  - D. Rs. 50,000
40. Disposal of obsolete or unserviceable goods should be done by obtaining bids through advertised tender or public auction for
- A. book value above Rs. one lakh
  - B. assessed residual value above Rs. two lakh
  - C. assessed residual value above Rs. five lakh
  - D. none of the above
41. If a bidder against a tender enquiry for supply of goods requests for extension of time for submission date of bids and its Institute is willing to accept the request, then
- A. Institute will inform the bidder only about extension of date who requested for extension.
  - B. the benefit of extension will not be applicable to the other bidders who have not requested for the extension.
  - C. corrigendum for the extension of date of submission shall be published on tender portal and the benefit of extension shall be given to all prospective bidders.
  - D. the benefit of extension shall be given only to the bidders who participated in the pre-bid meeting.
42. Mr. 'X' drawing Pay of Rs 75,400 in Pay Level 10 on 1-7-2021 is transferred to foreign services from Delhi Municipal Corporation with effect from 1-1-2022. During foreign service he has to receive 10% deputation allowance in Pay Level 10 (i.e., Rs 75,400). He is governed by CCS (Leave) Rules, 1972. He returned to the Parent Department on 1-7-2022. Find out the Leave salary contribution for the period from 1-1-2022 to 30-6-2022.
- A. Rs. 8294 per month
  - B. Rs. 9123 per month
  - C. Rs. 7540 per month
  - D. Rs. 8052 per month

43. The advantage(s) of GST is/are:
- i) GST regime has eliminated the tax on tax.
  - ii) All activities of GST are done online.
  - iii) It has helped in widening the tax base in India.
  - iv) GST being a nation-wide tax having a centralized surveillance system, its evasion is curbed.
- Choose the correct option.
- A. Only i), ii) & iii) are correct
  - B. Only ii), iii) & iv) are correct
  - C. Only i), iii) & iv) are correct
  - D. All i), ii), iii) & iv) are correct
44. Which of the following Institutes will fall under Window-1 under HEFA finance norms?
- A. Technical Institutes that are more than 10 years old
  - B. Technical Institutes started between 2008 and 2014
  - C. Central Universities started prior to 2014
  - D. Newly established Institutions (started after 2014)
45. In case of pre-mature exit (exit before attaining the age of superannuation/attaining 60 years of age) from NPS, what percentage of the accumulated pension corpus of the Subscriber has to be utilized for purchase of an Annuity that would provide a regular monthly pension.
- A. 50%
  - B. 60%
  - C. 70%
  - D. 80%
46. What are the Government benefits directly availed by the beneficiaries under Direct Benefit Transfer (DBT) ?
- A. Cash benefits from Ministries / Departments
  - B. In-kind benefits through implementing agencies
  - C. Neither A nor B
  - D. Both A and B
47. Earned Leave can be combined with
- A. Casual Leave, Half Pay Leave, Maternity Leave
  - B. Study Leave, Casual Leave, Maternity Leave
  - C. Sick Leave, Half Pay Leave, Maternity Leave
  - D. Casual Leave, Paternity Leave, Maternity Leave

48. What is the rate of family pension payable to the family of a Government servant who dies while in service after having rendered not less than 7 years' continuous service?
- A. 30% of the last pay drawn
  - B. 40% of the last pay drawn
  - C. 50% of the last pay drawn
  - D. 50% of the last pay drawn or one and half a times the normal family pension, whichever is less
49. An RTI applicant applies for obtaining a copy of a document under the RTI Act. A part of the document contains some information which is exempted from disclosure. How should the PIO respond to the RTI application?
- A. The PIO should reject the RTI application citing the exempted nature of the information.
  - B. The PIO should provide that part of the information which can be disclosed and can reasonably be severed from any part that contains the exempted information.
  - C. The PIO should provide the whole document in response to the application.
  - D. None of the above
50. Which of the following consortium supports e-resources exclusively for health sciences?
- A. NKRC
  - B. FORSA
  - C. HELINET
  - D. CeRA



**PART- B (Subjective type questions)**

**भाग- ख (व्यक्तिपरक प्रकार के प्रश्न)**

**Each question carries 5 marks**

**प्रत्येक प्रश्न के 5 अंक है**

1. You have been asked to put together an online document storage system for your Institute. Explain the required procedure and the final solution.

आपको अपने संस्थान के लिए एक ऑनलाइन दस्तावेज संग्रहण प्रणाली तैयार करने के लिए कहा गया है। आवश्यक प्रक्रिया और अंतिम समाधान की व्याख्या करें।

2. Explain any 5 initiatives advocated by the 2<sup>nd</sup> Administrative Reforms Commission to support the administrative reforms agenda.

प्रशासनिक सुधार एजेंडा का समर्थन करने के लिए द्वितीय प्रशासनिक सुधार आयोग द्वारा समर्थित किन्हीं 5 पहलों की व्याख्या करें।

3. You head the establishment division of your Institute. You have been asked to conduct a Departmental Promotion Committee for a cadre that has recently merged employees of two different pay levels. Detail the process you will follow to provide relevant rules, creation of seniority lists, rosters and zone of consideration before the meeting.

आप अपने संस्थान के स्थापना प्रभाग के प्रमुख हैं। आपको एक संवर्ग के लिए विभागीय पदोन्नति समिति की बैठक आयोजित करने के लिए कहा गया है जिसमें हाल ही में दो अलग-अलग वेतन स्तरों के कर्मचारियों का विलय किया गया है। बैठक से पहले प्रासंगिक नियमों, वरिष्ठता सूचियों, रोस्टर्स और विचार के क्षेत्र का निर्माण प्रदान करने के लिए आप जिस प्रक्रिया का पालन करेंगे, उसका विवरण दें।



4. As per CCS conduct rules 1964, list at least 10 rules of conduct to be followed by every Government servant at all times.

सीसीएस आचरण नियम 1964 के अनुसार, प्रत्येक सरकारी कर्मचारी द्वारा हर समय पालन किए जाने वाले कम से कम 10 आचरण नियमों की सूची बनाएं।

5. The legal division of your Institute needs overhauling since there are a large number of pending court cases. Besides, the legal division helps in preparing agreements and MoUs, providing legal opinions, resolving institutional disputes, etc. Propose a framework that will consider all these issues.

आपके संस्थान के कानूनी प्रभाग में सुधार की आवश्यकता है क्योंकि बड़ी संख्या में अदालती मामले लंबित हैं। इसके अलावा, कानूनी प्रभाग समझौतों और समझौता ज्ञापनों को तैयार करने, कानूनी राय प्रदान करने, संस्थागत विवादों को हल करने आदि में मदद करता है। एक ढांचा प्रस्तावित करें जो इन सभी मुद्दों पर विचार करेगा।

6. Your Institute has an internal audit system that ensures that there are no lapses in the procedures being followed. The CAG team still raises 82 paras related to non-compliances, deviation from government rules, etc. What do you think went wrong and what are the possible solutions?

आपके संस्थान में एक आंतरिक लेखापरीक्षा प्रणाली है जो यह सुनिश्चित करती है कि पालन की जा रही प्रक्रियाओं में कोई चूक न हो। CAG टीम अभी भी गैर-अनुपालन, सरकारी नियमों से विचलन आदि से संबंधित 82 पैरा उठाती है। आपको क्या लगता है कि क्या गलत हुआ और संभावित समाधान क्या हैं?

7. Explain different categories of assesses under the Income Tax Act.

आयकर अधिनियम के अंतर्गत निर्धारितियों की विभिन्न श्रेणियों की व्याख्या कीजिए।



8. How the finance division of your Institute will adopt the latest accounting trends for future dependency on cloud technology, automated data entry, ERP, blockchain technology, and data analytics?

आपके संस्थान का वित्त प्रभाग क्लाउड टेक्नोलॉजी, स्वचालित डेटा प्रविष्टि, ईआरपी, ब्लॉकचेन टेक्नोलॉजी और डेटा एनालिटिक्स पर भविष्य की निर्भरता के लिए नवीनतम लेखा प्रवृत्तियों को कैसे अपनाएगा?

9. Explain the roles of the Buyer, Consignee, PAO, and DDO, as per GeM architecture. Also, enlist the process and timelines as per GeM norms involved in purchasing a service.

GeM आर्किटेक्चर के अनुसार क्रेता, कंसाइनी, PAO और DDO की भूमिकाओं की व्याख्या करें। इसके अलावा, किसी सेवा को खरीदने में शामिल GeM मानदंडों के अनुसार प्रक्रिया और समयसीमा को सूचीबद्ध करें।

10. Explain the general principles of contract, as per Rule 225 of the General Financial Rules 2017.

सामान्य वित्तीय नियम 2017 के नियम 225 के अनुसार अनुबंध के सामान्य सिद्धांतों की व्याख्या करें।







Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**JAWAHARLAL NEHRU UNIVERSITY  
NEW DELHI**

**Written Test for Assistant Registrar – January 2014**

**Time: 3 hours**

**Max. Marks: 100**

**Note: The paper consists of three parts:**

**Part-I:** General English - with two descriptive questions, each of 10 marks and 10 objective type questions of 1 mark each, all to be answered only in English

**Part-II:** University Admn.- 20 objective questions of 1 mark each and 30 marks of descriptive type

**Part-III:** General Knowledge: 20 marks (multiple choice questions)

Questions under Part II and Part III are in bilingual form. Candidates can attempt the questions either in English or in Hindi. Descriptive questions under Part-I and Part-II be answered in the sheets to be provided separately and must be tagged with this set safely.

**PART-I: GENERAL ENGLISH (30 marks)**

Q.1: Against an outlay of Rs 1,000.00 crores in the XII Plan proposals of the University, the UGC has sanctioned a **block grant** of about Rs 204.00 crores to the University for the XII Plan period. As one handling the budget and grant section, you are required to make allocations under various budget heads/sub-heads. Prepare a detailed note, allocating funds under various recurring and non-recurring activities out of this limited grant, justifying clearly the priorities and allocations made.

**(10 marks)**

Q.2: JNU has been identified as a site for the Mission Secretariat of the MHRD funded National Mission for Education through ICT (NME-ICT) which will use the University as a base to establish its DTH operations and build e-classrooms from which the National Knowledge Network (NKN) will be used to implement a country-wide classroom. Please prepare a Note on steps required for accessing the NKN effectively in the Central Universities.

**(10 marks)**

**Objective Type questions:**

Q.3: Put in each case ✓ or ✗ like spellings in (i to iii); statements (iv to vi) and whether the sentence is grammatically "correct" or "incorrect" in (vii to x):

**(10 marks: one mark each)**

(i) Efflorescence; ☐

(ii) Sedantary; ☐

(iii) Dielectic. ☐

(iv) The prisoner was released on probation for good behaviour. ☐

(v) His exposition of the topic was not so good that students had few doubts to raise at the end. ☐

(vi) The most obvious reason for his popularity was his propensity to find fault with others ☐

(vii) Eggs are sold by a dozen. ☐

(viii) Many a glorious deeds were done. ☐

(ix) I don't remember to have met you before. ☐

(x) The Committee are divided on this issue. ☐

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Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART-II: UNIVERSITY ADMINISTRATION**

**OBJECTIVE TYPE QUESTIONS**

**Q.1 (A): Put ✓ or X: (Answers be given in the Question Paper only)**

**(20 marks: one mark each)**

1. मांगपत्र विनिर्देश की तैयारी के समय, खरीद विभाग और प्रयोक्ता विभाग के बीच बातचीत 'आवश्यक' है।  
1. At the time of preparation of indent specification, interaction between the Purchasing Department and the User Department is 'essential'. ☐
2. अनुबंध के लिए प्रदायक पावती वांछनीय है। ☐
2. Supplier's acknowledgement to contract is desirable.
3. वे आकस्मिक श्रमिक तदर्थ बोनस के लिए पात्र हैं, जिन्होंने प्रासंगिक वित्तीय वर्ष की 31 मार्च को तीन या अधिक वर्षों के लिए प्रत्येक वर्ष में 5 दिन के सप्ताह में कम से कम 200 दिनों के लिए कार्यालयों में काम किया है और 6 दिन के सप्ताह में कम से कम 230 दिनों के लिए कार्यालयों में काम किया है।  
3. Casual labour is eligible for ad hoc bonus if they have worked for at least 230 days in offices following six days week and 200 days in offices following 5-day week in each year for three or more years as on 31<sup>st</sup> March of the relevant financial year. ☐
4. असफल बोलीदाताओं की ईएमडी अनुबंध के जारी करने के 90 दिनों के बाद वापस करनी होती है। ☐
4. EMD of unsuccessful bidders to be returned after 90 days of placing of contract.
5. LTI / ATI / GTI के खिलाफ देर से प्राप्त निविदा पर विचार किया जा सकता है, अगर वह अच्छी गुणवत्ता के उत्पाद प्रदान करता है।  
5. Late tender received against LTI/ATI/GTI can be considered when it offers the best quality product.
6. सामान्य वित्तीय नियमावली के अनुसार, विज्ञापित निविदा पूछताछ के लिए मूल्य रुपये 15.00 लाख से अधिक होना चाहिए। ☐
6. As per GFR, advertized tender inquiry is resorted to when the value exceeds Rs 15.00 lakh.
7. दर अनुबंध प्रणाली, गैर मानक विनिर्देशों वाली वस्तुओं के लिए होनी चाहिए। ☐
7. Rate contract system is resorted to for the items with non-standard specifications.
8. नियमों के अनुसार, भविष्य निधि से अग्रिम के लिए हर तीन महीने में एक बार अनुमति दी जा सकती है।  
8. As per rules, advance from Provident Fund may be allowed once in every three months. ☐

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9. अर्ध वेतन का मंत्र अर्हक सेवा के रूप में गिना जाता है। ☐
9. Spells of half pay is reckoned as qualifying service.
10. एक स्थायी कर्मचारी 5 साल से कम शुद्ध अर्हक सेवा के साथ सेवानिवृत्ति की आयु प्राप्त करने पर पेंशन और सेवा ग्रेच्युटी के लिए हकदार है। ☐
10. A permanent employee with less than 5 years net qualifying service on attaining the age of superannuation is entitled for pension and service gratuity.
11. सेवा से हटाना अतीत सेवा के सम्पहरण की जरूरत पर जोर देता है। ☐
11. Removal from service entails forfeiture of past service.
12. यौन उत्पीड़न के खिलाफ लिंग संवेदीकरण समिति (GSCASH) की सिफारिशें अनिवार्य हैं। ☐
12. Recommendations of the Gender Sensitization Committee Against Sexual Harassment (GSCASH) are mandatory.
13. रॉस्टर अंक का विस्तार या उसको अनुबंधित नहीं किया जा सकता। ☐
13. Roster points cannot be expanded or contracted.
14. प्रतिनियुक्ति या स्थानान्तरण से भरे पदों के लिए अलग रॉस्टर बनाए जाने की आवश्यकता है। ☐
14. Separate rosters are required to be maintained for posts filled by deputation or transfer.
15. उप-वाउचर को साधारणतया 3 साल के बाद नष्ट किया जाता है। ☐
15. Sub-vouchers are invariably destroyed after 3 years.
16. सरकारी कर्मचारी की गोपनीय रिपोर्ट में संप्रेषित नहीं की गयी प्रतिकूल टिप्पणियां उसकी पदोन्नति में रुकावट होती हैं। ☐
16. Un-communicated adverse remarks in the confidential report of a government servant will stand in his way of promotion.
17. चेतावनी एक निंदा करने के बराबर हो सकता है। ☐
17. Warning can be equated to a censure.
18. एलटीसी का लाभ उठाने के दौरान, प्राप्त छुट्टी-नकदीकरण पर कर कटौती को नहीं माना जाता है। ☐
18. Leave encashment received while availing of LTC is not reckoned for tax deduction.
19. बीच में सार्वजनिक अवकाश चाइल्ड केयर लीव के रूप में गिनती नहीं होगी, जैसा कि अर्जित छुट्टी के मामले में किया जाता है। ☐
19. Intervening holidays will not count as Child Care Leave as in the case of Earned Leave.
20. नाम में किसी भी बदलाव के लिए, एक सरकारी कर्मचारी को पहले एक आवेदन लिखना चाहिए। ☐
20. For any change in name, a government servant should first write an application.



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**Q.1 (B): Descriptive Type Questions**

**(30 marks)**

1. एक पेंशनभोगी के मामले में सक्षम अधिकारी द्वारा किन स्थितियों में पेंशन या उपदान की रोक/वापसी या दोनों की रोक/वापसी, पूर्ण या आंशिक, आदेश दिया जा सकता है।
1. Write down the conditions under which withdrawal/withholding of Pension or gratuity or both, in full or part, in case of a pensioner can be ordered by the Competent Authority.

**(6 marks)**

2. जटिल और तकनीकी प्रकृति के संयंत्र और मशीनरी की खरीद के लिए सामान्य वित्तीय नियम (जीएफआर) के अनुसार खरीद और मूल्यांकन प्रक्रिया के दो बोली प्रणाली के बारे में बताएं, और क्या ब्रांड नाम निविदा पृष्ठताछ में निर्दिष्ट किया जा सकता है। पक्ष और विपक्ष, कारण दीजिए।
2. Explain two bid system of procurement and evaluation procedure as per GFR for procurement of plant and machinery of complex and technical nature, and whether brand name can be specified in the tender enquiry. Give reasons, for and against.

**(8 marks)**

3. एक संगठन में आहरण एवं संवितरण अधिकारी के कर्तव्यों और जिम्मेदारियों का वर्णन करें।
3. Describe the duties and responsibilities of Drawing & Disbursing Officer in an organization.

**(6 marks)**

4. लघु नोट लिखें (i) अवैध पेंशन पर, और (ii) निवृत्त पेंशन पर।
4. Write short notes on (i) Invalid Pension, and (ii) Retiring Pension.

**(5 marks)**

5. उन स्थितियों का वर्णन करें जहां आपूर्तिकर्ता को अग्रिम भुगतान आवश्यक हो सकता है, और किस सीमा तक।
5. Describe the conditions under which it may become necessary to make advance payments to the supplier and extent of limits.

**(5 marks)**

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Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART-III: GENERAL KNOWLEDGE (Circle the right answer in the question paper only)**

**(20 marks: 1 mark each)**

1. गांधी जी के नाम से पहले "महात्मा" किस आंदोलन के दौरान जोड़ा गया है:  
(क) चंपारण सत्याग्रह (ख) रोलेट सत्याग्रह  
(ग) 1919 के भारतीय राष्ट्रीय कांग्रेस अमृतसर सत्र में (घ) खिलाफत आंदोलन के प्रारंभिक चरणों में
1. "Mahatma" was added before Gandhiji's name during:  
(A) Champaran Satyagraha (B) Rowlatt Satyagraha  
(C) Amritsar Session of INC in 1919 (D) Initial stages of Khilafat Movement
2. भारत का योजना आयोग स्थापित किया गया था:  
(क) 1942 (ख) 1947 (ग) 1950 (घ) 1951
2. The Planning Commission of India was established in:  
(A) 1942 (B) 1947 (C) 1950 (D) 1951
3. पहला भारतीय विश्वविद्यालय 1857 में कहाँ खोला गया था:  
(क) मद्रास (ख) कोलकाता (ग) बनारस (घ) बॉम्बे
3. The first Indian University opened in 1857 was in:  
(A) Madras (B) Kolkata (C) Banaras (D) Bombay
4. नालंदा विश्वविद्यालय किस निम्नलिखित शासक के शासनकाल के दौरान विकसित हुआ:  
(क) चंद्रगुप्त मौर्य (ख) अशोक (ग) कनिष्क (घ) हर्ष
4. Nalanda University flourished during the reign of which of the following rulers:  
(A) Chandragupta Maurya (B) Ashoka (C) Kanishka (D) Harsha
5. निम्न में से कौन सा अप्रत्यक्ष कर का एक उदाहरण नहीं है?  
(क) सेल्स टैक्स (ख) एक्साइज ड्यूटी (ग) कस्टम ड्यूटी (घ) व्यय टैक्स
5. Which of the following is not an example of indirect tax?  
(A) Sales Tax (B) Excise Duty (C) Custom Duty (D) Expenditure Tax

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Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

6. संयुक्त राष्ट्र विश्वविद्यालय किस निम्नलिखित शहर में स्थित है?  
(क) जिनेवा (ख) न्यूयॉर्क (ग) पेरिस (घ) टोक्यो
6. United Nations University is located in which of the following cities?  
(A) Geneva (B) New York (C) Paris (D) Tokyo
7. दुनिया में सबसे अधिक संख्या वाले लोगों द्वारा बोली जाने वाली भाषा है:  
(क) हिन्दी (ख) अंग्रेजी (ग) मंदारिन (घ) स्पेनिश
7. The language spoken by the largest number of people in the world is:  
(A) Hindi (B) English (C) Mandarin (D) Spanish
8. पुस्तक "The Struggle in my Life" के लेखक हैं:  
(क) जे एल नेहरू (ख) तिलक (ग) मंडेला (घ) गोखले
8. The author of the book "The Struggle in my Life" is:  
(A) J.L.Nehru (B) Tilak (C) Mandela (D) Gokhale
9. किसने कहा, "तुम मुझे खून दो, मैं तुम्हें आजादी दूंगा"?  
(क) महात्मा गांधी (ख) बाल गंगाधर तिलक  
(ग) सुभाष चंद्र बोस (घ) भगत सिंह
9. Who said, "You give me blood, I will give you freedom"?  
(A) Mahatma Gandhi (B) Bal Gangadhar Tilak  
(C) Subhash Chandra Bose (D) Bhagat Singh
10. निम्न में से कौन सा अंतर्राष्ट्रीय विकलांग दिवस के रूप में मनाया जाता है?  
(क) 1 दिसंबर (ख) 11 दिसंबर (ग) दिसम्बर 21 (घ) 31 दिसंबर
10. Which of the following is observed as "International Disabled Day"?  
(A) 1<sup>st</sup> December (B) 11<sup>th</sup> December (C) 21<sup>st</sup> December (D) 31<sup>st</sup> December
11. भारत में पहली बार पब्लिक हेल्थ यूनिवर्सिटी को किस निम्नलिखित राज्य में स्थापित किया जाएगा?  
(क) केरल (ख) ओडिशा (ग) पंजाब (घ) कर्नाटक
11. The first Public Health University in India will be set up in which of the following States?  
(A) Kerala (B) Odisha (C) Punjab (D) Karnataka

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Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

12. बैंक दर है:
- (क) जिस पर बैंक जमाकर्ताओं को पैसा उधार देता है  
(ख) जिस पर भारतीय रिजर्व बैंक वाणिज्यिक बैंकों को पैसा उधार देता है  
(ग) जिस पर बैंक औद्योगिक वित्तीय संस्थानों को उधार देता है  
(घ) ऊपर से कोई नहीं
12. Bank rate is the rate:
- (A) At which banks lend money to the depositors  
(B) At which Reserve Bank of India lends money to commercial banks  
(C) At which banks lend to the industrial financial institutions  
(D) None of the above
13. निम्नलिखित में से किसको आयुर्वेद का पिता माना जाता है?
- (क) धनवंतरी (ख) पतंजलि (ग) सुश्रुत (घ) चरक
13. Who among the following is considered to be the father of Ayurveda?
- (A) Dhanvantri (B) Patanjali (C) Susruta (D) Charaka
14. कंप्यूटर प्रोसेसर में कौन से निम्नलिखित हिस्से होते हैं:
- (क) सीपीयू और मुख्य स्मृति (ख) हार्ड डिस्क और फ्लॉपी ड्राइव  
(ग) मुख्य स्मृति और भंडारण (घ) ऑपरेटिंग सिस्टम और अनुप्रयोग
14. The computer's processor consists of the following parts:
- (A) CPU and main memory (B) Hard disk and floppy drive  
(C) Main memory and storage (D) Operating system and applications
15. एक डीवीडी उदाहरण है:
- (क) हार्ड डिस्क (ख) ऑप्टिकल डिस्क  
(ग) आउटपुट डिवाइस (घ) ठोस-अवस्था भंडारण युक्ति
15. A DVD is an example of an (a):
- (A) hard disk (B) optical disk  
(C) output device (D) solid-state storage device



:8:

Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

16. भारत में केन्द्रीय विश्वविद्यालयों की संख्या है:  
(क) 40 (ख) 41 (ग) 42 (घ) 43
16. Number of Central Universities in India is:  
(A) 40 (B) 41 (C) 42 (D) 43
17. निम्नलिखित में से कौन तय करता है कि एक विशेष विधेयक धन विधेयक है या नहीं है?  
(क) राष्ट्रपति (ख) लोकसभा का अध्यक्ष-वता  
(ग) राज्यसभा का अध्यक्ष (घ) वित्त मंत्री
17. Who among the following decides whether a particular bill is a Money bill or not?  
(A) President (B) Speaker of Lok Sabha  
(C) Chairman of Rajya Sabha (D) Finance Minister
18. भारत में लोकपाल और लोकायुक्त का कार्यालय निम्न में से किस पर आधारित है?  
(क) ब्रिटेन के संसदीय आयुक्त (ख) स्कैंडिनेविया का लोकपाल  
(ग) रूस के प्रोक्यूरेटर जनरल (घ) फ्रांस में राज्य की परिषद
18. The office of Lokpal and Lokayukta in India is based on which of the following?  
(A) Parliamentary Commissioner of UK (B) Ombudsman in Scandinavia  
(C) Procurator General of Russia (D) Council of State in France
19. इलाहाबाद में दोपहर 12 बजे होने पर, टोक्यो में क्या समय होगा:  
(क) 9.30 पूर्वाह्न (ख) 3:30 दोपहर बाद (ग) 18:30 सायंकाल (घ) 9:30 रात
19. When it is 12 noon in Allahabad, the time in Tokyo would be about:  
(A) 9.30 am (B) 3.30 pm (C) 6.30 pm (D) 9.30 pm
20. अपनी ही धुरी पर एक रोटेशन के लिए पृथ्वी द्वारा लिया सही समय है:  
(क) 24 घंटे (ख) 24 घंटे 35 सेकंड  
(ग) 23 घंटे 50 मिनट 7.2 सेकंड (घ) 23 घंटे 56 मिनट 4.09 सेकंड
20. The exact time taken by the Earth for the single rotation on its own axis is:  
(A) 24 hrs (B) 24 hrs 35 sec.  
(C) 23 hrs 50 min. 7.2 sec. (D) 23 hrs 56 min 4.09 sec.

**Maulana Azad National Institute of Technology**  
**Bhopal- 462003**

**Screening Test for the Post of Assistant Registrar**

**Date: January 30, 2021**

**Time: 2 Hours**

**Full Marks: 115**

**Instructions:**

- (1) Indicate Your Answers of the Objective and Subjective type questions in Answer Sheet provided separately only and nowhere else.
- (2) Calculators, mobile phones or electronic devices of any kind are not allowed.
- (3) Each right answer of the objective questions carries 1 (one) mark and no negative marking for wrong answer. The subjective questions carry 5 marks each.
- (4) Question Booklet, Answer sheet, Admit Card and the rough worksheet will be taken back after the examination.
- (5) Answer all One Hundred (100) Objective Questions starting from next page. Out of 4 choices (A, B, C, D) in each question, only one is correct. Also answer all three Subjective type Questions in the answer sheet at appropriate space provided for the purpose. In case, any question is not attempted, the candidate shall put X (cross) against the question in the Answer sheet.

**Example:** If you think 'C' is the correct choice of a question, write 'C' corresponding to the same question in the Answer sheet by blue or black ball pen.

**APPLICATION NO. :**

AR	MN00119000				
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**NAME (In CAPITAL):** \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE:**

**SIGNATURE OF THE INVIGILATOR**

## **OBJECTIVE QUESTIONS 1 TO 100 QUESTIONS**

1. At a dinner party every two guests used a dish of rice between them. Every three guests used a dish of dhal and every four used a dish of meat between them. There were altogether 65 dishes. How many guests were present?  
A) 56  
B) 60  
C) 40  
D) 70
2. In the Chaudhary family each daughter has the same number of brothers as she has sisters and each son has twice as many sisters as he has brothers. Now can you tell me how many sons and how many daughters do the Chaudhary family have?  
A) 4 daughters and 3 sons  
B) 6 daughters and 4 sons  
C) 4 daughters and 4 sons  
D) None of the above
3. Given the floor area of a room as 24 feet by 48 feet and the space diagonal of the room as 56 feet, the height of the room is  
A) 16  
B)  $24\sqrt{5}$   
C) 65  
D) None of the above
4. A man wants to reach a window which is 40 ft above the ground. The distance from the foot of the ladder to the wall is 9 ft. How long should the ladder be?  
A) 41  
B) 39  
C) 31  
D) None of the above
5. One publishing company wanted to hire an assistant editor who had some training in both mathematics and literature. They advertised for the job and 100 people applied for the position. Out of 100 applicants the company found that 10 of them had no training in mathematics and no training in literature, 70 of them had got mathematical training and 82 had got training in literature. How many applicants had got training in both mathematics and literature?  
A) 60  
B) 62  
C) 12  
D) None of the above
6. Consider all families with two children and assume that boys and girls are equally likely. If a family is chosen at random and is found to have a boy. What is the probability that the other one is also a boy?  
A)  $1/2$   
B)  $1/3$   
C)  $1/4$   
D) None of the above
7. Supposing six coins are flipped, what is the probability of getting at least one tail?  
A)  $1/2$   
B)  $63/64$   
C)  $1/720$   
D) None of the above

8. What are the next two terms of the sequence 1,1,5,17,61,217,...?
- 773, 2754
  - 783, 943
  - 773, 2753
  - None of the above
9. How much is  $\frac{1}{7} + \frac{2}{7^2} + \frac{1}{7^3} + \frac{2}{7^4} + \frac{1}{7^5} + \frac{2}{7^6} + \frac{1}{7^7} + \dots$  to infinity
- 3/16
  - 7/48
  - 3/5
  - None of the above
10. What are the mean, median, and standard deviation of the standard normal distribution?
- 1, 1, 1
  - 1, 1, 0
  - 0, 0, 0
  - Cannot be determined without a table
11. McMahon bought a scooter for a certain sum of money. He spent 10% of the cost on repairs and sold the scooter making a profit of 1100. How much did he spend on repairs if he made a profit of 20%.
- 400
  - 440
  - 500
  - 550
12. A pregnant lady named her children: Dora, Rehman, Mitch and Fatima. What will she name her next child? Lina, Soloman, Angela or Jamshet
- Lina
  - Soloman
  - Angela
  - Jamshet
13. A chemist came in your shop and said, "I am very thirsty, please give me a bottle which contains at least 100 moles of water". Which bottle will you handover to him?
- 1 liter
  - $\frac{1}{2}$  liter
  - 2 liters
  - One 1 liter and one  $\frac{1}{2}$  liter bottle
14. Which of the following region has the greatest biodiversity?
- Tropical rain forests
  - Arctic region
  - Sub-tropical region
  - Himalayan snow forest
15. A person writes all the numbers from 0 to 99. The number of times digit 3 will be written as
- 18
  - 19
  - 20
  - 21



**Answer questions 16 to 18 based on following passage**

At this stage of civilisation, when many nations are brought in to close and vital contact for good and evil, it is essential, as never before, that their gross ignorance of one another should be diminished, that they should begin to understand a little of one another's historical experience and resulting mentality. It is the fault of the English to expect the people of other countries to react as they do, to political and international situations. Our genuine goodwill and good intentions are often brought to nothing, because we expect other people to be like us. This would be corrected if we knew the history, not necessarily in detail but in broad outlines, of the social and political conditions which have given to each nation its present character.

16. According to the author of 'Mentality' of a nation is mainly product of its
- [A] history [C] politics
- [B] international position [D] present character
17. The need for a greater understanding between nations
- [A] was always there [C] is more today than ever before
- [B] is no longer there [D] will always be there
18. The character of a nation is the result of its
- [A] mentality [C] gross ignorance
- [B] cultural heritage [D] socio-political conditions
19. The Battle of Plassey was fought in
- [A] 1757 [C] 1782
- [B] 1749 [D] 1746
20. 'The Vedas contain all the truth was interpreted by
- [A] Swami Vivekananda [C] Raja Rammohan Roy
- [B] Swami Dayananda [D] None of the above
21. The great Victoria Desert is located in
- [A] Canada [C] Australia
- [B] West Africa [D] North America
22. Who among the following invented the small pox vaccine?
- [A] Robert Koch [C] Robert Hooke
- [B] Edward Jenner [D] Louis Pasteur
23. Who declared that his ultimate aim was to wipe 'every tear from every eye'?
- [A] Rajendra Prasad [C] Mahatma Gandhi
- [B] Sardar Patel [D] Jawaharlal Nehru
24. Which of the following pairs of artists and their areas of specialization is not correct?
- [A] Pt. Ravi Shankar - Sitar [C] Hari Prasad Chaurasia - Flute
- [B] M. S. Subbulakshmi - Dance [D] Ustad Zakir Hussain Khan - Tabla

25. Reserve Bank of India was nationalized in the year

- |          |          |
|----------|----------|
| [A] 1935 | [C] 1945 |
| [B] 1969 | [D] 1949 |

26. Which Asian Games gold medallist banned for eight years?

- |                    |                     |
|--------------------|---------------------|
| [A] Sanjeev Rajput | [C] Heena Sidhu     |
| [B] Sawarn Singh   | [D] Priyanka Panwar |

For questions 27 to 30, pick out the most effective word(s) from the given words to fill in the blank to make the sentence meaningfully complete.

27. I saw a ..... of cows in the field.

- |           |           |
|-----------|-----------|
| [A] group | [C] swarm |
| [B] herd  | [D] flock |

28. Success in this examination depends ..... hard work alone.

- |          |         |
|----------|---------|
| [A] at   | [C] for |
| [B] over | [D] on  |

29. My uncle decided to take ..... and my sister to the market.

- |          |            |
|----------|------------|
| [A] I    | [C] me     |
| [B] mine | [D] myself |

30. Find the correctly spelt word from following-

- |             |             |
|-------------|-------------|
| [A] Foreign | [C] Foriegn |
| [B] Foreine | [D] Forein  |

31. If the payee does not furnish PAN, TDS u/s 194-I on rent shall be made @

- A) 10%
- B) 20%
- C) 15%
- D) 2%

32. Deduction available from the Net Annual Value (NAV) of the house property u/s 24(a) of the income tax act is -

- A) Actual expenditure incurred to repair the house property during the year
- B) 30% of Net Annual Value
- C) 1/5th of Net Annual Value
- D) Rs. 30,000/-

33. Which is not an underlying assumption for preparing a Financial Statement?

- A) Accrual basis
- B) Consistency
- C) Going concern
- D) Materiality

34. What is the rate of subscription to GP Fund?
- A) Minimum 10% of his emoluments and not more than his total emoluments
  - B) Minimum 6% of his emoluments and not more than his total emoluments
  - C) Minimum 6% of his emoluments no limit on maximum
  - D) Minimum 10% of his emoluments and no limit on maximum
35. Which does not count as qualify service for pension purposes?
- A) Service on Probation against a post followed by confirmation in the same or another post.
  - B) Service as an apprentice.
  - C) Person appointed on contract followed by appointment in a substantive capacity in a pensionable establishment.
  - D) All of the above
36. Interest on delayed payment of gratuity is applicable if?
- A) The Government servant delays submission of papers.
  - B) The delay is attributable to clear administrative lapses.
  - C) The Government servant is ignorant of the rules.
  - D) All of the above
37. A Central Government servant admitted in a recognized hospital, for treatment before retirement but discharged from hospital after two months on attaining the age of superannuation. As per CGHS rule
- A) He will not get any reimbursement
  - B) He will get reimbursement for the entire period
  - C) He will get proportionate reimbursement for which he was in service
  - D) He will get only reimbursable medicine cost
38. Asim joined on 5th January 2019 with probation for one year. His NPS should start from
- A) 5th January 2019
  - B) 5th January 2020
  - C) 1st February 2019
  - D) 1st February 2010
39. When is the communication of a proposal complete:
- A) When it comes to the knowledge of the person to whom it is made
  - B) Only when the proposal, acceptance or revocation of the proposal is recorded in writing
  - C) When the other party gives his assent or dissent to the proposal
  - D) Only when a clear verbal communication of such proposal is made
40. Which of the following feature is not essential for a contract:
- A) It should be in writing only
  - B) free consent of parties competent to contract
  - C) lawful consideration and with a lawful object
  - D) It should not be declared void expressly
41. What is the maximum wage period for the payment of wages?
- A) 1 month
  - B) 30 days
  - C) 3 months
  - D) 89 days
42. What is the minimum amount of bonus paid to an employee?
- A) 10%
  - B) 8.33%
  - C) 20%
  - D) 8.3%

43. The eligibility condition for obtaining gratuity under the Payment of Gratuity Act, 1972 is  
A) Completion of 20 years of Service  
B) Completion of 10 years of Service  
C) Completion of 5 years of Service  
D) Completion of 2 years of Service
44. Which of the following is not an example of intangible assets  
A) Goodwill  
B) Land  
C) Franchise rights  
D) Patents
45. In India GST became effective from  
A) 1<sup>st</sup> April 2017  
B) 1<sup>st</sup> April 2018  
C) 1<sup>st</sup> July 2017  
D) 1<sup>st</sup> July 2018
46. What does "I" stands for in IGST?  
A) Indian  
B) International  
C) Internal  
D) Integrated
47. Under Section 194C of Income Tax Act 1961, TDS provision will not attract if the contractor (Individual) gets only one contract during the financial year not exceeding  
A) Rs. 100000/-  
B) Rs. 75000/-  
C) Rs. 30000/-  
D) Rs. 25000/-
48. On superannuation the ratio of withdrawal and annuity purchase of the savings under NPS will be  
A) 60:40  
B) 40:60  
C) 80:20  
D) 20:80
49. CAG of India is appointed by  
A) Chief Justice of India  
B) Parliament of India  
C) Prime Minister of India  
D) President of India
50. Which one of the following is not the component of internal control?  
A) Risk assessment process  
B) Management reports  
C) The information system  
D) Monitoring
51. Read the following two statements and choose the correct alternatives:
- I. Every page in each part of the file should be consecutively numbered in separate series.  
II. The record classified as Category 'A' does not qualify for permanent preservation for administrative purposes.
- A. Both I and II are true  
B. I is true and II is false



- C. I is false and II is true  
D. Both I and II are false
52. "Management By Objectives" was first suggested by:
- Peter Drucker
  - Henry Mintzberg
  - Frederick Taylor
  - Henri Fayol
53. The 'RTI Act, 2005' says that personal information may be disclosed if:
- its disclosure has no relationship to any public activity or interest.
  - it does not cause unwarranted invasion of privacy.
  - the PIO or the appellate authority concerned is satisfied that the larger public interest justifies the disclosure of such information.
- Only I is true
  - Only II is true
  - Only III is true
  - All I, II and III are true
54. Under the Right to Information Rules, 2012, fee for inspection of records, for the first hour of inspection:
- Rs. 5
  - Rs. 10
  - Nil
  - None of the above
55. Second Appeals on information pertaining to a person's life and liberty should be decided by Information Commissions within
- As expeditiously as possible, but within 5 days
  - 48 hours
  - 24 hours
  - No such time limit has been specified
56. Which of the following has been ranked the best Institution in the field of Architecture in the country as per the National Institutional Ranking Framework-2019?
- School of Planning and Architecture, New Delhi
  - Indian Institute of Technology Roorkee
  - Indian Institute of Technology Kharagpur
  - School of Planning and Architecture, Bhopal
57. Presently how many IITs are there in India?
- 19
  - 21
  - 23
  - 25
58. Who is the Chairperson of the Committee for Drafting National Education Policy- 2019?
- Vasudha Kamat
  - K. Kasturirangan
  - Krishna Mohan Tripathy
  - G.Madhavan Nair

59. NAAC is an autonomous institution under the aegis of:
- UGC
  - CSIR
  - AICTE
  - ICSSR
60. All India Council for Technical Education (AICTE) was set up in:
- 1943
  - 1945
  - 1947
  - 1950
61. Procurement from single source may be permitted in which of the following circumstances:
- It is known that only a particular firm is the manufacturer of the required goods
  - In case of an emergency
  - For standardisation of machinery or purchase of spare parts of an existing system.
  - For all of the above cases
62. The amount of performance security should be an amount of:
- 5% to 10% of the estimated cost
  - 5% to 10% of value of the contract
  - 11% to 20% of the estimated cost
  - 11% to 20% of value of the contract
63. What maximum % of advance payment can be made to a private firm without Bank Guarantee:
- 20%
  - 30%
  - 40%
  - None of the above
64. Bid Security is to be obtained from the bidders except:
- Micro, Small and Medium Enterprises (MSME) registered firm
  - Start-up companies as recognised by DIPP
- Both I and II are true
  - I is true and II is false
  - I is false and II is true
  - Both I and II are false
65. Rejection of all Bids is justified when:
- effective competition is lacking
  - none of the technical Proposals meets the minimum technical qualifying score
  - the Bids prices are substantially higher than the updated cost estimate or available budget
- Both I and II are true
  - All I, II and III are true
  - Only II is true
  - Both II and III are true
66. Which of the following is true for definition of Single Tender Contract:
- Only one tender is received
  - Four bids were received but after technical evaluation it results in only one effective bid.
- Only I is true
  - Only II is true
  - Both I and II are true
  - None of I and II are true

67. The full form of QCBS:
- Quality and Cost Based Selection
  - Quantity and Cost Based Selection
  - Quality and Component Based Selection
  - Quantity and Component Based Selection
68. In relation to procurement of Consulting Services the full form of:
- TOR: Table of Rates
  - RFP: Request For Proposal
- Only I is true
  - Only II is true
  - Both I and II are true
  - None of I and II are true
69. Read the following two statements and answer the following:
- Fixed assets should be verified at least once in a year.
  - Consumable goods and materials should be verified at least twice in a year.
- Only I is true
  - Only II is true
  - Both I and II are true
  - None of I and II are true
70. An online real-time purchasing technique to select the successful bid, which involves presentation by bidders of successively more favourable and competitive bids during a scheduled period of time and automatic evaluation of bids is called:
- Electronic Procurement
  - Electronic Buyer Seller Action
  - Electronic Reverse Auction
  - Electronic Buyer Selection
71. Central Government servants are eligible to encash 10 days Earned Leave at the time of availing LTC/HTC, a balance of Earned Leave that should be at his/her credit after taking into account the period of encashment as well leave should be at least :-
- 120 days EL
  - 60 days EL
  - 30 days EL
  - 50 days EL
72. Earned Leave can be ordinarily combined with the following:
- Casual Leave, half pay leave, maternity leave
  - Study leave, casual Leave, maternity leave
  - Study Leave, half pay leave, maternity leave
  - Casual Leave, hospital leave, paternity leave
73. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act came into force in the year:
- 1997
  - 2013
  - 2016
  - 2015
74. Time limit for Review of suspension of a Central Government employee as per CCS (CCA) rules
- Three months
  - Fifteen days
  - One month
  - Six months

75. A Government servant will be debarred from any future employment in a Government on imposition of Penalty of:
- A) Compulsory Retirement
  - B) Censure
  - C) Removal from service
  - D) Dismissal from service
76. A Government servant was drawing basic pay of Rs. 5250.00 in the pay scale of Rs. 4500-125-700 with DNI on 01.07.2005. His pay scale has been upgraded to Rs. 5000-150-8000 from 20.01.2006. He exercised option for fixation of his pay in the upgraded scale from 01.07.2006. His pay will fixed at
- A) Rs. 5300.00
  - B) Rs. 5375.00
  - C) Rs. 5450.00
  - D) Rs. 5500.00
77. Maximum amount of Gratuity admissible to a Central Government Employee under 7<sup>th</sup> Central Pay Commission
- A) 3.5 lakh
  - B) 10 lakh
  - C) 20 lakh
  - D) 33 Lakh
78. Fixation of Pay of a Government servant is regulated as per rule:
- A) FR-22
  - B) FR-56(j)
  - C) FR-55
  - D) FR-56
79. The benefit of option for Fixation of Pay is available
- A) In case of Direct Recruitment
  - B) In case of Deputation
  - C) In case of Promotion
  - D) In all the cases
80. The 7th CPC recommended for discontinuation of
- A) House Building Advance
  - B) Motor Car Advance
  - C) Computer Advance
  - D) None of the above
81. The Leave Travel Concession (LTC) facility was first introduced by Government of India in the year
- A) 1956
  - B) 1958
  - C) 1960
  - D) 1965
82. The CCS(LTC) Rule 1988 is not applicable to
- A) Permanent employees of Indian Railways
  - B) Employees appointed on contract with a regular pay scale
  - C) Ex-Serviceman on their re-employment
  - D) All of the above
83. Non entitled Officers can perform air journey from both National and Private airlines between the places connected by train but reimbursement is restricted to
- A) LTC-80 scheme
  - B) First class AC train
  - C) AC bus
  - D) the fare of the entitled class by train



84. Current two year and four year blocks for LTC are:  
A) 2017-18, 2017-20  
B) 2018-19, 2018-21  
C) 2019-20, 2019-22  
D) 2017-19, 2017-21
85. Fresh recruits to the Central Government are allowed to travel Any Place in India on availing of LTC in  
A) Third Occasion  
B) Fourth Occasion  
C) Fifth Occasion  
D) Any Occasion
86. Who has the right to decide that who will be included in the list of Scheduled Caste and Scheduled Tribes?  
(A) Parliament  
(B) President  
(C) Supreme Court  
(D) Governor of the state
87. Which article envisages the establishment of the National Commission for Scheduled Castes?  
(A) Article 338  
(B) Article 250  
(C) Article 180  
(D) Article 142
88. Which committee recommended the 27% reservation of the OBCs in the government jobs in 1991?  
(A) JogendraNathMandal committee  
(B) B.P. Mandal committee  
(C) Dilip Singh Bhuria committee  
(D) U.N. Debar committee
89. How many Pay Bands are there for government employees under 6<sup>th</sup> CPC  
A) Four  
B) Three  
C) Two  
D) One
90. A government servant whose date of birth is 1st April will retire from service on:  
A) 31<sup>st</sup> March  
B) 30<sup>th</sup> April  
C) 31<sup>st</sup> December  
D) 1<sup>st</sup> April
91. Which of the following actions is permitted to the government servants?  
A) to make a joint representation  
B) to resort to strike  
C) to come late habitually  
D) to join the Territorial Army
92. An employee gets promotion on 01.07.2017 and opted to fix his pay from the date of promotion. His DNIs will be  
A) 01.07.2017 and then 01.01.2018  
B) 01.01.2018 and then 01.07.2018  
C) 01.01.2018 and then 01.01.2019  
D) 01.07.2018 and then 01.07.2019

93. As per the Records Retention Schedule of Government of India a Category 'C' record is kept 'for specified period ' not exceeding
- A) 3 years
  - B) 5 years
  - C) 10 years
  - D) 25 years
94. Government servant are not entitled to leave salary while availing
- A) Half Pay Leave
  - B) Commuted Leave
  - C) Extra Ordinary Leave
  - D) Maternity Leave
95. What is the maximum amount of study leave which can be availed by a Government employee, other than CHS Officers in his entire service period
- A) 24 months
  - B) 18 months
  - C) 12 months
  - D) 10 months
96. Minimum Qualifying Period required to earn increment as on 1<sup>st</sup> July is
- A) 12 month
  - B) 09 month
  - C) 06 month
  - D) 03 month
97. OPTION under Fundamental Rule 22(I)(a)(i) is available in case of
- A) Direct Appointment
  - B) Promotion
  - C) Deputation
  - D) All the above circumstances
98. Pay fixation on PROMOTION under 7<sup>th</sup> CPC is made under ----- of CCS(RP) Rules 2016
- A) Rule-10
  - B) Rule-11
  - C) Rule-12
  - D) Rule-13
99. Stipulated time to exercise Option for pay fixation, on promotion is
- A) One month
  - B) Two months
  - C) Three months
  - D) Four months
100. An employee gets promotion on 01.01.2016 and opted to fix his pay on 7<sup>th</sup> CPC. His pay is to be fixed on 1.1.2016 in the process of
- A) 1<sup>st</sup> Notional Inc. in 6<sup>th</sup> CPC then 7<sup>th</sup> CPC+DNI 1.7.16
  - B) 1<sup>st</sup> as per 7<sup>th</sup> CPC then Notional Inc. on 7<sup>th</sup> CPC+DNI 1.7.16
  - C) 1<sup>st</sup> Notional Inc. in 6<sup>th</sup> CPC then 7<sup>th</sup> CPC+DNI 1.7.17
  - D) 1<sup>st</sup> as per 7<sup>th</sup> CPC then Notional Inc. on 7<sup>th</sup> CPC+D

**Subjective Questions 1-3 ( 15 marks)**



**1. Write short notes on**

**(a) Maternity Leave, Paternity Leave and Child Care Leave (3 marks)**

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**(b) Special Cash Package equivalent in lieu of LTC for Central Government employees during the block 2018-21 (2 marks)**

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**2. Describe in brief Old Pension Scheme and New Pension Scheme (5 marks)**

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3. Discuss in brief Global Tender Enquiry (GTE) and related amendments in GFR-2017 so far ( 5 marks)

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## **Recruitment to the Post of “Assistant Registrar”**

**Time Allowed: 120 Minutes**

**Maximum Marks: 200**

**Registration ID:** \_\_\_\_\_

**Name of the Candidate:** \_\_\_\_\_ **Roll No.** \_\_\_\_\_

Serial Number of the Response Evaluation Sheet

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Invigilator

### **INSTRUCTIONS TO THE CANDIDATES:**

1. *This booklet consists of **page numbers 1-11 pages and 100 questions**. Please check that this Question Booklet does not have any missing or torn pages or items, if so, get it replaced by another Question Booklet.*
2. *You have to mark all your responses **ONLY** on the separate Response Sheet provide. It should not be folded or mutilated. No additional Response Sheet shall be provided.*
3. *Use only Black Ball point pen for filling all particulars of Question Booklet, Response Sheet as well as **darkening the circle** of the Response in the Response Sheet.*
4. *This Question Booklet contains **100 Multiple Choice Questions** and each question is followed by four alternative answer options for examples A, B, C and D out of **which only one most appropriate option is** to be chosen. You need to darken thee most appropriate correct circle of the Response Sheet by black ball point pen.*
5. *For each question, darken only one circle on the Response Evaluation Sheet. If you darken more than one circle or darken a circle partially, the answer will be treated as incorrect. Cutting, Alterations/ **Corrections** are not permitted. Answers once darkened cannot be changed in the Response Sheet. If you do not wish to attempt a question, leave all the circles in corresponding row blank and in such condition zero marks will be awarded for that question.*
6. *Every correct answer will be awarded 2 marks and  $\frac{1}{4}$  marks will be deducted for each wrong answer. **No marks for non-attempted questions would be assigned.***
7. *Use of **Electronic Gadgets**, Pager, Mobile Phone, Calculator etc. are strictly prohibited. Use of Unfair Means will lead to the cancellation of candidature. Do not carry any loose paper.*
8. *Blank spaces and blank pages at the end of this Booklet can be used for Rough Work.*
9. *Strictly adhere to disciplines during the course of examination and you are not permitted to leave the Examination Hall until the end of the test.*

*Return the Question Booklet and Response Sheet to the Invigilator after completion of examination, else your candidature will be treated as cancelled.*



1. Who sets the Bharat stage (BS) emission standards?
  - A. NITI Aayog
  - B. National Green Tribunal
  - C. Indian Pollution Control Association
  - D. Central Pollution Control Board
2. On which date, the 'National Start-up Day' observed in India?
  - A. 11 January
  - B. 16 January
  - C. 17 January
  - D. 27 January
3. Which central armed police force has approved the formation of its first all-women battalion in November 2024?
  - A. BSF
  - B. ITBP
  - C. CISF
  - D. CRPF
4. 'Thang ta', a martial art form is associated with which state of India?
  - A. Mizoram
  - B. Nagaland
  - C. Manipur
  - D. Tripura
5. Business Ready (B-READY) is the flagship report of which organization?
  - A. International Monetary Fund
  - B. World Bank
  - C. United Nations Development Programme
  - D. World Trade Organization
6. National Investigation Agency (NIA) functions under which ministry?
  - A. Ministry of Home Affairs
  - B. Ministry of Defence
  - C. Ministry of Corporate Affairs
  - D. Ministry of Finance
7. Which countries are part of Quad nations?
  - A. United Kingdom, France, Germany and India
  - B. Australia, India, Japan, and United States
  - C. India, Russia, Brazil and Japan
  - D. Ukraine, France, Kuwait and Qatar
8. EmpowHER Biz – Sapno Ki Udaan is an initiative of which institution?
  - A. NITI Aayog
  - B. National Institute of Public Cooperation and Child Development (NIPCCD)
  - C. National Commission for Women (NCW)
  - D. Central Social Welfare Board (CSWB)
9. Which state has achieved the highest number of hospital registrations under the Ayushman Bharat scheme in January 2025?
  - A. Haryana
  - B. Bihar
  - C. Uttar Pradesh
  - D. Odisha
10. A rare carnivorous plant 'Utricularia' has been found at which national park in Rajasthan?
  - A. Darrah National Park
  - B. Desert National Park
  - C. Keoladeo National Park
  - D. Ranthambore National Park
11. What is Hydroclimate Whiplash
  - A. A condition where an extremely wet season is followed by an extremely dry season
  - B. A sudden drop in atmospheric pressure
  - C. A phenomenon of rising sea levels
  - D. A rapid temperature drop over a short period
12. As per Commerce and Industry Ministry, what is the position of India in terms of global coffee production?
  - A. First
  - B. Third
  - C. Fifth
  - D. Seventh

13. Parakram Diwas is celebrated on January 23 to commemorate the birth anniversary of which freedom fighter?
  - A. Bhagat Singh
  - B. Subhash Chandra Bose
  - C. Chandra Shekhar Azad
  - D. Bal Gangadhar Tilak
14. What is the name of the tree that recently received digital protection through geo-tagging in Kashmir?
  - A. Chinar tree
  - B. Deodar tree
  - C. Pine tree
  - D. Kail tree
15. Transitioning Industrial Clusters Initiative is associated with which organization?
  - A. International Monetary Fund (IMF)
  - B. United Nations Development Programme (UNDP)
  - C. Reserve Bank of India (RBI)
  - D. World Economic Forum (WEF)
16. Asian Waterbird Census 2025 is conducted by which organization?
  - A. Society for Environment and Development (SED)
  - B. Bombay Natural History Society (BNHS)
  - C. Aranya Environment Organization
  - D. Greenpeace India
17. Which institution recently extracted silicon carbide from simulated moon soil?
  - A. IIT Bombay
  - B. IIT Kanpur
  - C. IIT Madras
  - D. IIT Delhi
18. How many people have been announced to be given the Padma Award by the government of India in 2025?
  - A. 116
  - B. 121
  - C. 130
  - D. 139
19. The mean of five observations is 4 and their variance is 5.2. If three of these given 5 observations are 1, 2, and 6, then the product of the other two is
  - A. 12
  - B. 24
  - C. 28
  - D. 46
20. If we add two irrational numbers the resulting number
  - A. Is always a rational number
  - B. Is always an irrational number
  - C. May be a rational or an irrational number
  - D. Always an integer
21. If  $P(A) = 0.4$ ,  $P(B) = 0.8$  and  $P(B|A) = 0.6$  then  $P(A \cup B)$  is equal to
  - A. 0.24
  - B. 0.3
  - C. 0.48
  - D. 0.96
22. The sum of two numbers is 192. If one-fourth of the one exceeds one-seventh of the other by 4, find the bigger number.
  - A. 112
  - B. 122
  - C. 132
  - D. 142
23. In an exam, there are 250 questions. A student got 2 marks for every correct answer and a deduction of 0.5 marks for every wrong answer. If he gets total 300 marks then, find the number of wrong answers.
  - A. 60
  - B. 70
  - C. 75
  - D. 80
24. The cost of 24 bats and 32 hockey sticks is Rs. 8400. What is the cost of 3 bats and 4 hockey sticks?
  - A. Rs. 1050
  - B. Rs. 2100
  - C. Rs. 4200
  - D. More than one of the above

25.  $\frac{3}{4}$  part of tank is full of water. When 30 litres of water is taken out it becomes empty. The capacity of the tank is?

- A. 24 litres
- B. 32 litres
- C. 36 litres
- D. 40 litres

26. Find the number of trailing zeroes in  $10 \times 20 \times 30 \times \dots \times 1000$ .

- A. 100
- B. 112
- C. 124
- D. 148

27. One bell rings for every 6 minutes. Another bell rings for every 8 minutes. The third bell rings for every 9 minutes. After how many minutes all the three bells will ring together?

- A. 50 minutes
- B. 72 minutes
- C. 144 minutes
- D. 216 minutes

28. The HCF and LCM of two numbers are 25 and 150 and the numbers are in the ratio of 1 : 6. Find the greater of the two numbers.

- A. 125
- B. 150
- C. 200
- D. 175

29. The angles of a triangle are in the ratio 3: 4: 5. The greatest angle will be

- A.  $45^\circ$
- B.  $60^\circ$
- C.  $75^\circ$
- D.  $100^\circ$

30. Four prime numbers are arranged in ascending order. The product of first three is 1001 and that of last three is 2431. The largest prime number is —

- A. 11
- B. 13
- C. 17
- D. 19

31. What is the probability that a leap year has 53 Sundays and 52 Mondays?

- A.  $\frac{1}{7}$
- B.  $\frac{2}{7}$
- C.  $\frac{5}{7}$
- D.  $\frac{6}{7}$

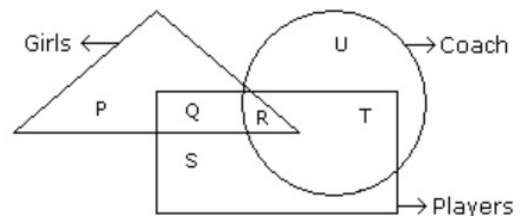
32. The greatest number, which on dividing 1657 and 2037 leaves remainders 6 and 5, respectively:

- A. 127
- B. 117
- C. 27
- D. 17

33. The compound interest on Rs. 30,000 at 7% per annum is Rs. 4347. The period (in years) is:

- A. 1
- B. 2
- C. 3
- D. 4

34. In the following figure triangle represents 'girls', square players and circle-coach. Which part of the diagram represents the girls who are player but not coach?



- A. P
- B. Q
- C. R
- D. S

35. A dishonest merchant sells goods at a 12.5% loss on the cost price, but uses 28 g weight instead of 36 g. What is his percentage profit or loss?

- A. 6.25% loss
- B. 10.5% loss
- C. 8.75% gain
- D. 12.5% gain

36. A and B invested money in a business in the ratio of 7:5. If 15%

of the total profit goes for charity, and A's share in the profit is Rs. 5950, then what is the total profit?

- A. Rs. 10,500
- B. Rs. 11,750
- C. Rs. 12,000
- D. Rs. 12,500

37. A car travels at a speed of 24 km/hr and covers a distance of 84 km. After that, the car increases its speed by 25% and covers the next 150 km. What is the total time taken for the entire journey?

- A. 8.5 hours
- B. 9.25 hours
- C. 10.75 hours
- D. 11.5 hours

38. There is a rectangular garden of 220 metres x 70 metres. A path of width 4 metres is built around the garden. What is the area of the path?

- A. 1836 metre<sup>2</sup>
- B. 1872 metre<sup>2</sup>
- C. 2162 metre<sup>2</sup>
- D. 2384 metre<sup>2</sup>

39. A, P, R, X, S and Z are sitting in a row. S and Z are in the centre. A and P are at the ends. R is sitting to the left of A. Who is to the right of P?

- A. A
- B. X
- C. Z
- D. S

40. If January is called "March", March is called "April" and April is called "May", then which of the following months will have only 30 days?

- A. January
- B. March
- C. April
- D. May

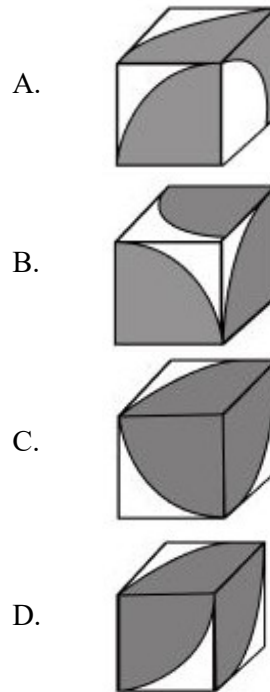
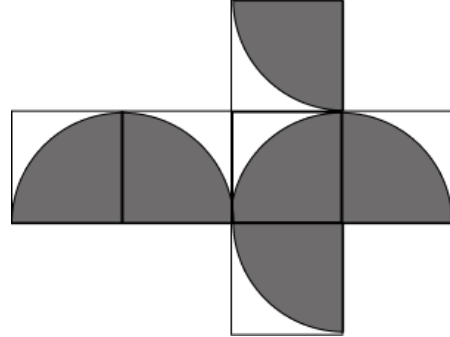
41. If CHAIR is written as '12345', RENT is written as '5678', and then REAR is written as :

- A. 5635
- B. 5356
- C. 5365
- D. 5653

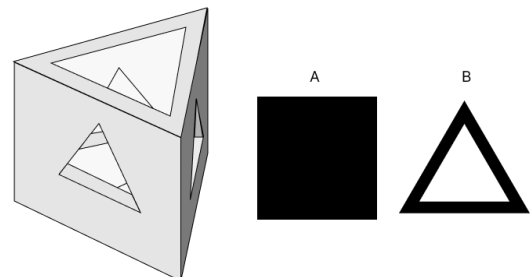
42. Pick out the odd one from the following options :

- A. Banana
- B. Grape
- C. Orange
- D. Pomegranate

43. Which of the four options represents the cube in its folded form?



44. Which of the shadows on the right can result from casting light on one of the 3D-shape's sides?



- A. A
- B. B
- C. Both
- D. None of the above

45. Which of the following terms follows the trend of the given list?

ABABACCB, ABABCCAB,  
ABACCBAB, ABCCABAB,  
ACCBABAB, \_\_\_\_\_.

- A. ABABABCC
- B. CCABABAB
- C. ABABACCB
- D. ABABCCAB

46. Hansh's birthday is on Monday 5th June. On what day of the week will be Tushar's Birthday in the same year if Tushar was born on 11th December?

- A. Sunday
- B. Wednesday
- C. Monday
- D. Tuesday

47. Six friends are sitting in a circle facing the centre of the circle. Deepa is between Prakash and Pankaj. Priti is between Mukesh and Lalit. Prakash and Mukesh are opposite to each other

Who is sitting right to Prakash?

- A. Mukesh
- B. Deepa
- C. Pankaj
- D. Lalit

48. In a certain code language, '-' represents '+', '+' represents 'x', 'x' represents '÷' and '÷' represents '-'. Find out the answer to the following question.

$$9 - 18 + 35 \times 10 \div 30 = ?$$

- A. 44
- B. 42
- C. 41
- D. 40

49. In the question two statements are given, followed by two conclusions, I and II. You have to consider the statements to be true even if it seems to be at variance from commonly known facts.

You have to decide which of the given conclusions, if any, follows from the given statements

Statement I: Some games are sports

Statement II: No exercise are games

Conclusion I: All sports are exercise

Conclusion II: Some exercise are sports

- A. Only conclusion I follows
- B. Only conclusion II follows
- C. Both conclusions I and II follow
- D. Neither conclusion I nor conclusion II follows

50. Select the related word/ letters/ number from the given alternatives.

$$4 : 44 :: ? : 77$$

- A. 3
- B. 5
- C. 6
- D. 7

51. A series is given with one term missing. Choose the correct alternative from the given ones that will complete the series.

$$200, 100, 50, 25, 12.5, 6.25, ?$$

- A. 3.125
- B. 3.025
- C. 2.125
- D. 2.025

52. A boy travels 4 km towards south and then takes a right turn travels another 3 km in that direction. How far and in which direction is he now from his original position?

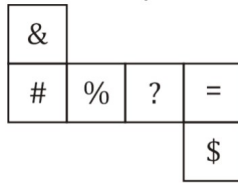
- A. 6 km, south
- B. 5 km, southeast
- C. 4 km, north
- D. 5 km, northwest

53. If  $81 \# 49 = 2$  and  $100 \# 36 = 4$  then  $144 \# 196 = ?$

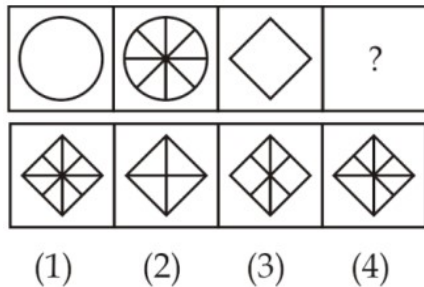
- A. -2
- B. 2
- C. -26
- D. 26



54. Which symbol lie opposite to the face having symbol '%', when the figure is folded to form a cube?



- A. #  
B. \$  
C. =  
D. &
55. Select a suitable figure from the answer figures that would replace the question mark (?)



- A. 1  
B. 2  
C. 3  
D. 4
56. Find the missing number from the given series?
- 10, 12, 22, 34, ?, 90
- A. 36  
B. 46  
C. 56  
D. 66
57. Euphemism helps writers to convey those ideas which have become a social \_\_\_\_\_ and are too embarrassing to mention directly.
- A. Norm  
B. Taboo  
C. Custom  
D. Ideology

58. Match List I with List II

List I (Word)		List II (Type of pronoun)	
A.	what	I.	reflexive
B.	Myself	II.	relative
C.	His	III.	indefinite
D.	Somewhere	IV.	possessive

Choose the most appropriate answer from the options given below:

- A. A-II, B-I, C-IV, D-III  
B. A-I, B-III, C-II, D-IV  
C. A-III, B-I, C-IV, D-II  
D. A-IV, B-II, C-I, D-III
59. If the room had been brighter, I would have been able to read for a while before bed time.
- A. If the room was brighter  
B. If the room are brighter  
C. Had the room been brighter  
D. No improvement
60. There are not many men who are so famous that they are frequently referred to by their **short names** only
- A. initials  
B. signatures  
C. middle names  
D. No correction required
61. Select the pair which has the same relationship. THRUST:SPEAR
- A. MANGLE:IRON  
B. SCABBARD:SWORD  
C. BOW:ARROW  
D. FENCE:EPEE
62. Arrange to form a sentence
1. of  
2. we  
3. heard  
4. him  
5. had
- A. 42351  
B. 52341  
C. 25341  
D. 25314

63. S1: Smoke oozed up between the planks.

P: Passengers were told to be ready to quit the ship.

Q: The rising gale fanned the smouldering fire.

R: Everyone now knew there was fire on board.

S: Flames broke out here and there

S6: Most people bore the shock bravely.

The proper sequence should be

- A. SRQP
- B. QPSR
- C. RSPQ
- D. QSRP

64. Our sir teaches Mathematics ..... English.

- A. across
- B. besides
- C. beside
- D. both

65. The English ..... English.

- A. speak
- B. spoke
- C. spoken
- D. is spoken

66. You can check the conditions against \_\_\_\_\_ when applying conditional formatting

- A. Cell value
- B. Formula
- C. Both of above
- D. None of above

67. Which of the following option is not available in Paste Special dialog box?

- A. Add
- B. Subtract
- C. Divide
- D. SQRT

68. The intersection areas of Rows and Columns in spreadsheet are called?

- A. Box

B. Cells

C. Line

D. None of the above

69. What is Gutter Margin?

- A. Margin that is added to the left margin when printing.
- B. Margin that is added to the right margin when printing
- C. Margin that is added to the binding side of Page when printing
- D. Margin that is added to the outside of the page when printing

70. Which of the following is the shortcut key to open a 'New Blank' document in MS-Word?

- A. CTRL+B
- B. CTRL+M
- C. CTRL+D
- D. CTRL+N

71. Which function key displays the Print Preview window in Microsoft Office?

- A. Alt + Ctrl + F2
- B. Alt + F2
- C. Shift + F2
- D. Ctrl + F2

72. When sender and receiver of an e-mail are on same system, we need only two \_\_\_\_\_.

- A. IP
- B. Servers
- C. Users
- D. Domain

73. \_\_\_\_\_ feature of email lets you add your name and contact information automatically at the bottom of every email

- A. Signature
- B. Logo
- C. Salutation
- D. Watermark

74. What is maximum file size that can be attached to email in Gmail?

- A. 25 MB
- B. 50 MB
- C. 100 MB
- D. 200 MB

75. Which of the following represents the Two-Factor Authentication (2FA)?
- A technique for organizing files and folder on a PC
  - The use of two different credentials to verify identity
  - A tool for optimizing system resources
  - None of the above
76. Under which of the following circumstances a Government servant be placed under suspension?
- For attending office late
  - For a case against him in respect of any criminal offence
  - For disobedience
  - For petty quarrels amongst the Government servants
77. When a government servant who is on leave is called to give evidence in an inquiry, which of the following sentences is correct?
- The time spent shall be treated as leave and he shall not be deemed to have been recalled to duty
  - He will be treated as on duty
  - He will be paid TA as on tour under SR 154
  - He can refuse to attend the inquiry
78. Which of the following comes under lack of integrity?
- Bribery or corruption
  - Misbehavior
  - Unbecoming a Government servant
  - None of the above
79. To avail Education allowance for disabled children, what is the validity period of a disability certificate in cases where disability is temporary?
- 2 years
  - 5 years
  - 7 years
  - 10 years
80. Name the activity which does not require sanction/ permission of the prescribed authority.
- To join as volunteers in Civic Defense Service
  - To accept gifts from near relatives and personal friends when the value exceeds prescribed limits
  - To accept fee for work done for any private or public body or person
  - To participate in 'shramdhan' organized by Government departments of the Bharat Sevak Samaj during spare time
81. Name the act from the following, which does not amount to taking part in politics and elections by a Government servant-
- Participation in demonstrations organized by political parties
  - Acting as election agent
  - Proposing/ seconding the nomination of a candidate at an election
  - Assisting in the conduct of an election in the due performance of the duty imposed on him
82. What does Article 15 of the Indian constitution specifically prohibit?
- It prohibits discrimination on grounds of professional qualification and economic status
  - It mandates equal pay for equal work for both men and women across all fields
  - It prohibits the state from denying access to public places to any citizen on grounds only of religion, race, caste, sex, place of birth, or any of them
  - It allows the state to make any special provisions for the advancement of socially and educationally backward classes or for the Scheduled Castes and Scheduled Tribes

83. Which fundamental right will the following situation violate if a 13-year-old child is working in a carpet manufacturing factory?
- Right to freedom
  - Right against exploitation
  - Cultural and educational rights
  - Right to equality
84. An Administrator to whom powers have been delegated under special order of the President may waive recovery of an amount overpaid mistakenly to a Government servant if-
- Recovery is impossible
  - Recovery will cause undue hardship
  - The amount was drawn under a reasonable belief that he was entitled to it
  - Any one of the above
85. Which of the following conditions are to be satisfied for dismantlement of a public building by a Department of the Central Government?
- It must not be required by any other department of the Central government
  - It must be certified to be structurally in a dangerous condition
  - It must be purely temporary structure
  - All the above
86. When should re-appropriation of funds not be made during a financial year without the prior approval of Ministry of Finance?
- First quarter
  - Second quarter
  - Third quarter
  - Fourth quarter
87. When loss of Government money arises due to erroneous or irregular issue of cheques, it should be reported to-
- Head of the Department
  - Head of Office
  - Controller-General of Accounts
  - Comptroller and Auditor-General
88. After finalization of the estimates for Budgetary allocations by the Department of Expenditure, whose consultation is necessary to prepare an Outcome Budget statement?
- Prime Minister of India
  - President of India
  - NITI Aayog
  - Vice-President of India
89. The report of C&AG along with the accounts of the Union Government will be submitted to-
- Finance Minister of India
  - Prime Minister of India
  - President of India
  - Controller-General of Accounts
90. At what rate is HRA admissible during joining Time?
- At the rate applicable to old station from where the Government servant was transferred
  - At the rate applicable to the new station to which transferred
  - Higher of the rates applicable in both the stations
  - Lower of the rates applicable in both the station
91. What does the term 'relative' in relation to an individual mean?
- Spouse
  - Brother of sister
  - Any lineal ascendant or descendant
  - All the above
92. Salaries chargeable to Income Tax includes
- Salary due from an employer in the previous year
  - Salary, though not due, paid in the previous year
  - Arrears of salary paid in the previous year, if not charged to Income tax for any earlier years
  - All the above

93. Which of the following will not be considered as income?
- Reimbursement of expenses on grocery
  - Reimbursement of children's education
  - Gratuity received on retirement by a Government employee
  - Pension scheme
94. What is the date of retirement of a Government servant?
- Afternoon of the last day of the month in which he attains the age of superannuation
  - Last day of any month in which he wishes to retire
  - Last working day
  - First day of the month in which he attains the age of superannuation
95. Under what grounds, prefix/ suffix of holidays to leave are allowed automatically?
- On private grounds
  - On medical grounds
  - Both private and medical grounds
  - None of above
96. Under what circumstances Leave Not Due is admissible to a Government servant?
- When EL is not at his credit
  - When HPL is not at his credit
  - When casual leave is not at his credit
  - When commuted leave is not at his credit
97. What are the components admissible for computation of encashment of leave salary on the date of availing LTC?
- Pay, DA and HRA
  - Pay only
  - Pay plus DA only
  - Pay plus other allowances
98. What is the maximum amount of LTC advance granted to the Government servants?
- Four-fifths of the cost of the journey
  - Up to 90% of the estimated fare
  - 50% of the cost of the journey
  - 75% of the estimated fare
99. A Resolution published in the Gazette of India contains-
- Public announcement of Government decisions in important matters of policy
  - Financial sanctions and final orders in disciplinary cases
  - Routine administrative matters
  - Promulgation of statutory rules and order
100. What is the percentage of deduction of GPF for Government servants joining after 01-01-2004?
- 6
  - 10
  - 14
  - No deduction



**मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल**  
**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL**

जब तक आपको यह प्रश्न पत्र खोलने को ना कहा जाये तब तक न खोले  
**DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO**

**कार्यकारी अभियंता पद के लिए प्रश्न पत्र**  
**QUESTION PAPER FOR THE POST OF ASSISTANT REGISTRAR**

**समय: 2 घंटा**

**अधिकतम अंक: 100**

**TIME ALLOWED: 2 HOURS**

**MAXIMUM MARKS: 100**

**अनुदेश (INSTRUCTIONS)**

1. प्रश्न पत्र केवल कंप्यूटर स्क्रीन पर प्रदर्शित किया जाएगा।  
The Question Paper will be displayed only on the Computer Screen.
2. 80 अंकों के 80 बहुविकल्पीय प्रश्न होंगे और कुल 20 अंकों के वर्णनात्मक प्रश्न ।  
There shall be 80 Multiple Choice Based Questions of 80 marks and Descriptive Questions of total 20 marks
3. प्रत्येक बहुविकल्पीय प्रश्न में चार प्रतिक्रियाएँ (विकल्प) शामिल हैं। आप उस उत्तर का चयन करेंगे जिसे आप उत्तर पुस्तिका (ओ एम आर) पर अंकित करना चाहते हैं। किसी भी स्थिति में, प्रत्येक प्रश्न के लिए केवल एक उत्तर चुनें।  
Each Multiple Choice Based Questions Question comprises four responses (options). You will select the response which you want to mark on the Answer Sheet (OMR). In any case, choose ONLY ONE response for each question.
4. आपको अपने सभी बहुविकल्पीय प्रश्न के उत्तरों को उपलब्ध कराई गई उत्तर पुस्तिका (ओ एम आर) पर ही अंकित करना होगा। उम्मीदवार को वर्णनात्मक प्रश्नों का उत्तर परीक्षा केंद्र में प्रदान की जाने वाली अलग उत्तर पुस्तिका में देना होगा।  
You must mark all your responses for Multiple Choice Based Questions only on the separate Answer Sheet (OMR) provided. Candidate must answer the descriptive questions on separate answer sheet to be provided in the Examination venue
5. सभी बहुविकल्पीय प्रश्नों के अंक समान हैं।  
All Multiple Choice Based Questions carry equal marks.
6. इससे पहले कि आप उत्तर पुस्तिका (ओ एम आर) में विभिन्न प्रश्नों के उत्तर और वर्णनात्मक प्रश्नों का उत्तर परीक्षा केंद्र में प्रदान की जाने वाली अलग उत्तर पुस्तिका के लिए आगे बढ़ें, आपको उत्तर पुस्तिका (ओ एम आर) में और वर्णनात्मक प्रश्नों के प्रदान की जाने वाली अलग उत्तर पुस्तिका में विवरण भरने होंगे।  
Before you proceed to answer the various questions in the answer sheet (OMR) and the descriptive questions in the separate answer sheet provided at the examination centre, you must fill in the details in the answer sheet (OMR) and the separate answer sheet for the descriptive questions
7. उत्तर पुस्तिका में अपने सभी उत्तर भरने के बाद और परीक्षा समाप्त होने पर, आपको उत्तर पुस्तिका (ओएमआर) और वर्णनात्मक प्रश्नों की उत्तर पुस्तिका परीक्षक को सौंपनी होगी।  
After you have completed filling in all your responses on the Answer Sheet and on conclusion of the examination, you must handover the Answer Sheet (OMR) and Descriptive Question answer sheet to the invigilator.
8. गलत उत्तर के लिए कोई नकारात्मक अंकन नहीं है।  
There is no negative marking for wrong answer.

जब तक आपको यह प्रश्न पत्र खोलने को ना कहा जाये तब तक न खोले  
**DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO**

## खंड -A/ Section-A

### बहुविकल्पीय वस्तुनिष्ठ प्रश्न/ Multiple Choice Objective Type Questions

1.

दो संख्याओं का HCF और गुणनफल क्रमशः 15 और 6300 है। संख्याओं के संभावित युग्मों की संख्या है

The HCF and product of two numbers are 15 and 6300 respectively. The number of possible pairs of the numbers is

A

3

B

4

C

1

D

2

2.

दो अंकों की संख्या के अंकों को आपस में बदलने पर हमें एक संख्या प्राप्त होती है जो मूल संख्या से चार गुना घटा 24 है। यदि मूल संख्या का इकाई का अंक उसके दहाई के अंक से 7 अधिक है, तो मूल संख्या है

By interchanging the digits of a two digit number we get a number which is four times the original number minus 24. If the unit's digit of the original number exceeds its ten's digit by 7, then original number is

A

18

B

29

C

58

D

36

3.

एक नाव 6 घंटे में धारा के विपरीत 24 किमी और धारा के अनुकूल 36 किमी की दूरी तय करती है, जबकि यह 6.5 घंटे में धारा के प्रतिकूल 36 किमी और धारा के अनुकूल 24 किमी की दूरी तय करती है। धारा का वेग है

A boat covers 24 km upstream and 36 km downstream in 6 hours, while it covers 36 km upstream and 24 km downstream in 6.5 hour. The velocity of the current is

A

3 km/hr

3 किमी/घंटा

B

2.4 km/hr

2.4 किमी/घंटा

C

2 km/hr

2 किमी/घंटा

D

0.75 km/hr

0.75 किमी/घंटा

4.

एक छात्र के पास अंग्रेजी में उत्तीर्ण होने की 60% संभावना है और अंग्रेजी एवं गणित दोनों में उत्तीर्ण होने की 54% संभावना है। उसके गणित में अनुत्तीर्ण होने की प्रतिशत संभावना क्या है?

A student has 60% chance of passing in English and 54% chance of passing in both English and Mathematics. What is the percentage probability that he will fail in Mathematics?

A

36

B

10

C

12

D

4

5.	<p>निम्नलिखित प्रश्न में, संख्या श्रृंखला में एक पद गलत है। गलत पद ज्ञात कीजिए।  4, 10, 22, 46, 96, 190, 382  In the following question, one term in the number series is wrong. Find out the wrong term.  4, 10, 22, 46, 96, 190, 382</p>	
	A	4
	B	10
	C	96
	D	382

6.	<p>मैक के पास केन से £3 ज़्यादा है, लेकिन फिर केन घोड़ों पर जीत जाता है और अपनी रकम को तीन गुना कर लेता है, जिससे अब उसके पास दोनों लड़कों के पास मौजूद मूल रकम से £2 ज़्यादा है। केन की जीत से पहले मैक और केन के पास कुल कितनी रकम थी?  Mac has £3 more than Ken, but then Ken wins on the horses and trebles his money, so that he now has £ 2 more than the original amount of money that the two boys had between them. How much money did Mac and Ken have between them before Ken's win ?</p>	
	A	£ 13
	B	£ 9
	C	£ 11
	D	£ 15

7.	<p>दिए गए शब्दों में से वह शब्द चुनिए जो दिए गए शब्द के अक्षरों का प्रयोग करके नहीं बनाया जा सकता है:  PRESIDENTIAL  From the given words, select the word which <b>cannot be formed</b> using the letters of the given word:  PRESIDENTIAL</p>	
	A	DENTAL
	B	SLEEP
	C	DIGITAL
	D	ARDENT

8.	<p>एक लड़की अपने घर से निकलती है। वह पहले उत्तर-पश्चिम दिशा में 30 मीटर चलती है और फिर दक्षिण-पश्चिम दिशा में 30 मीटर चलती है। इसके बाद, वह दक्षिण-पूर्व दिशा में 30 मीटर चलती है। अंत में, वह अपने घर की ओर मुड़ती है। वह किस दिशा में आगे बढ़ रही है?</p> <p>A girl leaves from her home. She first walks 30 meters in North - West direction and then 30 meters in South - West direction. Next, she walks 30 meters in South - East direction. Finally, she turns towards her home. In which direction is she moving?</p>		
	A	North - West	उत्तर - पश्चिम
	B	North - East	उत्तर - पूर्व
	C	South - West	दक्षिण - पश्चिम
	D	South - East	दक्षिण - पूर्व

9.	In this question, out of the four alternatives, choose the word which is opposite in meaning to the given word. <b>VANQUISH</b>	
	A	vanish
	B	varnish
	C	surrender
	D	trample

10.	In this question, four alternatives are given for the given Idiom/Phrase. Choose the alternative which best expresses the meaning of the Idiom/Phrase. <b>pick to pieces</b>	
	A	complete a work entirely
	B	analyse critically
	C	select only what you need.
	D	study something superficially

11.	In this question, a sentence has been given in Direct/Indirect Speech. Out of the four alternatives suggested, select the one which best expresses the same sentence in Indirect/Direct Speech. Sandy said, "I have already written a letter to my family."	
	A	Sandy said that she was writing a letter to her family.
	B	Sandy said that she will write a letter to her family.
	C	Sandy said that she wrote a letter to her family.
	D	Sandy said that she had already written a letter to her family.

12.	Which of the phrases (a), (b), (c), (d) given below in each sentence should replace the phrase printed in bold to make the sentence grammatically correct? If the sentence is correct as it is, mark (d) i.e. 'No correction required' as the answer. A consultant is <b>been appointed</b> to advise us on the viability of the project.	
	A	to be appointed
	B	will be appointed
	C	has been appointing
	D	No correction required

13.	यदि 100 ग्राम चीनी को आधा लीटर पानी में मिलाकर एक असंतृप्त चीनी घोल तैयार किया जाता है, तो निम्नलिखित में से कौन सी भौतिक राशि नहीं बदलेगी? If an unsaturated sugar solution is prepared by mixing 100 grams of sugar with half litre of water, which of the following physical quantities will not change?	
	A	Density घनत्व
	B	Concentration सांद्रता
	C	Mass द्रव्यमान
	D	Volume आयतन

14.	शब्द “जंपबॉल” किससे जुड़ा हुआ है? The word “Jumpball” is associated with	
	A	Basketball बास्केटबॉल
	B	Netball नेटबॉल
	C	Softball सॉफ्टबॉल
	D	Baseball बेसबॉल

15.	‘लेसेज-फेयर’ का दर्शन किससे जुड़ा हुआ है? The philosophy of ‘Laissez-Faire’ is associated with?	
	A	Industrial state औद्योगिक राज्य
	B	Gandhian state गांधीवादी राज्य
	C	Socialist state समाजवादी राज्य
	D	Welfare state कल्याणकारी राज्य

16.	‘विश्व बैंक’ को अन्य नाम से भी जाना जाता है ‘World Bank’ is also known as	
	A	International Bank for Research and Development अंतर्राष्ट्रीय अनुसंधान एवं विकास बैंक
	B	International Bank for Refinance and Development अंतर्राष्ट्रीय पुनर्वित्त एवं विकास बैंक
	C	International Bank for Reconstruction and Development अंतर्राष्ट्रीय पुनर्निर्माण एवं विकास बैंक
	D	International Bank for Rehabilitation and Development अंतर्राष्ट्रीय पुनर्वास एवं विकास बैंक

17.	किसी दस्तावेज़ में पृष्ठ संख्या डालने के कई तरीके हो सकते हैं। निम्न में से कौन सा आपको पृष्ठ संख्या डालने की सुविधा देता है There can be many ways to insert page number in a document. Which of the following lets you insert page number	
	A	Page number from Insert menu इन्सर्ट मेनू से पेज नंबर
	B	Page Setup from file menu फ़ाइल मेनू से पेज सेटअप
	C	Footnote from Insert menu इन्सर्ट मेनू से फुटनोट
	D	Both a & c a और c दोनों

18.	पावरपॉइंट प्रेजेंटेशन का स्लाइड शो शुरू करने के लिए To start slide show of a Powerpoint presentation	
	A	Hit F5 key F5 कुंजी दबाएँ
	B	From Slide Show menu choose View Show option स्लाइड शो मेनू से व्यू शो विकल्प चुनें
	C	From Slide Show menu choose Rehearse timing स्लाइड शो मेनू से रिहर्सल टाइमिंग चुनें
	D	Both (a) & (b) (a) और (b) दोनों



19.	कौन सी फ़ाइल OS चालू होने पर स्वचालित रूप से निष्पादित होने वाले आदेशों को रखती है? Which file keeps commands to execute automatically when OS is started?	
	A	autoexec.bat
	B	any batch file
	C	command.com
	D	config.sys

20.	सीडी-रोम एक CD-ROM is a	
	a	Semiconductor memory
	b	Memory register
	c	Magnetic memory
	d	None of above

21.	एलटीसी का लाभ उठाते समय नकदीकरण की अवधि तथा छुट्टी की अवधि घटाने के बाद, किसी कर्मचारी के खाते में अर्जित अवकाश की न्यूनतम शेष कितनी होनी चाहिए? What is the minimum balance of EL to be available at the credit of an employee, after deducting the period of encashment as well as leave while availing LTC?	
	A	30 days
	B	60 days
	C	90 days
	D	No minimum Earned Leave balance required

22.	खुली भर्ती के अलावा अखिल भारतीय आधार पर सीधी भर्ती के लिए आरक्षण रॉस्टर इस प्रकार है: The Reservation Roster for direct recruitment on all India basis otherwise than by open recruitment is	
	A	100 point post based
	B	200 point vacancy based
	C	200 point post based
	D	120 point post based

23.	एक सरकारी कर्मचारी जिस पर विभागीय कार्यवाही हुई थी, उसे विभागीय परीक्षा में बैठने की अनुमति दी गई और उसने परीक्षा भी उत्तीर्ण कर ली। क्या उसे पदोन्नत किया जा सकता है? A Government servant who faced departmental proceeding was allowed to appear in departmental examination and has passed the examination also. Can he be promoted?	
	A	Yes
	B	No
	C	Yes, after he is completely exonerated
	D	Not eligible to appear for the Departmental Examination

24.	<p>राष्ट्रीय पेंशन प्रणाली के अंतर्गत पेंशन खाते से अंशदाता द्वारा किए गए अंशदान का अधिकतम कितना प्रतिशत निकाला जा सकता है?</p> <p>What is the maximum per cent of the contribution made by the subscriber that is allowed to be withdrawn from the pension account under the National Pension System?</p>	
	A	10%
	B	25%
	C	50%
	D	90%

25.	<p>यदि कोई सरकारी कर्मचारी एक प्रकार की छुट्टी को दूसरे में परिवर्तित करने का दावा करता है, तो उसे निम्नलिखित अवधि के भीतर, परिवर्तन के लिए आवेदन करना चाहिए-</p> <p>If a Government servant claims for commutation of one kind of leave into another, he should apply for commutation, within a period of—</p>	
	A	15 days 15 दिन
	B	30 days 30 दिन
	C	45 days 45 दिन
	D	90 days 90 दिन

26.	<p>मौलिक नियमों की व्याख्या करने की शक्तियाँ किसके पास हैं?</p> <p>Who has the powers of interpreting the Fundamental Rules?</p>	
	A	Comptroller & Auditor General of India भारत के नियंत्रक एवं महालेखा परीक्षक
	B	President of India भारत के राष्ट्रपति
	C	Ministry of Finance वित्त मंत्रालय
	D	Prime Minister of India भारत के प्रधान मंत्री

27.	<p>जब किसी कार्यस्थल पर यौन उत्पीड़न की शिकायत हो तो जांच करने का अधिकार किसको है?</p> <p>Who is competent to hold an enquiry when there is a complaint for sexual harassment at workplace?</p>	
	A	Internal complaint Committee established in Ministry/Department/Office मंत्रालय/विभाग/कार्यालय में स्थापित आंतरिक शिकायत समिति
	B	Head of Office कार्यालय प्रमुख
	C	Head of the Department विभाग प्रमुख
	D	Disciplinary Authority of the Department विभाग का अनुशासनात्मक प्राधिकारी

28.	<p>कोई सरकारी कर्मचारी राष्ट्रीय पेंशन योजना के टियर-I से कब बाहर निकल सकता है?</p> <p>When can a Government servant exit from Tier-I of the National Pension Scheme?</p>	
	A	On or after the age of 55 years 55 वर्ष की आयु पर या उसके बाद
	B	On or after the age of 58 years 58 वर्ष की आयु पर या उसके बाद
	C	On or after the age of 60 years 60 वर्ष की आयु पर या उसके बाद
	D	On or after the age of 62 years 62 वर्ष की आयु पर या उसके बाद

29.	चिकित्सा देखभाल और उपचार के उद्देश्य से पुनर्नियोजित पेंशनभोगी की स्थिति निर्धारित करने के लिए निम्नलिखित में से किस पर विचार किया जाएगा? To determine the status of a re-employed pensioner for the purpose of medical attendance and treatment, which of the following will be taken into consideration?		
	A	Pension	पेंशन
	B	Pay	वेतन
	C	Both (a) and (b)	(a) और (b) दोनों
	D	Re-employed pensioners are not entitled to medical attendance	पुनः नियोजित पेंशनभोगी चिकित्सा देखभाल के हकदार नहीं हैं

30.	निम्नलिखित में से किस परिस्थिति में सरकारी कर्मचारी बाल शिक्षा भत्ते का हकदार नहीं होगा? Under which of the following situations, a Government servant will not be entitled for Children Education Allowance?		
	A	When under suspension	जब निलंबन के अधीन हो
	B	When on EXOL	जब EXOL पर हो
	C	Period treated as dies non	अवकाश अवधि को अकार्य अवधि के रूप में माना जाता है
	D	When on EXOL with medical certificate	जब मेडिकल प्रमाण पत्र के साथ EXOL पर हो

31.	निलंबन के 90 दिन पूरे होने पर निलंबन की समीक्षा कब आवश्यक नहीं होती? When does the review of suspension not become necessary on completing 90 days of suspension?		
	A	Compulsory suspension	अनिवार्य निलंबन
	B	Under detention	हिरासत में
	C	If it is not validated	यदि यह मान्य नहीं है
	D	None of the above	उपर्युक्त में से कोई नहीं

32.	<p>सरकार या किसी निजी निकाय द्वारा नियंत्रित न किए जाने वाले अंतर्राष्ट्रीय संगठनों और स्वायत्त निकायों, ट्रस्टों आदि में विदेश सेवा की कुल अवधि पूरी सेवा में अधिकतम .....वर्ष से अधिक नहीं होगी।</p> <p>The total period of Foreign service in International organizations and Autonomous Bodies, Trusts, etc. not controlled by the Government or a private body shall not exceed a maximum of .....years in the entire service.</p>	
	A	10
	B	7
	C	5
	D	4

33.	निम्नलिखित में से कौन आयकर अधिनियम 1961 की धारा 80डी के अंतर्गत आता है? Which one of the following is covered under Section 80 D of the Income Tax Act 1961?	
	A	Reimbursement of medical expenses चिकित्सा व्यय की प्रतिपूर्ति
	B	Medical Insurance Premium चिकित्सा बीमा प्रीमियम
	C	Medical treatment of a dependent with disability विकलांग आश्रित का चिकित्सा उपचार
	D	Repayment of loan taken for higher education उच्च शिक्षा के लिए लिए गए ऋण का पुनर्भुगतान

34.	अनंतिम इनपुट टैक्स क्रेडिट का उपयोग निम्नलिखित के विरुद्ध किया जा सकता है: Provisional Input tax credit can be utilized against	
	A	Any Tax liability कोई भी कर देयता
	B	Self Assessed output Tax liability स्व-मूल्यांकित आउटपुट कर देयता
	C	Interest and Penalty ब्याज और जुर्माना
	D	Fine जुर्माना

35.	आयकर की दरें ..... में निश्चित होती हैं। Income tax rates are fixed in.....	
	A	Income tax Act आयकर अधिनियम
	B	Finance Act वित्त अधिनियम
	C	Income tax rules आयकर नियम
	D	Finance rules वित्त नियम

36.	स्वयं के कब्जे वाले घर का वार्षिक मूल्य ..... है। Annual value of self-occupied house is .....	
	A	Equal to Municipal Value नगरपालिका मूल्य के बराबर
	B	Equal to Fair rent उचित किराये के बराबर
	C	Nil शून्य
	D	None of the above उपर्युक्त में से कोई नहीं

37.	सरकारी क्षेत्र में बजट बनाने के प्राथमिक उद्देश्य क्या हैं? What are the primary objectives of budgeting in the government sector?	
	A	Managing Public Debt सार्वजनिक ऋण का प्रबंधन
	B	Controlling Government Spending सरकारी खर्च पर नियंत्रण
	C	Improving Fiscal Discipline राजकोषीय अनुशासन में सुधार
	D	Maximizing Tax Revenue कर राजस्व को अधिकतम करना

38.	चालू परिसंपत्ति घटा चालू देयताएं _____ के बराबर है Current assets minus current liabilities is equal to _____	
	A	losing capital पूंजी खोना
	B	gaining capital पूंजी प्राप्त करना
	C	fixed capital स्थायी पूंजी
	D	working capital कार्यशील पूंजी

39.	खातों का सामान्य प्रारूप तैयार करते समय अंतर्निहित धारणा यह है The underlying assumption while preparing the common format of accounts is	
	A	Accrual system of accounting लेखांकन की प्रोद्धवन प्रणाली
	B	The entity is viewed as a going concern इकाई को एक चालू चिंता के रूप में देखा जाता है
	C	Both (a) and (b) (a) और (b) दोनों
	D	None of a & b a और b में से कोई नहीं

40.	अचल सम्पत्ति निधि है Fixed assets fund is	
	A	Endowment Fund एंडोमेंट फंड
	B	Current restricted Fund वर्तमान प्रतिबंधित फंड
	C	Current unrestricted fund वर्तमान अप्रतिबंधित फंड
	D	Meant for accounting of assets and depreciation परिसंपत्तियों और मूल्यहास के लेखांकन के लिए

41.	टैली में _____ पूर्वनिर्धारित खाता बही हैं। In Tally, there are _____ predefined ledgers.	
	A	One एक
	B	Two दो
	C	Three तीन
	D	Four चार

42.	निम्नलिखित में से कौन सा माल की खरीद के लिए मैनुअल में परिभाषित खरीद के पांच आर में से एक नहीं है? i. सही गुणवत्ता ii. सही मात्रा iii. सही मूल्य iv. सही समय और स्थान v. सही स्रोत vi. सही सामान Which among the following is not one among the Five R's of Procurement as defined in manual for procurement of Goods? i. Right Quality ii. Right Quantity iii. Right Price iv. Right Time and Place v. Right Source vi. Right Goods	
	A	iv only केवल iv
	B	vi only केवल vi
	C	iii only केवल iii
	D	ii only केवल ii

43.	कौन सी वस्तु माल की परिभाषा के दायरे में नहीं आएगी? Which item will not come under the purview of definition of Goods?	
	A	Furniture, Fixtures and raw materials फर्नीचर, फिक्सचर और कच्चा माल
	B	Intangible products like Software, Patents सॉफ्टवेयर, पेटेंट जैसे अमूर्त उत्पाद
	C	Books, Publication, Periodicals पुस्तकें, प्रकाशन, पत्रिकाएँ
	D	Vehicles, aircraft, ships वाहन, विमान, जहाज



44.	सार्वजनिक हित में वस्तुओं की खरीद के लिए वित्तीय शक्तियों से संपन्न प्राधिकरण के लिए कौन सा मूलभूत सिद्धांत आवश्यक है? Which fundamental principle is essential for an authority delegated with financial powers for procuring goods in public interest?		
	A	Responsibility and accountability	जिम्मेदारी और जवाबदेही
	B	Fair and equitable treatment of suppliers	आपूर्तिकर्ताओं के साथ निष्पक्ष और न्यायसंगत व्यवहार
	C	Promotion of competition in public procurement	सार्वजनिक खरीद में प्रतिस्पर्धा को बढ़ावा देना
	D	All the above	उपर्युक्त सभी

45.	सरकारी ई-मार्केटप्लेस में पंजीकृत आपूर्तिकर्ताओं की वैधता अवधि क्या है? What is the validity period of registered suppliers in Government e-Marketplace?		
	A	1 to 5 years	1 से 5 वर्ष
	B	3 to 5 years	3 से 5 वर्ष
	C	1 to 3 years	1 से 3 वर्ष
	D	2 to 5 years	2 से 5 वर्ष

46.	माल की खरीद के दौरान बोलियां प्राप्त करने के लिए अपनाई जाने वाली मानक विधियां क्या हैं? What are the standard methods adopted for obtaining bids during purchase of goods?		
	A	Advertised tender enquiry	विज्ञापित निविदा पूछताछ
	B	Limited tender enquiry	सीमित निविदा पूछताछ
	C	Single tender enquiry	एकल निविदा पूछताछ
	D	All the above	उपर्युक्त सभी

47.	एकल निविदा पूछताछ प्रणाली किन परिस्थितियों में अपनाई जाती है? Under what circumstances is a single tender enquiry system adopted?		
	A	When required goods are manufactured by a particular firm	जब आवश्यक वस्तुओं का निर्माण किसी विशेष फर्म द्वारा किया जाता है
	B	In case of emergency when the required goods are necessarily to be purchased from a particular source	आपात स्थिति में जब आवश्यक वस्तुओं को किसी विशेष स्रोत से खरीदना आवश्यक हो
	C	For standardization of machinery or spare parts to be compatible to the existing sets of equipment resulting in purchase only from a selected firm	मशीनरी या स्पेयर पार्ट्स के मानकीकरण के लिए ताकि वे मौजूदा उपकरणों के सेट के अनुकूल हों, जिसके परिणामस्वरूप केवल चयनित फर्म से ही खरीद की जाती है
	D	All the above	उपर्युक्त सभी

48.	ऐसे कार्य जो विद्यमान परिसंपत्तियों में पूंजीगत मूल्य जोड़ते हैं, लेकिन नई परिसंपत्तियों का निर्माण नहीं करते, कहलाते हैं Works which add capital value to existing assets but do not create new assets are called		
	A	Original Works	मूल कार्य
	B	Repair Works	मरम्मत कार्य
	C	Minor Works	छोटे-मोटे कार्य
	D	Contingent Works	आकस्मिक कार्य

49.	एक समझौता अनुबंध बन जाता है यदि: An agreement becomes a contract if:		
	A	It is by free consent of the parties.	यह पक्षों की स्वतंत्र सहमति से होता है।
	B	Parties are competent.	पक्ष सक्षम हैं।
	C	It is enforceable by law.	यह कानून द्वारा लागू किया जा सकता है।
	D	None of the above.	उपर्युक्त में से कोई नहीं।

50.	इन्वेंटरी ऑर्डर के समय की गणना करने के लिए निम्नलिखित में से किस मॉडल का उपयोग किया जाता है? Which of the following models is used to calculate the timing of the inventory order?		
	A	Economic Order Quantity Model	आर्थिक ऑर्डर मात्रा मॉडल
	B	Fixed Order Quantity Model	निश्चित ऑर्डर मात्रा मॉडल
	C	Reorder Point Model	पुनः ऑर्डर बिंदु मॉडल
	D	Fixed Order Inventory Model	निश्चित ऑर्डर इन्वेंट्री मॉडल

51.	आयातित माल का मतलब है Imported goods means		
	A	Any goods brought into India from a place outside India.	भारत के बाहर किसी स्थान से भारत में लाया गया कोई भी माल।
	B	Any goods brought into India from a place outside India and include goods that have been cleared for home consumption.	भारत के बाहर किसी स्थान से भारत में लाया गया कोई भी माल, जिसमें घरेलू उपभोग के लिए मंजूरी दी गई वस्तुएं शामिल हैं।
	C	Any goods brought into India from a place outside India but do not include goods that have been cleared for home consumption.	भारत के बाहर किसी स्थान से भारत में लाया गया कोई भी माल, लेकिन इसमें घरेलू उपभोग के लिए मंजूरी दी गई वस्तुएं शामिल नहीं हैं।
	D	None of the above.	उपर्युक्त में से कोई नहीं।

52.	इन्वेंटरी नियंत्रण के लिए निम्नलिखित में से कौन सा कथन सत्य है? Which of the following is true for Inventory control?		
	A	Economic order quantity has minimum total cost per order	आर्थिक ऑर्डर मात्रा में प्रति ऑर्डर न्यूनतम कुल लागत होती है
	B	Inventory carrying costs increases with quantity per order	इन्वेंट्री ले जाने की लागत प्रति ऑर्डर मात्रा के साथ बढ़ती है
	C	Ordering cost decreases with lot size	ऑर्डरिंग लागत कम आकार के साथ घटती है
	D	All of the above	उपर्युक्त सभी

53.	मूल्यह्रास के कारण होने वाली हानियों को किस शीर्ष के अंतर्गत रखा जाना चाहिए? Under which head should the losses due to depreciation be grouped into?		
	A	Losses due to defective inventory	दोषपूर्ण इन्वेंट्री के कारण नुकसान
	B	Losses due to damage	क्षति के कारण नुकसान
	C	Losses due to fraud	धोखाधड़ी के कारण नुकसान
	D	Normal fluctuation of market prices	बाजार की कीमतों में सामान्य उतार-चढ़ाव

54.	निम्नलिखित में से कौन सा मूल्यह्रास के कारण नहीं होने वाली हानि नहीं है Which among the following is not a loss not due to depreciation	
	A	Loss due to neglect उपेक्षा के कारण नुकसान
	B	Anticipated loss on account of purchases in excess of requirements आवश्यकताओं से अधिक खरीद के कारण प्रत्याशित नुकसान
	C	Lack of foresight in regulating purchases खरीद को विनियमित करने में दूरदर्शिता का अभाव
	D	Losses under 'Force Majeue' conditions like fire, flood etc. आग, बाढ़ आदि जैसी 'अप्रत्याशित' परिस्थितियों में नुकसान।

55.	किसी अनुबंध के निर्माण में सही क्रम है: The correct sequence in the formation of a contract is :	
	A	Offer, acceptance, agreement, consideration. प्रस्ताव, स्वीकृति, सहमति, विचार।
	B	Agreement, consideration, offer, acceptance. सहमति, विचार, प्रस्ताव, स्वीकृति।
	C	Offer, Consideration, acceptance, agreement. प्रस्ताव, विचार, स्वीकृति, सहमति।
	D	Offer, acceptance, consideration, agreement. प्रस्ताव, स्वीकृति, विचार, सहमति।

56.	हम सामग्री की लागत को कम कर सकते हैं We can reduce the cost of material by	
	A	using systematic inventory control techniques व्यवस्थित इन्वेंट्री नियंत्रण तकनीकों का उपयोग करना
	B	ordering the material as and when the need arises आवश्यकता पड़ने पर सामग्री का ऑर्डर देना
	C	by ordering in bulk quantities थोक मात्रा में ऑर्डर देना
	D	ordering the material at fixed interval irrespective of need आवश्यकता की परवाह किए बिना निश्चित अंतराल पर सामग्री का ऑर्डर देना

57.	इन्वेंटरी प्रबंधन के ABC विश्लेषण का आधार है The basis for ABC analysis of Inventory Management is	
	A	interests of Materials manager सामग्री प्रबंधक के हित
	B	interests of the top management शीर्ष प्रबंधन के हित
	C	Pareto's 80-20 rule पेरेटो का 80-20 नियम
	D	None of these इनमें से कोई नहीं

58.	राष्ट्रीय प्रौद्योगिकी संस्थान के निदेशक की नियुक्ति किसके द्वारा की जाती है: Director of a National Institute of Technology is appointed by:	
	A	Visitor विजिटर
	B	BoG BoG
	C	Minister of Education, Government of India शिक्षा मंत्री, भारत सरकार
	D	Prime Minister प्रधानमंत्री

59.	राष्ट्रीय प्रौद्योगिकी संस्थान में गवर्नर्स बोर्ड की बैठक सामान्यतः एक कैलेंडर वर्ष में ..... बार होगी। The Board of Governors in a National Institute of Technology shall ordinarily meet..... times in a calendar year	
	A	Two दो
	B	Three तीन
	C	Four चार
	D	Five पांच

60.	राष्ट्रीय प्रौद्योगिकी संस्थान में भवन एवं निर्माण समिति में ..... सदस्य होते हैं Building and Works Committee in a National Institute of Technology has ..... members	
	A	7
	B	6
	C	5
	D	8

61.	सीजीपीए का मतलब है CGPA stands for	
	A	Combined Grade Point Average संयुक्त ग्रेड प्वाइंट औसत
	B	Cumulative Grade Point Average संचयी ग्रेड प्वाइंट औसत
	C	Consolidated Grade Point Average समेकित ग्रेड प्वाइंट औसत
	D	None of the above. उपर्युक्त में से कोई नहीं।

62.	राष्ट्रीय प्रौद्योगिकी संस्थानों में बी.टेक. कार्यक्रम में प्रवेश निम्नलिखित के आधार पर दिया जाता है: Admission in B.Tech programme in National Institutes of Technology is done on the basis of	
	A	JEE Main Examination जेईई मेन परीक्षा
	B	JEE Advance Examination जेईई एडवांस परीक्षा
	C	AIEEE Examination एआईईईई परीक्षा
	D	None of the above. उपर्युक्त में से कोई नहीं।

63.	राष्ट्रीय प्रौद्योगिकी संस्थान में मानद उपाधि प्रदान करने के प्रस्ताव को कौन मंजूरी देता है? Who approves the proposal for conferment of honorary degrees in a National Institute of Technology?	
	A	Senate सीनेट
	B	BoG BoG
	C	Director निदेशक
	D	A committee comprising of Director, Deans and Registrar निदेशक, डीन और रजिस्ट्रार की एक समिति

64.	कौन राष्ट्रीय प्रौद्योगिकी संस्थान का प्राधिकरण नहीं है Who is not an authority of an NIT	
	A	Board of Governors बोर्ड ऑफ गवर्नर्स
	B	Finance Committee वित्त समिति
	C	Senate सीनेट
	D	Director निदेशक

65.	राष्ट्रीय प्रौद्योगिकी संस्थान में निदेशक की नियुक्ति पर, निदेशक और ..... के बीच निदेशक की नियुक्ति के लिए समझौता निष्पादित किया जाता है। On appointment of Director in a NIT, the agreement for appointment of the Director is executed between the Director and .....		
	A	Visitor	विजिटर
	B	Board of Governors	बोर्ड ऑफ गवर्नर्स
	C	Chairperson, Board of Governors	बोर्ड ऑफ गवर्नर्स के अध्यक्ष
	D	Minister of Education, Government of India	शिक्षा मंत्री, भारत सरकार

66.	किसी संगठन के सभी सदस्यों के व्यवहार को नियंत्रित करने वाले नियमों के समूह को क्या कहा जाता है? A set of rules governing the behaviour of all members of an organisation is called a/an		
	A	Virtual Organisation	आभासी संगठन
	B	Organisational Structure	संगठनात्मक संरचना
	C	Code of Business Conduct	व्यावसायिक आचार संहिता
	D	Ergonomics Structure	एर्गोनॉमिक्स संरचना

67.	<p>एक टीम प्लेयर होने के लिए, प्रबंधन आपसे एक उत्पादक कार्यकर्ता होने की उम्मीद करता है, जिसके प्रयास संगठन के लक्ष्यों और उद्देश्यों में योगदान करते हैं।</p> <p>To be a team player, management expects you to be productive worker whose efforts contribute to the goals and objectives of the organisation. You should</p>		
	A	Involve others in your work by asking them to help you with your workload every time you feel you are overloaded	जब भी आपको लगे कि आप पर काम का बोझ बढ़ गया है, तो दूसरों से मदद मांगकर उन्हें अपने काम में शामिल करें
	B	Study the problems, ask for help in deciding what to do if you need help, or make the necessary adjustment.	समस्याओं का अध्ययन करें, अगर आपको मदद की जरूरत है तो क्या करना है, यह तय करने में मदद मांगें या ज़रूरी समायोजन करें।
	C	Project an image of excellence and enthusiasm at all times so co-workers can use you as a model.	हर समय उत्कृष्टता और उत्साह की छवि पेश करें ताकि सहकर्मी आपको एक मॉडल के रूप में इस्तेमाल कर सकें।
	D	Demand respect from others and give respect only to those who show respect to you.	दूसरों से सम्मान की माँग करें और केवल उन्हीं को सम्मान दें जो आपका सम्मान करते हैं।

68.	<p>"जब किसी पेपर को मूल रूप में प्रेषक को वापस करना होता है, या मूल पेपर या उसकी प्रति किसी अन्य विभाग या कार्यालय को सूचना या कार्रवाई के लिए भेजी जाती है"</p> <p>इस कार्रवाई को कहा जाता है</p> <p>"When a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another department or office, for information or action"</p> <p>This action is referred as</p>		
	A	Referral	रेफरल
	B	Endorsement	अनुमोदन
	C	Communication	संचार
	D	None of the above	उपर्युक्त में से कोई नहीं



69.	एक "वर्गीकृत डाक" है A "Classified Dak" is	
	A	A Dak bearing a security grading. सुरक्षा ग्रेडिंग वाली डाक।
	B	All Daks सभी डाक
	C	Both A & B A और B दोनों
	D	None of the above उपर्युक्त में से कोई नहीं

70.	भारत सरकार ने रैगिंग विरोधी मुद्दों से निपटने के लिए ..... वेबसाइट शुरू की है। Government of India has launched .....website for dealing with anti ragging issues.	
	A	www.antiragging.in
	B	www.antiragging.com
	C	www.antiragging.ac.in
	D	www.antiragging.co.in

71.	निम्नलिखित में से कौन सा एनजीओ शिक्षण संस्थानों में रैगिंग की रोकथाम के क्षेत्र में काम करता है? Which of the following NGO works in the field of prevention of ragging in education institutions?	
	A	Aman Movement अमन आंदोलन
	B	Kiran Movement किरण आंदोलन
	C	Ragging Movement रैगिंग आंदोलन
	D	Bachpan Movement बचपन आंदोलन

72.	वह कौन सा अधिनियम है जो भारत में ई-गवर्नेंस के लिए कानूनी ढांचा प्रदान करता है Which is the Act which provides legal framework for e-Governance in India	
	A	Right to Information Act 2005 सूचना का अधिकार अधिनियम 2005
	B	Indian Penal Code भारतीय दंड संहिता
	C	Information Technology Act 2000 सूचना प्रौद्योगिकी अधिनियम 2000
	D	None of the above उपर्युक्त में से कोई नहीं

73.	भारत के सर्वोच्च न्यायालय ने सूचना प्रौद्योगिकी अधिनियम की किस धारा को अमान्य घोषित कर दिया Which section of Information Technology Act was invalidated by Supreme Court of India	
	A	Section 66F धारा 66एफ
	B	Section 66B धारा 66बी
	C	Section 66D धारा 66डी
	D	Section 66A धारा 66ए

74.	किसी प्रस्ताव को वादे में बदलने के लिए स्वीकृति में निम्नलिखित बातें होनी चाहिए: In order to convert a proposal into a promise, the acceptance must:	
	A	Be absolute and qualified. निरपेक्ष और योग्य हो।
	B	Be expressed in some usual and reasonable manner, unless the proposal prescribes the manner in which it is to be accepted. किसी सामान्य और उचित तरीके से व्यक्त किया जाना चाहिए, जब तक कि प्रस्ताव में यह निर्धारित न किया गया हो कि इसे किस तरह स्वीकार किया जाना है।
	C	Be absolute and unqualified निरपेक्ष और अयोग्य हो
	D	Both (b) and (c) only. केवल (बी) और (सी) दोनों।

75.	<p>सूचना के अनुरोध के उत्तर में अनिवार्य रूप से निम्नलिखित जानकारी होनी चाहिए-</p> <p>(i) आवेदन संख्या और दिनांक</p> <p>(ii) सीपीआईओ का विवरण</p> <p>(iii) यदि कोई हो तो इनकार के कारण, धाराओं के साथ</p> <p>(iv) प्रथम अपीलीय प्राधिकारी का विवरण</p> <p>(v) लिया जाने वाला शुल्क</p> <p>(vi) सूचना के कुल पृष्ठों की संख्या</p> <p>नीचे दिए गए विकल्पों में से सही उत्तर चुनें: —</p> <p>A reply to a request for information should mandatorily contain—</p> <p>(i) Application No. and date</p> <p>(ii) Details of CPIO</p> <p>(iii) Reasons for denials if any, with sections</p> <p>(iv) Details of First Appellate Authority</p> <p>(v) Fee charged</p> <p>(vi) Total number of pages of information</p> <p>Choose the correct answer from the options given below: —</p>	
	A	(i), (ii), (iii) and (iv)
	B	(ii), (iii), (iv) and (v)
	C	(iii), (iv), (v) and (vi)
	D	(i), (ii), (iii) and (v)

76.	आरटीआई अधिनियम-2005 की धारा 4 (1) (ए) में कहा गया है कि एक सार्वजनिक प्राधिकरण को- Section 4 (1) (a) of RTI Act-2005 states that a Public Authority should—		
	A	Maintain all records duly catalogued and indexed	सभी अभिलेखों को विधिवत सूचीबद्ध और अनुक्रमित रखना। पूरे देश में एक नेटवर्क के माध्यम से सभी कम्प्यूटरीकृत अभिलेख उपलब्ध कराना। उपरोक्त सभी
	B	Computerize records within a reasonable time	उचित समय के भीतर अभिलेखों का कम्प्यूटरीकरण करना।
	C	Make available all computerized records through a network all over the country	पूरे देश में एक नेटवर्क के माध्यम से सभी कम्प्यूटरीकृत अभिलेख उपलब्ध कराना।
	D	All the above	उपरोक्त सभी

77.	"आरटीआई सप्ताह" हर वर्ष..... के दौरान मनाया जाता है। "RTI Week" is celebrated every year during .....		
	A	5 <sup>th</sup> —12 <sup>th</sup> April	5 - 12 अप्रैल
	B	5 <sup>th</sup> —12 <sup>th</sup> June	5 - 12 जून
	C	5 <sup>th</sup> —12 <sup>th</sup> October	5 - 12 अक्टूबर
	D	5 <sup>th</sup> —12 <sup>th</sup> December	5 - 12 दिसंबर

78.	प्रत्येक मंत्रालय या विभाग या कार्यालय में यौन उत्पीड़न की शिकायतों की जांच के लिए स्थापित आंतरिक शिकायत समिति की रिपोर्ट को माना जाता है— The report of Complaints Committee established in each Ministry or Department or Office for inquiring into complaints of sexual harassment is considered to be the—		
	A	Inquiring Authority report under CCS (CCA) Rules, 1965	सीसीएस (सीसीए) नियम, 1965 के तहत जांच प्राधिकरण की रिपोर्ट
	B	Appointing Authority report	नियुक्ति प्राधिकरण की रिपोर्ट
	C	Disciplinary Authority report	अनुशासनात्मक प्राधिकरण की रिपोर्ट
	D	Appellate Authority report	अपीलीय प्राधिकरण की रिपोर्ट

79.	कार्यस्थल पर महिलाओं का यौन उत्पीड़न अधिनियम, 2013 में निम्नलिखित शामिल हैं: The Sexual Harassment of Women at Workplace Act, 2013 covers		
	A	Workplace only	केवल कार्यस्थल
	B	Dwelling house only	केवल आवासीय घर
	C	Both workplace and dwelling house	कार्यस्थल और आवासीय घर दोनों
	D	None of the above	उपर्युक्त में से कोई नहीं

80.	भारत में किस कानून का उद्देश्य ठेका श्रमिकों के रोजगार को विनियमित करना और उनका कल्याण सुनिश्चित करना है? Which legislation in India aims at regulating the employment of contract labor and ensuring their welfare?		
	A	Industrial Disputes Act, 1947	औद्योगिक विवाद अधिनियम, 1947
	B	Factories Act, 1948	कारखाना अधिनियम, 1948
	C	Contract Labour (Regulation and Abolition) Act, 1970	अनुबंध श्रम (विनियमन और उन्मूलन) अधिनियम, 1970
	D	Minimum Wages Act, 1948	न्यूनतम मजदूरी अधिनियम, 1948

## **खंड-B/ SECTION-B**

### **वर्णनात्मक प्रकार के प्रश्न/Descriptive Type Questions**

#### **नोट:**

- खंड-B का प्रत्येक प्रश्न 4 अंक का है तथा उत्तर अलग से उपलब्ध उत्तर-पत्रक में ही लिखना है।
- प्रत्येक प्रश्न का उत्तर लगभग 250 शब्दों में होना चाहिए। यदि किसी प्रश्न के दो या अधिक भाग हों तो उपरोक्त शब्द सीमा सभी भागों के लिए संयुक्त रूप से लागू होगी।

#### **Note:**

- Each question of Section-B carries 4 marks and answers are to be written in the Answer Sheet provided separately.

2. Answer of each question should be in nearly 250 words. In case of two or more parts of a question, the above word limit would be for all the parts taken together.

<p><b>Q.1.</b></p>	<p>आप MANIT भोपाल में सहायक रजिस्ट्रार के पद पर कार्यरत हैं तथा स्थापना अनुभाग की जिम्मेदारी संभाल रहे हैं। संस्थान के सुचारु संचालन के लिए सहायक रजिस्ट्रार के दो नए पदों की स्वीकृति प्राप्त करना संस्थान चाहता है। बोर्ड ऑफ गवर्नर्स की आगामी बैठक के लिए एक एजेंडा तैयार करें, जिसमें सहायक रजिस्ट्रार के दो पदों की स्वीकृति का अनुरोध करते हुए पृष्ठभूमि, आवश्यकता के लिए औचित्य प्रदान करें तथा प्रस्ताव के साथ समापन करें।</p> <p>You are working as an Assistant Registrar at MANIT Bhopal looking after the responsibilities of Establishment section. The Institute wants to get sanction of two new positions of Assistant Registrar for smooth functioning of the Institute. Draft an agenda for the ensuing meeting of the Board of Governors requesting sanction of two posts of Assistant Registrar giving the background, providing justification for the requirement and concluding with the proposal.</p> <p style="text-align: right;"><b>(04 marks)</b></p>
<p><b>Q.2.</b></p>	<p>आप MANIT भोपाल में सहायक रजिस्ट्रार (भंडार एवं क्रय) के पद पर कार्यरत हैं। यांत्रिक अभियांत्रिकी विभाग उच्च मूल्य के उपकरण खरीदना चाहता है, जो कि निर्धारित विशिष्टता के साथ भारत में उपलब्ध नहीं हैं। GTE और आयात प्रक्रिया सहित उपकरण प्राप्त होने तक अपनाई जाने वाली प्रक्रिया और नियमों का विवरण दें।</p> <p>You are working as an Assistant Registrar (Stores &amp; Purchase) in MANIT Bhopal. The Department of Mechanical Engineering intends to procure a high value equipment with specifications that are not available in India. Detail the process and rules to be followed till the receipt of the equipment including GTE and import process.</p> <p style="text-align: right;"><b>(04 marks)</b></p>
<p><b>Q.3.</b></p>	<p>राष्ट्रीय प्रौद्योगिकी संस्थान जैसे केन्द्र द्वारा वित्तपोषित तकनीकी संस्थान में निर्णय लेने की प्रक्रिया के केन्द्रीकरण के गुण और दोष क्या हैं?</p> <p>What are the merits and demerits of centralisation of decision making process in a Centrally Funded Technical Institute such as National Institute of Technology?</p> <p style="text-align: right;"><b>(04 marks)</b></p>
<p><b>Q.4.</b></p>	<p>i. सूचना का अधिकार (आरटीआई) अधिनियम, 2005 के तहत 'सूचना' को परिभाषित करें।</p> <p>i. Define 'information' under Right to Information (RTI) Act, 2005. <span style="float: right;"><b>(02 marks)</b></span></p> <p>ii. सूचना के उन प्रकारों को सूचीबद्ध करें जिन्हें सरकार आरटीआई अधिनियम के तहत प्रकट करने के लिए बाध्य नहीं है।</p> <p>ii. Enumerate the types of information in which Government is not obliged to disclose the same under RTI Act. <span style="float: right;"><b>(02 marks)</b></span></p>
<p><b>Q.5.</b></p>	<p>i. जीएफआर-2017 के अनुसार सार्वजनिक खरीद के पांच सिद्धांतों को बताएं और व्याख्या करें।</p> <p>i. State and explain the five principles of public procurement as per GFR-2017. <span style="float: right;"><b>(02 marks)</b></span></p> <p>ii. जीएफआर-2017 में दिए गए वित्तीय औचित्य के मानकों को बताएं और व्याख्या करें।</p> <p>ii. State and explain the Standards of Financial Propriety, as given in GFR- 2017. <span style="float: right;"><b>(02 marks)</b></span></p>

-----END OF QUESTIONS-----