

# Model Paper

## Paper I: General English

Time 70 minutes

Maximum Marks: 40

Answer all Questions

1. Write a self-contained letter of application (without an accompanying CV) to the Vice Chancellor of ABC University, Delhi, for the post of Registrar. Remember that you must show that you have the relevant qualities for the job. 15 marks

2. The VC was to meet teachers of the School of Sciences on 15<sup>th</sup> May at 11 am. Now he can meet them only on 22<sup>nd</sup> May at 230 pm. Write a notice to inform the teachers of this. 5 marks

3. You find that members of the staff in your section, as well as in all other departments, apply for long leave (of more than three days) at the last minute. Write a note to the Registrar stating your considered opinion on this and giving concrete suggestion(s) for action. 10 marks

4. You are entering a competition to win a car. In order to win you have to write about 150 words on why you like travelling by car and where you would go in it if you won.

Or

Write 150 words on your most memorable evening.

10 marks

**PAPER –II**  
**GENERAL/UNIVERSITY ADMINISTRATION**

Time Allowed: 55 Min.

Max Marks: 30

**All questions are compulsory:**

**The marks are indicated against each question**

**Write an office note on the following with in 250 words. [10]**

1. The UGC has invited proposals from the Central Universities for total computerization of Administration, Accounts, Examination and other ancillary administrative units of the universities within the ambit of certain guidelines. The maximum amount allocated for this purpose for each University has been fixed at Rs.05 crores. Assume yourself as the Dy.Registrar (Development) of your university and initiate a proposal for orders of the higher authorities proposing an action plan, the requirement of funds head-wise along with justification after co-ordinating with all concerned so that a self-contained proposal may be prepared and submitted to the UGC. *(Use blank sheets attached for writing the answer).*

**2. Write the difference between:**

**[5]**

**(i) Censure and Warning**

Ans:

**(ii) Fundamental Rights and Directive Principles of State Policy**

Ans:

**(iii) Rule 14 and 16 of the CCS (CCA), 1965**

Ans:

(iv) University and Deemed to be University.

Ans:

(v) Acts and Statutes.

Ans:

3. ✓ Any one of the alternatives in the appropriate box:

[10]

(i) Under the New Pension Scheme, the employee will have to make a contribution of:

- a) 10% of his Basic Pay + DP
- b) 10% of his Basic Pay + DA
- c) 10% of his Basic Pay
- d) None of the above

(ii) The Retirement Gratuity is admissible on superannuation subject to a maximum of:

- a) Rs. 4.00 lakhs
- b) Rs. 3.00 lakhs
- c) Rs.3.50 lakhs
- d) Rs.10.00 lakhs

(iii) The CCS (Conduct) Rules-3(1) provides that every Government servant shall at all times:

- a) Maintain absolute integrity, devotion to duty and absolute sincerity.
- b) Maintain absolute honesty, devotion to duty; and highest loyalty
- c) Maintain absolute integrity, devotion to duty and shall do nothing which is unbecoming of a Government servant
- d) None of the above

(iv) **The CCS (Conduct) Rule 20 is concerned with:**

- a) No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.
- b) No government servant shall, except with the previous sanction of the government, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- c) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government.
- d) None of the above.

(v) **The instance does not constitute an anomaly if junior draws more pay than the senior and stepping up of pay shall not be admissible in such cases:**

- a) The junior and the senior should have held identical scales in the lower post and should hold identical scales in the highest post.
- b) When a junior gets more pay due to additional increments earned on acquiring higher qualifications.
- c) The junior should not have been drawing more pay than the senior from time to time in the lower post.
- d) None of the above.

(vi) **Insurance of house constructed/purchased out of House Building Advance is:**

- a) Compulsory
- b) Optional
- c) Not Required

(vii) **The writ of Quo Warranto means:**

- a) Production of body before the court
- b) An order issued by a superior court to lower court or a tribunal forbidding it to perform an act outside its jurisdiction



c) An order from a superior court to a lower court, tribunal or public authority to perform an act, which falls within its duty

d) Restraining a person from acting in a public office to which he is not entitled

**(viii) An employee becomes eligible for financial up-gradation w.e.f. 30<sup>th</sup> August 2008. Under which scheme of the Govt. of India, his case shall be considered?**

a) Modified Assured Career Advancement Scheme (MACP)

b) Assured Career Progression Scheme(ACP)

c) One Time Upward Movement

d) None of the above

**(ix) An employee under old pension scheme superannuates at the age of sixty years after putting in eleven years of continuous service. He will be entitled to pensionary benefits:**

a) @ 50% of the Basic pay and Grade Pay last drawn or 10 months average pay last drawn whichever is beneficial to him

b) @Pension to be calculated on pro-rata basis keeping in view the total length of service as 33 years

c) Shall be entitled to only gratuity to be calculated on pro-rata basis

d) None of the above

**(x) A pensioner can be charge-sheeted under:**

a) Rule 14 of the CCS (CCA) Rules 1965

b) Rule 9 of the CCS (pension) Rules, 1972

c) Rule16 of the CCs(CCA) Rules, 1965

d) None of the above

4. *Fill in the blanks with appropriate answers:*

[5]

- a) An employee under PH category is entitled to \_\_\_\_\_ days Casual Leave.
- b) A govt. servant under suspension can avail himself of LTC to visit the hometown OR any place in India OR both OR not entitled at all \_\_\_\_\_.
- c) Leave Not Due is debited to the \_\_\_\_\_ account of the employee.
- d) The total percentage of reservation as per GOI directives for SC, ST, OBC and PH categories shall not exceed \_\_\_\_\_.
- e) Children Education Allowance is admissible to Central Government Employees for reimbursement of tuition fees for children up to the age of \_\_\_\_\_.

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Examination for the post of Deputy Registrar  
Paper III - Financial Administration and Purchase Procedure

Total Marks: 30

Attempt all questions

Questions may be answered either in English or in Hindi.

- Q1.(a) What is the difference between Budget Estimate(BE) and Revised Estimate(RE)? (2 marks)
- (b) Distinguish between Capital Expenditure and Revenue Expenditure.(2 marks)
- (c) Differentiate between Plan and Non-Plan allocation of funds. (1 mark)
- Q2. What are the different kinds of contributions payable to the lending authority when a Government servant is sent on foreign service in India? (2 marks)
- Q3. What are the provisions regulating the grant of Daily Allowance when a Government Servant on tour is
1. Provided with free board and lodging
  2. Provided with only free lodging.
- (2 marks)
- Q4. What are the instructions to be followed where assumption of charge involves responsibility for cash, stores, etc.? (3 marks)
- Q5. The dependant son of a government servant avails LTC (for a duration of 8 days) while the government servant continues to work in office without applying for any leave. The government servant seeks your advice as to how many days earned leave encashment under LTC can be availed by the government servant in this case. What will be your advice? (2 marks)
- Q6. How are tenders obtained under Limited Tender Enquiry as enumerated in the General Financial Rules (GFR)? (2 marks)
- Q7. Write short notes on the following: (2 marks)
- a. Bid Security
  - b. Performance Guarantee
- (2 marks)
- Q8. When can purchases be made on the basis of single tender enquiry as per General Financial Rules(GFR)? (3 marks)
- Q9. As per GFR, under what circumstances can purchase of goods be made through Limited Tender Enquiry even if the estimated cost of goods is Rupees One Crore? (3 marks)
- Q10. Describe Two Bid system as mentioned in GFR. (4 marks)

# Model Paper

## Personal Assistant Examination

### General Knowledge Question Paper

Time: one-and-half hour

Marks: 50

Answer all Questions:

#### PART - A

Please tick (✓) the correct answer. All questions carry one mark each.

(1x15)

- Q.No. 1 The Indian National Army was founded by  
 Subhash Chandra Bose  
 Chandra Shekhar Azad  
 Raash Behari Bose  
 None of above
- Q.No. 2 Who was Builder of British Empire in India  
 Waren Hostings  
 Lord Dalhousie  
 William Bentick  
 None of above
- Q.No. 3 Who ordered the Brutal Massacre in 1919 at Jallianwala Bagh  
 Michael O Dwyer  
 Reginald Dyer  
 Henry Hardinge  
 None of above
- Q.No. 4 He popularized the slogan "Inquilab Zindabad" and was hanged in 1931 for throwing a bomb in the Central Legislature Assembly  
 Ram Prasad Bismil  
 Bhagat Singh  
 Chandra Shekhar Azad  
 None of above
- Q.No. 5 Which is the only food that does not spoil  
 Fruit Jam  
 Honey  
 Curd  
 None of above
- Q.No. 6 How many square inches are there in a square foot  
 164  
 170  
 144  
 None of above
- Q.No. 7 We all know that Sita was Rama's wife, so who was Lakshmana's wife  
 Shrutikirti  
 Urmila  
 Vimla  
 None of above
- Q.No. 8 For which Ministry of the Govt. of India a separate budget is presented in to the Parliament  
 Defence  
 Railways  
 Industry  
 None of above

contd....P/2..

- Q.No. 9 Tajmahal was built by the  
 Akbar  
 Shahjahan  
 Jahangir  
 None of above
- Q.No. 10 Which bollywood actress returned to television as a judge on the fourth season of Sony Television's dance reality show "Jhalak Dikha Jaa"  
 Priyanka Chopra  
 Madhuri Dixit  
 Sonakshi Sinha  
 Farah Khan
- Q.No. 11 Which river has been declared as the National River of India  
 Yamuna  
 Godawari  
 Ganga  
 Gomati
- Q.No. 12 According to Indian Mythology, who is the King of Birds  
 Peacock  
 Garuda  
 Parrot  
 None of above
- Q.No. 13 Mr. Amarty Sen was awarded the Nobel Prize for  
 Literature  
 Peace  
 Economics  
 Physics
- Q.No. 14 National Defence Academy is located in  
 Hyderabad  
 Pune  
 Dehradun  
 Delhi
- Q.No. 15 Which part of the body consumes 40 percent of the blood's Oxygen  
 Brain  
 Heart  
 Lungs  
 None of above

### PART – B

Expand the following abbreviations. All questions carry one mark each.

(1x10)

- Q.No.1 NCERT \_\_\_\_\_
- Q.No.2 AICTE \_\_\_\_\_
- Q.No.3 NCTE \_\_\_\_\_
- Q.No.4 WWW \_\_\_\_\_
- Q.No.5 BBC \_\_\_\_\_
- Q.No.6 UGC \_\_\_\_\_
- Q.No.7 ISRO \_\_\_\_\_
- Q.No.8 PAN \_\_\_\_\_
- Q.No.9 BARC \_\_\_\_\_
- Q.No.10 BCCI \_\_\_\_\_

Contd....P/3..

## PART - C

Answer the following questions. All questions carry one mark each.

(1x25)

- Q.No.1 First Indian Woman Chief Minister of the State was \_\_\_\_\_
- Q.No.2 First Indian Woman IPS Officer \_\_\_\_\_
- Q.No.3 Who was the highest run scorer in the 2011 IPL \_\_\_\_\_
- Q.No.4 Who presented the Railway Budget in 2012 \_\_\_\_\_
- Q.No.5 Who is the Minister of Human Resource Development in the present Cabinet \_\_\_\_\_
- Q.No.6 Which Indian won the Nobel Prize for Literature \_\_\_\_\_
- Q.No.7 Who wrote our National Song "Vande Mataram" \_\_\_\_\_
- Q.No.8 Which is the World's largest Delta \_\_\_\_\_
- Q.No.9 Who is the first female Supreme Commander of the Armed Force of India \_\_\_\_\_
- Q.No.10 In which city will the 2014 Commonwealth Games be held \_\_\_\_\_
- Q.No.11 Who is the present Chief of Army Staff in India \_\_\_\_\_
- Q.No.12 Which Indian won India's first ever Olympic Medal in boxing \_\_\_\_\_
- Q.No.13 Name the longest serving Chief Minister in the history of the Nation, who passed away on January 17, 2010 \_\_\_\_\_
- Q.No.14 Chief Election Commissioner of India is \_\_\_\_\_
- Q.No.15 Which Hindi Film had the tagline "Every Child is Special" \_\_\_\_\_
- Q.No.16 Name Shahrukh Khan's character in the film "My Name is Khan" \_\_\_\_\_
- Q.No.17 Which organ in the body stores excess sugar as glycogen \_\_\_\_\_
- Q.No.18 What is the name of India's first full-fledged education satellite \_\_\_\_\_
- Q.No.19 Which actor made his television debut as a game show host with "Dus Ka Dum" \_\_\_\_\_
- Q.No.20 Which was the first IPL team to have a foreign cricketer as its Captain \_\_\_\_\_
- Q.No.21 Who is the Chief Minister of Uttar Pradesh \_\_\_\_\_
- Q.No.22 In which State of India is the Amarnath Temple located \_\_\_\_\_
- Q.No.23 Name first Indian women Speaker of the Lok Sabha \_\_\_\_\_
- Q.No.24 In India, what is the minimum age for casting a vote in a General Election \_\_\_\_\_
- Q.No.25 In which country was the 2010 Football World Cup held \_\_\_\_\_

# Model Paper

Personal Assistant Examination

General English

Time allowed: 3hrs.

Max. Marks: 100

- Note:
1. All questions are compulsory; option wherever available is indicated against the question.
  2. Marks are indicated within brackets at the end of each question.

Q.1 Write an essay of about 250 words on any one of the following topics. (20)

1. National Integration
2. Problem of Rising Prices
3. Behind Every Man there is a Women
4. Failure are the Pillar of Success

Q.2 Write a letter to the Editor "The Time of India" highlighting the difficulties faces by General Public due to price rising.

OR

Write a letter to the Manager of Hotel Ashoka, New Delhi for booking of 20 Rooms, Auditorium and other hostilities for holding International Seminar on Education Policy (15)

Q.3. You have recently come to know about the Ladli Scheme – Delhi Government's initiative to ensure the equality of genders and to encourage the girl education. Write an article for magazine analyzing the ambitious project, its strengths and its weaknesses in about 150 words. (15)

Q.4 Fill up the following sentences with suitable words giving in options (10)

i) When I visited Nagpur after a gap of twelve years, the old memories were \_\_\_\_\_

- a) Invited                      b) Projected                      c) Revived

d) Personalised                      e) Liked

ii) Rajesh threw \_\_\_\_\_ Girish's shoulders the modest shawl.

- a) By                      b) on                      c) above                      d) above                      e) over

iii) It is not easy to \_\_\_\_\_ old customs

- a) leave                      b) reject                      c) shake off                      d) give up                      e) throw away



iv) Found guilty \_\_\_\_\_ stealing, he was imprisoned for six months.

- a) Of                      b) with                      c) for                      d) Upon                      e) to

v) There is a notice saying "keep \_\_\_\_\_ the grass.

- a) Away                      b) Out                      c) of                      d) from                      e) Off

Q.5 Rearrange the following sentences to form meaningful sentence. (10)

1. who protected themselves/This is an interesting story/ boy and girl/ of a young/against a leopard.
2. A terrible time/enough to feed his family/he went through/ in order to earn.
3. Stood him / of carpentry that he possessed /a little knowledge/in good stead.
4. He will not learn/until he does discipline/swimming or /himself and tries hard/anything for that matter.
5. this mischief/who has done/it is me.

Q.6 Change the following sentences into passive voice (10)

1. The guard refused him admittance
2. Mr. Krishnaji teaches us grammar.
3. The Manager will give you a ticket
4. Who taught you French?
5. Someone has picked my pocket

Q.7 Write Synonyms of the following words. (10)

- 1) temper,    2) burst                      3) destruction    4) deal                      5) violence

Q.8 Write the correct spelling from the following options (10)

1. Occasion, occassion, occasion, occasson
2. Aggression, agreeion, aggreesion, aggression
3. Substence, subsitance, substance, substense
4. Aquire, acquire, accuquire, acquire
5. Questionnire, questionnaire, questioneire, questonnaire



# Model Paper

Senior Assistants Examination  
Paper-I: Essay, Office Precise, Drafting and Applied English Grammar

Time Allowed: 3 hours

Mark: 100

Note: Attempt all questions as directed. (Numbers for each question are given in brackets.)

Q.1 Write an Essay of about 500 words on any one of the following. (25)

(a) Bad Company and its ill-effects

(b) Rising Prices

(c) A Visit to the Place of Historical Interest

(d) Value of Discipline

(e) Unemployment Problem

Q.2 Make a Precise of the following passage in about 100 words and also suggest a suitable title to it: (20)

If we want to secure people's participation and involvement in the legal and social action groups, we think the best way of securing it is to operate through voluntary organizations and vulnerable sections of the community at the grass-root level and they know what are the problems and difficulties encountered by these neglected sections of the Indian humanity. They have their finger on the pulse of the people and they know from their own experience as to what are the sources of exploitation and injustice to the underprivileged segments of society and what measures are necessary to be taken for the purpose of ending such exploitation and injustice and reaching social or distributive justice to them. We are therefore definitely of the view that voluntary organizations and social action groups must be encouraged and supported by the State in operating the legal aid programme. It is now acknowledged throughout the country that the legal aid programme which is needed for the purpose of reaching social justice to the people cannot afford to remain confined to the traditional or litigation oriented legal aid programme but it must, taking into account the socio-economic conditions prevailing in the country, adopt a more dynamic posture and take within its sweep what we may call strategic legal aid camps, encouragement of public interest litigation, literacy, organization of Lok Adalats or milti melas for bringing about settlements of disputes and holding of Courts or outside. The assistance of voluntary agencies and social action groups must therefore be taken by the State for the purpose of operating the legal aid programme in its widest and most comprehensive sense and this is an obligation which flows directly from Article 39A of the Constitution.

Q.3 A N S S training camp was held in your area during March this year. Mention the number of trainees and the kind of service rendered by them, write a brief note in about 40 words intimating this to your Zonal Officer. (10)

Q.4: Yesterday at about 4.00 P.M., Chlorine gas started leaking from a gas Chamber in a Chemical Factory near the place of your work. You have come to know about the leakage of the gas. Mentioning the title and the tragedy it caused, write a brief report in about 35-40 words, for information of your immediate supervisory officer.(10)

OR

You are Avinash, Sports Secretary of your Sports Club. Write a notice for information of all club members about the annual support meet to be held in the coming week.(10)

Q.5: Write a letter to the Postmaster General for providing a letter-box in your locality with sufficient justification. (5)

Q.6: Punctuate the following: (5):

What presents shall I bring when I come home said the king to the three sisters the eldest one said father bring me a fine silk gown I want a pretty necklace said the second and what would beauty like said the kind father I should like a red rose said beauty

Q.7: Change the following into Passive Voice (5)

- (a) One should keep one's promises.
- (b) It is time to close the shop
- (c) The picture greatly fascinated me.
- (d) I am watching you very carefully
- (e) A few persons were helping the insured man.

Q.8: Fill in the blanks with the correct form of verbs given in brackets(5)

One day as my gardener\_\_\_(dig) the earth, he \_\_\_(notice) some shining metal. He\_\_\_(grow) impatient. He\_\_\_(call) on me. Both of us\_\_\_(go) on digging the earth but the small pieces of the shining metal \_\_\_(not finish). All of a sudden, our village headman\_\_\_(arrive) and he \_\_\_(advise) us not to dig the earth.

Q.9: Make sentences of your own from the pairs of words to give correct meanings:(10)

- (a) Accept & Except; (b) Eligible & Illegible; (c) Suit & Suite; (d) Lose & Loose; and
- (e) Wander & Wonder.

Q.10: Correct the following sentences(5):

- (a) You are senior than me by two years
  - (b) Only few boys were present in class
  - (c) He is most biggest fool
  - (d) I have two ten rupees notes
  - (e) Anyone cannot do this work
-

# Model Paper

SR. ASSISTANT

PAPER-II: GENERAL OFFICE PROCEDURE, SERVICE RULES AND FINANCIAL REGULATIONS

Time: 3 hrs.

Max. Marks: 100

- Q.1 a) What is composite method of Recruitment? (5)  
b) Whether absorption and deputation are synonymous? (5)
- Q.2. Explain the following (5 x 4=20)  
a) What disciplinary action will be taken if the employee found guilty in case of misuse of LTC.  
b) Why Part File is to be opened?  
c) Procurement of Goods without Quotation  
d) Willful absence from duty.
- Q.3. Give the answers of the following questions (5 x 3 = 15)  
a) Which papers are required to be put up before the Departmental Promotion Committee (DPC) for its consideration.  
b) Describe the conditions for addition/deletion or change of name/ surname by a Govt. Employee.  
c) Put up a note for the approval of the Competent Authority to release the payment of Bonus.
- Q.4. Answer the following in "True" or "False" (12 x 1.5=18)  
a) Any amount of bonus can be deposited into GPF  
b) A balance of at least 45 days of EL may be available to the credit of employee after availing leave and leave encashment.  
c) Minimum and maximum pension is restricted to Rs.2500 to Rs. 30,000 respectively.  
d) Employee can opt to stop the GPF subscription while on HPL, leave without pay and during the period treated as dies non.  
e) Late bids received after the specified date and time may be considered.  
f) Bid security should be refunded to the successful bidder on receipt of Performance Security.  
g) Earnest Money deposit of the unsuccessful bidder should be returned to them within 45 days after award of the contract.  
h) Losses due to normal wear and tear will be treated as losses due to depreciation.  
i) Commuted leave can be availed without medical certificate upto 135 days.

- j) GPF subscription shall be stopped during suspension of the employee.
- k) Reimbursement of Children Education Allowance (CEA) for third child is permissible, if CEA has not been claimed for first and/or second child.
- l) Leave encashment is admissible when LTC is availed by family members.

Q.5 Fill in the blanks (1.5 x 6 =9)

- i) Under New Pension Scheme Government Servant have to contribute \_\_\_\_% from their salary.
- ii) The MACP was implemented w.e.f. \_\_\_\_\_
- iii) Purchase of goods upto the value of Rs. \_\_\_\_\_ on each occasion may be made without inviting quotations.
- iv) Special causal leave is granted upto a maximum of \_\_\_\_\_ days in a calendar year.
- v) Child adoption leave is admissible for \_\_\_\_\_ days.
- vi) Salary is an \_\_\_\_\_ for the employee and \_\_\_\_\_ for the employer.

Q.6 Write a letter to the Secretary, University Grants Commission requesting for the release of 2<sup>nd</sup> installment of grant-in-aid to the university. (6)

Q.7 Calculate the interest on GPF with the following particulars –

- i) Closing balance as on 31.3.2011 Rs.62,000
- ii) Monthly subscription Rs. 2,000
- iii) Rate of Interest 8%
- iv) Taken an advance of Rs.10,000 during June, 2010 recoverable in 20 equal installments
- v) Taken an advance of Rs.6,000 during June, 2011 recoverable in 10 equal installments including the outstanding advance. (10)

Q.7 Differentiate between: (i) Plan and Non-Plan,  
(ii) Capital and Revenue Expenditure  
(iii) Leave Not due and Extraordinary Leave (4x3= 12)



# Model Paper

Test for recruitment to the post of Section Officer  
Paper-I: Essay, Precis, Drafting and Applied English Grammar

Max. Time allowed: 3 hours

Max. Marks: 100

- Q.1 Write an Essay in about 600 words on any one of the following. (Essay should consist of introduction, body and conclusion): (25)
- (a) Unemployment Problem in India: Some solutions.
  - (b) An Interesting Book I have read
  - (c) e-Governance in Universities
  - (d) An Ideal Citizen
  - (e) Violence against Women: Problems and Solutions

- Q.2 Write a précis of the following passage in about 100 words and suggest a suitable title. Also, make sentences of your own from italicized words in the text. (25)

Expansion of *access* to higher education has always been a challenge. Current second coming of this *concerted* expansion drive, the first one being the one immediately after the Independence, mostly in 1950s and thereafter, also faces similar challenges with inadequate resources, availability of qualified teachers and other national infrastructure needed. Fortunately, compared to the first round when the private resources were limited, the national government now could fall back on the private providers and they do so now in a large measure. Essentially, this also is an effort to mobilize extra resources by the government to expand the access and thereby improve our General Enrolment Ratio (GER). Since late 1980, no new government colleges and universities in most of the States were established due to the government's budgetary *constraints*. Our allocation for higher education stands at the lowest rung at about less than 0.5 per cent of the GDP among the comity of nations. Consequently, both the national governments – federal and states – resorted to mobilize the private capital to build additional institutions. Today, we have more private institutions than the public ones in most of the States. Private participation in higher education is not new and they co-exist and serve the national needs even in well developed countries. Contrary to the Indian scenario, the *distinction* between private and public universities in countries like USA is not based only on the source of support they get. On an average the public universities are getting somewhere between 40-55 per cent of the annual budget while the private ones get about 30-35 per cent from the public sources. The rest are mobilized mostly from student fees, and to some extent from their own corpus capitals and voluntary donations. Under the existing regulatory conditions, no corporate groups are willing to invest huge sums on education enterprises as their share holders are *wary* of any non-profit ventures. Lack of adequate resources and *stringent* regulations have driven many of the private institutions to sell away their physical assets to get back some of their investments in many States.

- Q.3 Read the following paragraph and fill in the blanks with appropriate verbs: (5)

People from far and near \_\_\_\_\_ (came) to a river for a holy dip. One day, a holy man, after his dip in the river, \_\_\_\_\_ (stand) in the knee-deep water to offer a handful of water to the Sun God. Just then a golden fish \_\_\_\_\_ (jump) out of water and fell into his hands. The man \_\_\_\_\_ (surprise) to see this beautiful gift from the holy river. But, being a kind religious man, he \_\_\_\_\_ (take) pity on the fish and gently \_\_\_\_\_ (lower) it into the river. The fish soon \_\_\_\_\_ (appear) in the form of an angel and \_\_\_\_\_ (bless) the man for his kindness.

Q.4 Convert the following simple sentences into Compound sentences: (5)

- (a) He is here. I shall bear his expenses during the time.
- (b) She worked and worked. She was tired to work by then.
- (c) It might rain. It looks like that.
- (d) Gopika is smart. Kusum is equally smart.
- (e) She may go. She may stay. I don't know.

Q.5 Substitute the bold italicized words in the given sentences in the form indicated in each:(5)

- (a) We are **proud** of our soldiers ( substitute a Noun)
- (b) This scheme cannot be put into **practice** (Substitute an adjective)
- (c) Our soldiers put up a brave **fight**(substitute a verb)
- (d) Drinking is **injurious** to health (substitute a verb)
- (e) She treated me with **sympathy**(substitute an adverb)

Q6 Do as directed.(5)

- (a) If the scooter is not repaired, we cannot go tomorrow (use: unless)
- (b) This print is so dim that I cannot read it (use: too)
- (c) Everest is the highest ountain in the world (change into comparative degree)
- (d) It may be a fish. It may be a snake (Join by using 'either'...'or')
- (e) All his property was auctioned so that his debts could be paid off (Begin the sentence with 'In order to'..)

Q.7 Drafting (answer any three, each carries 10 marks (3x10))

- (a) Write a detailed Office Note in about 150 words suggesting at least ten ways to bring down rising prices of essential commodities and steps to be taken to curb hoardings.
- (b) As an official responsible for security set up, put up a comprehensive note for consideration of higher officers suggesting various ways to improve policing and bring about a qualitative change in the police working so that citizens feel a sense of security.
- (c) If you were a University Engineer In-charge of various building construction activities, you may have to take various clearances from concerned municipal authorities before the buildings are taken over and made operational. List out these prerequisites and write a D.O. letter to the concerned authority for seeking one of these clearances.
- (d) Draft a Circular from the Registrar to all Deans of Schools/Chairpersons of Centres in the University informing them about a UGC Scheme for capacity expansion, including provision for sanctioning seed money as start up to newly appointed faculty in Science Schools, requesting them to bring the contents of the Scheme to the notice of the concerned all faculty members in their Schools/Centres.
- (e) Finance Officer in a University system is responsible to ensure that funds are utilized for the purpose for which these are allocated. He is also to ensure that these funds are spent judiciously. Draft a Circular from the Finance Officer to all concerned highlighting this aspect in a brief but lucid way for compliance.  
(Assume specific dates for different activities for drafting your letters, etc.)

SECTION OFFICER EXAMINATION

PART-II (Section A - GENERAL OFFICE PROCEDURE & SERVICE RULES)

- Q.1 Attempt any Four of the following questions in this section Max. Marks: 67  
(12 marks)
- i) Fundamental Principles of Public Buying
  - ii) Performance Security
  - iii) Earnest Money Deposit
  - iv) Commutation of Pension
  - v) Weekly Arrear Report
  - vi) Subsistence Allowance
- Q.2 What are the general conditions governing purchase and explain Single Tender, Limited Tender and Open Tender? (15 marks)
- Question no.3 to 6 carry 5 marks each (5x4 = 20 marks)
- Q.3 Write down the conditions when period of suspension is treated as duties.
- Q.4 What is family Pension? How is it calculated?
- Q.5 Describe the circumstances of reinstatement in service.
- Q.6 As a Section Officer, put up a proposal to the Competent Authority justifying the need of Bio-matric system of attendance.
- Q.7 Complete the following sentences (10 marks)
- a) Home town declared can be changed \_\_\_\_\_ during the entire service .
  - b) The Seniority of directly recruited official is determined with reference to \_\_\_\_\_
  - c) The maximum amount of reimbursement of Children Education Allowance in a year for one child is Rs. \_\_\_\_\_
  - d) The credit for  $\frac{1}{2}$  year in which a govt. servant is due to retire or resign from the service will be afforded @ \_\_\_\_\_ day for each completed calendar year.
  - e) Rates of Special Allowance for disabled women employees has been enhanced by \_\_\_\_\_ to Rs \_\_\_\_\_ w.e.f. 1.1.2011.
  - f) A balance of at least \_\_\_\_\_ days of EL may be available to the credit of employee after availing leave and leave encashment.
  - g) The maximum amount of monthly pension that can be commuted by an employee is \_\_\_\_\_ percent of monthly pension.
  - h) Withholding of a promotion is a \_\_\_\_\_ penalty.
  - i) The claim of TA/DA on retirement has to be submitted within a period of \_\_\_\_\_ from the date of retirement.
  - j) Child Care Leave is admissible upto \_\_\_\_\_ years of age in case of normal child and upto the age of \_\_\_\_\_ years in respect of disabled/mentally challenged children.
- Q.8 A Central Government servant drawing Band Pay of Rs.18,600 plus Grade Pay of Rs.4800 from 1.8.2011 died on 31.10.2011 while in service. His date of birth is 6.6.1952. Calculate his family pension as per eligibility for payment of family pension. (10 marks)



Test for post of Section Officer (Open Quota)

Paper II (Part B): Financial Regulations

Maximum marks: 33

Attempt all questions

Questions can be answered either in English or in Hindi

- Q1. As per provisions of General Financial Rules (GFR):
- (a) When can goods be procured on the basis of Single Tender Enquiry? (3 marks)
  - (b) How are bids obtained under Limited Tender Enquiry? (2 marks)
  - (c) Discuss provisions relating to advance payment to supplier. (7 marks)
  - (d) Write short notes on (i) Technical bid and (ii) Financial bid. (4 marks)
- Q2. Write short notes on:
- (a) Child Care Leave (5 marks)
  - (b) Leave encashment at the time of availing LTC (5 marks)
  - (c) New Pension Scheme (5 marks)
- Q3. What is the maximum amount of advance which can be granted to a Government servant for purchase of a motor car:
- (a) On the first occasion (2 marks)
  - (b) On the second occasion
-



# Model Paper

Test for recruitment to the post of Section Officer  
Paper-I: Essay, Office Precis, drafting and Applied English Grammar

Max.time allowed:3 hours

Max Marks 100

Q-1 Write an Essay in about 500 words on any one of the following. (Essay should consist of introduction, body and conclusion): (25)

- (a) Spreading Greenery for a Healthy Living
- (b) The Advantages and Disadvantages of Life in a great city
- (c) An earthquake and a cyclone
- (d) The pleasures and perils of speed
- (e) Corporal Punishment

Q 2 Write a précis of the following passage in about 100 words and suggest a suitable title. Also, answer the questions at the end. (20)

One common mistake that many people have made this: they thought that it would be a very good thing if everybody had exactly the same amount of money, no matter whether they worked hard or lived quite idly. They forget that very few people would work at all if it were not for the money their work brings them, and that without work there would be no money. And, they have imagined that if all the money in the country were equally divided everybody would be rich. Now that is a very great mistake, because there simply is not enough money to make everybody rich. If it were shared equally all around every one then would, on the basis of the calculations made in 1935, receive only about Rs. 65 a year. Today, with a rise in the price level, it might be Rs 2000.00 a year. That may be more than you receive now or it may be less, but it would certainly not make you really rich. It is quite true that there are in this country a small number of very rich people; but they are so few in comparison with the whole population that even if they were to share out all their wealth among the rest, it would make very little difference. It is said that if you flattened out that great French mountain Mont Blanc, the highest mountain in Europe, and spread it over the whole of France you would only raise the level of the land by about six inches. See if you can think out what that has to do with the question being talked about. Many people, unfortunately, seem to think also that Government can always pay out money quite easily and in any quantity, and they forget, or else they do not know, that the Government can only pay out money that it has received in taxes, money the tax-payer has had to pay for. And, now there is one final mistake that one should be warned against. Do not ever imagine that there is anything to be ashamed of, or anything undignified, to grumble about in having to work hard for your living.

### Questions:

1. Why is it really necessary to work?
2. If all the money in the world were equally divided, everybody would be very happy. Do you agree? If not, why?
3. Which is the best job in the world? Why must you embrace it lovingly?

Q.3: Give a single word substitute of the following: (5)

- (a) One who has long experience.
- (b) One who takes the bright side of things.
- (c) One who knows many languages.
- (d) Incapable of being conquered.
- (e) A person who always thinks of himself.

Q.4 Correct the following sentences:(5)

- (a) I, he and you are friends.
- (b) Let me take your leave.
- (c) Every teacher and every student should do their duty.
- (d) The climate of Delhi is hotter than Chandigarh.
- (e) He is a good player, isn't it?

Q.5 Read the following paragraph and fill in the blanks with appropriate form of verbs given in the brackets:(5)

An angry bull \_\_\_(create) panic yesterday morning . The bull\_\_\_(cannot) be controlled for two hours. Its first target\_\_\_(be) a person who\_\_\_(lift) high in the air before being thrown down on the ground. The attack\_\_\_(not draw) attention due to early morning hours and lonely lanes. The bull\_\_\_(notice) when it\_\_\_(attack) another resident of that area. Several people \_\_\_(take) refuge behind scores of tempos, parked in the lanes.

Q.6: Change the following sentences from Direct to Indirect Speech: (5)

- (a) I said to him, "Do you like your new school?"
- (b) He said, "My marriage comes off next month."
- (c) I said to the Principal, "Please pardon me this time".
- (d) He said, "What a great misery!"
- (e) She said to me, "Can you lend me one thousand rupees?"

Q.7: Punctuate the following:(5)

o no this is not mr toil the school master said the stranger it is another brother of his who follows the trade of a carpenter

Q.8: Drafting (Answer any three; each carries 10 marks)

- (a) Prepare a general note suggesting measures to prevent gender related harassment and discrimination in a work place.
- (b) Write a detailed note suggesting various measures to ensure economy in expenditure due to acute financial crunch and how to prioritize essential expenditure.
- (c) A large number of students have requested for fee waiver. Prepare a note for consideration of the competent authority detailing the guidelines, eligibility requirements, precedents and the impact such a fee waiver would have, if granted.
- (d) A number of dengue cases are reported daily in the city these days. Please prepare a Circular for wider information of general public mentioning various Do's and Don'ts to be observed in order to prevent it from spreading.

Written test for the post of Section Officer

Paper II – General Office Procedure, Service Rules and Financial Regulations

Maximum marks: 100

Attempt all questions

Time: 3 hours

Questions can be answered either in English or in Hindi

- Q1. a. What is a Service Book? State briefly the rules and procedure for maintenance of Service Books. (10 marks)  
b. Can the date of birth of a Government servant once recorded in the Service Book be altered? If so, in what circumstances and what is the procedure thereof? (4 marks)
- Q2. Write notes on the following:  
a. Modified Assured Career Progression Scheme (MACPS) (5 marks)  
b. Annual Performance Assessment Report (APAR) (5 marks)  
c. Child Care Leave (5 marks)  
d. Leave encashment at the time of availing LTC (5 marks)  
e. New Pension Scheme (5 marks)
- Q3. Distinguish between the following:  
a. Apprentice and Probationer (2 marks)  
b. Foreign Service and Deputation out of India (2 marks)  
c. Temporary Post and Supernumerary Post (2 marks)  
d. Re-employment and Extension of Service (2 marks)  
e. Identical Time-scale and Same Time-scale (2 marks)
- Q4. a. What is the difference between 'personal pay' and 'special pay'? (4 marks)  
b. What is 'lien'? In what circumstances does a Government servant retain lien on a post? (6 marks)
- Q5. (a) What are the different kinds of contributions payable to the lending authority when a Government servant is sent on foreign service in India? (2 marks)  
(b) Discuss the provisions regarding payment of such contributions. (4 marks)
- Q6. (a) What are the Golden Rules for debit and credit in respect of Personal, Real and Nominal accounts? (6 marks)  
(b) Write short notes on: (i) Cash system of accounting (2 marks)  
(ii) Accrual system of accounting (2 marks)
- Q7. What is the maximum amount of advance which can be granted to a Government servant for purchase of a motor car:  
(a) On the first occasion (2 marks)  
(b) On the second occasion (2 marks)
- Q8. As per provisions of General Financial Rules (GFR)  
(a) In what circumstances can goods be procured on the basis of Single Tender Enquiry? (3 marks)  
(b) How are bids obtained under Limited Tender Enquiry? (2 marks)  
(c) Discuss provisions relating to advance payment to supplier. (7 marks)  
(d) Write short notes on (i) Technical bid and (ii) Financial bid. (4 marks)  
(e) Discuss provisions of Advertised Tender Enquiry (5 marks)
- =====



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

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

# Model Paper

Written Test for Assistant Registrar –

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 X 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.

:2:

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

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

**PART-II: UNIVERSITY ADMINISTRATION**

**OBJECTIVE TYPE QUESTIONS**

**Q.1 (A): Put  $\sqrt$  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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Roll No.: \_\_\_\_\_

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

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. रोस्टर 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 रोस्टर 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 निर्दा 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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Roll No.: \_\_\_\_\_

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

**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) Kolkota (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



:6:

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

:7:

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) धन्वंतरी (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. कम्प्यूटर 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 प्रोक्यूरैटर 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.

# Model Paper

Assistant Registrar's Examination

Maximum Marks: 100

Time: 3 hours

## Part-I Descriptive questions

(70 marks)

Q1. The University has received a five year grant from UGC for Capacity Build-up and Infrastructure Development. The grant has both recurring and non-recurring components amounting in total to Rs.214 Crores. Out of the non-recurring component of Rs.70 crores it is proposed to utilise the grant by constructing Annexe Buildings for Schools and Centres, New Hostels, Sports facilities, 112 dwelling units and purchase equipment for scientific research. The balance grant comprising recurring component would be utilized for payment of salary to the faculty proposed to be recruited. In order to deal efficiently with the additional workload it is desirable to strengthen the Recruitment Cell, Bill Section and Cash Branch by restructuring the work in other sections and transferring the surplus employees. Also Data Entry Operators may be hired on contract on need based assessment. Put up a comprehensive note to the Registrar justifying the above arrangements and seeking approval for the same keeping in view the above facts. (20 marks)

Q2. The Association of Indian Universities (AIU) requires its member universities to pay the annual subscription fees in advance before the beginning of the financial year. Among other privileges, this enables each university to participate in the inter-university events to be held during the year upon submission of a copy of the AIU membership fee receipt to the organising/host institution. The Jawaharlal Nehru University (JNU) has paid the annual membership fee of Rs.49,000/- for 2011-12 to AIU through an account payee cheque no.012345 sent by registered post on 24-3-2011. No receipt has however been received from AIU. The students of JNU seek to participate in an inter-university cricket tournament at Delhi University starting from 21<sup>st</sup> of November, 2011. The matter has been brought to your knowledge on 18<sup>th</sup> of November 2011. As Assistant Registrar of JNU describe three alternative ways (in order of preference) to deal with the situation in order to ensure participation of the JNU students in the cricket tournament. (10 marks)

Q3. Answer with reference to the General Financial Rules (GFR):

- When can procurement be made on the basis of Single Tender Enquiry? (3 marks)
- When can goods be purchased under Limited Tender Enquiry even though estimated cost of such goods is more than Rs.25 lakhs? (3 marks)
- Discuss Bid Security. (5 marks)
- Discuss Performance Security. (5 marks)

Q4. What is the Income Tax exemption limit in respect of taxable income for the Assessment Year 2012-13 in respect of the following resident assesses: (4marks)

- Mrs.P aged 55 years
- Mr.Q aged 76 years
- Mr.R aged 83 years
- Mr.S aged 35 years

Q5. Write short notes in respect of the following in the light of the relevant Government rules:

- Retirement Gratuity (5 marks)
- Commutation of pension (5 marks)

Q6. Expand the following abbreviations:

- |         |         |         |            |           |
|---------|---------|---------|------------|-----------|
| 1. RTI  | 3. ATM  | 5. UGC  | (10 marks) |           |
| 2. DMRC | 4. NDMC | 6. ISRO | 7. GAIL    | 9. UNICEF |
|         |         |         | 8. FERA    | 10. PAN   |

**PART-II Objective questions**

(2 marks each for correct answer, wrong answer will entail negative (-1) marking)

(30 marks)

**Directions for Q7 to Q11.** Below is given a passage followed by several possible inferences which can be drawn from the facts stated in the passage. You have to examine each inference separately in the context of the passage and decide upon its degree of truth or falsity.

Write answer (A) if the inference is 'definitely true' in view of the facts given.

Write answer (B) if the inference is 'probably true' though not 'definitely true' as per given facts.

Write answer (C) if the 'data are inadequate', if from the facts given you cannot say whether the inference is likely to be true or false.

Write answer (D) if the inference is 'probably false', though not 'definitely false' in view of the facts given.

Write answer (E) if the inference is 'definitely false'.

'There has been considerable debate regarding the privatisation of higher education in India. In general, there is an implicit assumption in this debate that privatisation is essentially the same as corporatisation i.e. private investment comes due to the potential of lucrative returns. However, in the field of higher education privatisation and corporatisation are actually quite different. Privatisation is concerned with who controls the educational institute and the role of the government in the management and funding of the institute. Corporatisation is about making profits. In India there is undoubtedly a need to encourage private not-for-profit universities to increase educational opportunities given the fact that the government cannot create enough public universities to satisfy the demand. However there should be clear, simple and transparent guidelines for such private universities to ensure that they are truly not-for-profit and offer a level playing field to all those who wish to set up private universities.'

Q7. Privatisation of higher education has yet to take proper shape in India.

Q8. Expansion of higher education opportunities in India is needed to meet the increasing demand.

Q9. Corporatisation of higher education has benefited the students in the developed countries.

Q10. Privatisation of higher education will lead to commercialisation of education in India.

Q11. India does not have any extant guidelines for setting up higher educational institutions by private entities.

**Directions for Q12 to Q21:** Write the correct option among A,B,C,D and E.

Q12. Special Economic Zones were established with which of the following objectives:

1. To attract foreign investment directly.
2. To protect domestic market from direct competition from multinationals.
3. To provide more capital to agricultural and allied activities.

- A. Only 1.
- B. Only 2.
- C. Only 3.
- D. All 1, 2 and 3.
- E. None of these.

Q13. Inflation in India is measured on which of the following indexes/indicators?

- A. Cost of Living Index (COLI)
- B. Consumer Price Index (CPI)
- C. Gross Domestic Product (GDP)
- D. Wholesale Price Index (WPI)
- E. None of these.

Q14. Fiscal deficit is:

- A. Total income less government borrowing
- B. Total payments less total receipts
- C. Total payments less capital
- D. Total expenditure less total receipts excluding borrowing
- E. None of these.

Q15. In the term BRIC, R stands for:

- A. Romania
- B. Rajasthan
- C. Russia
- D. Regulation
- E. None of these.

Q16. In an examination Raj got more marks than Moti but not as many as Meena. Meena got more marks than Ganesh and Rupali. Ganesh got less marks than Moti but his marks are not the lowest in the group. Who is second in the descending order of marks?

- A. Meena
- B. Rupali
- C. Raj
- D. Ganesh
- E. None of these.

Q17. For which Ministry of the Government of India is a separate budget presented to Parliament?

- A. Defence
- B. Railways
- C. Banking
- D. Civil Aviation
- E. None of these

Q18. Which of the following Writs is issued by a court in case of illegal detention of a person?

- A. Habeas corpus
- B. Mandamus
- C. Certiorari
- D. Quo warranto
- E. None of these

Q19. Amir Khusro was the famous poet in the court of:

- A.Akbar
- B.Shahjahan
- C.Ibrahim Lodi
- D.Alauddin Khilji
- E.None of the above

Q20. Which of the following taxes is not levied by the Union Government:

- A.Income Tax
- B.Wealth Tax
- C.Profession Tax
- D.Customs Duty
- E.None of the above

Q21. Which of the following states has become the first in India where HIV/AIDS Testing is mandatory before marriage?

- A.Maharashtra
  - B.Delhi
  - C.Goa
  - D.West Bengal
  - E.None of the above.
-

# Model Paper

## WRITTEN EXAMINATION FOR THE POST OF DY. REGISTRAR

Time: 10.00AM – 12.30PM  
(2 ½ hrs.)

Candidate's name \_\_\_\_\_ No. \_\_\_\_\_

Candidate's signature \_\_\_\_\_

(For use by the Examiner)

Marks Awarded :

Paper-I : \_\_\_\_\_

Paper-II : \_\_\_\_\_

Paper-III : \_\_\_\_\_

Total : \_\_\_\_\_

Signature of the Examiner

### Instructions to the candidate

- The question paper consists of 3 parts viz.,
  - Paper-I : General English
  - Paper-II : General / University Administration
  - Paper-III : Financial Administration and Purchase Procedures
- Answer book consists of 5 pages for each Part. Candidates should write on both sides of the paper
- Question Nos. should be indicated correctly while answering
- Additional answer book(s) used should be securely fastened to the main answer book
- Marks are indicated against each question
- Candidates should write / answer clearly and legibly
- No paper should be detached from the answer book
- Candidates should not leave the Exam Hall without handing over the answer book to the staff on duty
- Follow the instructions indicated on each question paper



PAPER-I: GENERAL ENGLISH

Time 70 minutes

Maximum Marks : 40

Answer any four Questions – 10 marks each (4x10=40)

1. Integrity pact – Standard Operating Procedures – CVC guidelines.

OR

Corruption – *Causes* – *Remedy* – Role of Vigilance in Public Funded organizations.

2. Draft a letter (addressed) to UGC to introduce common entrance examination test for all the Central Universities highlighting its salient features.
3. Draft a proposal to UGC Chairman for a Block Grant Budget proposal, in place of conventional Headwise budget.
4. Draft a note submitting a proposal to Departmental Committee for various promotions citing the various promotional schemes available in the University.
5. Draft a note giving your considered opinion for generation of internal resources in view of inadequate funding / austerity measures introduced by the Government.

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**PAPER-II: GENERAL / UNIVERSITY ADMINISTRATION**

Time 50 minutes

Maximum Marks : 30

1. Audit has observed adversely on outstanding temporary advances including medical. Put up a note to the higher authorities suggesting the mechanism / conditions to adjust and also to regulate future advances. 8 marks
2. Define any five of the following : 5
- a. Foreign Service
  - b. Permanent posts
  - c. Personal pay
  - d. Head of the Department
  - e. Cadre
  - f. Tenure post
  - g. Letter of Credit
3. Tick any one of the alternatives in the appropriate box :
- (i) Interest on Provident Fund w.e.f. April, 2013; 1
- a. 8.6% per annum ( )
  - b. 8.7% per annum ( )
  - c. 8.8% per annum ( )
  - d. 8.9% per annum ( )
4. Brief the role of Academic Council/Finance Committee/Executive Council in Central Universities 2
5. Difference between Ordinances and Regulations 2
6. Mention Officers of the Central University as per Acts and Statutes. 2
7. Write difference between MACP (Modified Assured Career Progression) and CAS (Career Advancement Scheme) 2
8. Difference between 'break-in service' and 'dies non' 2
9. List out classes of pension 3
10. List out various Major penalties under CCS (CCA) Rules 2
11. Define authorized Medical Attendant under CS(MA) Medical Attendant Rules 1

**PAPER-III: FINANCIAL ADMINISTRATION AND PURCHASE PROCEDURES**

*Time 30 minutes*

*Maximum Marks : 30*

*Briefly explain the following:*

- |   |         |
|---|---------|
| 1. Accrual accounting (Double entry)  | 2 marks |
| 2. Procurement under proprietary and brand name   | 2       |
| 3. Transparency and efficiency in Public Procurement-indicate measures  | 4       |
| 4. Two bid system under Purchase Procedure  | 4       |
| 5. What is meant by Warranty and Performance Guarantee in their stipulation in purchase orders / work orders? | 2       |
| 6. Indicate two examples under each category:   | 3       |
| a. administrative powers  |         |
| b. financial powers and   |         |
| c. statutory powers   |         |
| 7. Structure of Financial Administration in India   | 3       |
| 8. Classification of transactions in Government accounts - support with examples                              | 2       |
| 9. What is the difference between mobilization advance and secured advance                                    | 2       |
| 10. Administrative approval and expenditure sanction  | 2       |
| 11. Capital and Voted expenditure   | 2       |
| 12. Provision and Reserve   | 2       |

\*\*\*

# Model Paper

## Junior Assistant-cum-Typist Examination

### Paper-I (General English)

Name \_\_\_\_\_  
Roll No. \_\_\_\_\_

Time: 3 hours

Max. Marks: 100

Marks obtained: \_\_\_\_\_

- Q.1 Write an essay in about 300 words on any one of the following topics. (25)
- My last day at college
  - An Indian festival you like the most
  - Republic Day
  - Metro Rail for Delhi

- Q.2 Make a précis of the following passage in about one-third of its length and get it a suitable title. Also make sentences of your own from words in italics. (15)

One of the major problems we have to face is that of unemployment. It is a big problem, which we cannot *ignore*. Yet in looking at it, it has to be *remembered* that merely giving some kind of occupation to a large number of people does not ultimately increase employment or lessen unemployment. Employment comes by newer and more effective means of wealth production. The whole experience and history of the past 200 years shows that it comes through the growth of technological methods. Do not *imagine* that we can effectively deal with the problem of unemployment without technological progress. We cannot. Every country which *boasts* of full employment today is a country which is technologically advanced. Every country which is not technologically advanced has unemployment or under-employment. Therefore, if India is to advance, she must advance in science and technology. The fact is that our poverty is due to our backwardness in science and technology. If we *remedy* that backwardness we can create not only wealth, but also employment.

- Q.3 Write a letter to your friend advising him to celebrate Diwali without crackers. (15)

OR

Your friend has recovered from long illness. Write a letter congratulating him on his recovery.

- Q.4 Use the following words in sentences of your own: (10)

(a) learned; (b) extend; (c) eager; (d) secured; (e) demise; (f) bear;  
(g) take part; (h) regret; (i) excuse; and (j) Disappoint.

Q.5: Fill in the blanks with correct forms of the verbs given in brackets

(10)

- 1) I \_\_\_\_\_ (go) to Mumbai next week.
- 2) I \_\_\_\_\_ (come) even if it rains.
- 3) They \_\_\_\_\_ (play) a friendly hockey match in the evening.
- 4) If you run fast, you \_\_\_\_\_ (catch) the train.
- 5) They \_\_\_\_\_ (win) the match by a big margin.
- 6) The train \_\_\_\_\_ (leave) before we reached the station.
- 7) I don't think, we \_\_\_\_\_ (meet) again.
- 8) By the time you come back, children \_\_\_\_\_ (go) to bed.
- 9) At the end of next year, my father \_\_\_\_\_ (retire).
- 10) If I go to school late, teacher \_\_\_\_\_ (punish) me.

Q.6: Read the following extract and fill in the blanks with appropriate articles:

(5)

I found \_\_\_\_\_ bag on \_\_\_\_\_ road. \_\_\_\_\_ bag contained \_\_\_\_\_ knife \_\_\_\_\_ diary and \_\_\_\_\_ one rupee note.

Q.7: Change the voice in the following sentences:

(10)

- (1) He helps me;
- (2) You see that bird;
- (3) He does not fly kites;
- (4) We help the poor;
- (5) They play cricket;
- (6) I do not teach her;
- (7) He has stolen my purse;
- (8) I took tea yesterday;
- (9) She has not solved the sums; and
- (10) The teacher had called the rolls.

Q.8: Write opposites of the following words:

(5)

(a) Sir; (b) Princess; (c) Bull; (d) Author; (e) Host; and (f) God.

Q.9: Change the following words into noun form:

(5)

(a) Accept; (b) Absent; (c) Appoint; (d) Guide; and (e) Resident.

Junior Assistant-cum-Typist Examination

Paper-II (General Knowledge Test)

Name \_\_\_\_\_

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

Time: One hour

Max. Marks: 50

Marks obtained: \_\_\_\_\_

Note: Attempt all the questions given below and all questions carry equal marks.

1. \_\_\_\_\_ was the first President of Independent India.
2. Present Lok Sabha Speaker is \_\_\_\_\_.
3. Mahatma Gandhi was born on \_\_\_\_\_ and he died on \_\_\_\_\_.
4. Chhannar is situated at \_\_\_\_\_.
5. Law prescribes minimum age of \_\_\_\_\_ years for marriage of a Hindu male.
6. I.C.C. stands for \_\_\_\_\_.
7. B.C.U. stands for \_\_\_\_\_.
8. Recent Asian Games were held in \_\_\_\_\_.
9. India won \_\_\_\_\_ gold medals in the Commonwealth Games held in Delhi in October 2010.
10. I.C.C. Champions Trophy is associated with \_\_\_\_\_.
11. Jawaharal Nehru Stadium is located in \_\_\_\_\_.
12. From which State of India have the most Indian Prime Ministers come? \_\_\_\_\_.
13. Name the first woman IPS Officer in India. \_\_\_\_\_.
14. Who appoints the Comptroller and Auditor General of India? \_\_\_\_\_.
15. Chief Minister of Bihar \_\_\_\_\_.
16. Who is the author of 'Ignited Minds'? \_\_\_\_\_.
17. Who succeeded Atal Bihari Vajpayee as Prime Minister of India in May 2004? \_\_\_\_\_.
18. SAARC stands for \_\_\_\_\_.
19. National Police Academy is located at \_\_\_\_\_.
20. Total, there are \_\_\_\_\_ States in Indian Union.
21. Who nominates the Members of Rajya Sabha? \_\_\_\_\_.
22. Who has been the only Finance Minister of India? \_\_\_\_\_.

23. To whom are the State Governors responsible for their actions? \_\_\_\_\_.
24. Who was independent India's first Education Minister? \_\_\_\_\_.
25. Pantajali Yog Peeth is located at \_\_\_\_\_.
26. Pandit Birju Maharaj is associated with \_\_\_\_\_ dance.
27. Among Indian players, who holds the record of scoring the slowest century? \_\_\_\_\_.
28. Who is the youngest Indian to play a test match? \_\_\_\_\_.
29. Capital of Jharkhand State. \_\_\_\_\_.
30. Gitanjali was written by \_\_\_\_\_.
31. Chairman of Rajya Sabha \_\_\_\_\_.
32. Chairman Planning Commission of India \_\_\_\_\_.
33. www stands for \_\_\_\_\_.
34. RTI stands for \_\_\_\_\_.
35. RTE stands for \_\_\_\_\_.
36. President of the United States of America \_\_\_\_\_.
37. Name the US currency \_\_\_\_\_.
38. LIC stands for \_\_\_\_\_.
39. ISRO stands for \_\_\_\_\_.
40. Red Fort is located in \_\_\_\_\_.
41. The normal rate of heart beat in human beings is \_\_\_\_\_.
42. Lok Sabha is elected for a period of \_\_\_\_\_ years.
43. U.N. headquarter is located at \_\_\_\_\_.
44. Penicillin was invented by \_\_\_\_\_.
45. Article 370 of the Constitution of India deals with special provisions for the State of \_\_\_\_\_.
46. Who started the Bhoodan Movement? \_\_\_\_\_.
47. Who was the Chairman of the Drafting Committee of the Constituent Assembly? \_\_\_\_\_.
48. In India, when does the financial year commence? \_\_\_\_\_.
49. Who is the first woman President of India? \_\_\_\_\_.
50. National song of India \_\_\_\_\_.

# Model Paper

Junior Assistant-cum-Typist Examination (General English)

Time: 3 hours

Max. Marks: 100

Q.1: Write an essay in about 300 words on any one of the following topics: (25)

- (a) The Festival I like the Most
- (b) My Neighbours
- (c) The City I Live in
- (d) A Railway Journey

Q.2: Make a précis of the following passage in about one-third of its length and get it a suitable title: (15)

The aim of education is to enable the human personality to grow to its full stature. Man has a body, a mind, and a spirit. Accordingly, education aims at the physical, the intellectual, and the spiritual and moral development of man.

Games are a means of keeping the body healthy and fit. Physical fitness and freedom from all kinds of ailments are the desire and ambition of every human being. Indeed, good health is the first condition of happiness in life. Those who play games generally maintain good health. Games are an excellent means of bodily exercise. Whether it is sophisticated games like hockey, football and tennis or simpler games like kabaddi, they all provide the much needed exercise to the body and thus keep the body healthy and strong. Players always have a better appetite and a better digestion than those who play no games or take no exercise. Games not only make the body healthy and strong, they also make it muscular.

Apart from building the body, games are an excellent recreation or pastime. Education teaches people the need and value of recreational activities. Education does not approve of the bookworm, who is lost in books all the time. Recreation is necessary. And games are among the most interesting recreations in the world. The essence of recreation is that it refreshes both body and mind, and provides a means of escape from one's professional or scholarly pursuits. Thus games are very useful as a diversion for the mind.

Q.3: Write a letter to the Editor of a Newspaper about the need to check the air pollution in your city. (15)

OR

Write a letter to the Editor of a local daily requesting him to highlight the difficulties due to high price-rise.

Q.4: Use the following words in sentences of your own: (10)

- (a) Conquer; (b) Desert; (c) Demolish; (d) Relieve; (e) autonomous; (f) Deter; (g) Confer;
- (h) suspension; (i) Waive; (j) write off.

.../2...



Q.5: Punctuate the following using capital letters where necessary:

(5)

your son is certainly a boy of ability said the headmaster but it will all depends upon you whether he is to do well at school what an extraordinary statement said the father how can his progress possibly depend upon me you can see replied the headmaster.

Q.6: Fill in the gaps with suitable Prepositions:

(10)

1. I passed my B.A. \_\_\_ the age of twenty.
2. The girls are sitting \_\_\_ the benches.
3. My brother is \_\_\_ England these days.
4. I shall see her \_\_\_ the 10<sup>th</sup> of November.
5. He came back \_\_\_ India \_\_\_ 1972.
6. She will be admitted to School \_\_\_ Monday.
7. He is firm \_\_\_ his opinion.
8. She lived \_\_\_ France \_\_\_ 1970 \_\_\_ 1980.
9. I have three other coats \_\_\_ this.
10. I bought the TV \_\_\_ Ten thousand rupees.

Q.7: Read the following extracts and fill in the blanks with appropriate articles:

(5)

\_\_\_ fox and \_\_\_ camel were fast friends. One day \_\_\_ fox asked \_\_\_ camel to bring him \_\_\_ melon to eat. \_\_\_ camel agreed and went int \_\_\_ field of melons. He saw there \_\_\_ ugly-looking man, sitting in \_\_\_ field.

Q.8: Write opposites of the following words:

(5)

Always; Bitter; Foolish; Patriot; and Shallow.

Q.9: Fill in the blanks with appropriate form of the words given in brackets.

(5)

1. His \_\_\_ (honest) was rewarded.
2. I cannot come \_\_\_ (immediate).
3. His son's \_\_\_ (happy) was important to him.
4. The room rang with their \_\_\_ (laugh).
5. This box contains breakable material. \_\_\_ (hand) it with care.

Q.10: Correct the following sentences:

(5)

1. If he will work hard, he will pass.
2. He shook my hand.
3. Geeta had come yesterday.
4. I wish I was young again.
5. I did not see him for a long time.

General Knowledge Test for Jr. Assistant-cum-Typist (English)

Name \_\_\_\_\_ /Roll No. \_\_\_\_\_

Time: one hour

Max. Marks: 50

Marks obtained: \_\_\_\_\_

Note: Attempt all the questions given below and all questions carry equal marks.

- 1 India was declared a Democratic Republic on \_\_\_\_\_
- 2 The first President of India was: \_\_\_\_\_
- 3 \_\_\_\_\_ is the Chief Justice of Supreme Court of India.
- 4 Yojana Bhawan is located in \_\_\_\_\_
- 5 IPL stands for \_\_\_\_\_
- 6 Abhinav Bindra won gold medal in \_\_\_\_\_
- 7 M.F. Hussain is a famous \_\_\_\_\_
- 8 Sunderlal Bahuguna is associated with \_\_\_\_\_
- 9 Name the first woman Governor of an Indian State \_\_\_\_\_
- 10 "Swaraj is my birth right and I shall have it." Who said it? \_\_\_\_\_
- 11 Which cricketer is nicknamed 'Jumbo'? \_\_\_\_\_
- 12 In which country the first 20-20 World Cup Cricket was played? \_\_\_\_\_
- 13 The \_\_\_\_\_ of India has two Houses – Lok Sabha and \_\_\_\_\_
- 14 Vice President of India is the Chairman of \_\_\_\_\_
- 15 BCCI stands for \_\_\_\_\_
- 16 Rabindra Nath Tagore wrote the book \_\_\_\_\_ which won him Nobel.
- 17 My Experiments with Truth is written by \_\_\_\_\_
- 18 CSIR stands for \_\_\_\_\_
- 19 Name Chief Minister of Tamil Nadu \_\_\_\_\_
- 20 Who is Supreme Commander of the Armed Forces in India \_\_\_\_\_
- 21 Who wrote the book "India Wins Freedom"? \_\_\_\_\_
- 22 Capital of People's Republic of China \_\_\_\_\_
- 23 Capital of Arunachal Pradesh \_\_\_\_\_
- 24 The 'Dronacharya Award' is associated with \_\_\_\_\_

- 25 Full form of IMF \_\_\_\_\_
- 26 UNDP stands for \_\_\_\_\_
- 27 Who was the producer of the TV serial 'Mahabharat'? \_\_\_\_\_
- 28 Kuchipudi is a dance drama of \_\_\_\_\_ state.
- 29 It is harmful to sleep under a tree at night because the tree releases \_\_\_\_\_
- 30 \_\_\_\_\_ is one of the symptoms of \_\_\_\_\_ heart attack.
- 31 The function of a pace-maker is \_\_\_\_\_
- 32 WIPRO is associated with \_\_\_\_\_
- 33 Planning Commission of India was established in the year \_\_\_\_\_
- 34 Name the scientist associated with India's Green Revolution \_\_\_\_\_
- 35 Name the Governor of Reserve Bank of India \_\_\_\_\_
- 36 Bhakra Nangal Dam is situated in the state of \_\_\_\_\_
- 37 National Bird of India \_\_\_\_\_
- 38 Expand www \_\_\_\_\_
- 39 Capital of Sikkim State \_\_\_\_\_
- 40 Speaker of Lok Sabha \_\_\_\_\_
- 41 In India the voting age was reduced from \_\_\_\_\_ years to \_\_\_\_\_ years in 1989.
- 42 The normal duration of the Lok Sabha is \_\_\_\_\_ years.
- 43 The Chairman of Finance Commission is appointed by \_\_\_\_\_
- 44 Fourth Estate is referred to \_\_\_\_\_
- 45 What is the minimum age required to become President of India? \_\_\_\_\_
- 46 Dal Lake is located in the State of \_\_\_\_\_
- 47 Normally, President's Rule is imposed in a State on the advice of \_\_\_\_\_
- 48 Pandit Ravi Shankar is associated with \_\_\_\_\_
- 49 E. Sreedharan is associated with \_\_\_\_\_
- 50 Governor of Andhra Pradesh \_\_\_\_\_