

**Jawaharlal Nehru University**

**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) Rule 16 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 \_\_\_\_\_.

\*\*\*\*\*

**JAWAHARLAL NEHRU UNIVERSITY**

**Examination for the post of Deputy Registrar**

**Paper III - Financial Administration and Purchase Procedure**

**Total Marks: 30**

**Attempt all questions**

**Date: 13.05.2012**

**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:

- a. Bid Security (2 marks)
- 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)