



WRITTEN EXAMINATION FOR THE POST OF DY. REGISTRAR

Date: 19.06.2013

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

1. The question paper consists of 3 parts viz.,:
 - i. Paper-I : General English
 - ii. Paper-II : General / University Administration
 - iii. Paper-III : Financial Administration and Purchase Procedures
2. Answer book consists of 5 pages for each Part. Candidates should write on both sides of the paper
3. Question Nos. should be indicated correctly while answering
4. Additional answer book(s) used should be securely fastened to the main answer book
5. Marks are indicated against each question
6. Candidates should write / answer clearly and legibly
7. No paper should be detached from the answer book
8. Candidates should not leave the Exam Hall without handing over the answer book to the staff on duty
9. 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.



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 : 1
 - (i) Interest on Provident Fund w.e.f. April, 2013:
 - 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

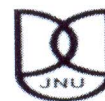
 7. Write difference between MACP (Modified Assured Career Progression) and CAS (Career Advancement Scheme) 2

 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 |
