INDEPENDENT INSTITUTE OF TECHNOLOGY DELHI
NEW-DELHI - 110016

Written Test for JUNIOR SUPRINTENDENT
Advt. No. EII/06/2019 (DR)

Name of the Candidate

Roll No.

Date: 05.04.2022  Time: 10AM  Duration: 120 minutes  Marks: 70

GENERAL INSTRUCTIONS FOR CANDIDATES FOR WRITTEN EXAM

1. The candidates may fill in their name, roll number, Date of Birth, Mobile number and category on the OMR sheet before starting of the exam.
2. The duration, marks and time are as given above.
3. Each section has Multiple choice Questions (MCQ). Each Multiple choice question has four choices (A, B, C, D) out of which only ONE is the correct answer.
4. Questions must be answered on the OMR sheet by darkening the correct alternative (Marked A,B,C,D) using blue or black ball point pen.
5. If more than one option or no option is selected, it will be treated as no response and will fetch ZERO marks.
6. Candidates are advised not to carry Mobile phones, Bluetooth, earphones, microphone or any communication devices during the exam. Failing to comply with this provision will be considered as using unfair means in the examination and appropriate action will be taken including cancellation of candidature.
7. Extra time of 20 minutes will be given to Persons with Disability (PWD) candidates.

1. परीक्षा शुरू होने से पहले उम्मीदवार ओ.एम.आर. शीट पर अपना नाम, रोल नंबर, जन्म तिथि, मोबाइल नंबर और श्रेणी भर सकते हैं।
2. प्रत्येक खंड में बहुविकल्पीय प्रश्न (MCQ) है। प्रत्येक बहुविकल्पीय प्रश्न में चार विकल्प (A, B, C, D) हैं, जिनमें से केवल एक ही सही उत्तर है।
3. ओ.एम.आर. शीट पर प्रश्नों के उत्तर नीले या काले बॉल प्यांट्स द्वारा सही विकल्प (चिह्नित A, B, C, D) को काला करना है।
4. यदि उम्मीदवार एक से अधिक विकल्प या कोई भी विकल्प नहीं चुनता है, तो उसे कोई प्रतिक्रिया नहीं माना जाएगा और शूट अंक प्राप्त होंगे।
5. उम्मीदवारों को सलाह दी जाती है कि वे परीक्षा के दौरान मोबाइल फोन, ब्लूटूथ, इंप्रेंसन, माइक्रोफोन या कोई संचार साधन न रखें।
6. विकल्पों (पी.डब्ल्यूडब्ल्यू.डी) उम्मीदवारों को 20 मिनट का अतिरिक्त समय दिया जाएगा।

Signature of the Candidate
SECTION I - GENERAL ENGLISH

Question 1. Right to information (RTI) Act 2005 has improved the accountability of public dealings in government offices”. Please present your views on the matter and explain various provisions relating to disclosures under the act and exemptions for withholding information under the Act.

250 words    4 MARKS
Question 2: Your organization is celebrating the Republic Day tomorrow. Draft an email to inform everyone about the event and to encourage all the staff & to join the celebrations. Write the subject, main mail content, attachment details (if any) and who the mail is addressed to.

150 words   3 Marks
SECTION II- OFFICE PROCEDURES

Question No. 3: The Disciplinary Authority of Shri XYZ is of the opinion that there are grounds for inquiring into the truth of an imputation of misconduct or misbehavior against him. It decides to appoint an authority to inquire into the truth thereof (IO). You are requested to draw up a list of steps involved in the process starting from the first step after the decision of the Disciplinary Authority to initiate the Inquiry to its final decision i.e. imposition of a Major Penalty against the Charged Officer (CO). Please indicate the steps in the sequence as they would normally appear during the proceedings. Please quote the relevant rule from CCS(CCA) Rules at various steps. 5 MARKS
Question No. 4: What are the objectives of prudent financial practices in procurement processes? Discuss how procurement of goods in Government departments through GeM can achieve these objectives.

5 MARKS
Question No. 5: Your office has committed a big mistake and you have to report the mistake to your reporting officer. Give an example of such a mistake and make a note to the Reporting Officer with a solution. 3 MARKS
NAME ___________________________ Roll No. ___________________

PLEASE ANSWER THIS PART ON THE OMR SHEET

SECTION I- GENERAL ENGLISH (Contd.)

1. Choose the correct spelling
   A) Entrepreneur
   B) Entreprreneur
   C) Entprneur
   D) Entreprenur

2. _______ she go to the market every Saturday?
   A) Does
   B) Has
   C) Do
   D) None of the above

3. Choose an antonym for “Reliable”.
   A) Careful
   B) Dubious
   C) Pleasing
   D) Rhythmic

4. ‘Beat around the bush’ means
   A) Discuss something secret
   B) Avoid coming to the point
   C) Cleaning the garden
   D) No idea of main topic

5. Select the portion where there is grammatical error in the sentence given below:

   Scarcely had I/finished washing the car/than the master came/and asked me to clean the floor of the house.
   A) Scarcely had I
   B) Finished washing the car
   C) Than the master came
   D) And asked me to clean the floor of the house
6. "We’ll go for an outing tomorrow," said Laila’s father, "so you had better complete your homework this evening."

A) Laila’s father told her to complete her homework that evening as they would be going for an outing the next day.

B) Laila’s father told her to complete her homework this evening so they would be going for an outing the next day.

C) Laila’s father tells her to complete her homework this evening as they would be going for an outing the next day.

D) Laila’s father had told her to complete her homework that evening as they would be going for an outing the next day.

7. Statement: All the harmoniums are instruments. All the instruments are flutes.

Conclusion:

I. All the flutes are instruments.

II. All the harmoniums are flutes.

A) Only I follows.

B) Only II follows.

C) Either I or II follows.

D) Neither I nor II follows.

8. Statement: Fashion is a form of ugliness so intolerable that we have to alter it every six month.

Conclusion:

I. Fashion Designers do not understand the public mind very well.

II. The public by and large is highly susceptible to novelty.

A) Only Conclusion I follows.

B) Only Conclusion II follows.

C) Either I or II follows.

D) Neither I or II follows.
SECTION II- OFFICE PROCEDURES (Contd.)

9. IIT Delhi was declared as an Institute of National Importance under which Act in which year?
   A) No. 59 of 1961
   B) No. 59 of 1963
   C) No. 29 of 1963
   D) No. 29 of 1961

10. Who is the ex-officio member of the Board of Governors?
    A) The Visitor
    B) Chairman of BoG
    C) The Director
    D) Person nominated by the government from each of the states comprising the zone where the Institute is located.

11. What is the term of the office of the Chairman?
    A) 2 years
    B) 3 Years
    C) 4 Years
    D) 5 Years

12. As per the IIT Act, which authority of the Institute is the custodian of the records and common seal of the Institute?
    A) Visitor
    B) Director
    C) Registrar
    D) Chairman, BoG

13. Who is the chairman of the IIT Council?
    A) Visitor
    B) Secretary, higher Education
    C) Minister, Technical Education
    D) Person nominated by the Directors of all the IITs.

14. Who authenticates the decisions taken by the Board?
A) Director
B) Chairman, BoG
C) Registrar
D) None of the above

15: As per FR-7 no powers may be exercised or delegated under these rules except after consultation with the?
   A) Ministry of Home Affairs
   B) Department of Personnel & Training
   C) Ministry of Finance
   D) All the above

16. Leave Not Due may be granted to a Government servant in permanent employ or quasi-permanent employ (other than a military officer) limited to a maximum of _____ days during the entire service on medical certificate?
   A) 360 days
   B) 300 days
   C) 240 days
   D) 60 days

17. The leave granted as leave preparatory to retirement shall not include?
   A) Earned Leave
   B) Half Pay Leave
   C) Extraordinary leave
   D) All the above

18. Under which Rule of CCS(Leave) Rules, 1972, the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary for both earned leave and half-pay leave, if any, at the credit of the Government servant on the date of his retirement?
   A) Rule 38
   B) Rule 38-A
   C) Rule 39
   D) Rule 41

19. Who among the following is authorized to a change of Home Town already declared by Government Servant?
A) Immediate Superior  
B) Controlling Officer  
C) Head of Department  
D) Head of Office  

20. If any penalty is imposed on Govt. Servant as per Rule 11 of CCS(CCA) Rules, 1965 on the charge of preferring a fraudulent claim of leave travel concession (LTC), then?  
A) Government servant shall not be allowed the next two sets of the leave travel concession in addition to the sets already withheld during the pendency of the disciplinary proceedings  
B) Government servant shall not be allowed the LTC for the next block year on expiry of the punishment imposed  
C) Government servant shall be allowed LTC on expiry of the punishment imposed  
D) Government servant will not be eligible for any LTC claim in future  

21. As per Rule 20 of the CCS(CCA) Rules, 1965 in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the Government servant shall be replaced at the disposal of the______?  
A) borrowing authority  
B) lending authority  
C) Either A or B  
D) highest of such authorities with the consent of the others  

22. Under Rule 14 of CCS(CCA) Rules, 1965, the disciplinary authority, where it is not the inquiring authority, need not forward to the inquiring authority?  
A) A copy of the Article of Charge and the statement of imputation of misconduct or misbehaviour  
B) copy of the statements of witness, if any referred to in sub-rule (3)  
C) A copy of the order of appointing ‘Presenting Officer’  
D) A written brief of the case with directions for conducting Inquiry
23. If no written statement of defence is submitted by the Government servant, the disciplinary authority?
   A) may itself inquire into the articles of charge
   B) if it considers it necessary to do so, appoint, under subrule (2), an inquiring authority for the purpose
   C) Both A and B
   D) None of these

24. A penalty under Rule 11 can be imposed only by
   A) Appellate Authority
   B) Reviewing Authority
   C) Any other Authority
   D) Punishing (Disciplinary) Authority

25. If a Government servant is selected for discharge owing to the abolition of his permanent post under Rule 39 of CCS(Pension) Rules,1972, have the option of?
   A) taking compensation pension to which he may be entitled for the service he had rendered
   B) accepting another appointment on such pay as may be offered and continuing to count his previous service for pension.
   C) Either A or B
   D) None of the above

26. Every offence under Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013 shall be?
   A) non-bailable
   B) cognizable
   C) bailable
   D) non-cognizable

27. The leave granted to the aggrieved woman under Section 12 of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013 shall be?
   A) debited to the leave account
   B) treated as extraordinary leave

12
C) shall be in addition to the leave otherwise entitled
D) No such provision in the Act

28. In selecting consultancy services, weightage of the technical parameters i.e. non-financial parameters in no case should exceed __ percent?
A) 90%
B) 75%
C) 50%
D) 80%

29. A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding ______ years, if it determines that the bidder has breached the code of integrity?
A) three years
B) two years
C) one year
D) five years

30. Where the Department also contemplates obtaining bids from abroad under Advertised Tender Enquiry, the minimum time to be allowed for submission of bids should be?
A) Three weeks
B) Two weeks
C) Four weeks
D) Six weeks

31. What is the validity period of registered suppliers in Government e-Marketplace?
A) 1 to 5 years
B) 3 to 5 years
C) 1 to 3 years
D) 2 to 5 years

32. Under NPS, Individuals would have the flexibility to leave the pension system prior to age 60. In this case, the mandatory annuitization would be __% of the pension wealth?
A) 80%
33. Which section of RTI Act, 2005 prescribe “exemption from disclosure of information”?  
A) Section 8  
B) Section 7  
C) Section 6  
D) Section 5  

34. The appointing authority may, by order in writing, withhold or withdraw a pension or a part thereof, whether permanently or for a specified period under which circumstance?  
A) If the pensioner is employed in a private firm having remuneration more than pension  
B) If the pensioner is convicted of a serious crime or is found guilty of grave misconduct  
C) If the pensioner is involved in some petty cases  
D) If the pensioner is not looking after his family  

35. What are the major components of the non-tax revenues?  
A) Dividends  
B) Profits  
C) Transfer of surplus from RBI  
D) All the above  

SECTION III  
SIMPLE ARITHMETIC  

36. A person sold a horse at a gain of 15%. Had he bought it for 25% less and sold it for Rs. 600 less, he would have made a profit of 32%. The cost price of the horse was:  
A) 3750  
B) 3250
37. A sum of money placed at compound interest doubles itself in 4 years. In how many years will it amount to 8 times itself?
   A) 12 Years
   B) 16 Years
   C) 24 Years
   D) 32 Years

38. A woman says, "If you reverse my own age, the figures represent my husband's age. He is, of course, senior to me and the difference between our ages is one-eleventh of their sum." The woman's age is
   A) 23 years
   B) 34 years
   C) 45 years
   D) None of these

39. In a garden, there are 10 rows and 12 columns of mango trees. The distance between the two trees is 2 metres and a distance of one metre is left from all sides of the boundary of the garden. The length of the garden is
   A) 20 m
   B) 22 m
   C) 24 m
   D) 26 m

40. Ram walks at a speed of 12 km/h. Today the day was very hot so walked at 1/3 of his average speed. He arrived his school 10 minutes late. Find the usual time he takes to cover the distance between his school and home?
   A) 40 mins
   B) 45 mins
   C) 50 mins
   D) 60 mins

41. Without any stoppage a person travels a certain distance at an average speed of 42 km/hr and with stoppages he covers the same distance at an average speed of 28 km/hr. How many minutes per hour does he stop?
   A) 25 minutes
   B) 30 minutes
C) 20 minutes
D) None of these

42. A train 300 metres long is running at a speed of 90 km/hr. How many seconds will it take to cross a 200 metres long train running in the same direction at a speed of 60 km/hr?
   A) 70 sec
   B) 50 sec
   C) 60 sec
   D) None of these

43. A and B are two stations. A train goes from A to B at 64 km/hr and returns to A at a slower speed. If its average speed for the whole journey is 56 km/hr, at what speed did it return?
   A) 48 km/hr
   B) 49.77 km/hr
   C) 30 km/hr
   D) 47.46 km/hr

44. The average weight of a group of boys and girls is 38 kg. The average weight of boys is 42 kg and that of girls is 33 kg. If the number of boys is 25, than the number of girls is.......
   A) 20
   B) 33
   C) 38
   D) 22

45. The daily wages of A & B respectively are Rs. 3.5 & Rs. 2.5. When A finishes a certain work alone, he gets a total wages of Rs. 63. When B does the same work alone, he gets a total wages Rs. 75. If both of them do it together what is the cost of the work?
   A) Rs. 57.5
   B) Rs. 62.5
   C) Rs. 67.5
   D) Rs. 87.5

46. 20 men could complete a work in 80 days. They worked together for 60 days, after that due to bad whether the work is stopped for 10 days. How many more men should be employed so as to complete the work in time?
   A) 15
47. In a school, 10% of the boys are same in number as \( \frac{1}{4} \) of the girls and 10% of the girls are same in number as \( \frac{1}{25} \) of the boys. What is the ratio of boys to girls in that school?

A) \( 3 : 2 \)  
B) \( 5 : 2 \)  
C) \( 2 : 1 \)  
D) \( 4 : 3 \)

48. A student took 3 papers the full marks of which were in the ratio 1: 2 : 3. His marks in these papers were in proportion of 6; 7; 8. He obtained 60% aggregate. The number of papers in which he obtained more than 50% marks was....

A) 1  
B) 2  
C) data inconsistent  
D) None of these

49. 50 men can do a job working 10 hours per day in 8 days. If 20 boys and 15 girls work 15 hours per day, in how many days can the job completed. Given that boys and girls work equally hard and each of them work half as hard as a man.

A) 15.24 days approx.  
B) 20 days  
C) 12 days  
D) None of these

50. A grain merchant purchases 2 varieties of rice. The price of the first kind being twice that of the second. He sells the mixture for Rs. 28 per kg making a profit of 25%. If the ratio of the first to the second is 2: 3 in the mixture, then variety costed is.......

A) Rs. 8 per kg  
B) Rs. 16 per kg  
C) Rs. 32 per kg  
D) Rs. 28 per kg
STEP-II
TRADE/COMPUTER TEST
(On Paper)
20 MARKS

51. Clicking on mouse selects the entire paragraph by default while working with text document in word
   A) Single
   B) Double
   C) Triple
   D) Alt+ Single

52. Which of the following cannot be entered in the Insert menu of MS-Word
   A) Table
   B) Shapes
   C) Line Spacing
   D) Footer

53. The short cut key to insert a page break in MS-word is
   A) Ctrl + b
   B) Ctrl + Insert
   C) Ctrl + Enter
   D) Ctrl + End

54. In MS-word the mailing list is also known as
   A) Datasheet
   B) Data source
   C) Database list
   D) Data mail

55. Pressing F8 key three times in a document selects
   A) Document
   B) Paragraph
   C) Word
56. What is the value of the Excel formula \( \text{SUMSQ}(1,2,3,4) \)
   A) 4
   B) 10
   C) 29
   D) 30

57. When you select a cell in MS-Excel and type \( =\text{B10} \)
   A) The selected cell will show B10
   B) The selected cell will show an error
   C) The selected cell will show Blank
   D) The selected cell will show the value contained in cell B10

58. When you select a cell in MS-Excel and type \( =\text{B10} \)
   A) The selected cell will show B10
   B) The selected cell will show an error
   C) The selected cell will show Blank
   D) The selected cell will show the value contained in cell B10.

59. Which shortcut key is used to copy the selected cells in MS-Excel?
   A) Ctrl + A
   B) Ctrl + B
   C) Ctrl + C
   D) Ctrl + D

60. Which of the following function displays current date & time in Excel
   A) Date()
   B) Today()
   C) Now()
   D) Time()

61. E-mail address is made up of
   A) Single part
   B) Two part
C) Three part
D) Four part

62. In email communication CC stands for
   A) Clear copy
   B) Casual copy
   C) Carbon copy
   D) None of the above

63. After choosing a predefined template, …… option has to be chosen to change a background color
   A) Design template
   B) Color scheme
   C) Animation scheme
   D) Color effects

64. Ellipse Motion is a predefined ……
   A) Design template
   B) Color scheme
   C) Animation scheme
   D) None of these

65. Block arrows, stars and banners, and callouts are all examples of
   A) Different types of children's building blocks
   B) Auto Shape categories
   C) Clip art categories located in the Microsoft Clip Gallery
   D) More technical terms that I don't understand

66. Which of the following is true with respect to ERP
   i. The vendor database will be managed in the finance module.
   ii. The employee database will be managed in the HR module.
   iii. Bio metric attendance may be captured in HR module
   iv. Govt releases Gants to the finance modules
   A) i is true
B) both i, ii, are true
C) iv is true
D) Both i, ii, iii are true

67. Which of the following is not part of ERP?

A) e-notings
B) e-commerce
C) e-governance
D) e-procurement

68. The CRM system consists of ___ components

A) 2
B) 3
C) 5
D) Many

69. The primary concept of _______ is storing huge amounts of data

A) OLAP
B) Data mining
C) Supply chain management
D) Data warehousing

70. Which is not a module of e-office?

A) KMS
B) PIS
C) CAMS
D) None of the above