**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 question paper consists of two sections. Step I has 50 questions and Step II has 10 questions. One additional page for rough work is given at the end.

3. The exam is of 60 minutes duration and carries 60 marks.

4. 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.

5. Each question carries 1 mark. 0.25 negative marking for wrong answer.

6. 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.

7. If more than one option or no option is selected, it will be treated as no response and will fetch ZERO marks.

8. 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.

9. Extra time of 20 minutes will be given to Persons with Disability (PWD) candidates.
1. परीक्षा शुरू होने से पहले उम्मीदवार ऑ.एम.एस. शीट पर अपना नाम, रोज़न नंबर, जन्म तिथि, मोबाइल नंबर और श्रेणी भर सकते हैं।
2. प्रश्न पत्र में 50 प्रश्न और छाद-11 में 10 प्रश्न हैं। एक कवर्ट के लिए एक अतिरिक्त पृष्ठ अंत में दिया गया है।
3. परीक्षा की अवधि 60 मिनट की है और 60 अंक हैं।
4. प्रश्न छाद में बहुविकल्पी प्रश्न (MCQ) हैं। प्रश्न बहुविकल्पी प्रश्न में चार विकल्प (A, B, C, D) है, जिनमें से केवल एक ही सही उत्तर है।
5. प्रश्न पत्र 1 अंक का है। गलत उत्तर के लिए 0.25 नकसात्मक मार्किंग है।
6. ऑ.एम.एस. शीट पर प्रश्नों के उत्तर नीतें या कहले बॉल पाइंट पेपर से सही विकल्प (चिह्नित A, B, C, D) को काला करता है।
7. यदि उम्मीदवार एक से अधिक विकल्प या कोई भी विकल्प चुनता है, तो उसे कोई प्रतिक्रिया नहीं माना जाएगा और शून्य अंक प्राप्त होंगे।
8. उम्मीदवारों को सलाह दी जाती है कि वे परीक्षा के लिए मोबाइल फोन, ब्लूटूथ, इंटरफोन, माइक्रोफोन या कोई संचार उपकरण साथ न लें।
   इस प्रवचन का पालन करने में विकल्प दर्ज करने पर इसे परीक्षा में अनुमोदित साथय का उपयोग करने के रूप में माना जाएगा और उम्मीदवारी रद्द करने के साथ-साथ उद्गम कार्य की जाएगी।
9. विकल्पांश (A, B, C, D) उम्मीदवारों को 20 मिनट का अतिरिक्त समय दिया जाएगा।

**Signature of the Candidate**

**STEP I**

**WRITTEN TEST**

1. Women employees and single male employees having minor children can take a maximum of ....... days Child Care Leave (CCL) during their entire service:
   a) 730
   b) 740
   c) 750
   d) 760

2. An additional income tax benefit is available under ......... of the IT act to employees contributing Rs 50000 or more to the NPS Tier 1 account:
   a) Section 80(c)
   b) Section 80 CCD(1B)
   c) Section 80 (1B)
   d) Section 80 CCD (2)
3. An official who is under suspension wishes to avail LTC. Which of the following is a true statement?
   a) LTC is not entitled during period of suspension
   b) The individual is not entitled to LTC, but the family may avail LTC
   c) Both the official and his family are entitled to LTC
   d) None of the above

4. Medical Doctors in IITs are eligible for time scale promotion under the … scheme:
   a) DACP
   b) MACP
   c) TOBP
   d) BCR

5. Under the Anti-ragging act 2019, the term ‘Freshers’ means:
   a) First year UG students
   b) First year UG & PG students
   c) First year PG students
   d) First year PG & PhD students

6. Which GFR-2017 form is used for making Utilization Certificate for Autonomous Bodies?
   a) Form 3-A
   b) Form 11
   c) Form 12-A
   d) Form 16-A

   a) Rule 3
   b) Rule 7
   c) Rule 5
   d) Rule 13

8. Which article envisages the establishment of the National Commission for Scheduled Castes?
9. Estate Officer under the Public Premises (EUO) Act 1971 is appointed under
   a) Section 5
   b) Section 3
   c) Section 6
   d) Section 8

10. How many days of leave can be granted to an aggrieved female employee during the period of pendency of inquiry on the recommendations of ICC or Local Committee and whether it shall be debited against the leave account or not?
   a) 30 days, not debited
   b) 60 days, debited
   c) 90 days, not debited
   d) none of these

11. Under GeM architecture Buyer, Consignee, PAO and DDO are?
   a) Primary User
   b) Secondary User
   c) Buyer Primary and rest secondary
   d) None of these

12. How many distinct entities are there in NPS unbundled architecture?
   a) 4
   b) 5
   c) 6
   d) None of these

13. What service benefits are available (as on date) to employee of Autonomous Body under NPS on superannuation?
   a) PF, Gratuity and Pension
   b) Only pension
   c) Gratuity and Pension
14. As per Statute 3 of IIT Delhi authentication of orders and decisions of the Board are done by the signature of?
a) Director
b) Any person authorized by the Director
c) Registrar
d) Registrar or any person authorized by the Board

15. Under the Right of Persons with Disability Act 2016, which section make provision for percentage of reservation for different category of disability?
a) Section 28
b) Section 31
c) Section 34
d) Section 35

16. When a transaction has not been recorded in the books of account either wholly or partially such errors are calls as?
a) errors of omission
b) errors of principle
c) errors of commission
d) compensating errors

17. What is the penalty to the employer who fails to comply the provisions or contravenes or attempts to contravene or abets contravention of other provision of this Act or rules made thereunder of The Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act 2013?
a) Fine which may extend to 50,000/-
b) Fine which may extend to Two lacs
c) Fine which may extend to Five lacs
d) None of the above

18. In NEP 2020, the current 10+2 system to be replaced by a new curricular structure. What is the new curricular structure?
a) 3+4+4+5
b) 5+3+3+4
c) 4+3+3+5
d) 5+4+3+3
19. What is the main objective of NAAC
   a) Establishing Universities
   b) Evaluating Universities
   c) Accrediting Universities
   d) Funding Universities

20. The term of the office of a member of the Board of Governors nominated by council
   a) Term ends after 3 Years
   b) Term ends after 5 years
   c) Continues even after the term ends till the council directs
   d) Continues till the Government nominates other member

21. What is the minimum service required to avail the LTC facilities?
   a) Completion of one year’s continuous service
   b) Completion of two year’s continuous service
   c) Completion of three year’s continuous service
   d) Completion of five year’s continuous service

22. What is the income limit prescribed for dependency?
   a) Income not exceeding pension of ` 9,200 p.m. and Dearness Relief thereon
   b) Income not exceeding pension of ` 9,000 p.m. and Dearness Relief thereon
   c) Income not exceeding pension of ` 9,500 p.m. and Dearness Relief thereon
   d) Income not exceeding pension of ` 3,500 p.m. and Dearness Relief thereon

23. What is the percentage of Government Contribution under NPS in respect of individuals who are not Government Employees?
   a) 10% of basic salary
   b) 14% of basic salary
   c) Individual can choose while joining the scheme
   d) No contribution

24. Which of the following is Rights of a Copyright Owner
   a) Translate and Broadcast their work
   b) Prevent others from making unauthorized use of copyrighted work
   c) Publish their work and Perform their work in public
d) All of the above

25. CCS Conduct Rules do not apply to
   a) A member of All India Service
   b) A holder of any post in respect of which the president has, by a general or special order
   c) A Railway servant as defined in Section 3 of the Indian Railways act 1890
   d) All the above

26. Who among the following family members of a Government servant is not covered for the purpose of LTC?
   a) Married son
   b) Step children
   c) Unmarried dependent minor brother whose parents are not alive
   d) Dependent step-parents

27. Which of the following are the features of an e-office system:
   I. Use of Digital Signature
   II. Report Generation
   III. Preference setting
   IV. Getting Reminder
   a) (I) and (II) only
   b) (I) (II) and (IV) only
   c) (II) (III) and (IV) only
   d) (I) (II) (III) and (IV)

28. If the interests of a third party are involved in information sought for, the maximum time limit to get the information will be
   a) 40 days
   b) 30 days
   c) 45 days
   d) 60 days

29. How many days is a Govt. Servant eligible to encash E.L at the time of his retirement
   a) 180
30. Identify false statement
   a) You can find deleted files in recycle bin
   b) You can restore any files in recycle bin if you ever need
   c) You can increase free space of disk by sending files in recycle bin
   d) You can right click and choose Empty Recycle Bin to clean it at once

31. Who among the following is empowered to impose any of the penalties specified in Rule 11 of CCS(CCA) Rules 1965 on any Government servant?
   a) Union Public Service Commission
   b) Prime Minister of India
   c) Governor of the concerned State
   d) President of India

32. A Government servant whose date of increment is 1 January 2022 is imposed with a penalty of withholding of one increment by issue of punishment order, dated 3 May 2021. Indicate the date from which the penalty takes effect from
   a) 3 May 2021
   b) 1 July 2021
   c) 1 July 2022
   d) 1 January 2022

33. If a Government servant retires under the scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from?
   a) Date of voluntary retirement sought
   b) Date of commencement of the leave not due
   c) Government servant on leave not due cannot apply for voluntary retirement
   d) Date as decided by the appointing authority

34. A subscriber shall subscribe monthly to the GPF Fund except during the period when he is under?
   a) Dies-non
b) Leave  
c) Suspension  
d) All the above  

35. MOOC is model for  
a) Delivering learning content  
b) Delivering course curriculum  
c) Delivering certificates  
d) Transacting the content  

36. A reporting relationship in which an employee receives orders from, and reports to, only one supervisor is known as  
a) Line of authority  
b) Centralization  
c) Unity of direction  
d) Unity of command  

37. Registered suppliers are ordinary exempted from furnishing -  
a) Bid Security  
b) Performance Security  
c) Post-performance Guarantee  
d) All of the above  

38. Which of the following is not covered under term "Goods"?  
a) Livestock  
b) Furniture  
c) Spares  
d) Books, publications periodicals etc.  

39. Under Section 6(3) of RTI Act, 2005 the CPIO has to transfer the application concerning another public authority within how many days of its receipt?  
a) three days  
b) five days  
c) two days  
d) seven days
40. As per Section 3 (3) of Official Language Act 1963, both Hindi and the English languages shall be used for
(i) resolutions, general orders, rules, notifications, administrative or other reports or press communiques issued or made by the Central Government
(ii) administrative and other reports and official papers laid before a House or the Houses of Parliament;
(iii) contracts and agreements executed, and licenses, permits, notices and forms of tender issued, by or on behalf of the Central Government.
   a) (i) & (ii)
   b) (ii) & (iii)
   c) (i) & (iii)
   d) (i), (ii) & (iii)

41. HEFA Stands for
   a) Higher Education Funding Agency
   b) Higher Education Funding Authority
   c) Higher Education Financing Agency
   d) Higher Education Financial Authority

42. An Institute of National Importance like IIT-Delhi can create an Endowment Fund in the form of
   a) A Society registered under the Societies Registration Act, 1860
   b) A Section 8 company under the provisions of the India Companies Act, 2013
   c) A Trust under the Indian Trusts Act, 1882
   d) Public Private Partnerships

43. Procurement from a single source is permitted under
   a) Rule 154 of GFR 2017
   b) Rule 149 of GFR 2017
   c) Rule 166 of GFR 2017
   d) Rule 156 of GFR 2017

44. Rule 230 of GFR 2017 prescribes
   b) Provisions to use PFMS Portal to know the bank balance of the recipients before making each release of Grant in aid.
c) Interests or other earnings against Grants in aid or advances to be remitted to the Consolidated Fund of India

d) All of the above

45. When an employee is having unauthorized absence from duty, will not entail forfeiture of past service for leave purposes. However _A_ of period of such unauthorized absence in respect of earned leave and _B_ in respect of half pay leave will be deducted from the EL and HPL to be credited during succeeding half year

a) A – 1/12th, B – 1/20th
b) A – 1/10th, B – 1/18th
c) A – 1/20th, B – 1/24th
d) None of the above

46. Match List-I with definitions in List-II

<table>
<thead>
<tr>
<th>List - I</th>
<th>List - II</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Job enrichment</td>
<td>6. The periodic shifting of a person from one job to another</td>
</tr>
<tr>
<td>4. Job analysis</td>
<td>8. Vertical expansion of a job</td>
</tr>
</tbody>
</table>

a) (1,8), (2,7), (3,6), (4,5)
b) (1,7), (2,8), (3,6), (4,5)
c) (1,6), (2,7), (3,5), (4,8)
d) (1,7), (2,6), (3,8), (4,5)

47. During suspension of an employee, HRA is allowed at the rate of

a) Nil
b) Rate that was drawn before suspension
c) The specified percentage of HRA on the amount of subsistence allowance payable during suspension
d) 50% of the rate that was drawn before suspension
48. For outsourcing services the institute should advertise on CPPP and GeM and on the Institute’s website if the estimated value of the service exceeds
   a) Rs. Five lakhs
   b) Rs. Ten lakhs
   c) Rs. 15 lakhs
   d) Rs. 25 lakhs

49. When an employee against whom an enquiry or investigation is pending submits his resignation, then
   a) It should be accepted to obviate further proceedings of enquiry
   b) It should be accepted only if it is in public interest
   c) It should not be accepted until the enquiry proceedings are over when decision to accept or reject should be taken
   d) It should be accepted immediately without any prejudice

50. Performance security of a contract should remain valid for a period of _____ days beyond the date of completion of the contract.
   a) 30 days
   b) 45 days
   c) 60 days
   d) One year
STEP-II
TRADE/COMPUTER TEST

51. 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

52. Which of the following is not part of ERP?
   a) e-notings
   b) e-commerce
   c) e-governance
   d) e-procurement

53. E-Governance system provides
   i. Speed of operation
   ii. Quality of service
   iii. Accountability
   iv. Saving of paper
   a) iv is correct
   b) ii is correct
   c) ii and iii are correct
   d) All are correct

54. Which one of the following file types ensures that format of a document doesn’t change across platforms?
   a) pdf
   b) xlsx
   c) png
   d) docx
55. If a particular URL is visited frequently, which one of the following features is used to remember and easily access the URL?
   a) Bookmark
   b) Remember
   c) Refresh
   d) Reload

56. This uniqueness of a person is then used by the biometric systems to?
   a) Identify and verify a person
   b) Authenticate a person to give appropriate rights of system operations
   c) Keep the system safe from unethical handling
   d) All of the above

57. A biometric system providing low FAR ensures high security.
   a) Yes
   b) No
   c) Can be yes or no
   d) Cannot say

58. The CRM system consists of ___ components
   a) 2
   b) 3
   c) 5
   d) many

59. The primary concept of ______ is storing huge amounts of data
   a) OLAP
   b) Data mining
   c) Supply chain management
   d) Data warehousing

60. Which is not a module of e-office?
   a) KMS
   b) PIS
   c) CAMS
   d) None of the above