

Date of Examination:	21 May 2022	Time:	2 Hrs
Name of the Post:	Junior Assistant	Level 2 Test Paper	

Name of the Candidate:										
Application No:										

Candidate's Signature

Invigilator's Signature

Instructions to the Candidate:

1. Use of Cell Phones and Other Electronic Devices are not permitted inside the examination hall.
2. Scientific calculators are permitted to use only for level 2 test.
3. Candidate should fill the details on both question paper booklet and OMR sheet carefully without any corrections.
4. Candidate should carefully read the instructions given on the question paper booklet and OMR sheet
5. Candidate should mark correct answer only on OMR sheet.
6. **Question paper consists of 75 questions in total. The questions are divided into Part A and Part B. Part A consists of 50 questions carrying one mark each. Part B consists of 25 questions carrying two marks each.**
7. **Wrong answer per each question in Part A carries negative of 0.25 marks. Wrong answer per each question in Part B carries negative of 0.5 mark.**
8. Clarifications on Questions are not permitted.
9. Rough works can be done in the blank space provided at the end of the question paper booklet.
10. No Candidate is allowed to leave the examination hall till the examination is completed.
11. **Candidate should return both question paper booklet and the OMR sheet after completion of examination to the Invigilator**

PART A: (50 x 1 = 50 Marks)

Note: Wrong answer per each question in Part A carries negative of 0.25 marks.

1.	Identify rules under which the provisions of 'Prohibition of Sexual harassment of Working Women ' is covered A) Rule 3-A B) Rule 3-B <input checked="" type="checkbox"/> C) Rule 3-C D) Rule 3
2.	How many years relaxation in age is available to SCs/STs for direct recruitment for respective reserve post vacancy? <input checked="" type="checkbox"/> A) 5 years B) 3 years C) 2 years D) 1 year
3.	What behavior is expected of a Government servant at all times A) Do nothing which is unbecoming of a Government servant B) Maintain devotion to duty C) Integrity to be maintained at all costs <input checked="" type="checkbox"/> D) All of the above
4.	As per the Indian Institute of Information Technology Act 2014, government has formed Central body called as IIIT Council. As per the IIIT Act 2014, IIIT Council shall meet _____ in every year and follow such procedure in its meeting as may be prescribed. <input checked="" type="checkbox"/> A) Once B) Two times C) Three times D) Four times.
5.	The binary equivalent of $(-23)_{10}$ is (2's complement system for negative number is used): A) 01000 B) 01010 <input checked="" type="checkbox"/> C) 01001 D) 10111
6.	As per the IIIT Act 2014, Which committee is the final administrative approval and financial sanctioning authority for construction of all major capital works? A) Building and Works Committee B) Finance Committee C) Management Council <input checked="" type="checkbox"/> D) Board of Governors
7.	The name of the Income Tax Return (ITR) Form - 1 is A) Saral <input checked="" type="checkbox"/> B) Sahaj C) Sugam D) None of the above
8.	The type of memory that holds the computer startup routine is <input checked="" type="checkbox"/> A) ROM B) DRAM C) Cache D) RAM
9.	Ministry of Finance has implemented the PFMS system for use in government department. The PFMS system uses the EAT module. The term "EAT" means <input checked="" type="checkbox"/> A) Expenditure, advance, transfer B) Expenditure, accounting, tracking C) Expenditure, analysis, tracing D) Execute, Analyze and Trace

10.	In computer terminology, which of the following describe device drivers? A) Hardware that allows interaction between the peripheral device and the operating system. B) Software that allows the user to control the operating system. <input checked="" type="checkbox"/> C) Software that allows interaction between the peripheral device and the operating system. D) Software that allows the user to control the operating system.
11.	A new laptop has been produced that weigh less, is smaller and uses less power than previous laptop models. Which of the following technologies has been used to accomplish this? A) Universal serial bus mouse B) Faster random-access memory C) Blu ray drive <input checked="" type="checkbox"/> D) Solid-state hard drive
12.	The admission process of IIITDM, Kurnool for B.Tech. program is based on _____. A) An independent admission authority approved by institute. <input checked="" type="checkbox"/> B) Joint Entrance Exam (JEE) Main Exam. C) State Government Agency D) independent agency to admit students to all IIIT only.
13.	In which year of Undergraduate programme at IIITDM Kurnool allows branch change? A) First year <input checked="" type="checkbox"/> B) Second year C) Third year D) Final year
14.	Which Indian Institute of Information Technology is set up as per the public private partnership PPP model? A) Kancheepuram B) Kurnool C) Allahabad <input checked="" type="checkbox"/> D) Tiruchirapalli
15.	E-Way Bill is mandatory for Inter-State movement of goods of consignment value exceeding Rs. _____ in motorized conveyance. A) Rs.25,000/- <input checked="" type="checkbox"/> B) Rs.50,000/- C) Rs.1,00,000/- D) Rs.2,00,000/-
16.	As per RTI ACT 2005, each institute has to take suo moto disclosure action to provide as much information to the public at regular intervals through various means of communication including Internet _____. <input checked="" type="checkbox"/> A) Under Section 4 of RTI act 2005 B) Under Section 3 of RTI act 2005 C) Under Section 5 of RTI act 2005 D) Under Section 6 of RTI act 2005
17.	Under RTI ACT 2005 to seek information from government education institute _____ is the authority who deal with RTI matters. A) Director B) Registrar C) Dean <input checked="" type="checkbox"/> D) CPIO

18.	If somebody seeks information under RTI ACT 2005, he should get desired information in _____ days from the receipt of request. A) 25 B) 40 C) 45 <input checked="" type="checkbox"/> D) 30
19.	In the PFMS, the EAT03 report pertains to A) Scheme wise summary statement <input checked="" type="checkbox"/> B) Component wise summary statement C) Agency wise summary statement D) Vendor wise summary statement
20.	As per the RTI 2005 payment of fee structure for inspection of records during first hour of inspection there are no fees to be charged and for each subsequent hour (or fraction thereof) of inspection Rs. _____ per hour is charged. <input checked="" type="checkbox"/> A) 5 B) 10 C) 15 D) 02
21.	Which of the following is not an Operating System? A) Linux B) OS/2 <input checked="" type="checkbox"/> C) DB2 D) ANDROID
22.	Identify false statement A) You can find deleted files in recycle bin <input checked="" type="checkbox"/> 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
23.	As per CCS(Leave) rules, the leave account of every Government servant (other than a military officer) who is serving in a department other than a Vacation Department, shall be credited with earned leave, in advance, in two instalments of _____ days each on the first day of January and July of every calendar year. A) 10 B) 5 <input checked="" type="checkbox"/> C) 15 D) 30
24.	Which one of the following will happen on trying to free a statically allocated array? <input checked="" type="checkbox"/> A) A compilation error B) A run-time error C) No error D) None
25.	As per CCS (Leave) rule, childcare leave should not be admissible if the child is _____ years of age and above. <input checked="" type="checkbox"/> A) 18 B) 21 C) 14 D) 16
26.	Which of the following refers to the fastest, biggest and the most expensive computers? A) Personal computers <input checked="" type="checkbox"/> B) Supercomputers C) Laptops D) Notebooks
27.	As per CCS (Leave) rule, maximum period of childcare leave of _____ days is permitted during entire service period. A) 690 <input checked="" type="checkbox"/> B) 730 C) 780 D) 710
28.	A collection of related information sorted and dealt with as a unit is a : A) Disk <input checked="" type="checkbox"/> B) data C) file D) floppy
29.	Who Generates contract on GeM? <input checked="" type="checkbox"/> A) Buyer B) Seller C) PAO D) DDO

30.	A DVD is <input checked="" type="checkbox"/> A) Optical disk B) Output device C) Pen drive D) Hard disk
31.	What does EMD stand for? A) Earlier Money Debited B) Easy Money Deposit <input checked="" type="checkbox"/> C) Earnest Money Deposit D) Earnest Money Debit
32.	The handicapped employees are entitled for double the rate of transport allowance subject to a minimum of Rs. _____ per month. <input checked="" type="checkbox"/> A) Rs.2,250/- B) Rs.1,800/- C) Rs.2,750/- D) Rs.2,400/-
33.	The process of transferring files from a computer on the internet to your computer is called A) Uploading B) forwarding C) FTP <input checked="" type="checkbox"/> D) downloading
34.	Which of the following statement is true with regard to Deputation (duty) allowance A) In cases of deputation to outstation, the deputation allowance is payable at 10% of basic pay subject to maximum of Rs.18,000/- per month. B) In cases of deputation within same station, the deputation allowance is payable at 5% of basic pay subject to maximum of Rs.9,000/- per month. C) In cases of deputation to outstation, the deputation allowance is payable at 10% of basic pay subject to maximum of Rs.15,000/- per month. <input checked="" type="checkbox"/> D) In cases of deputation within same station, the deputation allowance is payable at 5% of basic pay subject to maximum of Rs.4,500/- per month
35.	Limited Tender Enquiry is to be adopted when estimated value of goods to be procured is up to..... A)10 lacs B)5 lacs <input checked="" type="checkbox"/> C)25 lacs D)20 lacs
36.	What is the financial limit for purchase of goods without quotation or bids? <input checked="" type="checkbox"/> A) 25000 B) 30000 C) 15000 D) 20000
37.	What is the full form of CPP? <input checked="" type="checkbox"/> A) Central purchase power protocol. <input checked="" type="checkbox"/> B) Central public procurement portal. C) Central Public Procurement Process. D) Central Public Procurement and Protocol.
38.	Any files deleted in Windows goes to A) Trash can <input checked="" type="checkbox"/> B) Recycle bin C) Deleted files D) RAM
39.	CHKDSK can be used to determine A) Disk's bad portion B) Occupied space C) Free space <input checked="" type="checkbox"/> D) All of the above
40.	What is correct flow of action as far as Indian contract Act 1872 is concerned? 1) offer of proposal 2) contract 3) agreement 4) acceptance <input checked="" type="checkbox"/> A) 1 4 3 2 B) 1 2 3 4 C) 2 3 4 1 D) 3 1 4 2

41.	Which of the following hardware operations is necessary for efficient implementation of swapping? <input checked="" type="checkbox"/> A) DMA B) Cache C) Multi-core CPU D) GPU
42.	In what form will a bid security be accepted? A) bank guarantee B) fixed deposit receipts C) demand draft <input checked="" type="checkbox"/> D) all the above
43.	Wi-Fi stands for _____ <input checked="" type="checkbox"/> A) Wireless Fidelity B) Wireless Functioning C) Wireless Function D) Wireless Family
44.	Which rule in GFR speaks about transparency, competition, fairness and elimination of arbitrariness in the procurement processes? A) Rule 174 <input checked="" type="checkbox"/> B) Rule 173 C) Rule 175(1) D) Rule 175 (2)
45.	A Government servant is admitted to a hospital for treatment before retirement but is discharged from the hospital after retirement. Which of the following sentences is correct? <input checked="" type="checkbox"/> A) He has to bear his expenses from the retirement benefits that he will get. <input checked="" type="checkbox"/> B) He will be reimbursed the expenses incurred by him by his office. C) The Controlling Officer can decide, whether the bills can be reimbursed or not. D) Special sanction from the Ministry of Health is required for reimbursement
46.	BIOS of the computer is stored in _____ A) RAM B) Hard Disk <input checked="" type="checkbox"/> C) ROM D) FLOPPY Drive
47.	The report of C&AG along with the accounts of the union government will be submitted to A) Finance Minister of India B) Prime Minister of India <input checked="" type="checkbox"/> C) President of India D) Controller General of Accounts
48.	Which fundamental principal is essential for an authority delegated with financial powers for procuring goods in public interest? A) Responsibility and Accountability B) Fair and equitable treatment of suppliers <input checked="" type="checkbox"/> C) Promotion of competition in public procurement <input checked="" type="checkbox"/> D) all the above
49.	The regulation on Audit and Accounts was made by C&AG of India under the powers conferred on him by _____ of C&AGs (DPC) Act, 1971. A) Section 20 B) Section 21 <input checked="" type="checkbox"/> C) Section 23 D) Section 24
50.	Which of the following is an example of an input device? <input checked="" type="checkbox"/> A) Scanner B) Speaker C) CD Write D) Printer

Part – B (25 Questions and each carry 2 Marks)

Note: Wrong answer per each question in Part B carries negative of 0.5 marks.

51. What are the responsibilities of a Controlling Officer with regard to budget allocation?
- A) To ensure that the expenditure does not exceed the budget allocation
 - B) To ensure that the expenditure should be incurred for the purpose for which funds have been allotted
 - C) To formulate adequate control mechanism to detect errors and irregularities and guard against waste and loss of public money
 - D) All the above
52. Women employees with disability are entitled for a special allowance of _____ per month from child birth to till _____ to take care of the child.
- A) Rs.5000/- & 2 years
 - B) Rs.3000/- & 2 years
 - C) Rs.2000/- & 3 years
 - D) Rs.3000/- & 3 years
53. Who will maintain the Liability Register for effecting proper control over expenditure?
- A) Controlling Officer
 - B) Head of Office
 - C) Drawing and Disbursing Officer
 - D) Pay and Accounts Officer
54. Administrative control of works includes—
- A) Assumption of full responsibility for construction, maintenance and upkeep
 - B) Proper utilization of building and allied works
 - C) Both (A) and (B)
 - D) Neither (A) nor (B)
55. While making a public procurement, the description of the subject matter shall not contained which of the following?
- A) Technical specifications
 - B) A particular trademark, trade name or brand
 - C) Quantity of goods to be procure
 - D) Complete schedule of procurement cycle

56.	<p>What is the percentage of bid security required to be furnished by bidders in the case of Limited or Advertised tender enquiry?</p> <p><input checked="" type="checkbox"/> A) 2 to 5 per cent B) 3 to 6 per cent C) 4 to 7 per cent D) 1 to 3 per cent</p>								
57.	<p>What is the maximum percentage of advance payments that is made to private firms?</p> <p><input checked="" type="checkbox"/> A) 20% of the contract value <input checked="" type="checkbox"/> B) 30% of the contract value C) 50% of the contract value D) 15% of the contract value</p>								
58.	<p>Which are the following items of revenue that come under the purview of revenue receipts?</p> <p>A) Central taxes, duties and cess B) Local taxes and duties <input checked="" type="checkbox"/> C) Interest receipts of loans and advances <input checked="" type="checkbox"/> D) All the above</p>								
59.	<p>Match the following accounts with their respective forms.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Fixed Assets</td> <td style="width: 50%;">(i) GFR 23</td> </tr> <tr> <td>2. Consumables</td> <td>(ii) GFR 18</td> </tr> <tr> <td>3. Library Books</td> <td>(iii) GFR 22</td> </tr> <tr> <td><input checked="" type="checkbox"/> 4. Assets of historical value</td> <td>(iv) GFR 24</td> </tr> </table> <p><input checked="" type="checkbox"/> A) 1-(iii), 2-(i), 3-(ii) and 4-(iv) <input type="checkbox"/> B) 1-(i), 2-(ii), 3-(iii) and 4-(iv) <input type="checkbox"/> C) 1-(ii), 2-(iii), 3-(i) and 4-(iv) <input type="checkbox"/> D) 1-(iv), 2-(ii), 3-(iii) and 4-(i)</p>	1. Fixed Assets	(i) GFR 23	2. Consumables	(ii) GFR 18	3. Library Books	(iii) GFR 22	<input checked="" type="checkbox"/> 4. Assets of historical value	(iv) GFR 24
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2. Consumables	(ii) GFR 18								
3. Library Books	(iii) GFR 22								
<input checked="" type="checkbox"/> 4. Assets of historical value	(iv) GFR 24								
60.	<p>What is the maximum amount in Indian rupees of immediate relief granted to the family of the deceased Government servant?</p> <p>A) 8,000 B) 10,000 <input checked="" type="checkbox"/> C) 25,000 D) 50,000</p>								
61.	<p>Who is the competent authority to give exemption to float global tender enquiry up to the value of Rs.200 Crore if a specialized equipment is to be imported.</p> <p><input checked="" type="checkbox"/> A) Director of the Institute <input checked="" type="checkbox"/> B) Secretary of the Administrative Ministry C) Principal Secretary of Commerce D) Secretary – Coordination, Cabinet Secretariat</p>								

62.	<p>For drawl of money by a DDO, when a single bill includes charges falling under two or more object heads, which of the following procedure is to be followed?</p> <p><input checked="" type="checkbox"/> A) Charges shall be distributed accurately over the respective heads</p> <p>B) Charges shall be distributed equally among the different object heads</p> <p>C) Charges shall be classified under the head whose share is higher</p> <p>D) The bill should be classified only under the major head</p>
63.	<p>The primary unit in a grant of appropriation will mean—</p> <p>A) Major Head of Account</p> <p>B) Minor Head of Account</p> <p><input checked="" type="checkbox"/> C) Object Head of Account</p> <p>D) Program Head of Account</p>
64.	<p>Identify the expenditure that does not come under the purview of Revenue Expenditure?</p> <p>A) Salaries / wages / OE</p> <p>B) Grants-in-aid</p> <p>C) Travel expenses</p> <p><input checked="" type="checkbox"/> D) Acquisition of tangible assets</p>
65.	<p>How the term “recovery” is defined in General Financial Rules?</p> <p>A) Recovery is defined as payments recovered for defective supply</p> <p><input checked="" type="checkbox"/> B) Recovery denotes repayment of / or payment by one department of the same Government towards charges initially incurred by another department</p> <p>C) Recovery is defined as payments wrongly made being collected back</p> <p>D) Enforcing Revenue Recovery Act</p>
66.	<p>What is the period of physical verification of library books in case of libraries having more than twenty thousand volumes and up to fifty thousand volumes?</p> <p>A) Once in five years</p> <p><input checked="" type="checkbox"/> B) Once in three years</p> <p>C) Once in four years</p> <p>D) Once in six years</p>

67.	<p>During the Execution of contract, a request has been received from the contractor's company , requesting for change of name in your office records, the document you will verify before incorporating the same</p> <p><input checked="" type="checkbox"/> A) Letter of endorsement from ROC <input type="checkbox"/> B) Resolution passed in General body meeting <input type="checkbox"/> C) Letter from ITO accepting the change in name <input type="checkbox"/> D) Letter from RBI accepting the change in name</p>
68.	<p>During the Execution of contract, a request has been received from the contractor's company , requesting for change of name in your office records, the document you will verify before incorporating the same</p> <p><input checked="" type="checkbox"/> A) Letter of endorsement from ROC <input type="checkbox"/> B) Resolution passed in General body meeting <input type="checkbox"/> C) Letter from ITO accepting the change in name <input type="checkbox"/> D) Letter from RBI accepting the change in name</p>
69.	<p>Can a person claim to be a member of SC/ST merely because of he or she married a person belonging to a SC/ST</p> <p><input checked="" type="checkbox"/> A) No <input type="checkbox"/> B) Yes <input type="checkbox"/> C) If certified by National Commission for SC/ST <input type="checkbox"/> D) At the discretion of the screening committee</p>
70.	<p>Fixation of pay is done in cases promotions involving higher responsibility as per:</p> <p><input checked="" type="checkbox"/> A) FR 22 (1) (a) (1) <input type="checkbox"/> B) FR 22 (1) (a) (2) <input type="checkbox"/> C) FR 22 (1) (a) (3) <input type="checkbox"/> D) FR 22 (1) (a) (4)</p>
71.	<p>Competent authority to appoint employees below the pay scale of the Group-A officers is:</p> <p><input checked="" type="checkbox"/> A) The Director <input type="checkbox"/> B) The Board of Governors <input type="checkbox"/> C) Registrar <input type="checkbox"/> D) Head of the Department or unit or section</p>
72.	<p>The first Statutes of each Institute shall be made by _____ with the prior approval of the _____.</p> <p><input type="checkbox"/> A) The Director, The Chairperson <input checked="" type="checkbox"/> B) The Secretary, HRD Minister <input type="checkbox"/> C) The Board, The Visitor <input type="checkbox"/> D) The Visitor, The Prime Minister</p>

73.	<p>_____ makes ordinances for IIITDM Kurnool</p> <p>A) <input checked="" type="checkbox"/> Senate B) Research Council C) Board of Governors D) Visitor</p>
74.	<p>Any dispute arising out of a contract between a Institute and any of its employees shall, at the request of the employee concerned or at the instance of the Institute, be referred to a Tribunal of Arbitration consisting of committee with _____ formation.</p> <p><input checked="" type="checkbox"/> A) One member appointed by the Institute, one member nominated by the employee, and an umpire appointed by the Visitor</p> <p>B) Two members appointed by the Institute, two members nominated by the Employee and an umpire nominated by the Board</p> <p>C) Committee constituted by the Board with all internal members</p> <p>D) Committee constituted by the Board with all external members</p>
75.	<p>The Chairperson, as per IIIT Act, presides in which of the following meetings of the Institute</p> <p><input checked="" type="checkbox"/> A) the Board and Finance Committee</p> <p>B) the Board, Finance Committee, and the convocations of the Institute.</p> <p>C) the Board, Research Council and the Convocations of the Institute</p> <p>D) the Board, Senate, Finance Committee, Research Council and Building and works Committee</p>

SPACE FOR ROUGH WORK

<p>17. Any dispute arising out of a contract of service between an employer and an employee shall at the request of either party be referred to a Tribunal consisting of a member appointed by the Government and two members appointed by the Employer and two members appointed by the Employee and an equal number of members appointed by the Government.</p>	<p>✓</p>
<p>18. The Tribunal shall be constituted as follows: (a) One member appointed by the Government and two members appointed by the Employer and two members appointed by the Employee and an equal number of members appointed by the Government.</p>	<p>✓</p>