

Date of Examination:	08.07.2023	Time:	2 Hrs
Name of the Post:	Junior Assistant - Level 2 Written Test		

Name of the Candidate:										
Application No:										

Candidate's Signature

Invigilator's Signature

Instructions to the Candidate:

1. *This booklet consists of Two-parts Part A and Part B. Part A consists of 60 questions. Part B Consists of 20 questions. Please check that this Question Booklet does not have any missing or torn pages or items, if so get it replaced by another Question Booklet.*
2. *A separate OMR Sheet is given. It should not be folded or mutilated. No additional OMR Sheet shall be provided.*
3. *Use only Black Ball point pen for filling all particulars of Question Booklet and OMR Sheet as well as to darken the circle of the Response in the OMR Sheet.*
4. *This Question Booklet contains 80 Multiple Choice Questions, and each question is followed by four alternative answer options namely a), b), c) and d) out of which only one option is correct. You need to darken the most appropriate correct circle of the OMR Sheet with a black ball point pen.*
5. *For each question, darken only one circle on the Response Evaluation Sheet. If you darken more than one circle or darken a circle partially, the answer will be treated as incorrect. Cutting, Alterations/ Correction are not permitted. Answer once darkened cannot be changed in the OMR sheet. If you do not wish to attempt a question, leave all the circles in corresponding row blank and in such condition zero marks will be awarded for that question.*
6. *Every correct answer will be awarded 1 mark and ¼ marks will be deducted for each of the wrong answer for questions of Part A. Every correct answer will be awarded 2 marks and ½ mark will be deducted for each of the wrong answer for questions of PART B. No marks are assigned for questions not attempted.*
7. *Use of Electronic Gazettes, Pager, Mobile Phone, Calculator etc. are strictly prohibited. Use of Unfair means will lead to cancelation of candidature. Do not carry any loose paper.*
8. *The blank spaces and the blank page at the end of this Booklet can be used for Rough Work.*
9. *Strictly adhere to appropriate discipline during examination and you are not permitted to leave the Examination Hall until the end of the test.*
10. *Return the Question Booklet and OMR Sheet to the Invigilator after completion of examination.*

PART A

There are 60 Questions in this part and Each question carries ONE mark.

1. The form of written communication generally used for corresponding with other departments or in calling for information from or conveying information to its employees and which may also be used in corresponding with attached and subordinate offices written in 3rd person & bears no salutation is:
 - a) Inter-departmental note
 - b) Demi-official Letter
 - c) Order
 - d) Office Memorandum
2. As stated in Manual of Office Procedure, Files obtained by a section from the departmental record room will normally be returned with in:
 - a) 1 month
 - b) 3 months
 - c) 2 months
 - d) 6 months
3. In accordance with Manual of Office Procedure, if the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, to deal with it another file is opened and it is called?
 - a) Agreement File Register
 - b) Part File
 - c) Main File
 - d) Miscellaneous File
4. Leave Not Due (LND) sanctioned to a government employee during the entire service is limited to ___ days.
 - a) 180
 - b) 240
 - c) 360
 - d) 720
5. In case a government employee is appointed in a middle of the year, The Earned Leave credit will be afforded at the rate of _____ days for each completed calendar month on the date of joining.
 - a) 2
 - b) 2 ½
 - c) 3
 - d) 3 ½
6. The HPL credit is given at the start of six-monthly period in Jan & July of every year is _____.
 - a) 10
 - b) 30
 - c) 15
 - d) 20

7. Female government servant can avail commuted leave for a maximum period of _____ days in continuation of maternity leave?
- 30
 - 60
 - 90
 - 120
8. The number of holidays observed by central government offices in a calendar year is _____.
- 15
 - 16
 - 17
 - 18
9. The paternity leave is allowed for a maximum of _____ days
- 15
 - 10
 - 30
 - 180
10. As per TA rules, the Travelling allowances (TA) claim should be submitted within _____ of succeeding the date of completion of journey.
- 30 days
 - 60 days
 - 45 days
 - 90 days
11. The Government servant is entitled for encashment of earned leave up to 10 days at the time of availing LTC provided he should have a balance of _____ days of EL credit after deduction of leave availed for LTC and leave encashment.
- 30
 - 60
 - 10
 - NIL
12. The maximum earned leave that can be granted at a time to any central Government servant employed in India except in the case of leave preparatory to retirement is _____.
- 300 days
 - 180 days
 - 30 days
 - 240 days
13. Daily allowance is not admissible at tour station for a continuous halt beyond _____.
- 180 days
 - 90 days
 - 240 days
 - No limit
14. For official travel, Travel by Executive class in Shatabdi Trains is allowed in case of officers drawing pay in the pay level _____.
- 8 and above
 - 10 and above
 - 12 and above
 - 14 and above

15. As per TA rules, composite transfer grant is paid at _____% of basic pay last drawn at the time of retirement
- 50
 - 75
 - 80
 - 90 days
16. Which of the following is not a statutory punishment of CCS CCA Rules?
- Warning
 - Pay recovery
 - Censure
 - Increment stoppage
17. A Charged officer is required to submit his reply to charge sheet within _____ days.
- 7
 - 10
 - 15
 - 21
18. The Inquiry authority should conclude the inquiry and submit his report within _____ from the date of receipt of order of appointment.
- 3 months
 - 6 months
 - 9 months
 - 12 months
19. The percentage of reservation available to SC candidates in the direct recruitment on All India Basis otherwise than open competition is _____.
- 15 %
 - 7 %
 - 16 ²/₃ %
 - None of the above
20. A maximum of _____% of medical advance can be payable to a government employee for indoor treatment on the CGHS package rates.
- 60%
 - 70%
 - 80%
 - 90%
21. As per the statutes of the IIITDM Kurnool, the Quorum for the Board meeting shall be _____
- 02
 - 04
 - 05
 - 06
22. As per the statutes of the IIITDM Kurnool, the Senate shall meet at least _____ time in a calendar year?
- 02
 - 04
 - 03
 - 05

23. What is the maximum duration of assistantship payable to Ph.D. scholars of IIITDM Kurnool ordinance under HTRA scheme?
- a) 5 years
 - b) 4 Years
 - c) 6 Years
 - d) 4.5 Years
24. Who can recommend for extension of the period of submission of the thesis by the research scholars of IIITDM Kurnool?
- a) Doctoral Committee
 - b) Guide
 - c) Dean (Academics)
 - d) Registrar
25. What is the maximum grading point awarded in the exam to the students of IIITDM Kurnool?
- a) S
 - b) A
 - c) S+
 - d) G
26. Section _____ of C&AG DPC act empowers, the office of CAG to audit the autonomous bodies substantially financed by Government of India.
- a) 10
 - b) 11
 - c) 12
 - d) 14
27. Which of the following is an indirect tax?
- a) Income tax
 - b) Wealth tax
 - c) Professional tax
 - d) Goods and Service tax
28. The TDS on GST is required to be deducted on payment to suppliers of taxable goods where the value of supply under a contract exceeds _____.
- a) Re.1.00 lakh
 - b) Rs.2.50 lakhs
 - c) Rs.3.00 lakhs
 - d) Rs.5.00 lakhs
29. HSN Code used in GST is _____ code?
- a) 8 digits
 - b) 6 digits
 - c) 2 digits
 - d) 10 digits
30. In GST regime, TDS certificate is issued in_____?
- a) GSTR-7A
 - b) GSTR-7
 - c) GSTR-8A
 - d) GSTR-8

31. As per _____ of Income tax, Act 1961, salary income is taxed.
- Section 15
 - Section 20
 - Section 14
 - Section 16
32. The TDS is recovered at the rate of _____% from the contractor other than individual/HUF under section 194 C
- 2
 - 1
 - 3
 - 5
33. E-Way Bill is mandatory for Inter-State movement of goods of consignment value exceeding Rs. _____ in motorized conveyance.
- Rs. 25,000
 - Rs. 50,000
 - Rs.1,00,000
 - Rs.2,00,000
34. TAN as specified in Income tax is _____.
- Tax Deduction and collection Account Number
 - Tax Assessment Number
 - Transaction Account Number
 - None of the above
35. Under Section 206AA of the Income Tax Act, if PAN is not submitted, the TDS has to recovered at the rate of _____.
- 10%
 - 20%
 - 2%
 - 5%
36. Section 194J of the Income Tax Act refers to recovery of TDS relating to _____.
- Payment to contractors
 - Payment relating to rent
 - Payment relating to technical and professional services
 - None of the above
37. Asset accounts have what type of balance?
- Debit
 - Credit
 - Contra
 - All of The Above
38. Capital is shown under liability because of _____.
- Accrual concept
 - Entity Concept
 - Revenue recognition concept
 - Matching concept

39. Furniture account is an example of _____.
- Real Account
 - Nominal Account
 - Personal Account
 - None of the above
40. Purchase of raw materials for cash is _____.
- Increase total assets
 - Increases total liabilities
 - Total assets remain unchanged
 - Increases the total fixed assets
41. The Tax deducted at Source (TDS) is deducted at the rate of _____ for payment to a Professional Architect for services rendered in design of a building.
- 2%
 - 20%
 - 10%
 - 30%
42. What is the full form of EMD under procurement?
- Earnest Money Deposit
 - Eligible Money Deducted
 - Early Money Drawing
 - Early Money Deposit
43. Which one is not a type of public tender system?
- Single tender
 - Open tender
 - Limited tender
 - Confidential tender
44. In two packet tender system _____.
- Technical bid is opened first
 - Commercial bid is opened first
 - Both are opened at same time
 - None
45. As per GFR 2017, the contract agreement has to signed for purchases exceeding _____.
- Rs.2.00 lakh and above
 - Rs.10.00 lakh and above
 - Rs.5.00 lakh and above
 - Rs.25.00 lakh and above
46. As per General Financial Rules 2017, with regard to procurement of goods and services not available in GeM, the ministry or department should issue advertised tender enquiry for tenders estimated to cost more than _____
- Rs.25.00 Lakhs
 - Rs.5.00 Lakhs
 - Rs.10.00 Lakhs
 - Rs.2.00 Lakhs
47. The Government E- Market Place (GeM) has been specified in Rule _____ of GFR 2017.
- 134
 - 138
 - 144
 - 149

48. As per GFR 2017, while disposal of goods through advertised tender, the bid security should ordinarily have collected at the rate of _____.
- a) 5%
 - b) 2%
 - c) 8%
 - d) 10%
49. The Procurement of Goods & services is elaborated in _____chapter of GFR 2017
- a) 5
 - b) 6
 - c) 8
 - d) 9
50. As per GFR, all losses above Rs. _____ due to suspected fraud, theft etc. should be reported to police for investigation.
- a) Rs. 20,000
 - b) Rs. 50,000
 - c) Rs. 1,00,000
 - d) Rs. 5,00,000
51. General Financial rules 2017, Fixed Assets Register is to be kept in the format specified as per
- a) GFR 22
 - b) GFR 41
 - c) GFR 35
 - d) None of these
52. What is the Short cut key for line break in MS WORD?
- a) CTRL + Enter
 - b) Alt + Enter
 - c) Shift + Enter
 - d) Space + Enter
53. Why drop caps are used in MS Word document?
- a) To drop all the capital letters
 - b) To automatically begin each paragraph with capital letter
 - c) To begin a paragraph with a large capital letter of the initial word
 - d) None of above
54. Portrait and Landscape are
- a) Page Orientation
 - b) Paper Size
 - c) Page Layout
 - d) All of above
55. By default, MS Excel 2010 while opening provides _____worksheets.
- a) 3
 - b) 4
 - c) 2
 - d) 5

56. A function inside another function in MS- Excel is called
- a) Double Function
 - b) Nested Function
 - c) Sum Function
 - d) Round Function
57. The smallest and longest font size available in the formatting bar is
- a) 8-76
 - b) 8-72
 - c) 10-76
 - d) 8-92
58. HTTP refers to
- a) Hyper Text Transmission Protocol
 - b) Hyper Text Transfer Protocol
 - c) Hyper Text transaction Protocol
 - d) None of the above
59. What is Linux?
- a) Input device
 - b) Operating system
 - c) Software
 - d) Processor
60. The cell reference for cell range of G2 to M12 in MS excel is _____.
- a) G2.M12
 - b) G2;M12
 - c) G2:M12
 - d) G2-M12

PART B

There are 20 Questions in this part and Each question carries TWO mark.

61. "A" joins newly in a central Government department on 14th March 2023. The HPL leave credit afforded on that date will be
- a) 10 days
 - b) 6 days
 - c) 7 days
 - d) 5 days
62. As on 31st Dec 2022, The Earned Leave balance of 'A', a central Government employee is 200 days, he was on Earned leave on personal reasons from 01.03.2023 to 25.03.2023. The EL balance as on 01.07.2023 in his Leave account will be
- a) 225 days
 - b) 210 days
 - c) 205 days
 - d) 190 days

63. Expand WRIL: introduced in the 7th CPC
- Work related illness and injury leave
 - Workmen related illness and intimation leave
 - Workmen related inquiry and illness leave
 - None of the above
64. In the model reservation roster, with reference to post to be filled by direct recruitment on All India basis by open competition, the reservation for EWS-1 will fall under the Sl.No.
- 6
 - 8
 - 10
 - 12
65. The Travelling Allowance rules are covered in the FR,SR
- Part I
 - Part II
 - Part III
 - Part IV
66. IIITDM Kurnool has purchased a computer from a firm in Delhi. The Firm, while raising the Invoice to your Institute shall charge GST as
- IGST
 - SGST
 - CGST
 - SGST+CGST
67. As per the IIIT act, the Building and Works committee shall consist of _____members , other than the Director who shall be the Chairman of the committee.
- 08
 - 05
 - 06
 - 07
68. Expand NIRF
- National Innovation Ranking Formula
 - National Institutional Ranking Framework
 - National Institutional Resources Formula
 - National Index of Ranking Framework
69. As per the IIITDM Kurnool statutes, the first sabbatical leave shall be admissible to faculty after serving the Institute for ____ years.
- 04
 - 03
 - 05
 - 06
70. AS-10 deals with_____
- Accounting for Fixed Assets
 - Accounting for Current Assets
 - Accounting for Inventory
 - Accounting for Govt Grants

71. Trial balance will detect

- a) Errors of commission
- b) Errors of omission
- c) Errors of principle
- d) Compensating errors

72. For the income earned in the Financial year 2018-19

- a) The previous year is 2018-19 and Assessment year is 2019-20
- b) The Previous year is 2019 -20 and Assessment year is 2021-22
- c) The Previous year is 2017-18 and Assessment year is 2018-19
- d) None of the above

73. The ITR form named as “Sahaj” pertains to

- a) ITR 1
- b) ITR 2
- c) ITR 3
- d) ITR 4

74. When a Liability is reduced or decreased, it is recorded on the:

- a) Left or credit side of the account
- b) Right or debit side of the account
- c) Right or credit side of the account
- d) Left or debit side of the account

75. What is the minimum credit requirement for the award of B. Tech degree the as per Ordinance?

- a) 178
- b) 175
- c) 170
- d) 172

76. What is the maximum period of Temporary Withdrawal allowed for a B. Tech students from the Programme for reasons of ill health or other valid reasons?

- a) Two semesters
- b) Three semesters
- c) Four semesters
- d) One Semester

77. The Joint Seat Allocation Authority (JoSAA) has been set up by ?

- a) Ministry of Finance
- b) Ministry of Education
- c) Ministry of Commerce
- d) Ministry of Rural Development

78. Which of the following is not a Security grading on classified documents as per office procedure?

- a) Priority
- b) Secret
- c) Restricted
- d) Confidential

79. The HTRA payable to newly joined Ph.D scholar at the Institute is

- a) Rs.25,000/-
- b) Rs.31,000/-
- c) Rs.35,000/-
- d) Rs.40,000/-

80. Which committee has prepared the Draft National Educational Policy which culminated in NEP 2020?

- a) Dr.Padmanabham committee
- b) Dr.Radhakrishnan committee
- c) Dr.Harish Chandra committee
- d) Dr.Kasturirangan committee

SPACE FOR ROUGH WORK

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