



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

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Advt. No. IITH/2023/Rec/NF/15

Question Paper ID: 005

Application Number of the Candidate

**Name of the Post:** Executive Assistant

**Pay Level:** level 6

**Date of the Exam:** 07 Dec 2023

**Duration:** 01 hr. 30 min

Scheme of the Exam:

Topic	Number of Question	Marks
General English /(Communication Skills)	5	10
General Arithmetic / Reasoning	15	30
Work Related Topics	30	60
<b>Total</b>	<b>50</b>	<b>100</b>

Instructions to fill the responses in the OMR answer sheet

1. Candidate must write his/her **application number** in the designated box on the top of OMR answer sheet
2. Candidate must write the Question paper ID in the designated box on the top of OMR answer sheet
3. Candidate must sign in the box provided in the OMR answer sheet
4. Each answer sheet must be signed by the invigilator in the space printed in the OMR answer sheet
5. Only one response to be selected & marked. In case more than one response is marked for a single question or no response is marked for a question, no marks will be awarded for that question.
6. Partially filled circles shall not be considered as responses
7. Erasing or changing of answer is not allowed.
8. No negative marking
9. Candidate must use Blue/Black ball point pen to fill his/her responses
10. Rough work should not be done on the OMR answer sheet.
11. Candidate can use the designated page(s) of the question booklet for the purpose of rough work

## General English (Communication Skills)

1. Which of the following options is the closest in meaning to the sentence below?  
“The topic was of little interest to the audience.”
  - a. The topic was hardly of any interest to the audience.
  - b. The topic was very interesting to the audience.
  - c. The audience showed a little bit of interest in the topic.
  - d. The topic was little and so interesting to the audience.
  
2. Unjumble the following words to form a meaningful sentence  
(a) a while (b) the question (c) and answer it (d) to understand (e) it took me
  - a. dcbea
  - b. edbac
  - c. eadbc
  - d. dabce
  
3. I \_\_\_\_ able to complete the exam \_\_\_\_ the allotted time.
  - a. could/on
  - b. was/within
  - c. could/within
  - d. was/on
  
4. Choose the most appropriate option to change the voice (active/passive) form of the given sentence.  
“His grandmother looked after him.”
  - a. His grandmother was looked after by him.
  - b. He was looked after by his grandmother.
  - c. He looked after his grandmother.
  - d. He looked like his grandmother.
  
5. We \_\_\_\_\_ the recruitment in phases, \_\_\_\_\_ first phase scheduled for next week.
  - a. complete / with
  - b. have completed / with
  - c. will complete/ with the
  - d. have been completed/ with the

## General Arithmetic / Reasoning

6. I have two children whose current ages are half of my current age and  $\frac{1}{3}$ <sup>rd</sup> of my current age respectively. The sum of their ages is 6 years less than my current age. What are our current ages (in years) in decreasing order?
- a) 42, 21, 14
  - b) 54, 27, 18
  - c) 36, 18, 12
  - d) 54, 30, 18
7. Which is the smallest number amongst the below numbers?
- a. 65% of 50
  - b. 24% of 80
  - c. 41% of 90
  - d. 22% of 70
8. The average mark of 50 students in an exam is 65. After re-checking, 5 students found errors and got their respective marks changed by values of +4, +3, +1, -2 and -1 marks from their original marks. What is the revised average mark for the 50 students?
- a. 64.5
  - b. 65.5
  - c. 65.1
  - d. 64.9
9. In a given year, if the 1<sup>st</sup> of December is a Saturday, how many Mondays are there in that December month.
- a. 6
  - b. 5
  - c. 4
  - d. 3

10. What is the next number of this sequence: 1, 2, 1, 2, 2, 4, 3, 6, 5, 10, 8, 16, 13, 26, 21, 42,
- a. 34
  - b. 63
  - c. 68
  - d. 44
11. Which of the following inequality is false?
- a.  $1/3 < 2/4$
  - b.  $3/5 < 5/7$
  - c.  $10/12 < 11/24$
  - d.  $4/9 < 2/3$
12. A farmer built a fence around a square plot. If he has 27 poles on each side of the plot, what is the total number of poles used in building the fence.
- a. 100
  - b. 101
  - c. 102
  - d. 104
13. A student got twice as many sums wrong as he got right. If the total number of sums he solved was 36, how many did he get right
- a. 24
  - b. 18
  - c. 27
  - d. 12
14. There are a total of 1200 employees in an organization consisting only of managers and executives. If there is one manager for every 15 executives, what is the total number of managers in the organization?

- a. 80
  - b. 75
  - c. 100
  - d. 60
15. In a class, 20% of the members own only two cars each, 40% of the remaining own three cars each and the remaining members own only one car each. Which of the following statements is definitely true from the below statements?
- a. 80% of the total members own at least one car each.
  - b. 60% of the total members own at least two cars each.
  - c. 48% of the total members own only one car each.
  - d. Only 20% of the total member own three cars each.
16. What is the next number of this sequence: 2, 3, 5, 7, 9, 11, 13,
- a. 15
  - b. 17
  - c. 19
  - d. 21
17. A person has a certain number of gifts that he wants to pack into boxes for shipping. If he packs 3, 4, 5 or 6 gifts per box, he is left with one extra gift. If he packs 7 gifts per box, he has no gifts left over. What could be the possible number of gifts that he has with him?
- a. 361
  - b. 241
  - c. 121
  - d. 301

18. In a class, 20% of the students are left-handed. A badminton tournament was organized in which a total of 18 students participated. If 50% of the left-handed students participated in the tournament and the total number of left-handers in the tournament was half the number of right-handers in that tournament, what is the total class strength?
- a. 60
  - b. 45
  - c. 80
  - d. 54
19. An organization requires that its employees put in a minimum of 40 hours of work every week over a 5-days per week period. If an employee works overtime on the first 3 days by 2 hours each compared to the average, what is the minimum number of hours he needs to put in the remaining two days combined to complete the 40 hour requirement?
- a. 8
  - b. 10
  - c. 12
  - d. 16
20. Rama was born 2 years after the marriage of his parents. Rama's mother is 5 years younger to his father and is 20 years older than Rama. If Rama is now 10 years old, what was his father's age when his parents got married?
- a. 21
  - b. 18
  - c. 23
  - d. 28

21. As per GFR 2017, which one of the following is NOT a fundamental principle of Public Buying:
- a) Responsibility and Accountability
  - b) Economy and Efficiency
  - c) Value and Ethics
  - d) Transparency and Promotion of Competition
22. In case of Limited Tender Enquiry (as per GFR 2017), which one of the following statements is correct ? (Pick the most appropriate one)
- a) Sufficient time should be allowed for submission of bids
  - b) Minimum of two weeks time should be allowed for submission of bids
  - c) Minimum of three weeks time should be allowed for submission of bids
  - d) Minimum of four weeks time should be allowed for submission of bids
23. A Pay Level-6 employee must contribute Rs. \_\_\_\_\_ per month as per CGHS.
- a) Rs.250
  - b) Rs.450
  - c) Rs.550
  - d) Rs.650
24. The annual ceiling for reimbursement of CEA for differently abled children is fixed to \_\_\_\_\_
- a) Rs.30,000
  - b) Rs.36,000
  - c) Rs.45,000
  - d) Rs.54,000
25. The annual property returns shall be submitted by every Govt. servant by \_\_\_\_\_ of every year
- a) 31<sup>st</sup> December
  - b) 1<sup>st</sup> January
  - c) 31<sup>st</sup> January
  - d) 31<sup>st</sup> March
26. A employee in Pay Level-6 should report to the Govt. if the value of the gift, from near relatives and from personal friends having no official dealings, exceeds \_\_\_\_\_
- a) Rs.7,500
  - b) Rs.10,000
  - c) Rs.15,000
  - d) Rs.25,000

27. Which one of the following statements is correct in regard to Deputation?
- a) The maximum period of deputation allowed is 5 years.
  - b) The deputation allowance in the same station is allowed up to 10% of the basic pay
  - c) Deputation (Duty) Allowance is treated as "Special Pay".
  - d) There is no difference between Deputation and Foreign Service Terms.
28. As per Rule 173 (xx) of GFR 2017, the bid evaluation process may be considered valid provided the following conditions are satisfied (Pick the wrong option)
- a) The procurement was satisfactorily advertisement
  - b) Sufficient time was given for submission of bids
  - c) The qualification criteria were not unduly restrictive
  - d) Prices are reasonable as worked out by the procuring entity
29. As per CCS(CCA) Rules, which of the following Rules mention about the Major and Minor Penalties respectively?
- a) 14 and 16
  - b) 16 and 14
  - c) 14 and 15
  - d) 15 and 16
30. What is Suspension? (Pick the most appropriate one)
- a) It is a major penalty
  - b) It is a minor penalty
  - c) It is temporary withdrawal of duties from a Govt. servant
  - d) It is a kind of warning
31. Health and Education Cess together constitute \_\_\_\_\_% of Income Tax for all assesses.
- a) 3%
  - b) 4%
  - c) 5%
  - d) 6%
32. What is the maximum joining time admissible in case of travel by air ?
- a) 10 days
  - b) 12 days
  - c) 15 days
  - d) 30 days

33. Which one of the following statements is NOT correct in connection with Maternity Leave ?
- a) ML counts as service for increments
  - b) ML counts as service for pension
  - c) ML is not admissible for 'threatened abortion'
  - d) ML is not admissible for induced abortion
34. The time limit for drawal of LTC advance is \_\_\_\_\_ days for journeys by train and \_\_\_\_\_ days for journeys by other modes of transport.
- a) 125, 65
  - b) 120, 60
  - c) 125, 95
  - d) 95, 125
35. For change of name, the following documents must be submitted:
- a) Execution of Deed
  - b) Execution of Deed and Advertisement in a local newspaper
  - c) Execution of Deed, Advt. and Gazette notification
  - d) Only Gazette notification
36. The Statutes of IIT Hyderabad have been framed by \_\_\_\_\_
- a) By the Ministry of Education with the previous approval of the Visitor
  - b) By the BoG of IIT Hyderabad with the approval of the MoE
  - c) By the Director with the previous approval of the BoG
  - d) By the Council with the previous approval of the Visitor
37. As per Statutes of IIT Hyderabad, the conduct rules have been enshrined in its \_\_\_\_\_
- a) Schedule A
  - b) Schedule B
  - c) Schedule C
  - d) Schedule D
38. As per FR & SR, the basic pay and NPA payable together, to any Govt. servant, should not exceed \_\_\_\_\_
- a) Rs.2,25,000
  - b) Rs.2,37,500
  - c) Rs.2,50,000
  - d) Rs.2,62,500

39. As per TA Rules, for an employee in Pay Level-6, the reimbursement of food bills shall not exceed \_\_\_\_\_ per day
- a) Rs.500 per day
  - b) Rs.800 per day
  - c) Rs.900 per day
  - d) Rs.1000 per day
40. Which one of the following statements is NOT correct in regard to TA on Transfer matters?
- a) CTG equal to 90% of last month's basic pay
  - b) Travel entitlement for self and family
  - c) Cost of transportation of personal effects
  - d) Cost of transportation of conveyance possessed by the employee
41. Which one of the following statements is NOT correct in EWS reservations?
- a) Applicable w.e.f. 1-2-2019
  - b) 10% reservation in direct recruitment in civil posts and services
  - c) There is a ceiling of gross annual income of Rs.8 lakhs
  - d) There is no need for Liaison Officer to be appointed
42. Reservation for Ex-servicemen in direct recruitment for Group-C posts is \_\_\_\_\_
- a) 10%
  - b) 20%
  - c) 5%
  - d) As decided by the competent authority
43. As per TA rules, when an employee in Pay Level-6 is on tour, he/she is eligible for reimbursement for hotel accommodation / guest house up to \_\_\_\_\_ per day.
- a) Rs.450/-
  - b) Rs.550/-
  - c) Rs.650/-
  - d) Rs.750/-

44. As per the Statutes of IIT Hyderabad, which one of the following shall NOT be an officer of the Institute ?
- a) The Director
  - b) The Heads of Departments
  - c) The Registrar
  - d) The Faculty-in-charge
45. As per the Statutes of IIT Hyderabad, for conferment of honorary degrees, the assent of which one of the following authorities is final ?
- a) The Senate
  - b) The BoG
  - c) The Visitor
  - d) The Ministry of Education
46. As per GFR 2017, the term "goods" does NOT include \_\_\_\_\_
- a) Livestock
  - b) Publications
  - c) Ships
  - d) Works and Services
47. As per GFR 2017, separate accounts shall be maintained for fixed assets in the Form \_\_\_\_\_
- a) Form GFR 22
  - b) Form GFR 23
  - c) Form GFR 24
  - d) Form GFR 18
48. Which one of the following financial statements is NOT prepared by IIT Hyderabad, after the end of every financial year ?
- a) Balance Sheet
  - b) Receipts and Payments
  - c) Profit and Loss
  - d) Income and Expenditure
49. As per GFR 2017, the Establishment / Sanction Register shall be retained for a maximum period of \_\_\_\_\_
- a) 10 Years
  - b) 20 Years
  - c) 30 Years
  - d) Shall be retained Permanently.

50. In case of import purchases, which one of the following INCOTERM is most beneficial to the Importer:
- a) Ex-works
  - b) FOB
  - c) CIF
  - d) DDP

IIT Hyderabad