

No. IITH/40/R/2022/RTI/MS, dt.17.08.2022

Furnishing of Information under RTI Act.

- 1 Application No. & Date : IITHY/R/E/22/00080, dated.22.07.2022
 2 Name of the Applicant :
 3 Date of Receipt of Application : 22.07.2022

4	Information Sought	Information given and details of documents, if any, furnished.
	Dear Sir Please provide question papers and answers for following posts examinations (all sessions) held by IIT Hyderabad. 1. Please provide question papers of Executive Assistant exam(both sessions) vide advt. no. IITH/2020/Rec/NF/8, with answers	Question Paper and Answer Keys for Executive Assistant vide advt no. IITH/2020/Rec/NF/8 are attached as: Question Paper for Session one: Annexure I Answer Key for Session one: Annexure II Question Paper for Session Two: Annexure III Answer Key for session Two: Annexure IV.
	2. Please provide question papers of Junior Assistant exam(both sessions)vide advt. no. IITH/2020/Rec/NF/8, with answers	Question Paper for Junior Assistant vide advt no. IITH/2020/Rec/NF/8 is attached as Annexure V and answer key is attached as Annexure VI.
	3. Please provide question papers of Executive Assistant exam(all sessions) vide Advt. Nos. IITH/2018/Rec/NF/7 and Advt.No. IITH/2017/Rec/NF/6, with answer sheet	There was no post of Executive Assistant in advt. Nos. IITH/2018/Rec/NF/7. Question Paper for Executive Assistant vide Advt.No. IITH/2017/Rec/NF/6 is attached as Annexure VII and Answer Key attached as Annexure VIII.
	4. Please provide question papers of Executive Assistant exam(all sessions) vide Advt. Nos. IITH/2018/Rec/NF/7 and Advt.No. IITH/2017/Rec/NF/6, with answer sheet	PI refer to reply to Point No.3.
If you are not satisfied with the information provided, you may file an appeal with the following authority within 30 days:		
The Appeal, if any, should be addressed to:		Cmdr M Nambiar, Ph.D. (Retd) Registrar & First Appellate Authority, IIT Hyderabad, Kandi, Sangareddy-502284 E-mail: registrar@iith.ac.in ; Tele: 040 2301 6055

Note: All the annexures are sent to registered mail ID.

Sd/-

(एम बद्रिनाथ)

(M Badrinath)

Joint Registrar & CPIO

Email: jr.cpio@iith.ac.in

Tele: 040 2301 6058

To,



Indian Institute of Technology Hyderabad
Kandi -502285 , Telangana, India

Advt. No.

IITH/2020/Rec/NF/8

Application Number of the

Candidate

--	--	--

Name of the Post: EXECUTIVE
ASSISTANT

Question Paper Id: 112

Date & Time of the Exam:
min

Duration: 01 hr. 30

Scheme of the Exam:

Topic	Number of Question	Marks
General English (Communication Skills)		10
General Arithmetic		10
Work Related Topics		80

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 post code and Question paper code in the designated boxes 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 in

General English (Communication Skills)

1. Select the word that fits the analogy in the following blank:
Explicit:Implicit :: Express: _____
 - a. Impress
 - b. Suppress
 - c. Repress
 - d. Compress

2. The dress _____ her so well that they all immediately _____ her on her appearance.
 - a. Complemented, complemented
 - b. complimented, complemented
 - c. complimented, complimented
 - d. complemented, complimented

3. The arrangements of events according to dates or times of occurrence is:
 - a. Epidemiology
 - b. Etymology
 - c. Chronology
 - d. Topology

4. What is the meaning of the phrase: "to drive home" ?
 - a. To find one's roots
 - b. To return to place of rest
 - c. Back to original position
 - d. To emphasize

5. The judge's standing in the legal community, though shaken by false allegations of wrongdoing, remained _____.
- a. undiminished
 - b. damaged
 - c. illegal
 - d. uncertain
6. The vehicle will _____ down unless you apply the _____ rightaway.
- a. brake, break
 - b. break, break
 - c. break, brake
 - d. brake, brake
7. The manager answered the customers _____, assuring them that their problems would be addressed soon.
- a. respectably
 - b. respectfully
 - c. respectively
 - d. responsively
8. They have come a long way in _____ trust among the customers.
- a. generates
 - b. generate
 - c. generated
 - d. generating
9. The students have closed their minds to anything _____ to the requirements of the exam.
- a. related
 - b. extraneous
 - c. outside
 - d. useful

10. She was _____ of her success after her supervisor congratulated her on her results.
- a. insured
 - b. ensured
 - c. assured
 - d. surely

General Arithmetic

11. The total of the ages of 4 people in a family is 80. What would be the sum of their ages after 5 years?
- a. 85
 - b. 90
 - c. 95
 - d. 100
12. If $60:40 = 96:X$ then X is
- a. 48
 - b. 60
 - c. 64
 - d. 72
13. The average of 18,000 and 2,50,000 is
- a. 21,500
 - b. 13,400
 - c. 1,34,000
 - d. 2,68,000

14. A sum of money at simple interest amounts to Rs. 1116 in 3 years and to Rs. 1188 in 4 years. The sum is
- 800
 - 900
 - 1000
 - 1100
15. $10 + 20 \times 30 \div 50 =$
- 18
 - 20
 - 22
 - 24
16. Which of the following inequality is correct
- $\frac{5}{7} < \frac{3}{4}$
 - $\frac{2}{3} < \frac{3}{5}$
 - $\frac{1}{2} < \frac{3}{7}$
 - $\frac{2}{5} < \frac{1}{5}$
17. Which of the following date can be a Second Saturday
- 7
 - 8
 - 15
 - 16
18. Find the missing number in 1, 4, 9, 16, 25, 36, ---, 64, 81
- 46

- b. 47
 - c. 48
 - d. 49
19. Find the missing number in 1, 3, 6, 10, 15, 21, ----, 36, 45, 55
- a. 27
 - b. 28
 - c. 29
 - d. 30
20. The 7.5% of 22,000 is
- a. 155
 - b. 165
 - c. 1550
 - d. 1650

Work Related

21. Special allowance for Child Care for women with Disabilities shall be payable for a maximum of
- a. One child
 - b. Two children

- c. Three children
 - d. Four children
22. Which of the following comes under Other Allowances
- a. Cycle Allowance
 - b. Dress Allowance
 - c. Overtime Allowance
 - d. All of the above
23. Family can include employees unmarried son up to the age
- a. 18
 - b. 20
 - c. 22
 - d. 25
24. ----- are entitled to Transport Allowance
- a. Only Pay level 9 and above
 - b. Only Pay level 3 to 8
 - c. Only pay level 1 and 2
 - d. All employees
25. Which of the following can be a date for grant of increment?
- a. 1st March
 - b. 1st April
 - c. 1st June

- d. 1st July
26. As per Seventh Pay Commission, the fitment factor for fixation of pay is
- a. 2.47
 - b. 2.57
 - c. 2.67
 - d. 2.77
27. The date of implementation of Seventh Pay Commission pay fixation is
- a. 1-1-2006
 - b. 1-1-2016
 - c. 1-6-2006
 - d. 1-6-2016
28. CGHS stands for
- a. Central Government Health Scheme
 - b. Common Government Health Scheme
 - c. Central Governing Health Scheme
 - d. Central Government Health System
29. The new pay structure has been devised in the form of a
- a. Scale Matrix
 - b. Pay Matrix
 - c. Band Matrix
 - d. Rank Matrix

30. The income limit for dependency of the family member (other than spouse)
- 8000 + DA
 - 9000+ DA
 - 10000+ DA
 - 12000+ DA
31. As per FR & SR, Part-I, foreign service means
- the service of a Government servant, with the sanction of Government, under a non-Government employer
 - any service of a Government servant in a foreign country
 - any service of a Government servant in international agencies, such as UN, WHO etc.
 - the service of a Government servant, with the sanction of Government, under a Government department other than her/his parent department
32. Leave salary contribution for a government employee on a foreign service, when he/she pays the pension contribution and leave salary contribution both, is
- $(F-P)*r/100$
 - $(F-P)*r/(100+r)$
 - $F*r/100$
 - $F*r/(100+r)$
- (where F is the Band Pay plus Grade Pay actually drawn in foreign service; P is the pension contribution, and r is the rate of leave salary contribution)
33. The pension contribution during the active period of the foreign service is
- not payable
 - based only on the basic pay of the post held at the time of proceeding on foreign service
 - based only the basic pay + DA of the post held at the time of proceeding on foreign service
 - based on the basic pay of the post held at the time of proceeding on foreign service, and in case of promotion during foreign service, at the basic pay fixed on promotion
34. Rates of Deputation (Duty) Allowance with effect from 01-07-2017 are

- a. 5% of basic pay irrespective of the station of deputation
 - b. 5% of basic pay within same station, and 10% of basic pay in other cases
 - c. d. 10% of basic pay irrespective of the station of deputation
 - d. 5% of basic pay subject to maximum of INR 4500 pm if deputation within same station, and 10% of basic pay subject to maximum of INR 9000 pm in other cases
35. Which of the following is not an eligibility requirement for the deputation of a central government employee to state government/state government organizations/government of UTs/ etc., not controlled by the central government
- a. She/He is clear from vigilance angle
 - b. He/she has completed 9 years of service
 - c. He/she has not been in deputation in the last 5 years
 - d. She/He has not dealt with the borrowing organization in the last 5 years
36. House Rent Allowance (HRA) is paid on
- a. basic pay only
 - b. basic pay + NPA
 - c. basic pay + DA
 - d. basic pay + NPA + DA + Travel Allowance
37. From 01-07-2017, how much is the HRA for an employee of IIT Hyderabad for whom DA rate is less than 25% ?
- a. 24% of basic pay
 - b. 24% of basic pay + NPA
 - c. 16% of basic pay
 - d. 16% of basic pay + DA
38. When is the Dearness Allowance (DA) sanctioned
- a. On 1st April and 1st October of every year
 - b. On 1st April of every year
 - c. On 1st January and 1st July of every year
 - d. After every 1 year of service
39. Dearness Allowance (DA) is paid on
- a. basic pay + NPA
 - b. basic pay only
 - c. basic pay + NPA + HRA
 - d. basic pay + NPA + HRA + Travel Allowance

40. Which of the following is not correct?
- HRA is admissible to an employee living in a house owned by him/her or their immediate family member
 - HRA is admissible to an employee who shares rent-free accommodation allotted to another Government servant
 - HRA is admissible to an employee who owns a house but lives elsewhere on rent.
 - HRA is not admissible to an employee whose spouse has been allotted accommodation at the same station by the Central Government
41. Which of the following is not correct ?
- Only one change is allowed in the same Type of accommodation
 - An allottee may apply for a change to another same Type of accommodation only after taking physical possession of accommodation allotted under initial allotment
 - An allottee may apply for a change to another same Type of accommodation any time
 - Change of accommodation on medical grounds shall be given only when allottee has already availed one change.
42. An allottee to accommodation who proceeds on leave may appoint a caretaker
- Appointment of caretaker is not allowed
 - only family members or immediate relative for the whole duration of leave
 - anyone can be appointed a caretaker for 6 months
 - only family members or immediate relative for 6 months
43. Allotment of alternate accommodation or regularization of accommodation to the spouse/ward is not permissible in which of the following case
- In the event of death of an allottee, if spouse/ward are entitled
 - In the event of retirement of an allottee, if spouse/ward are entitled
 - In the event of transfer of an allottee to another location, if spouse/ward are entitled
 - None of the above
44. Employees entitled for rent free accommodation but not provided are entitled to compensation

- a. HRA as per the city + License Fee for entitled type of accommodation
 - b. Only HRA
 - c. HRA + Travel Allowance
 - d. HRA as per the city + License Fee for entitled type of accommodation + Travel Allowance
45. If an employee of IIT Hyderabad lives in a nearby village, what will be the rate of HRA that she/he will be eligible for
- a. 16% of basic pay
 - b. 16% of basic pay + DA
 - c. 24% of basic pay
 - d. 24% of basic pay + NPA
46. An allotment of accommodation remains effective from the date of acceptance till
- a. the end of his/her government service
 - b. it is cancelled by the Directorate of Estates
 - c. it is surrendered by the allottee
 - d. All of the above
47. An offer of accommodation allotment has to be accepted by the allottee within
- a. 7 days of date of allotment
 - b. 8 days of date of allotment
 - c. 10 days of date of allotment
 - d. 2 weeks of the date of allotment
48. Which one of the following is not correct ?
- a. An applicant can only bid for accommodation of the type as per his/her level in the pay matrix
 - b. An office cannot be allotted an accommodation if her/his spouse has been allotted one.
 - c. The past service rendered by a re-employed pensioner will not be counted for determining the date for priority for accommodation allotment.
 - d. If the date of priority for accommodation allotment is the same for two or more applicants, the applicant with higher level pay will be considered senior.

49. Non-acceptance of the allotment of accommodation or failure in taking possession within the respective prescribed durations will
- have no consequence and he/she can apply again
 - lead to debarment for the duration for which she/he is eligible in the allotted accommodation type
 - lead to debarment of the allottee to apply for a period of three months from the date of non-acceptance
 - None of the above
50. An employee who owns a house wither in her/his name or in the name of their immediate family member
- is not eligible for accomodation
 - is eligible for *ad hoc* accomodation on grounds such as retirement, death, etc.
 - is eligible for *ad hoc* accommodation but need to inform the Directorate of Estates of this fact at the time of applying
 - is eligible for accommodation but need to inform the Directorate of Estates of this fact at the time of applying
51. The reimbursement of Children Education Allowance scheme can be applied for the expenditure on the education of school-going children of classes ___ to ___.
- 1 to 12
 - 1 to 10
 - Nursery to 10
 - Nursery to 12
52. What is the amount for reimbursement of children education allowance per month for a child, irrespective of the actual expenses incurred by the Government servant?
- Rs. 1500
 - Rs. 1850
 - Rs. 2250
 - Rs. 2450
53. What is the ward entitlement for hospital accommodation in AIIMS, New Delhi, for a person having basic pay drawn up to Rs 47, 600?
- General
 - Semi-private
 - Private

- d. Deluxe
54. What is the maximum number of children for whom the children's education allowance/hostel subsidy can be drawn at a time in respect of children born up to 31-12-1987?
- 0
 - 1
 - 2
 - 3
55. Which of the following person, dependent on a Government servant, cannot be eligible for CGHS benefits?
- Unmarried sons below the age of 18 years
 - Unmarried sons above aged 25 years
 - Unmarried sons below the age of 25 years
 - Unmarried sons below the age of 21 years
56. What is the amount of contribution for an employee of the level 6 pay matrix towards the CGHS scheme?
- 250
 - 450
 - 650
 - 1000
57. An official can give an application for the issue of pensioner CGHS card _____ months before the due date for retirement.
- 3
 - 6
 - 9
 - 12
58. Whenever DA increases by 50%, children education allowance and Hostel Subsidy shall increase by ____ %.
- 10
 - 15
 - 20
 - 25

59. What is the duration period for which a family can avail CGHS facility if an employee is transferred to a non-CGHS station?
- 1 month
 - 3 months
 - 6 months
 - 12 months
60. The replacement period of the hearing aids will be 3 years in case of child below ___ years.
- 6
 - 8
 - 10
 - 12
61. Which of the following activities does not require permission/sanction from the higher authority?
- To join educational institutions or courses of studies for a university degree.
 - To join the Civil Defence Service.
 - To become members of Samyuktha Sadhachar Samithi.
 - To enroll as a member of the St. John Ambulance Brigade.
62. Which of the following activities requires permission/sanction from the higher authority?
- To seek redress in Courts of Law or Central Administrative Tribunals of grievances arising out of employment or conditions of service.
 - To participate in the fund-raising efforts of the "National Foundation for Communal Harmony."
 - To participate in Flag Day Collections voluntarily.
 - To accept a fee for work done for any private or public body or a person
63. According to conduct rules for Government employees, which of the following you should not practice?
- Maintain private affairs in such a way as to avoid habitual indebtedness or insolvency.
 - Observe courtesy and consideration to members of parliament and state legislatures

- c. Defend and uphold the sovereignty and integrity of India, the security of the state, public order, decency, and morality
 - d. Enter into private correspondence with Foreign Embassies of Missions/High Commissions.
64. Which of the following activities will not lead to criminal proceedings under sexual harassment?
- a. Implied or explicit promise of preferential treatment in employment.
 - b. Interference with her work or creating an intimidating or offensive or hostile work environment for her.
 - c. Maintain courtesy, responsible, ethical, and honest environment with coworkers.
 - d. Humiliating treatment is likely to affect her health or safety.
65. According to conduct rules for Government employees, which of the following an employee should practice?
- a. Keep away from demonstrations arranged by political parties.
 - b. Untouchability.
 - c. Harassment of own colleagues
 - d. Lack of high ethical and honesty.
66. What is the age limit for claiming children education allowance for the children other than disabled children?
- a. 18
 - b. 20
 - c. 22
 - d. 24
67. According to conduct rules for Government employees, which of the following you should not practice?
- a. Render prompt and courteous service to the public.
 - b. Report to superiors the fact of your arrest or conviction in a criminal court.
 - c. Adopt dilatory tactics in your dealing with the public.
 - d. Observe proper decorum during lunch break.
68. What is the amount of ceiling of the hostel subsidy per month?
- a. Rs. 4750
 - b. Rs. 5760
 - c. Rs. 6750

d. Rs. 7650

69. According to conduct rules for Government employees, which of the following you should not practice?
- Maintain absolute integrity at all times.
 - Maintain absolute devotion to duty at all times.
 - Maintain a responsible and decent standard of conduct in private life.
 - Maintain discourteous, dishonesty, and partiality.

70. According to conduct rules for Government employees, which of the following you should not practice?
- Keep away from demonstrations arranged by political parties.
 - Untouchability.
 - Maintain political neutrality.
 - Maintain high ethical and honesty.

71. For a government employee of level 13-A in the pay matrix, the eligible class allowed during Air travel is

- | | |
|-----------------------------------|----------------------|
| a) Business class in any airlines | b) Economy Class |
| c) Business class in Air India | d) None of the above |

72. For journeys by train, the time-limit for drawal of LTC Advance is

- | | | | |
|------------|-------------|------------|------------|
| a) 65 days | b) 125 days | c) 95 days | d) 35 days |
|------------|-------------|------------|------------|

73. Which of the following funds can be taken into the account by the Disbursing officer for considering 50% of the total donation to be deducted from the taxable income?

- Prime Minister's Drought Relief Fund
- Prime Minister's Armenia Earthquake Relief Fund
- Prime Minister's Drought Relief Fund
- The National Cultural Fund

74. What is the amount of Standard deduction allowed to individuals on total income?

- a) 50,000
- b) 50,000 or the amount of salary, whichever is less
- c) 50,000 or the amount of salary, whichever is more
- d) 25,000

75. During LTC, the maximum number of days of encashment of earned leave in one occasion are limited to

- a) 10 days
- b) 20 days
- c) 60 days
- d) 30 days

76. As per the Government rules, LTC will cover the government servant and his family. In the following options who are not considered as members of "Family"?

- a) married daughters divorced, abandone or separated from their husbands
- b) Children of sisters who are divorced, abandone, separated from their husbands
- c) Step father and Step mother
- d) unmarried minor brothers

77. On a LTC Trip, which of the following reimbursements are admissible/reimbursable?

- a) Telegram Charges
- b) Incidental Expenses
- c) Daily Allowance
- d) Reservation charges

78. If a Government employee found misusing of LTC, then which of the following statement is true?

- a) No disciplinary action will be taken
- b) disputed claim will be withheld but further LTC facility will be allowed
- c) disputed claim will be withheld and further LTC facility will be not allowed
- d) None of the above.

79. Within the same block, when "Home town" or "anywhere in India" is being availed of by the Government servant and his family members separately, the encashment of leave

- a) can be taken at both times
- b) would be restricted to one occasion only
- c) cannot be availed
- d) None of the above

80. Which of the following is considered to be a part of "Salary"?

- a) Children Education Allowance
- b) Tribal Area Allowance
- c) Honorarium
- d) TA granted on transfer

81. Fellowships offered by which of the following institutions are eligible for study leave?

- a) Management Development Institute
- b) KK Birla Foundation
- c) Jawaharlal Nehru Memorial Fellowship
- d) All of the above

82. What is the maximum number of days of Commuted leave that can be taken without a medical certificate by a female government servant if it is in continuation of maternity leave?

- a) 30 days b) 60 days c) 45 days d) 75 days

83. Which of the following statement is false while availing Casual Leave?

- a) Casual Leave cannot be taken for half-day.
- b) LTC can be availed during Casual Leave
- c) Casual Leave cannot be combined with joining time.
- d) Casual leave can be combined with Special Casual Leave.

84) In a calendar year, Child Care leave may be granted to single mothers for

- a) three spells b) nine spells c) six spells d) four spells

85) Which of the following is not fully exempted from tax?

- a. Leave Travel Concession

- b. Income received from Swachh Bharat Kosh
- c. Income received from Sukanya Samridhi Accounts
- d. None of the above

86. For a person having a total income exceeding Rs. 50 lakhs and not exceeding 1 crore, the amount of income tax shall be increased by a surcharge of ___ of such income tax?

- a) 20%
- b) 10%
- c) 5%
- d) 25%

87. What is the maximum amount that is allowed for deduction that is allowed for interest from a savings bank account?

- a) Rs. 5000
- b) Rs. 10000
- c) Rs. 2500
- d) Rs. 50000

88. What is the maximum number of earned leaves that can be accumulated (excluding the number of days for which encashment is allowed along with LTC)

- a) 360 days
- b) 300 days
- c) 270 days
- d) 365 days

89. For sports events, what is the maximum number of days admissible as a Special Casual Leave in a calendar year?

- a) 45 days
- b) 25 days
- c) 90 days
- d) 30 days

90. Which of the following statement is correct about Maternity Leave?

- a) This cannot be combined with leave of any other kind.

- b) This counts as service for increments
- c) This is not admissible for induced abortion.
- d) This leave is debited to the leave account.

91. Which airline do central government employees need to avail for their official travel?

- (a) Any airlines advertising the cheapest cost
- (b) Air India or connections with Air India, with special exemptions subject to approval
- (c) Any budget airline listed by the institution as acceptable
- (d) Any airline that has fares under the upper limits set by the institution in each financial year

92. The time limit for the submission of claim for Travelling Allowance (TA) is:

- (a) One year succeeding the date of completion of the journey
- (b) Three months succeeding the date of completion of the journey
- (c) Sixty days succeeding the date of completion of the journey
- (d) One year since approval of the Travelling Allowance

93. The 'Pay Level' of a Central Government employee used for calculating the TA/DA entitlement of that employee includes:

- (a) Basic Pay drawn in the Pay Level in the Pay Matrix and the Non-Practising Allowance (NPA)
- (b) Basic Pay drawn in the Pay Level in the Pay Matrix
- (c) Basic Pay drawn in the Pay Level in the Pay Matrix and the Military Service Pay (MSP) where applicable
- (d) None of the Above.

94. Travelling Allowance is permissible in case of transfer of employee from one headquarter station to another if:

- (a) The transfer is in the public interest
- (b) The transfer is at one's own request
- (c) The transfer is in response to a medical situation
- (d) All of the above

95. The advance on TA given for a tour needs to be adjusted within:

- (a) One month of completion of tour/rejoining duty
- (b) 60 days of completion of tour/rejoining duty
- (c) 15 days of completion of tour/rejoining duty
- (d) 3 months of completion of tour/rejoining duty

96. If SC/ST/OBC candidates are unable to produce a certificate from the prescribed authorities for the purpose of appointment to posts/services, they:

- (a) they lose the job offer
- (b) they are provisionally appointed with a condition to produce the certificate within a window
- (c) they have to pay a penalty for the unavailability of the certificate
- (d) the job offer is held for them till the following year after which they are appointed if they produce the certificate

97. If in any recruitment year any vacancy earmarked for EWS is not filled up due to non-availability of a suitable EWS candidate:

- (a) Such vacancies may not be carried forward to the next year as backlog
- (b) An additional vacancy shall be introduced in the following year
- (c) Eligibility criteria may be relaxed to find a suitable job candidate in that same year
- (d) A panel may be constituted to inquire about the causes for the non-availability of candidates

98. For employees who are Persons with Disabilities, which of the following need *not* be provided ?

- (a) Aids/assistive devices
- b. Accessibility and barrier-free environment at workplace
- c. preference in Government accommodation
- d. additional promotion opportunities

99. A person claiming to be SC should profess which of the following religions:

- (a) Either Buddhism, Sikhism, or Hinduism
- (b) Either Hinduism, Islam, or Sikhism religion
- (c) Either Jainism, Hinduism, or Buddhism
- (d) Either Hinduism, Islam, or Christianity

100. Action against Government servants who get appointed on the basis of false SC/ST/OBC certificates in case of Permanent Government servants:

- (a) the candidate should be dismissed from the job position immediately
- (b) the candidate has to pay a fine
- (c) an inquiry followed by dismissal from job in case the charge is proved
- (d) All of the above

Keys

Mathematics:

1. E (A)
2. A (Four)
3. A (Apples are as costly as oranges)
4. D (12th)
5. B (18)
6. C (3)
7. C (8)
8. A (8)
9. A (9)
10. B (+, X)

Professional Ability:

11. C (Salaried personnel falling under 30% tax bracket)
12. D (Vijayawada)
13. A (Two)
14. B (January 1 and July 1)
15. D (Those staying in State Development Authority Flats)
16. B (2250 p.m.)
17. C (25%)
18. C (Siliguri)
19. B (Using free inaugural flights offered by Air India)
20. C (Joining Merchant Navy)
21. A (Remaining absent without authorization or deserting of post)
22. B. (January 31st)
23. C (Offering to discuss office related tasks)
24. D (All the above)
25. A (Cases filed by a Government Servant on his being required to vindicate his official conduct)
26. C (90 days)
27. D (3 years)
28. C (Compulsory retirement)
29. D (None of the above)
30. B (Last 10 years of service)
31. A (In service)
32. B (Taken prior sanction from Competent Authority)
33. D (All of the above)
34. C (Disciplinary action)
35. C (The President)
36. D (All of the above)

37. D (The past service will be counted for pension to the same extent it would, but for the resignation only in respect of employees appointed on or before 31.12.2003)
38. C (60 years)
39. D (All of the above)
40. A (5 years)
41. D (All of the above)
42. B (A Standing Committee constituted by the Ministry of Health and Family Welfare)
43. B (Officials appointed against temporary vacancies for not more than a year)
44. C (Earned Leave)
45. C (20 days)
46. A (Premium trains)
47. C (Children of the Government servant's sisters who are divorced, abandoned or widowed)
48. B (The proceedings are dropped)
49. B (To withhold increment for a period exceeding three years)
50. A (The pensioner is convicted for a serious crime by a Court of Law)
51. D (All of the above)
52. C (People suffering from Schizophrenia)
53. D (All of the above)
54. A (Quits service)
55. A (Whose average monthly travelling on duty exceeds 200 km)
56. D (All of the above)
57. A (If his/her spouse dies)
58. C (Are not provided with Government accommodation)
59. C (Spouse drawing higher pay)
60. C (A caregiver of his/her disabled child)
61. D (Extraordinary leave)
62. B (20 years)
63. B (2.57)
64. C (Child/children)
65. B (Date of her re-marriage)
66. C (End of March)
67. B (TA granted on transfer/tour)
68. D (All of the above)
69. D (All of the above)
70. C (1 day)
71. D (All of the above)
72. D (None of the above)
73. A (The country to be visited)
74. D (Block Development Officer)
75. A (To take officers from or to their residence when required to attend meetings held outside duty point during working hours)
76. A (Joint Secretary)
77. C (Leave)
78. A (Good Friday)

79. D (2 days)
80. B (Declared holiday)
81. A (Eligible to retain quarter till the end of the fixed/extended period of tenure)
82. A (Lowest amount charged as License Fee)
83. D (All of the above)
84. D (Sharing residence with close family relations)
85. B (10 times the flat rate of License Fee)
86. D (All of the above)
87. C (08 Km and beyond)
88. B (INR 1000 per month)
89. B (10 years)
90. C (18 years)



Indian Institute of Technology Hyderabad
Kandi -502285 , Telangana, India

Advt. No.

IITH/2020/Rec/NF/8

Application Number of the

Candidate

--	--	--

Name of the Post:

Question Paper Id: 111

Date & Time of the Exam:
min

Duration: 01 hr. 30

Scheme of the Exam:

Topic	Number of Question	Marks
General English (Communication Skills)		10
General Arithmetic		10
Work Related Topics		80

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 post code and Question paper code in the designated boxes 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 in

General English (Communication Skills)

1. They have come a long way in _____ trust among the customers.
 - a. generates
 - b. generate
 - c. generated
 - d. generating

2. The students have closed their minds to anything _____ to the requirements of the exam.
 - a. related
 - b. extraneous
 - c. outside
 - d. useful

3. The vehicle will _____ down unless you apply the _____ rightaway.
 - a. brake, break
 - b. break, break
 - c. break, brake
 - d. brake, brake

4. The manager answered the customers _____, assuring them that their problems would be addressed soon.
 - a. respectably
 - b. respectfully
 - c. respectively
 - d. responsively

5. She was _____ of her success after her supervisor congratulated her on her results.
 - a. insured

- b. ensured
- c. assured
- d. surely

6. The arrangements of events according to dates or times of occurrence is:

- a. Epidemiology
- b. Etymology
- c. Topology
- d. Chronology

7. What is the meaning of the phrase: "to drive home" ?

- a. To find one's roots
- b. To return to place of rest
- c. Back to original position
- d. To emphasize

8. Select the word that fits the analogy in the following blank:

Explicit:Implicit :: Express: _____

- a. Impress
- b. Suppress
- c. Repress
- d. Compress

9. The dress _____ her so well that they all immediately _____ her on her appearance.

- a. Complemented, complemented
- b. complimented, complemented
- c. complimented, complimented
- d. complemented, complimented

10. The judge's standing in the legal community, though shaken by false allegations of wrongdoing, remained _____.
- a. undiminished
 - b. damaged
 - c. illegal
 - d. uncertain

General Arithmetic

11. Find the missing number in 1, 4, 9, 16, 25, 36, ---, 64, 81
- a. 46
 - b. 47
 - c. 48
 - d. 49
12. Find the missing number in 1, 3, 6, 10, 15, 21, ----, 36, 45, 55
- a. 27
 - b. 28
 - c. 29
 - d. 30
13. Which of the following inequality is correct
- a. $\frac{5}{7} < \frac{3}{4}$
 - b. $\frac{2}{3} < \frac{3}{5}$
 - c. $\frac{1}{2} < \frac{3}{7}$
 - d. $\frac{2}{5} < \frac{1}{5}$
14. Which of the following date can be a Second Saturday
- a. 7

- b. 8
 - c. 15
 - d. 16
15. The 7.5% of 22,000 is
- a. 155
 - b. 165
 - c. 1550
 - d. 1650
16. The average of 18,000 and 2,50,000 is
- a. 21,500
 - b. 13,400
 - c. 1,34,000
 - d. 2,68,000
17. A sum of money at simple interest amounts to Rs. 1116 in 3 years and to Rs. 1188 in 4 years. The sum is
- a. 800
 - b. 900
 - c. 1000
 - d. 1100
18. The total of the ages of 4 people in a family is 80. What would be the sum of their ages after 5 years?
- a. 85
 - b. 90

- c. 95
- d. 100

19. If $60:40 = 96:X$ then X is

- a. 48
- b. 60
- c. 64
- d. 72

20. $10 + 20 \times 30 \div 50 =$

- a. 18
- b. 20
- c. 22
- d. 24

Work Related

21. The new pay structure has been devised in the form of a

- a. Scale Matrix
- b. Pay Matrix
- c. Band Matrix
- d. Rank Matrix

22. As per Seventh Pay Commission, the fitment factor for fixation of pay is

- a. 2.47
- b. 2.57

- c. 2.67
 - d. 2.77
23. The date of implementation of Seventh Pay Commission pay fixation is
- a. 1-1-2006
 - b. 1-1-2016
 - c. 1-6-2006
 - d. 1-6-2016
24. CGHS stands for
- a. Central Government Health Scheme
 - b. Common Government Health Scheme
 - c. Central Governing Health Scheme
 - d. Central Government Health System
25. The income limit for dependency of the family member (other than spouse)
- a. 8000 + DA
 - b. 9000+ DA
 - c. 10000+ DA
 - d. 12000+ DA
26. Family can include employees unmarried son up to the age
- a. 18
 - b. 20
 - c. 22
 - d. 25

27. ----- are entitled to Transport Allowance
- a. Only Pay level 9 and above
 - b. Only Pay level 3 to 8
 - c. Only pay level 1 and 2
 - d. All employees
28. Special allowance for Child Care for women with Disabilities shall be payable for a maximum of
- a. One child
 - b. Two children
 - c. Three children
 - d. Four children
29. Which of the following comes under Other Allowances
- a. Cycle Allowance
 - b. Dress Allowance
 - c. Overtime Allowance
 - d. All of the above
30. Which of the following can be a date for grant of increment?
- a. 1st March
 - b. 1st April
 - c. 1st June
 - d. 1st July

31. When is the Dearness Allowance (DA) sanctioned
- On 1st April and 1st October of every year
 - On 1st April of every year
 - On 1st January and 1st July of every year
 - After every 1 year of service
32. Dearness Allowance (DA) is paid on
- basic pay + NPA
 - basic pay only
 - basic pay + NPA + HRA
 - basic pay + NPA + HRA + Travel Allowance
33. House Rent Allowance (HRA) is paid on
- basic pay only
 - basic pay + NPA
 - basic pay + DA
 - basic pay + NPA + DA + Travel Allowance
34. From 01-07-2017, how much is the HRA for an employee of IIT Hyderabad for whom DA rate is less than 25% ?
- 24% of basic pay
 - 24% of basic pay + NPA
 - 16% of basic pay
 - 16% of basic pay + DA
35. Which of the following is not correct?
- HRA is admissible to an employee living in a house owned by him/her or their immediate family member
 - HRA is admissible to an employee who shares rent-free accommodation allotted to another Government servant
 - HRA is admissible to an employee who owns a house but lives elsewhere on rent.
 - HRA is not admissible to an employee whose spouse has been allotted accommodation at the same station by the Central Government
36. As per FR & SR, Part-I, foreign service means
- the service of a Government servant, with the sanction of Government, under a non-Government employer
 - any service of a Government servant in a foreign country

- c. any service of a Government servant in international agencies, such as UN, WHO etc.
- d. the service of a Government servant, with the sanction of Government, under a Government department other than her/his parent department
37. Leave salary contribution for a government employee on a foreign service, when he/she pays the pension contribution and leave salary contribution both, is
- $(F-P)*r/100$
 - $(F-P)*r/(100+r)$
 - $F*r/100$
 - $F*r/(100+r)$
- (where F is the Band Pay plus Grade Pay actually drawn in foreign service; P is the pension contribution, and r is the rate of leave salary contribution)
38. The pension contribution during the active period of the foreign service is
- not payable
 - based only on the basic pay of the post held at the time of proceeding on foreign service
 - based only on the basic pay + DA of the post held at the time of proceeding on foreign service
 - based on the basic pay of the post held at the time of proceeding on foreign service, and in case of promotion during foreign service, at the basic pay fixed on promotion
39. Rates of Deputation (Duty) Allowance with effect from 01-07-2017 are
- 5% of basic pay irrespective of the station of deputation
 - 5% of basic pay within same station, and 10% of basic pay in other cases
 - d. 10% of basic pay irrespective of the station of deputation
 - 5% of basic pay subject to maximum of INR 4500 pm if deputation within same station, and 10% of basic pay subject to maximum of INR 9000 pm in other cases
40. Which of the following is not an eligibility requirement for the deputation of a central government employee to state government/state government organizations/government of UTs/ etc., not controlled by the central government
- She/He is clear from vigilance angle
 - He/she has completed 9 years of service
 - He/she has not been in deputation in the last 5 years
 - She/He has not dealt with the borrowing organization in the last 5 years

41. Which one of the following is not correct ?
- An applicant can only bid for accommodation of the type as per his/her level in the pay matrix
 - An office cannot be allotted an accommodation if her/his spouse has been allotted one.
 - The past service rendered by a re-employed pensioner will not be counted for determining the date for priority for accommodation allotment.
 - If the date of priority for accommodation allotment is the same for two or more applicants, the applicant with higher level pay will be considered senior.
42. An allotment of accommodation remains effective from the date of acceptance till
- the end of his/her government service
 - it is cancelled by the Directorate of Estates
 - it is surrendered by the allottee
 - All of the above
43. An offer of accommodation allotment has to be accepted by the allottee within
- 7 days of date of allotment
 - 8 days of date of allotment
 - 10 days of date of allotment
 - 2 weeks of the date of allotment
44. Non-acceptance of the allotment of accommodation or failure in taking possession within the respective prescribed durations will
- have no consequence and he/she can apply again
 - lead to debarment for the duration for which she/he is eligible in the allotted accommodation type
 - lead to debarment of the allottee to apply for a period of three months from the date of non-acceptance
 - None of the above
45. An employee who owns a house wither in her/his name or in the name of their immediate family member
- is not eligible for accomodation
 - is eligible for *ad hoc* accomodation on grounds such as retirement, death, etc.

- c. is eligible for *ad hoc* accommodation but need to inform the Directorate of Estates of this fact at the time of applying
 - d. is eligible for accommodation but need to inform the Directorate of Estates of this fact at the time of applying
46. Allotment of alternate accommodation or regularization of accommodation to the spouse/ward is not permissible in which of the following case
- a. In the event of death of an allottee, if spouse/ward are entitled
 - b. In the event of retirement of an allottee, if spouse/ward are entitled
 - c. In the event of transfer of an allottee to another location, if spouse/ward are entitled
 - d. None of the above
47. Employees entitled for rent free accommodation but not provided are entitled to compensation
- a. HRA as per the city + License Fee for entitled type of accommodation
 - b. Only HRA
 - c. HRA + Travel Allowance
 - d. HRA as per the city + License Fee for entitled type of accommodation + Travel Allowance
48. Which of the following is not correct ?
- a. Only one change is allowed in the same Type of accommodation
 - b. An allottee may apply for a change to another same Type of accommodation only after taking physical possession of accommodation allotted under initial allotment
 - c. An allottee may apply for a change to another same Type of accommodation any time
 - d. Change of accommodation on medical grounds shall be given only when allottee has already availed one change.
49. An allottee to accommodation who proceeds on leave may appoint a caretaker
- a. Appointment of caretaker is not allowed
 - b. only family members or immediate relative for the whole duration of leave
 - c. anyone can be appointed a caretaker for 6 months
 - d. only family members or immediate relative for 6 months
50. If an employee of IIT Hyderabad lives in a nearby village, what will be the rate of HRA that she/he will be eligible for

- a. 16% of basic pay
 - b. 16% of basic pay + DA
 - c. 24% of basic pay
 - d. 24% of basic pay + NPA
51. Which of the following person, dependent on a Government servant, cannot be eligible for CGHS benefits?
- a. Unmarried sons below the age of 18 years
 - b. Unmarried sons above aged 25 years
 - c. Unmarried sons below the age of 25 years
 - d. Unmarried sons below the age of 21 years
52. What is the amount of contribution for an employee of the level 6 pay matrix towards the CGHS scheme?
- a. 250
 - b. 450
 - c. 650
 - d. 1000
53. What is the duration period for which a family can avail CGHS facility if an employee is transferred to a non-CGHS station?
- a. 1 month
 - b. 3 months
 - c. 6 months
 - d. 12 months
54. The replacement period of the hearing aids will be 3 years in case of child below ___ years.
- a. 6
 - b. 8
 - c. 10
 - d. 12
55. An official can give an application for the issue of pensioner CGHS card ___ months before the due date for retirement.
- a. 3
 - b. 6
 - c. 9
 - d. 12
56. What is the ward entitlement for hospital accommodation in AIIMS, New Delhi, for a person having basic pay drawn up to Rs 47, 600?
- a. General

- b. Semi-private
 - c. Private
 - d. Deluxe
57. What is the maximum number of children for whom the children's education allowance/hostel subsidy can be drawn at a time in respect of children born up to 31-12-1987?
- a. 0
 - b. 1
 - c. 2
 - d. 3
58. The reimbursement of Children Education Allowance scheme can be applied for the expenditure on the education of school-going children of classes ___ to ___.
- a. 1 to 12
 - b. 1 to 10
 - c. Nursery to 10
 - d. Nursery to 12
59. What is the amount for reimbursement of children education allowance per month for a child, irrespective of the actual expenses incurred by the Government servant?
- a. Rs. 1500
 - b. Rs. 1850
 - c. Rs. 2250
 - d. Rs. 2450
60. Whenever DA increases by 50%, children education allowance and Hostel Subsidy shall increase by ___ %.
- a. 10
 - b. 15
 - c. 20
 - d. 25
61. What is the age limit for claiming children education allowance for the children other than disables children?
- a. 18

- b. 20
 - c. 22
 - d. 24
62. What is the amount of ceiling of the hostel subsidy per month?
- a. Rs. 4750
 - b. Rs. 5760
 - c. Rs. 6750
 - d. Rs. 7650
63. According to conduct rules for Government employees, which of the following you should not practice?
- a. Maintain absolute integrity at all times.
 - b. Maintain absolute devotion to duty at all times.
 - c. Maintain a responsible and decent standard of conduct in private life.
 - d. Maintain discourteous, dishonesty, and partiality.
64. According to conduct rules for Government employees, which of the following you should not practice?
- a. Render prompt and courteous service to the public.
 - b. Report to superiors the fact of your arrest or conviction in a criminal court.
 - c. Adopt dilatory tactics in your dealing with the public.
 - d. Observe proper decorum during lunch break.
65. According to conduct rules for Government employees, which of the following you should not practice?
- a. Keep away from demonstrations arranged by political parties.
 - b. Untouchability.
 - c. Maintain political neutrality.
 - d. Maintain high ethical and honesty.
66. According to conduct rules for Government employees, which of the following you should not practice?
- a. Maintain private affairs in such a way as to avoid habitual indebtedness or insolvency.
 - b. Observe courtesy and consideration to members of parliament and state legislatures

- c. Defend and uphold the sovereignty and integrity of India, the security of the state, public order, decency, and morality
 - d. Enter into private correspondence with Foreign Embassies of Missions/High Commissions.
67. Which of the following activities does not require permission/sanction from the higher authority?
- a. To join educational institutions or courses of studies for a university degree.
 - b. To join the Civil Defence Service.
 - c. To become members of Samyuktha Sadhachar Samithi.
 - d. To enroll as a member of the St. John Ambulance Brigade.
68. Which of the following activities requires permission/sanction from the higher authority?
- a. To seek redress in Courts of Law or Central Administrative Tribunals of grievances arising out of employment or conditions of service.
 - b. To participate in the fund-raising efforts of the "National Foundation for Communal Harmony."
 - c. To participate in Flag Day Collections voluntarily.
 - d. To accept a fee for work done for any private or public body or a person
69. Which of the following activities will not lead to criminal proceedings under sexual harassment?
- a. Implied or explicit promise of preferential treatment in employment.
 - b. Interference with her work or creating an intimidating or offensive or hostile work environment for her.
 - c. Maintain courtesy, responsible, ethical, and honest environment with coworkers.
 - d. Humiliating treatment is likely to affect her health or safety.
70. According to conduct rules for Government employees, which of the following an employee should practice?
- a. Keep away from demonstrations arranged by political parties.
 - b. Untouchability.
 - c. Harassment of own colleagues
 - d. Lack of high ethical and honesty.
71. During LTC, the maximum number of days of encashment of earned leave in one occasion are limited to
- a) 10 days b) 20 days c) 60 days d) 30 days

72. As per the Government rules, LTC will cover the government servant and his family. In the following options who are not considered as members of "Family"?

a) married daughters divorced, abandoned or separated from their husbands

b) Children of sisters who are divorced, abandoned, separated from their husbands

c) Step father and Step mother

d) unmarried minor brothers

73. On a LTC Trip, which of the following reimbursements are admissible/reimbursable?

a) Telegram Charges

b) Incidental Expenses

c) Daily Allowance

d) Reservation charges

74. If a Government employee found misusing of LTC, then which of the following statement is true?

a) No disciplinary action will be taken

b) disputed claim will be withheld but further LTC facility will be allowed

c) disputed claim will be withheld and further LTC facility will be not allowed

d) None of the above.

75. Within the same block, when “Home town” or “anywhere in India” is being availed of by the Government servant and his family members separately, the encashment of leave

- a) can be taken at both times
- b) would be restricted to one occasion only
- c) cannot be availed
- d) None of the above

76. For a government employee of level 13-A in the pay matrix, the eligible class allowed during Air travel is

- a) Business class in any airlines
- b) Economy Class
- c) Business class in Air India
- d) None of the above

77. For journeys by train, the time-limit for drawal of LTC Advance is

- a) 65 days
- b) 125 days
- c) 95 days
- d) 35 days

78. Which of the following funds can be taken into the account by the Disbursing officer for considering 50% of the total donation to be deducted from the taxable income?

- a) Prime Minister’s Drought Relief Fund
- b) Prime Minister’s Armenia Earthquake Relief Fund
- c) Prime Minister’s Drought Relief Fund
- d) The National Cultural Fund

79. What is the amount of Standard deduction allowed to individuals on total income?

- a) 50,000

- b) 50,000 or the amount of salary, whichever is less
- c) 50,000 or the amount of salary, whichever is more
- d) 25,000

80. Which of the following is considered to be a part of "Salary"?

- a) Children Education Allowance
- b) Tribal Area Allowance
- c) Honorarium
- d) TA granted on transfer

81. Which of the following is not fully exempted from tax?

- a. Leave Travel Concession
- b. Income received from Swachh Bharat Kosh
- c. Income received from Sukanya Samriddhi Accounts
- d. None of the above

82. For a person having a total income exceeding Rs. 50 lakhs and not exceeding 1 crore, the amount of income tax shall be increased by a surcharge of ___ of such income tax?

- a) 20%
- b) 10%
- c) 5%

d)25%

83. What is the maximum amount that is allowed for deduction that is allowed for interest from a savings bank account?

a) Rs. 5000 b) Rs. 10000 c) Rs. 2500 d) Rs. 50000

84. What is the maximum number of earned leaves that can be accumulated (excluding the number of days for which encashment is allowed along with LTC)

a) 360 days b) 300 days c) 270 days d) 365 days

85. For sports events, what is the maximum number of days admissible as a Special Casual Leave in a calendar year?

a) 45 days b) 25 days c) 90 days d) 30 days

86. Which of the following statement is false while availing Casual Leave?

- a) Casual Leave cannot be taken for half-day.
- b) LTC can be availed during Casual Leave
- c) Casual Leave cannot be combined with joining time.
- d) Casual leave can be combined with Special Casual Leave.

87. Fellowships offered by which of the following institutions are eligible for study leave?

- a) Management Development Institute
- b) KK Birla Foundation
- c) Jawaharlal Nehru Memorial Fellowship
- d) All of the above

88. What is the maximum number of days of Commuted leave that can be taken without a medical certificate by a female government servant if it is in continuation of maternity leave?

a) 30 days b) 60 days c) 45 days d) 75 days

89) In a calendar year, Child Care leave may be granted to single mothers for

a) three spells b) nine spells c) six spells d) four spells

90) Which of the following statement is correct about Maternity Leave?

a) This cannot be combined with leave of any other kind.

b) This counts as service for increments

c) This is not admissible for induced abortion.

d) This leave is debited to the leave account.

91. If SC/ST/OBC candidates are unable to produce a certificate from the prescribed authorities for the purpose of appointment to posts/services, they:

(a) they lose the job offer

(b) they are provisionally appointed with a condition to produce the certificate within a window

(c) they have to pay a penalty for the unavailability of the certificate

(d) the job offer is held for them till the following year after which they are appointed if they produce the certificate

92. A person claiming to be SC should profess which of the following religions:

(a) Either Buddhism, Sikhism, or Hinduism

(b) Either Hinduism, Islam, or Sikhism religion

(c) Either Jainism, Hinduism, or Buddhism

(d) Either Hinduism, Islam, or Christianity

93. Action against Government servants who get appointed on the basis of false SC/ST/OBC certificates in case of Permanent Government servants:

- (a) the candidate should be dismissed from the job position immediately
- (b) the candidate has to pay a fine
- (c) an inquiry followed by dismissal from job in case the charge is proved
- (d) All of the above

94. If in any recruitment year any vacancy earmarked for EWS is not filled up due to non-availability of a suitable EWS candidate:

- (a) Such vacancies may not be carried forward to the next year as backlog
- (b) An additional vacancy shall be introduced in the following year
- (c) Eligibility criteria may be relaxed to find a suitable job candidate in that same year
- (d) A panel may be constituted to inquire about the causes for the non-availability of candidates

95. For employees who are Persons with Disabilities, which of the following need *not* be provided ?

- (a) Aids/assistive devices
- b. Accessibility and barrier-free environment at workplace
- c. preference in Government accommodation
- d. additional promotion opportunities

96. The 'Pay Level' of a Central Government employee used for calculating the TA/DA entitlement of that employee includes:

(a) Basic Pay drawn in the Pay Level in the Pay Matrix and the Non-Practising Allowance (NPA)

(b) Basic Pay drawn in the Pay Level in the Pay Matrix

(c) Basic Pay drawn in the Pay Level in the Pay Matrix and the Military Service Pay (MSP) where applicable

(d) None of the Above.

97. Which airline do central government employees need to avail for their official travel?

(a) Any airlines advertising the cheapest cost

(b) Air India or connections with Air India, with special exemptions subject to approval

(c) Any budget airline listed by the institution as acceptable

(d) Any airline that has fares under the upper limits set by the institution in each financial year

98. The time limit for the submission of claim for Travelling Allowance (TA) is:

(a) One year succeeding the date of completion of the journey

(b) Three months succeeding the date of completion of the journey

(c) Sixty days succeeding the date of completion of the journey

(d) One year since approval of the Travelling Allowance

99. Travelling Allowance is permissible in case of transfer of employee from one headquarter station to another if:

(a) The transfer is in the public interest

(b) The transfer is at one's own request

(c) The transfer is in response to a medical situation

(d) All of the above

100. The advance on TA given for a tour needs to be adjusted within:

- (a) One month of completion of tour/rejoining duty
- (b) 60 days of completion of tour/rejoining duty
- (c) 15 days of completion of tour/rejoining duty
- (d) 3 months of completion of tour/rejoining duty

1	d
2	b
3	c
4	b
5	c
6	d
7	d
8	d
9	d
10	a
11	d
12	b
13	a
14	b
15	d
16	c
17	b
18	d
19	c
20	c
21	b
22	b
23	b
24	a
25	b
26	d
27	d
28	b
29	d
30	d
31	c
32	a
33	a
34	a
35	b
36	a
37	b
38	d
39	d
40	c
41	a
42	d
43	b
44	c
45	d
46	d
47	a
48	c
49	d
50	c

51	b
52	b
53	c
54	d
55	a
56	a
57	d
58	d
59	c
60	d
61	b
62	c
63	d
64	c
65	b
66	d
67	c
68	d
69	c
70	a
71	a
72	b
73	d
74	c
75	b
76	b
77	b
78	
79	b
80	c
81	d
82	b
83	b
84	b
85	d
86	a
87	d
88	b
89	c
90	b
91	b
92	a
93	c
94	a
95	d
96	b
97	b
98	c
99	a
100	c

Sheet1

1	d
2	d
3	d
4	d
5	a
6	c
7	b
8	d
9	b
10	c
11	d
12	c
13	c
14	b
15	c
16	a
17	b
18	d
19	b
20	d
21	b
22	d
23	d
24	d
25	d
26	b
27	b
28	a
29	b
30	b
31	a
32	b
33	d
34	d
35	c
36	a
37	a
38	c
39	a
40	b
41	c
42	d
43	d
44	a
45	c
46	d
47	b
48	a
49	c
50	d
51	d
52	c
53	a
54	d
55	b

Sheet1

56	b
57	a
58	d
59	c
60	d
61	c
62	d
63	d
64	c
65	a
66	b
67	c
68	c
69	d
70	b
71	b
72	b
73	
74	b
75	a
76	b
77	d
78	c
79	b
80	c
81	d
82	b
83	a
84	c
85	d
86	b
87	b
88	b
89	d
90	b
91	b
92	c
93	b
94	a
95	c
96	b
97	a
98	d
99	a
100	c

Application Number of the Candidate

Name of the Post: JUNIOR ASSISTANT Question Paper Id:

2	0	1
---	---	---

Date & Time of the Exam:

Duration: 01 hr. 30 min

Scheme of the Exam:

Topic	Number of Question	Marks
General English (Communication Skills)		10
General Arithmetic		10
Work Related Topics		80

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 post code and Question paper code in the designated boxes 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 given for that question.
6. Partially filled circles shall not be considered as responses
7. Candidate must use Black ball point pen only to fill his/her responses
8. Rough work should not be done on the OMR answer sheet.
9. Candidate can use the designated page(s) of the question booklet for the purpose of rough work

General English (Communication Skills)

1. The nearest antonym of unimpeachable is
 - a. Faulty
 - b. Fruitful
 - c. Faultless
 - d. Start

2. Fill in the blank. Building has been built —— the new plan
 - a. Accordance to
 - b. In accordance with
 - c. for
 - d. about

3. Fill in the blank. The swimming pool _____ at 9 o'clock and _____ at 18.30 every day.
 - a. is opening / is closing
 - b. opens / closes
 - c. has opened / has closed
 - d. opened/closed

4. Substitute the correct usage from the options below. "You can keep my iPod if you like. I it any more."
 - a. don` t use
 - b. doesn` t use
 - c. didn` t use
 - d. am not using

5. Find out the misspelled word.
 - a. SILLY

- b. AUSPICEUS
- c. DEXTEROUS
- d. AMENDMENT

6. Which of the following is not an adjective?

- a. Flower
- b. Beautiful
- c. Fragrant
- d. Layered

7. "Pass him not fail him." Place a comma in this sentence such that the student passes. Where would you place the comma? After:

- a. Pass
- b. Him
- c. Not
- d. Fail

8. Happiness (Find word with opposite in meaning)

- a. Contentment
- b. Grief
- c. Renunciation
- d. Beatitude

9. Choose the correct word order

- a. Why she did leave so early?
- b. Why did she leave so early?
- c. Why did so early she leave?
- d. Why so early did she leave?

10. Commemorate (Find the word which best express the meaning)

- a. Boast
- b. Remember
- c. Manipulate
- d. Harmonize

General Arithmetic

11. If a man runs between 2 pillars once at 1 o'clock, twice at 2 o'clock, thrice at 3 o'clock and so on, how many times will he run between the pillars in 30 hours?

- a. 156 times
- b. 196 times
- c. 435 times
- d. 465 times

12. The wages of 10 workers for a six-day week is rupees 1200. What are the one day wages of 8 workers?

- a. Rupees 40
- b. Rupees 80
- c. Rupees 160
- d. Rupees 24

13. 75% of $480 = (?) * 15$

- a. 12
- b. 36
- c. 24
- d. None of these

14. The ratio of present ages of Suresh and Mahesh is 7:5. If after 6 years, their ages will be in the ratio of 4:3, the present age of Mahesh is
- 32 years
 - 36 years
 - 30 years
 - None of these
15. Complete the series 8, 7, 11, 12, 14, 17, 17, 22, ?
- 27
 - 20
 - 24
 - 22
16. A train moves with a speed of 108 km/hr. Its speed in metres per second is :
- 10.8
 - 18
 - 30
 - 33.8
17. The equation of the straight line passing through the points (1, 0) and (0, 1) is
- $y = x + 1$
 - $y = x - 1$
 - $y = -x - 1$
 - $y = -x + 1$
18. If $2 * 8^x = (1/16) - (1/32)$, what is the value of x? Note that * is the multiplication symbol.
- 2
 - 3
 - 2

d. -3

19. The 31st term of the sequence $1/6, 2/9, 3/12, 4/15, \dots$ is

- a. $31/66$
- b. $31/96$
- c. $31/125$
- d. $1/124$

20. The area of the largest square that can fit inside a circle of radius 1 cm is

- a. 2 sq. cm
- b. 4 sq. cm
- c. $2\sqrt{2}$ sq. cm
- d. 2.5 sq. cm

Work Related

21. As per act 1995, a 'Person with disability' is defined as,

- a. a person suffering from not less than forty percent (30%) of any disability
- b. a person suffering from not less than forty percent (40%) of any disability
- c. a person suffering from not less than forty percent (50%) of any disability
- d. a person suffering from not less than forty percent (60%) of any disability

22. Which one of the following colors strips at the top of the CGHS Plastic card indicates the serving government employees.

- a. Red
- b. Yellow
- c. Green
- d. Blue

23. As per the seventh pay commission, the upper age limit of the children educational allowance and hostel subsidy for Divyaang children is:

- a. 18
- b. 19
- c. 20

d. 22

24. As per the seventh pay commission, the upper age limit of the children educational allowance and hostel subsidy for children other than Divyaang is:

- a. 17 or till the time of passing 12th class whichever is earlier
- b. 8 or till the time of passing 12th class whichever is earlier
- c. 19 or till the time of passing 12th class whichever is earlier
- d. 20 or till the time of passing 12th class whichever is earlier

25. When was the sexual harassment of women at workplace (prevention, prohibition and redressal) act passed?

- a. 2011
- b. 2012
- c. 2013
- d. 2014

26. How many times can a government servant avail computer allowance in his/her entire service?

- a. 5
- b. 7
- c. 9
- d. 10

27. If the headquarters of a Government servant is a 'X' class city but he/she resides in a nearby village outside the municipal limit, what will be the rate of HRA that he/she will be eligible for?

- a. 20%
- b. 24%
- c. 28%
- d. 30%

28. What is the admissible rate of the deputation (duty) allowance when the central government employee is transferred within the same station?

- a. 5% of the employee's basic pay
- b. 10% of the employee's basic pay
- c. 15% of the employee's basic pay
- d. 20% of the employee's basic pay

29. As per the Rule 317 B-5 how many categories (excluding Hostel accommodation) are there in GPRA?
- 5
 - 7
 - 9
 - 11
30. On receipt of allotment letter for change of accommodation, the allottee is required to convey his acceptance within how many days from the date of issue of the allotment letter?
- 6 days
 - 7 days
 - 8 days
 - 9 days
31. What is the rate of extra work allowance?
- 2%
 - 2.5%
 - 3%
 - 3.5%
32. What is the tenure of the staff member of Joint Consultative Machinery (JCM)?
- 2 years
 - 3 years
 - 4 years
 - 5 Year
33. What is the age-limit of an unmarried daughter who is wholly dependent on a Government servant for reimbursement of medical claims?
- 25 years
 - 30 years
 - 35 years
 - None of the above
34. What is the time-limit for drawl of LTC advance for journey by air?
- 35 days
 - 65 days
 - 95 days
 - 125 days

35. What is the maximum number of unvested joining time that can be credited to the EL account of a Government servant who has 295 days at credit?
- None
 - 5 days
 - 10 days
 - 15 days
36. If a Government servant does foreign service in Denmark and earns salary in the currency of the same country, what is the currency in which the Government servant will repay the balance towards any loans and advances?
- The currency of Denmark
 - The currency of USA
 - The currency of India
 - None of the above
37. If a Government servant refuses to accept promotion and the reasons adduced for refusal are acceptable to the appointing authority, when will an offer of appointment on promotion be made in such cases?
- The promotions will never be made again
 - After a period of one year from the date of refusal or promotion or till a next vacancy arises, whichever is later
 - After a period of two years from the date of refusal or promotion or till a next vacancy arises, whichever is later
 - After a period of two and half years from the date of refusal or promotion or till a next vacancy arises, whichever is later
38. Find the date on which the employees are enrolled as members of group insurance scheme:
- 1st January every year
 - 1st April every year
 - 31st June every year
 - 31st July every year
39. For an Indian resident who is of the age of eighty years or more at any time during the previous year and whose total income does not exceed Rs. 5,00,000, the income tax rate will be:
- 0%
 - 3%
 - 5%
 - 7%

40. The deduction that comes under section 80CCD is:

- a. Payment of premium for annuity plan of LIC or any other insurer
- b. Payment of medical insurance premium.
- c. Investment made under an Equity savings scheme/Equity oriented fund.
- d. Deposit made by an employee in his/her pension account to the extent of 10% of his/her salary.

41. In how many cities CGHS is presently operational?

- a. 10
- b. 17
- c. 27
- d. 100

42. Is treatment for IVF reimbursable under CGHS?

- a. Not reimbursable
- b. Fully reimbursable
- c. 50% reimbursable
- d. 25% reimbursable

43. Is Penfill Injection provided under CGHS?

- a. Insulin pen and Insulin Pen Cartridges are supplied under CGHS
- b. Insulin pen is not supplied under CGHS, but, Insulin Pen Cartridges are supplied under CGHS
- c. Insulin pen and Insulin Pen Cartridges are not supplied under CGHS
- d. Insulin pen is supplied under CGHS, and Insulin Pen Cartridges are not supplied under CGHS

44. As per 7th Pay commission, under Children Education Allowance, the amount of reimbursement is _____ per child

- a. Rs.2000/- per month
- b. Rs.2250/- per month
- c. Rs.2500/- per month

d. Rs.2750/- per month

45. As per 7th Pay commission, under Children Education Allowance, the amount of ceiling the hostel subsidy is _____

- (a) Rs.6000/- per month
- (b) Rs.6500/- per month
- (c) Rs. 6750/- per month
- (d) Rs.7000/- per month

46. Members of family in relation to a Government servant is defined in the All India Service (Conduct) Rule _____

- a. Rule 2(a)
- b. Rule 2(b)
- c. Rule 2(c)
- d. Rule 2(d)

47. Movable, immovable and valuable property related to a Government servant is defined in the All India Service (Conduct) Rule _____

- a. Rule 14
- b. Rule 15
- c. Rule 16
- d. Rule 17

48. Employment of near relatives of Government servants in companies or firms defined in _____ of the All India Service (Conduct) Rule.

- a. Sec 3
- b. Sec 4
- c. Sec 5
- d. Sec 6

49. The house rent allowance (HRA) under the salary head of Income Tax Act is given by _____.

- a. Section 10
- b. Sec 10(13A)
- c. Section 11(13B)
- d. Section 11

50. What is the rate of House Rent Allowance for government servants posted in a city classified in category X, as per 7th pay commission?

- a. 35%
- b. 30%
- c. 28%
- d. 24%

51. Suspension is a

- a. Executive action
- b. Minor penalty
- c. Major penalty
- d. Simple penalty

52. Income Tax Act was passed in the year _____.

- a. 1947
- b. 1950
- c. 1961
- d. 1991

53. Deduction from annual value is allowed under _____.

- a. Section 24
- b. Section 25
- c. Section 27

d. Section 28

54. Income chargeable under the head 'Profits and Gains from Business or Profession' is covered under _____.

- a. Section 23
- b. Section 24
- c. Section 28
- d. Section 27

55. Section 45 of Income Tax Act is related to _____.

- a. Capital assets
- b. Assets
- c. Capital expenses
- d. Capital gain

56. Maximum number of days of earned leave that can be accumulated in the entire service period by a Government Servant is

- a. 365
- b. 300
- c. 400
- d. 500

57. What is the maximum number of days a female employee can avail under child care leave during entire service?

- a. 365
- b. 540
- c. 640
- d. 730

58. SC, ST and OBC candidates in case of direct recruitment and SC and ST candidates in case of promotion, appointed on their own merit and not owing to reservation should _____ against reserved quota. They will be _____ against unreserved quota.

- a. Not be shown; adjusted
- b. Not be shown; not adjusted
- c. Be shown; not adjusted
- d. Be shown; adjusted

59. When was the first pay Commission established in India?

- a. 1951
- b. 1960
- c. 1975
- d. 1946

60. As per the 7th Pay Commission, what is the minimum pay of central government employees?

- a. Rs. 15,000 per month
- b. Rs. 18,000 per month
- c. Rs. 22,000 per month
- d. Rs. 25,000 per month

61. As per General financial rules, services that involve physical, measurable deliverables/outcomes, where performance standards can be clearly identified, and consistently applied are classified as

- a. Contingent services
- b. Labour services
- c. Non-consulting services
- d. Work charged services

62. QCBS stands for

- a. Quality Control & Budgeting System
- b. Quality and Cost Based Selection
- c. Quality Control Based Selection
- d. Quality and Cost Based Supply

63. "Expression of Interest" should be sought where the estimated cost of the consulting services is

- a. above Rs. 20 lakh
- b. above Rs. 25 lakh
- c. up-to Rs. 20 lakh
- d. up-to Rs. 25 lakh

64. Services typically involve providing expert or strategic advice is called

- a. Consulting Service
- b. Non-consulting Services
- c. Advisory Services
- d. Management Services

65. Family for the purpose of Travelling Allowance does not includes

- a. Minor Brother
- b. Major Brother
- c. Step Mother
- d. Un-Married Sister

66. Daily allowance admissibility for absence from Headquarters exceeding six hours but not exceeding 12 hours.

- a. 100%
- b. 70%

- c. 0%
- d. 35%

67. Pick the incorrect one

- a. Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- b. Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period.
- c. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- d. None (all of the above are correct)

68. As per central government purchase rules, from the date of publication of the tender notice, the minimum time to be allowed for submission of bids should be

- a. 2 weeks
- b. 3 weeks
- c. 4 weeks
- d. 7 weeks

69. Limited Tender Enquiry may be adopted when estimated value of the goods to be procured is up to Rupees

- a. 10 lakh
- b. 15 lakh
- c. 20 lakh
- d. 25 lakh

70. Which of the following statement is incorrect for a central government purchase tender evaluation procedure

- a. For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts- Technical bid and Financial bid.
- b. Technical bid consists of all technical details along with commercial terms and conditions and Financial bid indicating item-wise price for the items mentioned in the technical bid.
- c. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are submitted separately.
- d. The technical bids are to be opened by the purchasing Ministry or Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

71. Amount of bid security should ordinarily range between

- a. 1 to 5% of the estimated value of the goods to be procured.
- b. 2 to 5% of the estimated value of the goods to be procured.
- c. 3 to 5% of the estimated value of the goods to be procured.
- d. 5 to 10 of the estimated value of the goods to be procured.

72. In case of advance payments to private firms, it should not exceed:

- a. 10% of the contract value
- b. 20% of the contract value
- c. 30% of the contract value
- d. 50% of the contract value

73. Amendments by the finance act are made applicable from

- A. First day of next financial year
- B. First day of same financial year
- C. Last day of same Accounting year
- D. None of the above.

74. Income Tax is levied on the _____ of a person.

- A. Total Income
- B. Total Income-Debt
- C. Gross Total Income
- D. Net Income-Debt Perquisites

75. Long term capital Gains are chargeable to tax @ _____

- A. 10%
- B. 15%
- C. 20%
- D. 30%

76. Income by way of royalty in respect of a patent developed and registered in India in respect of person who is resident in India is chargeable to tax at rate of -

- A. 10%
- B. 15%
- C. 20%
- D. 30%

77. The amount of **health and education cess** to be collected along with income-tax for assessment year **2019-20** shall be

- A. 1 %
- B. 2%
- C. 3%
- D. 4%

78. Which of the following is not included in taxable income -

- a. Reimbursement of expenses
- b. Cash gifts received from non relatives
- c. Income from illegal activity
- d. Profit on sale of equity shares of unlisted company.

79. The charging section of the Income-tax Act, 1961, states that the income earned in a year is taxable in the next year. This is known as _____
- A. Principle of mutuality
 - B. Previous year rule
 - C. Financial year rule
 - D. None of these.
80. Which of the following events makes a daughter ineligible as a CGHS dependent?
- a. Post graduation
 - b. Turning 25
 - c. Graduation
 - d. Marriage
81. Which of the following are not valid dependents for CGHS?
- a. Employed daughter
 - b. Unemployed daughter
 - c. Parents
 - d. Step-mother
82. According to the Seventh Central Pay Commission, the Children Education Allowance (CEA) can be stopped under which of the following conditions?
- a. The child fails in a class
 - b. The child passes twelfth standard exam
 - c. The government employee is on extra-ordinary leave
 - d. The government employee is suspended
83. A government employee cannot accept gifts under which of the following conditions?
- a. At a wedding from near relatives.
 - b. At a religious function.

- c. Close personal friends who are officially dealing with the employee.
- d. At a funeral.

84. A gift (from a person other than a relative or close friend) does not include which of the following?

- a. Casual meal.
- b. Free transport.
- c. Free boarding.
- d. Free lodging.

85. According to the Seventh Central Pay Commission, for a "Z" category town, what percentage of the basic pay is the HRA?

- a. 24
- b. 20
- c. 16
- d. 8

86. The maximum tenure for deputation or foreign service (without considering extraordinary extensions) for a central government employees is:

- a. Three years
- b. Four years
- c. Five years
- d. Six years

87. What does GPRA stand for (in the context of government accommodation)?

- a. General Pool Residential Accommodation
- b. Government Pool Residential Accommodation
- c. Government Public Residential Accommodation
- d. Government Pool Residential Accommodation

88. Which of the following is not a criterion for out-of-turn GPRA allotment?

- a. Medical
- b. Security
- c. Functional
- d. Transfer

89. Which of the following is not an acceptable method for LTC air ticket booking?

- a. M/s Ashok Tours and Travels
- b. M/s Balmer Lawrie & Company
- c. M/s Thomas Cook Travel Agency
- d. IRCTC (per DoPT authorization)

90. According to the Seventh Central Pay Commission, the maximum basic salary of a central government employee is

- a. INR 200000
- b. INR 250000
- c. INR 225000
- d. INR 230000

91. According to the Seventh Central Pay Commission, the number of pay levels in the pay matrix is

- a. 38
- b. 36
- c. 42
- d. 40

92. Which of the following statements is false?

- a. When educational qualification is prescribed in an advertisement, it shall be suitably modified for SC/ST/OBC candidates

- b. When a minimum mark is specified for a qualifying exam, it applies uniformly for all candidates including SC/ST/OBC candidates
- c. Age relaxation shall applied to SC and ST candidates in direct recruitment
- d. Age relaxation shall be applied to SC and ST candidates during promotion

93. According to the Constitution (Scheduled Caste) Order 1950, a member of the Schedule Caste must profess which of the following religions?

- a. Hinduism
- b. Buddhism
- c. Sikhism
- d. Any of the above

94. The maximum amount of continuous leave for a central government is

- a. Three years
- b. Four years
- c. Five years
- d. Two years

95. Which of the following about leave is false?

- a. Leave of any kind can be revoked by the competent authority
- b. Leave is a right of every employee
- c. Leave of one kind can be commuted to another kind with approval from competent authority
- d. Casual leave cannot be combined with any other kind of leave

96. Which of the following statements about income tax is false?

- a. Pension from previous employer is tax exempt
- b. Pension to UNO officials is tax exempt
- c. Pension is a compensation for past service

d. Pension and family pension are qualitatively different

97. According to section 2(14) of the Income Tax Act, which of the following are capital assets:

- a. Agricultural land
- b. Raw materials for business or profession
- c. National defense gold bonds
- d. None of the above

98. According to the Seventh Central Pay Commission, the daily allowance amount for food on tour for government employees in pay levels 9, 10 and 11 in the pay matrix must not exceed

- a. INR 900 per day
- b. INR 1000 per day
- c. INR 1100 per day
- d. INR 1200 per day

99. For travel between mainland India and Lakshadweep islands by ships operated by the Shipping Corporation of India Ltd, the Seventh Central Pay Commission rules for pay levels 4 and 5 in the pay matrix are allowed which class of travel?

- a. Bunk class
- b. Deluxe class
- c. Second class
- d. First class

100. Which of the following statements is correct about the encashment of earned leave along with LTC?

- a. Up to 10 days (at a time) EL for hometown only
- b. Up to 10 days (at a time) EL for anywhere in India only
- c. Up to 10 days (at a time) EL for hometown and anywhere in India
- d. None of the above

CHICAGO, ILLINOIS

1968

Copyright © 1968

Printed in the U.S.A.

THE UNIVERSITY OF CHICAGO PRESS
50 EAST LAKE STREET
CHICAGO, ILLINOIS 60607

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO PRESS
50 EAST LAKE STREET
CHICAGO, ILLINOIS 60607

THE UNIVERSITY OF CHICAGO PRESS
50 EAST LAKE STREET
CHICAGO, ILLINOIS 60607

THE UNIVERSITY OF CHICAGO PRESS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO PRESS
50 EAST LAKE STREET
CHICAGO, ILLINOIS 60607

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO PRESS
50 EAST LAKE STREET
CHICAGO, ILLINOIS 60607

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

Q.No.

- 1 a
- 2 b
- 3 b
- 4 a
- 5 b
- 6 a
- 7 b
- 8 b
- 9 b
- 10 b
- 11 d
- 12 c
- 13 c
- 14 c
- 15 b
- 16 c
- 17 d
- 18 c
- 19 b
- 20 a
- 21 b
- 22 d
- 23 d
- 24 d
- 25 c
- 26 a
- 27 b
- 28 a
- 29 d
- 30 c
- 31 a
- 32 b
- 33 d
- 34 b
- 35 b
- 36 a
- 37 b
- 38 a
- 39 a
- 40 d
- 41 c
- 42 b
- 43 b
- 44 b
- 45 c
- 46 b

47 c
48 b
49 b
50 d
51 a
52 c
53 a
54 c
55 d
56 b
57 d
58 a
59 d
60 b
61 c
62 b
63 b
64 a
65 b
66 b
67 d
68 b
69 d
70 c
71 b
72 c
73 a
74 a
75 c
76 a
77 d
78 a
79 b
80 d
81 a
82 b
83 c
84 a
85 d
86 a
87 a
88 d
89 c
90 b
91 d
92 a
93 d

94 c
95 b
96 a
97 d
98 a
99 c
100 c

Indian Institute of Technology Hyderabad

Written Examination

Post No.16 – Executive Assistant

1	Name of the candidate	
2	Roll Number of the candidate	
3	Application No. of the candidate as stated in the call letter	
4	Signature of the candidate	
5	Signature of the Invigilator	

1	2	3
4	5	6
7	8	9

I. MATHEMATICS: (1X10=10 MARKS)

1. A, B, C, D, and E distribute some cards among themselves in a manner that A gets 1 less than B, C gets 5 more than D, E gets 3 more than B, and D gets as many as B. Who gets the least number of cards?
- A. B
 - B. C
 - C. D
 - D. E
 - E. A

2. How many numbers from 1 to 100 are such that each is divisible by 8 and whose at least one digit is 8?

A. Four	
B. Zero	
C. Eight	
D. Six	
E. Three	

3. 15 apples and 20 oranges cost as much as 20 apples and 15 oranges. How do you compare the costs of the two?

- A. Apples are as costly as oranges
- B. Oranges are costlier than apples
- C. Apples are costlier than oranges
- D. Nothing can be found from the given data

4. In a row of children, Preeti is 7th from the left and Bhakti is 4th from the right. When Preeti and Bhakti exchange positions, Preeti will be 15th from the left. What will be Bhakti's position from the right?

- A. 11th
- B. 8th
- C. 4th
- D. 12th
- E. 15th

5. Which one of the following numbers will occupy the blank space?

4	8	20
9	3	15
6	6	

- A. 22
- B. 18
- C. 16
- D. 24
- E. 20

6. An elevator has the capacity of 12 adults or 20 children. How many adults can board the elevator with 15 children?

- A. 4
- B. 5
- C. 3
- D. 6

7. A man invited some boys and girls on the birthday of his son. The number of boys was less than that of girls by 2. He gave Rs. 10 to each boy and Rs. 20 to each girl. If the total amount distributed by him is Rs. 280, what is the total number of boys?

- A. 25
- B. 10
- C. 8
- D. 15

8. I was sitting alone in a park. After some time, an old man and an old woman came there. After them two couples with a baby came there. How many persons are there now?

- A. 8
- B. 9
- C. 10
- D. 11

9. If $1=1$, $2=3$, $3=5$ and $4=7$, then $5=?$

- A. 9
- B. 8
- C. 7
- D. 6
- E. 5

10. Insert the proper mathematical signs between the figures in the following sum:

$$7 \quad 3 \quad 2 \quad =13$$

- A. $-, X$
- B. $+, X$
- C. X, \div

- D. $\frac{-}{+}$, +
- E. $\frac{X}{+}$, +

II. PROFESSIONAL APTITUDE (1X80=80 MARKS)

11. As per latest orders of the 7th Pay Commission, who amongst the following are not eligible for House Building Advance:
- A. All permanent officials
 - B. Staff artists of All India Radio with at least 10 years continuous service and on long term contract
 - C. Salaried personnel falling under 30% tax bracket
 - D. Staff covered under Payment of Wages Act
12. In 2018 the Central Government Health scheme is not applicable in which of the following cities:
- A. Jammu
 - B. Meerut
 - C. Shimla
 - D. Vijayawada
13. What is the maximum number of children born after 01.01.1988 per family for whom the Children's Educational Allowance/Hostel subsidy is granted by the Central Government?
- A. Two
 - B. One
 - C. Three
 - D. None
14. Revision of Dearness Allowance under the 7th Pay Commission is sanctioned during:
- A. March 31 and December 31
 - B. January 1 and July 1
 - C. July 31 and December 31
 - D. January 31 and June 30
15. Which of the following government personnel is eligible for HRA:
- A. Those provided with government accommodation
 - B. Female employees staying in government-run hostels
 - C. Officers staying in Inspection Quarters
 - D. Those living in State Development Authority flats

16. What is the rate of Children's Education Allowance with effect from 01-July-2017?
- A. 2500 p.m.
 - B. 2250 p.m.
 - C. 3000 p.m.
 - D. 3500 p.m.
17. Whenever DA increases by 50%, Children's Education Allowance and hostel subsidy shall increase by
- A. 35%
 - B. 30%
 - C. 25%
 - D. 20%
18. Special Duty Allowance for Central Government civilian employees is not applicable for which of the following North-Eastern regions:
- A. Manipur
 - B. Assam
 - C. Siliguri
 - D. Nagaland
19. Which of the following is not permissible for Central Government employees?
- A. Using Air India flights for LTC
 - B. Using free inaugural flights offered by Air India
 - C. Avoiding free air transport offered by a foreign mission
 - D. Avoiding shortest route by Air India to reach destination while availing LTC
20. Prior permission by prescribed authority is not required for CCS employees for:
- A. Joining Civil Defense Service
 - B. Joining Territorial Army
 - C. Joining Merchant Navy
 - D. Joining Home Guards Organization
21. Which of the following unauthorized absences are deemed as break in service?
- A. Remaining absent without authorization or deserting of post
 - B. Remaining absent while availing LTC
 - C. Remaining absent due to hospitalization
 - D. Remaining absent due to serving office at another location

22. All government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' Officers must submit an annual return as on 31st December every year by:
- A. March 31st
 - B. January 31st
 - C. July 31st
 - D. September 30th
23. The definition for sexual harassment of working women does not include:
- A. Physical contact and advances
 - B. Demand or request for sexual favours
 - C. Offering to discuss office related tasks
 - D. Sexually coloured remarks
24. Which of the following should be followed while Composing the Complaints Committee for sexual harassment of working women?
- A. It should be headed by a woman
 - B. Not less than half of its members should be women
 - C. It should involve a third party: either an NGO or other body who is familiar with the issue of sexual harassment
 - D. All the above
25. Government assistance will be provided in the conduct of legal proceedings against a CCS employee for:
- A. Cases filed by a Government Servant on his being required to vindicate his official conduct
 - B. Cases filed by Government against the Government Servant
 - C. Cases filed by private parties against a crime committed by the Government Servant
 - D. Cases filed by a private firm against a Government Servant involved in fraudulent deals
26. What is the maximum number of days that a female Government Servant can avail leave during the period of enquiry of a sexual harassment complaint?
- A. 45 days
 - B. 65 days
 - C. 90 days
 - D. 30 days
27. What is the maximum period of deputation for a Government Servant serving at a foreign location?
- A. 5 Years
 - B. 10 Years
 - C. 2 Years
 - D. 3 Years

28. Which of the following does not qualify as a minor penalty against a Government servant?
- A. Withholding of promotions
 - B. Withholding of future increments of pay
 - C. Compulsory retirement
 - D. Censure
29. For determining *inter se* seniority for allotment of Type IV (S) Government quarters, which of the following are incorrect:
- A. If the date of priority of two or more applicants are same, applicant having higher level pay in level will be senior
 - B. If the date of priority and pay in level of two or more applicants are same, date of joining will determine seniority
 - C. If the date of priority, pay in level and date of joining of two or more applicants are the same, date of retirement will determine seniority
 - D. None of the above
30. Earned leave for a Government Servant should not ordinarily be denied during:
- A. First 5 years of service
 - B. Last 10 years of service
 - C. Last 5 years of service
 - D. First 7 years of service
31. Conversion of one kind of leave into a different kind maybe permissible for the Government official while:
- A. In service
 - B. Before joining service
 - C. After quitting service
 - D. None of the above
32. A Government official on leave may take up a service or employment elsewhere when he/she has:
- A. Got an offer from a private firm
 - B. Taken prior sanction from Competent Authority
 - C. Begun a start-up venture
 - D. All of the above
33. A Government servant who is on medical leave may is permitted to return to duty only when he/she produces a medical certificate issued by:
- A. The AMA
 - B. CGHS Doctor
 - C. Registered Medical Practitioner
 - D. All of the above

34. Willful absence from duty after the expiry of leave renders a Government servant liable to:
- A. More leave
 - B. Deputation to foreign land
 - C. Disciplinary action
 - D. None of the above
35. To obtain leave of any kind for a continuous period exceeding five years, a Government servant needs the sanction of:
- A. The General Manager
 - B. The Minister of HRD
 - C. The President
 - D. The Chief Minister
36. A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by which of the following:
- A. Chief Presidency Magistrate
 - B. Revenue Officer not below the rank of Tahsildar
 - C. Sub-divisional Officer of the area where the candidate and/or his family resides
 - D. All of the above
37. When a Government Servant applies for a post in the same or another department through proper channel and on selection he/she is asked to resign from the previous post for administrative reasons, which of the following applies?
- A. The resignation will not be treated as a 'Technical Formality'
 - B. The benefit of past service, if otherwise admissible under the rules, will not be allowed for fixation of pay in the new post
 - C. Leave at credit will not be carried forward
 - D. The past service will be counted for pension to the same extent it would, but for the resignation only in respect of employees appointed on or before 31.12.2003
38. The age prescribed for retirement on superannuation for all Government servants is:
- A. 55 years
 - B. 58 years
 - C. 60 years
 - D. 65 years
39. Which of the following periods of service count as qualifying service?
- A. Duty and periods treated as 'duty'
 - B. All kinds of leave with leave salary
 - C. Deputation and Foreign Service
 - D. All of the above

40. Where an upper age limit not exceeding 50 years is prescribed for promotion, by how many years can this be relaxed?
- A. 5 years
 - B. 7 years
 - C. 10 years
 - D. 3 years
41. Suspension of a Government servant in the context of disciplinary proceedings include:
- A. Temporary withdrawal of duties from a Government servant
 - B. Reduction in pay
 - C. Withdrawal of some rights/privileges
 - D. All of the above
42. The sanctioning authority for obtaining medical treatment outside India in case of certain ailments enlisted by the Government is:
- A. Chief Minister of the State
 - B. A Standing Committee constituted by the Ministry of Health and Family Welfare
 - C. Governor of the State
 - D. None of the above
43. A Service Book is not mandatory for which of the following categories:
- A. All non-Gazetted officials
 - B. Officials appointed against temporary vacancies for not more than a year
 - C. All Gazetted Officers
 - D. All of the above
44. A Casual leave by a Government servant cannot be combined with:
- A. Special Casual Leave
 - B. Vacation Leave
 - C. Earned Leave
 - D. All of the above
45. The maximum number of Special Casual Leaves permissible to a Government servant in a calendar year is:
- A. 12 days
 - B. 15 days
 - C. 20 days
 - D. 30 days

46. Travel by which of the following is not permissible on LTC:
- A. Premium trains
 - B. Air India economy class
 - C. Any airline approved under LTC-80 scheme
 - D. None of the above
47. Which of the following do not qualify as 'family' for a Government servant availing LTC:
- A. The Government servant's wife or husband
 - B. The Government servant's two surviving unmarried children
 - C. Children of the Government servant's sisters who are divorced, abandoned or widowed
 - D. The Government servant's dependent parents
48. During period of disciplinary action against him/her, if a Government servant dies
- A. The charges are carried over to the surviving family
 - B. The proceedings are dropped
 - C. The proceedings move on indefinitely
 - D. The proceedings are carried on for the next 5 years
49. Which of the following is a part of minor penalty proceedings against a Government employee?
- A. To withhold increment for a period of one year
 - B. To withhold increment for a period exceeding three years
 - C. To stop provision for pension
 - D. To stop all kinds of leave
50. For a Government servant withdrawal/withholding of pension or gratuity, or both in full or part, either permanently or for a specified period can be enforced if:
- A. The pensioner is convicted for a serious crime by a Court of Law
 - B. The pensioner lends large sums of money to his/her relative
 - C. The pensioner travels to foreign lands for more than 6 months in a year
 - D. All of the above
51. An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:
- A. It is cancelled by the Directorate of Estates or is deemed to have been cancelled under any provisions in these rules
 - B. It is surrendered by the allottee
 - C. The allottee ceases to occupy the accommodation
 - D. All of the above

52. Ad hoc allotment of quarters to handicapped employees may be considered in the following cases, except:
- A. The deaf, having hearing loss of more than 90 decibels in the better ear or total loss of hearing in both ears
 - B. The orthopaedically handicapped to the extent of 40% and above disability
 - C. People suffering from Schizophrenia
 - D. Mentally handicapped/spastic dependents
53. Leave Not Due may be granted to:
- A. A permanent Government servant with no half pay leave at credit
 - B. Temporary officials with a minimum of one year's service and suffering from TB, Leprosy, Cancer, or Mental Illness
 - C. In continuation of maternity leave
 - D. All of the above
54. In Provident Fund the amount standing at credit shall become payable when the subscriber:
- A. Quits service
 - B. Takes three years' leave
 - C. Travels on deputation to foreign land
 - D. Goes on childcare leave
55. Conveyance Allowance is admissible to a Government employee who cannot claim Travelling Allowance, but:
- A. Whose average monthly travelling on duty exceeds 200 km
 - B. Journeys between residence and workplace on foot
 - C. Journeys between residence and workplace on bicycle
 - D. All of the above
56. Conveyance Allowance is not admissible for a Government employee during:
- A. Joining time
 - B. Period(s) of tour, temporary duty, etc. for 15 days or more
 - C. Any period of temporary transfer including holidays prefixed/suffixed to leave
 - D. All of the above
57. A Government servant/pensioner can receive family pension in addition to own pay or pension if:
- A. If his/her spouse dies
 - B. If he/she takes house loan
 - C. If he/she has dependent children
 - D. If he/she has dependent parents

58. When both husband and wife are Central Government employees, they are entitled to draw HRA even if they work in the same station and live together but:
- Inhabit their ancestral house
 - Inhabit State Development Authority's Accommodation
 - Are not provided with Government accommodation
 - Stay as paying guests
59. When both husband and wife are Central Government employees, who among the two contributes to the Central Government Health Scheme?
- Male contributor with dependent parents
 - Male contributor with dependent sister
 - Spouse drawing higher pay
 - Female contributor with dependent brother
60. A Government servant may be exempted from the routine exercise of transfer/rotational transfer if he/she is:
- A resident of a remote Indian region
 - Not fluent in Hindi and English
 - A caregiver of his/her disabled child
 - A guardian to his/her dependent siblings
61. Which of the following periods of service for a Government servant do not count for increment?
- All periods of duty
 - Deputation out of India
 - Medical Leave
 - Extraordinary leave
62. Annual increment for non-performing Government employees can be withheld after:
- 5 years
 - 20 years
 - 12 years
 - 10 years
63. As per the Seventh Pay Commission, the pay matrix of an employee is decided by multiplying the basic pay as on 1-1-2016 by a factor of:
- 1.50
 - 2.57
 - 3.35
 - 5.50

64. If a Government servant is not survived by his widow, who amongst the following is eligible for family pension?
- Unmarried brother
 - Widowed sister
 - Child/children
 - Parents-in-law
65. Family pension for the widow of a Government employee is available till:
- Date of her son's marriage
 - Date of her re-marriage
 - Date her inheriting ancestral property
 - None of the above
66. The final adjustment for every Government employer paying Income Tax deducted at source should be made from the last salary payable before:
- Beginning of January
 - End of December
 - End of March
 - None of the above
67. Salary for a Government servant does not include:
- DA
 - TA granted on transfer/tour
 - Overtime allowance
 - Bonus
68. Which of the following incomes for a Government servant become fully exempt from Income Tax?
- Commutated value of pensions
 - Income from Swachh Bharat Kosh
 - Income from Clean Ganga Fund
 - All of the above
69. Which of the following donations for charitable purposes allow full deduction from taxable income?
- National Children's Fund
 - National Fund for Control of Drug Abuse
 - The National Sports Fund
 - All of the above

70. How much joining time is granted to a Government employee for joining a new post within the same station?
- A. 1 week
 - B. 1 month
 - C. 1 day
 - D. 2 weeks
71. Which of the following are not permissible with regard to joining time for a Government servant?
- A. Prefixing holidays
 - B. Starting with Casual Leave
 - C. Undeclared absence
 - D. All of the above
72. Which of the following do not count for calculating increment for a Government servant?
- A. On-duty leave
 - B. Joining time
 - C. Time spent in transit due to transfer
 - D. None of the above
73. Which of the following particulars need to be furnished by the Government employee for having an NOC issued for Passport?
- A. The country to be visited
 - B. The countries never visited
 - C. The country visited by his/her parents
 - D. None of the above
74. Which of the following authorities is not competent to issue an NOC for Passport for a Government Servant?
- A. Director
 - B. Joint Secretary to Government
 - C. Under Secretary
 - D. Block Development Officer
75. Use of staff car for official purposes by Government servants is allowed:
- A. To take officers from or to their residence when required to attend meetings held outside duty point during working hours
 - B. To take officers to parties held at private gatherings by their friends and relatives
 - C. To take officers out for leisurely activities such as picnics, get-togethers and shopping
 - D. All of the above

76. A touring officer using the staff car can take his/her family members along if they belong to the rank of a:

- A. Joint Secretary
- B. Supervisor
- C. Overseer
- D. None of the above

77. Staff cars should not be used by officers on:

- A. Duty
- B. Emergency Duty
- C. Leave
- D. Deputation

78. Which of the following holidays are compulsorily observed by all Central Government offices throughout India?

- A. Good Friday
- B. Ram Navami
- C. Pongal
- D. Baisakhi

79. How many days of leave can a Government servant avail as restricted holidays in a calendar year?

- A. 5 days
- B. 1 day
- C. 7 days
- D. 2 days

80. If General Elections for Lok Sabha/State Assemblies are not held on a Sunday or closed holidays, the day of polling for Central Government Officers is:

- A. Half working day
- B. Declared holiday
- C. Full working day
- D. Restricted holiday

81. Government officers re-employed in the same post after retirement are:

- A. Eligible to retain quarter till the end of the fixed/extended period of tenure
- B. Eligible for retention even after he/she has availed retention once
- C. Eligible for re-employment on a regular basis
- D. None of the above

82. Government servants entitled for rent-free accommodation, but not provided with the same get the following compensation:
- Lowest amount charged as License Fee
 - Accommodation in State Development Authority buildings
 - Private accommodation as paying guests
 - None of the above
83. Which of the following Central Government servants are not eligible to sublet quarters?
- Teachers of recognized schools
 - Retired Central Government servants
 - Staff of semi-Government organizations
 - All of the above
84. Breach of quarter allotment rules for Central Government employees do not include:
- Unauthorized subletting of quarters
 - Tampering with electric or water connections
 - Erecting unauthorized structure in any part of the residence
 - Sharing residence with close family relations
85. For unauthorized subletting of Government quarters, an employee is charged with:
- 12 months' rent
 - 10 times the flat rate of License Fee
 - 1 year of HRA
 - 1 year of DA
86. Air-tickets for all journeys where the Government of India bears the cost of air passage must be purchased from:
- Airlines booking counters
 - Airlines website
 - M/s. Balmer Laurie and Company
 - All of the above
87. Local journeys for which TA can be claimed by a Government servant means duty points from Headquarters at a distance of:
- 20 Km and beyond
 - 50 Km and beyond
 - 08 Km and beyond
 - 100 Km and beyond

88. With effect from 01-07-2017, pensioners who are not residing in areas covered by CGHS are entitled to Medical Allowance of:

- A. INR 5000 per month
- B. INR 1000 per month
- C. INR 10,000 per month
- D. INR 3000 per month

89. Pension is admissible to permanent Government employees who retire with a qualifying service of not less than:

- A. 20 years
- B. 10 years
- C. 25 years
- D. 15 years

90. For Compassionate Appointment of dependents of Government servants, the minimum age limit is:

- A. 21 years
- B. 25 years
- C. 18 years
- D. 30 years

III. ENGLISH (2X5=10 MARKS)

- A. You are an administrative staff in an educational institution. On behalf of the administration, write an email inviting all faculty, students, and staff members to attend the Annual Day celebrations of the institute. Your email should also contain the program schedule for the Annual Day. (maximum 500 words)
- B. Write a short note describing your home town with a focus on its geography, history, food habits, festivals, health and education facilities, and climate. (maximum 500 words)

84. How long after the end of the fiscal year should the financial statements be prepared?

- A. 120 days
- B. 150 days
- C. 180 days
- D. 210 days

85. How long after the end of the fiscal year should the financial statements be prepared?

- A. 120 days
- B. 150 days
- C. 180 days
- D. 210 days

86. How long after the end of the fiscal year should the financial statements be prepared?

- A. 120 days
- B. 150 days
- C. 180 days
- D. 210 days

87. (100 marks) (15-18 minutes)

- A. How do you estimate the value of an investment? Discuss the factors that influence the value of an investment and the factors that influence the value of an investment. (10 marks)
- B. Write a short case describing your own business with a focus on the financial statements. (10 marks)

