

Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**JAWAHARLAL NEHRU UNIVERSITY  
NEW DELHI**

**Written Test for Assistant Registrar – January 2014**

**Time: 3 hours**

**Max. Marks: 100**

**Note: The paper consists of three parts:**

**Part-I:** General English - with two descriptive questions, each of 10 marks and 10 objective type questions of 1 mark each, all to be answered only in English

**Part-II:** University Admn.- 20 objective questions of 1 mark each and 30 marks of descriptive type

**Part-III:** General Knowledge: 20 marks (multiple choice questions)

Questions under Part II and Part III are in bilingual form. Candidates can attempt the questions either in English or in Hindi. Descriptive questions under Part-I and Part-II be answered in the sheets to be provided separately and must be tagged with this set safely.

**PART-I: GENERAL ENGLISH (30 marks)**

Q.1: Against an outlay of Rs 1,000.00 crores in the XII Plan proposals of the University, the UGC has sanctioned a **block grant** of about Rs 204.00 crores to the University for the XII Plan period. As one handling the budget and grant section, you are required to make allocations under various budget heads/sub-heads. Prepare a detailed note, allocating funds under various recurring and non-recurring activities out of this limited grant, justifying clearly the priorities and allocations made.

**(10 marks)**

Q.2: JNU has been identified as a site for the Mission Secretariat of the MHRD funded National Mission for Education through ICT (NME-ICT) which will use the University as a base to establish its DTH operations and build e-classrooms from which the National Knowledge Network (NKN) will be used to implement a country-wide classroom. Please prepare a Note on steps required for accessing the NKN effectively in the Central Universities.

**(10 marks)**

**Objective Type questions:**

Q.3: Put in each case  $\checkmark$  or  $\times$  like spellings in (i to iii); statements (iv to vi) and whether the sentence is grammatically "correct" or "incorrect" in (vii to x):

**(10 marks: one mark each)**

(i) Efflorescence;

(ii) Sedantary;

(iii) Dielectic.

(iv) The prisoner was released on probation for good behaviour.

(v) His exposition of the topic was not so good that students had few doubts to raise at the end.

(vi) The most obvious reason for his popularity was his propensity to find fault with others

(vii) Eggs are sold by a dozen.

(viii) Many a glorious deeds were done.

(ix) I don't remember to have met you before.

(x) The Committee are divided on this issue.

:2:

Roll No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**PART-II: UNIVERSITY ADMINISTRATION**

**OBJECTIVE TYPE QUESTIONS**

**Q.1 (A): Put  $\sqrt$  or X: (Answers be given in the Question Paper only)**

(20 marks: one mark each)

1. मांगपत्र विनिर्देश की तैयारी के समय, खरीद विभाग और प्रयोक्ता विभाग के बीच बातचीत 'आवश्यक' है।  
1. At the time of preparation of indent specification, interaction between the Purchasing Department and the User Department is 'essential'.
2. अनुबंध के लिए प्रदायक पावती वांछनीय है।   
2. Supplier's acknowledgement to contract is desirable.
3. वे आकस्मिक श्रमिक तदर्थ बोनस के लिए पात्र हैं, जिन्होंने प्रासंगिक वित्तीय वर्ष की 31 मार्च को तीन या अधिक वर्षों के लिए प्रत्येक वर्ष में 5 दिन के सप्ताह में कम से कम 200 दिनों के लिए कार्यालयों में काम किया है और 6 दिन के सप्ताह में कम से कम 230 दिनों के लिए कार्यालयों में काम किया है।  
3. Casual labour is eligible for ad hoc bonus if they have worked for at least 230 days in offices following six days week and 200 days in offices following 5-day week in each year for three or more years as on 31<sup>st</sup> March of the relevant financial year.
4. असफल बोलीदाताओं की ईएमडी अनुबंध के जारी करने के 90 दिनों के बाद वापस करनी होती है।   
4. EMD of unsuccessful bidders to be returned after 90 days of placing of contract.
5. LTI / ATI / GTI के खिलाफ देर से प्राप्त निविदा पर विचार किया जा सकता है, अगर वह अच्छी गुणवत्ता के उत्पाद प्रदान करता है।  
5. Late tender received against LTI/ATI/GTI can be considered when it offers the best quality product.
6. सामान्य वित्तीय नियमावली के अनुसार, विज्ञापित निविदा पूछताछ के लिए मूल्य रुपये 15.00 लाख से अधिक होना चाहिए।   
6. As per GFR, advertized tender inquiry is resorted to when the value exceeds Rs 15.00 lakh.
7. दर अनुबंध प्रणाली, गैर मानक विनिर्देशों वाली वस्तुओं के लिए होनी चाहिए।   
7. Rate contract system is resorted to for the items with non-standard specifications.
8. नियमों के अनुसार, भविष्य निधि से अग्रिम के लिए हर तीन महीने में एक बार अनुमति दी जा सकती है।   
8. As per rules, advance from Provident Fund may be allowed once in every three months.

