

JAWAHARLAL NEHRU UNIVERSITY

Senior Assistants Examination (April 6, 2013)
Paper-I: Essay, Office Precis, Drafting and Applied English Grammar

Time Allowed: 3 hours

Max.Marks:100

Note:(i) Attempt all questions as directed; (ii)marks for each question are given in brackets.

Q.1: Write an Essay of about 500 words on any one of the following: (25)

- (a) Bad Company and its Ill-effects
- (b) Rising Prices
- (c) A Visit to the Place of Historical Interest
- (d) Value of Discipline
- (e) Unemployment Problem

Q.2: Make a Precis of the following passage in about 100 words and also suggest a suitable title to it:(20)

If we want to secure people's participation and involvement in the legal aid programme, we think the best way of securing it is to operate through voluntary organizations and social action groups. These organizations are working amongst the deprived and vulnerable sections of the community at the grass-root level and they know what are the problems and difficulties encountered by these neglected sections of the Indian humanity. They have their finger on the pulse of the people and they know from their own experience as to what are the unmet legal needs of the people, what are the sources of exploitation and injustice to the underprivileged segments of society and what measures are necessary to be taken for the purpose of ending such exploitation and injustice and reaching social or distributive justice to them. We are therefore definitely of the view that voluntary organizations and social action groups must be encouraged and supported by the State in operating the legal aid programme. It is now acknowledged throughout the country that the legal aid programme which is needed for the purpose of reaching social justice to the people cannot afford to remain confined to the traditional or litigation oriented legal aid programme but it must, taking into account the socio-economic conditions prevailing in the country, adopt a more dynamic posture and take within its sweep what we may call strategic legal aid programme consisting of promotion of legal literacy, organization of legal aid camps, encouragement of public interest litigation and holding of Lok Adalats or niti melas for bringing about settlements of disputes whether pending in Courts or outside. The assistance of voluntary agencies and social action groups must therefore be taken by the State for the purpose of operating the legal aid programme in its widest and most comprehensive sense, and this is an obligation which flows directly from Article 39A of the Constitution.

Q.3: A N.S.S. training camp was held in your area during March this year. Mentioning the number of trainees and the kind of service rendered by them, write a brief note in about 40 words intimating this to your Zonal Officer.(10)

...../2.....

Q.4: Yesterday at about 4.00 P.M., Chlorine gas started leaking from a gas Chamber in a Chemical Factory near the place of your work. You have come to know about the leakage of the gas. Mentioning the title and the tragedy it caused, write a brief report in about 35-40 words, for information of your immediate supervisory officer.(10)

OR

You are Avinash, Sports Secretary of your Sports Club. Write a notice for information of all club members about the annual support meet to be held in the coming week.(10)

Q.5: Write a letter to the Postmaster General for providing a letter-box in your locality with sufficient justification. (5)

Q.6: Punctuate the following: (5):

What presents shall I bring when I come home said the king to the three sisters the eldest one said father bring me a fine silk gown I want a pretty necklace said the second and what would beauty like said the kind father I should like a red rose said beauty

Q.7: Change the following into Passive Voice (5)

- (a) One should keep one's promises
- (b) It is time to close the shop
- (c) The picture greatly fascinated me.
- (d) I am watching you very carefully
- (e) A few persons were helping the insured man.

Q.8: Fill in the blanks with the correct form of verbs given in brackets(5)

One day as my gardener___(dig) the earth, he ___(notice) some shining metal. He___(grow) impatient. He___(call) on me. Both of us___(go) on digging the earth but the small pieces of the shining metal ___(not finish). All of a sudden, our village headman___(arrive) and he ___(advise) us not to dig the earth.

Q.9: Make sentences of your own from the pairs of words to give correct meanings:(10)

- (a) Accept & Except; (b) Eligible & Illegible; (c) Suit & Suite; (d) Lose & Loose; and
- (e) Wander & Wonder.

Q.10: Correct the following sentences(5):

- (a) You are senior than me by two years
 - (b) Only few boys were present in class
 - (c) He is most biggest fool
 - (d) I have two ten rupees notes
 - (e) Anyone cannot do this work
-

JAWAHARLAL NEHRU UNIVERISTY

ELIGIBILITY TEST OF SR. ASSISTANT (APRIL, 2013)

PAPER-II: GENERAL OFFICE PROCEDURE, SERVICE RULES AND FINANCIAL REGULATIONS

Time: 3 hrs.

Max. Marks: 100

- Q.1 a) What is composite method of Recruitment? (5)
b) Whether absorption and deputation are synonymous? (5)
- Q.2. Explain the following (5 x 4=20)
- a) What disciplinary action will be taken if the employee found guilty in case of misuse of LTC.
b) Why Part File is to be opened?
c) Procurement of Goods without Quotation
d) Willful absence from duty.
- Q.3. Give the answers of the following questions (5 x 3 = 15)
- a) Which papers are required to be put up before the Departmental Promotion Committee (DPC) for its consideration.
b) Describe the conditions for addition/deletion or change of name/ surname by a Govt. Employee.
c) Put up a note for the approval of the Competent Authority to release the payment of Bonus.
- Q.4. Answer the following in "True" or "False" (12 x 1.5=18)
- a) Any amount of bonus can be deposited into GPF
b) A balance of at least 45 days of EL may be available to the credit of employee after availing leave and leave encashment.
c) Minimum and maximum pension is restricted to Rs.2500 to Rs.30,000 respectively.
d) Employee can opt to stop the GPF subscription while on HPL, leave without pay and during the period treated as dies non.
e) Late bids received after the specified date and time may be considered.
f) Bid security should be refunded to the successful bidder on receipt of Performance Security.
g) Earnest Money deposit of the unsuccessful bidder should be returned to them within 45 days after award of the contract.
h) Losses due to normal wear and tear will be treated as losses due to depreciation.
i) Commuted leave can be availed without medical certificate upto 135 days.

- j) GPF subscription shall be stopped during suspension of the employee.
- k) Reimbursement of Children Education Allowance (CEA) for third child is permissible, if CEA has not been claimed for first and/or second child.
- l) Leave encashment is admissible when LTC is availed by family members.

Q.5 Fill in the blanks (1.5 x 6 =9)

- i) Under New Pension Scheme Government Servant have to contribute ____% from their salary.
- ii) The MACP was implemented w.e.f. _____
- iii) Purchase of goods upto the value of Rs. _____ on each occasion may be made without inviting quotations.
- iv) Special causal leave is granted upto a maximum of _____ days in a calendar year.
- v) Child adoption leave is admissible for _____ days.
- vi) Salary is an _____ for the employee and _____ for the employer.

Q.6 Write a letter to the Secretary, University Grants Commission requesting for the release of 2nd installment of grant-in-aid to the university. (6)

Q.7 Calculate the interest on GPF with the following particulars –

- i) Closing balance as on 31.3.2011 Rs.62,000
- ii) Monthly subscription Rs. 2,000
- iii) Rate of Interest 8%
- iv) Taken an advance of Rs.10,000 during June, 2010 recoverable in 20 equal installments
- v) Taken an advance of Rs.6,000 during June, 2011 recoverable in 10 equal installments including the outstanding advance. (10)

Q.7 Differentiate between: (i) Plan and Non-Plan,
(ii) Capital and Revenue Expenditure
(iii) Leave Not due and Extraordinary Leave (4x3= 12)