

Jawaharlal Nehru University

Paper I: General English

Time 70 minutes

Maximum Marks; 40

Answer all Questions

1 Write a self-contained letter of application (without an accompanying CV) to the Vice Chancellor of ABC University, Delhi, for the post of Registrar. Remember that you must show that you have the relevant qualities for the job. 15 marks

2. The VC was to meet teachers of the School of Sciences on 15th May at 11 am. Now he can meet them only on 22nd May at 230 pm. Write a notice to inform the teachers of this. 5 marks

3. You find that members of the staff in your section, as well as in all other departments, apply for long leave (of more than three days) at the last minute. Write a note to the Registrar stating your considered opinion on this and giving concrete suggestion(s) for action. 10 marks

4. You are entering a competition to win a car. In order to win you have to write about 150 words on why you like travelling by car and where you would go in it if you won.

Or

Write 150 words on your most memorable evening. 10 marks

PAPER –II

GENERAL/UNIVERSITY ADMINISTRATION

Time Allowed: 55 Min.

Max Marks: 30

All questions are compulsory:

The marks are indicated against each question

Write an office note on the following with in 250 words. [10]

1. The UGC has invited proposals from the Central Universities for total computerization of Administration, Accounts, Examination and other ancillary administrative units of the universities within the ambit of certain guidelines. The maximum amount allocated for this purpose for each University has been fixed at Rs.05 crores. Assume yourself as the Dy.Registrar (Development) of your university and initiate a proposal for orders of the higher authorities proposing an action plan, the requirement of funds head-wise along with justification after co-ordinating with all concerned so that a self-contained proposal may be prepared and submitted to the UGC. *(Use blank sheets attached for writing the answer).*

2. Write the difference between: [5]

(i) Censure and Warning

Ans:

(ii) Fundamental Rights and Directive Principles of State Policy

Ans:

(iii) Rule 14 and 16 of the CCS (CCA), 1965

Ans:

(iv) University and Deemed to be University.

Ans:

(v) Acts and Statutes.

Ans:

3. ✓ Any one of the alternatives in the appropriate box: [10]

(i) Under the New Pension Scheme, the employee will have to make a contribution of:

- a) 10% of his Basic Pay + DP
- b) 10% of his Basic Pay + DA
- c) 10% of his Basic Pay
- d) None of the above

(ii) The Retirement Gratuity is admissible on superannuation subject to a maximum of:

- a) Rs. 4.00 lakhs
- b) Rs. 3.00 lakhs
- c) Rs.3.50 lakhs
- d) Rs.10.00 lakhs

(iii) The CCS (Conduct) Rules-3(1) provides that every Government servant shall at all times:

- a) Maintain absolute integrity, devotion to duty and absolute sincerity.
- b) Maintain absolute honesty, devotion to duty; and highest loyalty
- c) Maintain absolute integrity, devotion to duty and shall do nothing which is unbecoming of a Government servant
- d) None of the above

