

**भारतीय प्रौद्योगिकी संस्थान जोधपुर**  
**INDIAN INSTITUTE OF TECHNOLOGY JODHPUR**  
**सहायक कुलसचिव चयन/SELECTION OF Assistant Registrar**

Time: 1 ½ hours

Date of Exam: 27<sup>th</sup> April, 2014

**Maximum Marks: 100**

कृपया निर्देशों को सावधानी पूर्वक पढ़ें | विशेषतः इसके लिए आपको ५ मिनट दिए गए हैं |

Please read the instructions carefully. You are allotted 5 minutes specifically for this purpose.

**निर्देश / INSTRUCTIONS**

**अ./A. सामान्य / GENERAL**

१. रफ कार्य के लिए अतिरिक्त पृष्ठ नहीं दिए जायेंगे / 1.No additional sheets will be provided for rough work.
२. परीक्षा कक्ष में किसी भी प्रकार के सादे कागज, क्लिप बोर्ड, लाग सारणी, लघुगणक(स्लाइड पट्टी) , कैलकुलेटर, सेल फोन, पेजर एवं इलेक्ट्रॉनिक उपकरण के प्रयोग की अनुमति नहीं है / 2. Blank papers, clipboards, log tables, slide rules, calculators, cellular phones, pagers and electronic gadgets of any kind are NOT allowed in the Examination Hall.
३. अपना नाम और पंजीकरण संख्या (रजिस्ट्रेशन नंबर) उत्तर पत्र में निर्धारित स्थान पर बड़े अक्षरों में लिखें / 3. Write your name and registration number in the space provided on the Answer Sheet & Objective Response Sheet in INK and in CAPITAL LETTERS.
४. निरीक्षक के अनुदेश से पहले प्रश्न पत्र की सीलें ना तोड़ें / 4. Do not break the seals of the question-paper booklet before being instructed to do so by the invigilators.
५. हल किये गए कुल प्रश्नों की संख्या शब्दों और अंकों में अवश्य लिखें / 5. Total number of questions attempted must be written in Numerics and in Words.
६. प्रश्न पत्र बुकलेट में 14 प्रश्न और 8 पृष्ठ हैं / 6. The Question Paper booklet contains 8 pages having 14 questions.
७. सील तोड़ने के बाद कृपया सुनिश्चित कर लें की सारे प्रश्न स्पष्टतः पठनीय हैं / 7. On breaking the seal, please check that all questions are legible.

**ब. अंक निर्धारण पद्धति / B. MARKING SCHEME**

१. प्रत्येक एकाधिक पसंद सवाल का केवल एक सही उत्तर है/ 1. Each multiple choice question has only one correct answer.
२. सवाल १ से 10 के लिए कोई नकारात्मक अंक nahin है /For questions 1 to 10 there is no negative marks.
3. For Q. No. 1a to 4f (Part B) , each correct answer you will be awarded 1 mark, zero mark if no answer is written. In all other cases minus ½ mark will be awarded.

Please return the question booklet along with Answer sheet & Objective Response sheet .

NAME: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

## Assistant Registrar

Maximum Marks 100

Time : Two Hours

### PART A

**Question 1.** A state government employee with the following particulars: Grade Pay 6000 in with pay of 24600 in the Pay-band-III (15600-39600) and DA @48% join a Central government organization in a pay carrying Grade Pay of 5400 in PB-III with the DA rate of @90%.

- A. What will be the pay fixed for such an employee?
- B. What will be his/her pay if he/she were to join such a post from another Central Government Organization?

Show the pay-fixation calculation in both the instances. **10 Marks**

**Question 2.** Complete the following sentences: **5 Marks**

1. All the Central Educational Institutions (CEIs) will have to prepare their Annual Accounts for 2013-14 as per .....
2. As per the COPLAT the Annual Accounts of Autonomous organizations are to be completed by.....
3. NMEICT is a scheme under Ministry of .....
4. The non-ignorable portion of pension is .....
5. The NPS contribution by the employer is covered under Income Tax section .....
6. The maximum reimbursement that any central government employee can claim under CEA for the year 2013-14 is .....
7. The Maximum Earned leave an employee can encash on any account is .....
8. As per the Investment-pattern prescribed the maximum investment which can be made in BSE/NSE listed Equity or Equity linked MF is .....
9. The leave an employee with 200 EL and 700 days HPL in credits on the date of superannuation can encash is .....
10. The limit of e-procurement will come down to ..... from 1-4-2016.

**Question 3.** Write small notes on any two of following in 100 words: **10 Marks**

- i. Child Care Leave,
- ii. New Pension Scheme,
- iii. Letter of Credit,
- iv. Right to Information, and
- v. Purpose of suspension.

**Question 4.** Answer the following in True or False

**5 Marks**

1. If the investments on PF yield less funds than the amount required to pay PF interest rate announced by the Govt. for the year to the subscribers' account, the gap can be met from government grants.
2. Persons covered under CCS Pension Rule 1972 cannot subscribe to NPS.
3. Central Govt. Subscribers to NPS can switch their scheme twice in a year without any charges.
4. Office Equipments upto twenty-five lakhs can be purchased from Kendriya Bhandar without inviting any quotations.
5. ERP stands for Education Resource Planning.
6. Japan will provide loan to IIT Patna.
7. Annual Accounts are to be presented to parliament within seven months from end of financial year.
8. Bloomberg TV is a business channel.
9. Mint is an Economic Newspaper from HT group.
10. All purchases out of public funds are to be in accordance with rules framed under Public Procurement Act.

**Question 5.**

**7 Marks**

- a. Write down the items to be included in Salary Budget Demands as per Budget Circular from Finance Ministry to be submitted to MHRD.
- b. What are the items to be reflected in an institution's cash-flow under Retirement Benefits which has employees on Deputation from other organizations, under CCS Pension Rules, Contractual Employees under CPF and also certain Employees under NPS.

**Question 6.** Explain the following

**10 Marks**

1. Difference between Fundamental Rules and Supplementary Rules.
2. Services paid from Contingencies
3. Foreign Service
4. Difference Between Deputation and Lien
5. Immediate Absorption basis.

**Question 7. True or False**

**5 Marks**

1. Criema is a term used to denote crime cinema of Hollywood.
2. Academy Awards refers to titles given to Scientists.
3. Doodle is a competitor of Google.
4. Facebook is a social media platform.
5. National Knowledge Network is an organization of Top National Universities.
6. INflibnet is a network of Library and Information Network of Indian Universities.
7. INDEST is a consortium of Science and Engineering e-books and journals promoted by AICTE.
8. Receipt and Payment Rules is a compilation of Government Accounting Rules.
9. The Proprietary Article Certificate means this article is produced by a proprietorship firm.
10. Competent Authority generally refers to an authority which has the power to sanction or approve the decision which is being communicated.

**Question 8. Do you agree or disagree with the following proposition:**

**5 Marks**

“Role of Internal Audit is to find the rules which are violated in a case referred to it”. Write TEN reasons in support of your thought.

**Question 9. Write briefly on any one of the following.**

**5Marks**

- (i) MACPS,
- (ii) Gratuity, and
- (iii) Voluntary Retirement.

**Question 10.** Write a proposal for purchase of a Computer and Software required for your office use. Give complete configuration of the system required and against each write justification for each item included in the configuration. Similarly write the need-justification for each software that you require.

**8 Marks**

## PART B

1.

- 1a. The ratio of width of our National flag to its length is:  
(A) 3:5  
(B) 3:4  
(C) 2:3  
(D) 5:3
- 1b. Rabindranath Tagore's 'Jana GanaMana' has been adopted as India's National Anthem. How many stanzas of the said song were adopted?  
(A) Only the first stanza  
(B) First 2 stanzas  
(C) First 3 stanzas  
(D) First 4 stanzas
- 1c. The Battle of Plassey was fought in:  
(A) 1757  
(B) 1798  
(C) 1745  
(D) 1803
- 1d. Minimum age required to qualify for election to the Rajya Sabha is:  
(A) 18 years  
(B) 25 years  
(C) 30 Years  
(D) 35 Years
- 1e. The Nagaland State of India cannot be termed as a state because it lacks:  
(A) Sovereignty  
(B) Bicameral legislature  
(C) A high court exclusively of its own  
(D) Doesn't abide the constitution
- 1f. 'Madhubani', a style of folk paintings, is popular in which of the following states in India?  
(A) Bihar  
(B) Assam  
(C) Jharkhand  
(D) Andhra Pradesh
- 1g. India's highest award for lifetime achievement in sports is:  
(A) Tendulkar Award  
(B) Dhyan Chand Award  
(C) Sehwag Award  
(D) Padmashri
- 1h. How many States are there in India?  
(A) 24  
(B) 28  
(C) 29  
(D) 30

- 1i. The resolution of a printer is measured by:  
(A) Byte  
(B) DPI  
(C) Hz  
(D) Pixels
- 1j. Full form of modem is:  
(A) Modulator-Demodulator  
(B) Modulator-Demarked  
(C) Multiple Demodulator  
(D) None

10

## 2.

- 2a. Five-sixth of a number is 720. What will be 10% of the number?  
(A) 89.4  
(B) 86.4  
(C) 83.4  
(D) 79.4
- 2b. 42 women can do a piece of work in 18 days. How many women would be required to do the same work in 21 days?  
(A) 30  
(B) 32  
(C) 34  
(D) 36
- 2c. The cost of 7 tables and 12 chairs is Rs.48,250. What is the cost of 21 tables and 36 chairs?  
(A) Rs.1, 45,550  
(B) Rs.1, 55,450  
(C) Rs.1, 44,750  
(D) Cannot be determined.
- 2d. In a class of 78 students 41 are taking French, 22 are taking German. Of the students taking French or German, 9 are taking both courses. How many students are not enrolled in either course?  
(A) 24  
(B) 28  
(C) 32  
(D) 36
- 2e. A two-digit number is such that the product of the digits is 8. When 18 is added to the number, then the digits are reversed. The number is:  
(A) 2  
(B) 10  
(C) 8  
(D) 16
- 2f. The cost price of 20 articles is the same as the selling price of x articles. If the profit is 25%, then the value of x is:  
(A) 14  
(B) 15  
(C) 16  
(D) 17

3.

3a.  $B_2CD$ , \_\_\_\_\_,  $BCD_4$ ,  $B_5CD$ ,  $BC_6D$

- (A)  $B_2C_3D$
- (B)  $BC_3D$
- (C)  $BC_3D_4$
- (D)  $BC_3D_2$

3b. 2, 1, (1/2), (1/4), ... What number should come next?

- (A) 1/8
- (B) 1/16
- (C) 1/32
- (D) 1/64

3c. Predict the next image

E M E | M M M | E W E | W ? W



(1)



(2)



(3)



(4)

- (A) 1
- (B) 2
- (C) 3
- (D) 4

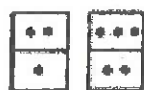
3d. Choose the right option



(1)



(2)



(3)



(4)

- (A) 1
- (B) 2
- (C) 3
- (D) 4

3e. If odometer is to mileage as compass is to:

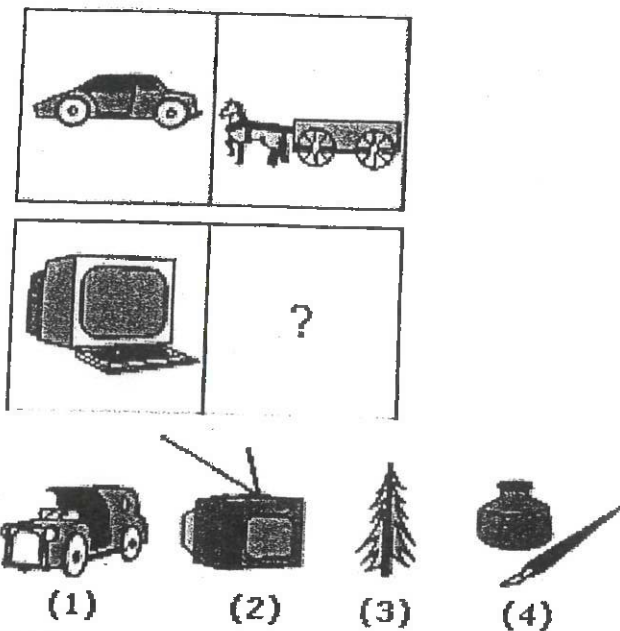
- (A) Speed
- (B) Distance
- (C) Needle
- (D) Direction

- 3f. If in a certain code, GLAMOUR is written as IJCNMWP and MISRULE is written as OGUSSNC, then how will TOPICAL be written in that code:  
 (A) VMRJACJ  
 (B) VMSDLKI  
 (C) VMBAHKA  
 (D) VMQWERT

- 3g. If ZEBRA can be written as 2652181, how can COBRA be written?  
 (A) 3154321  
 (B) 1231234  
 (C) 1234121  
 (D) 3152181

3h. Problem Figure:

8



- (A) 1  
 (B) 2  
 (C) 3  
 (D) 4

4. Read the following passage and answer the questions that follow.

6

Most people can remember a phone number for up to thirty seconds. When this short amount of time elapses, however, the numbers are erased from the memory. How did the information get there in the first place? Information that makes its way to the short term memory (STM) does so via the sensory storage area. The brain has a filter which only allows stimuli that is of immediate interest to pass on to the STM, also known as the working memory.

There is much debate about the capacity and duration of the short term memory. The most accepted theory comes from George A. Miller, a cognitive psychologist who suggested that humans can remember approximately seven chunks of information. A chunk is defined as a meaningful unit of information, such as a word or name rather than just a letter or number. Modern theorists suggest that one can increase the capacity of the short term memory by chunking, or classifying similar information together. By organizing information, one can optimize the STM, and improve the chances of a memory being passed on to long term storage.



When making a conscious effort to memorize something, such as information for an exam, many people engage in "rote rehearsal". By repeating something over and over again, one is able to keep a memory alive. Unfortunately, this type of memory maintenance only succeeds if there are no interruptions. As soon as a person stops rehearsing the information, it has the tendency to disappear. When a pen and paper are not handy, people often attempt to remember a phone number by repeating it aloud. If the doorbell rings or the dog barks to come in before a person has the opportunity to make a phone call, he will likely forget the number instantly.\* Therefore, rote rehearsal is not an efficient way to pass information from the short term to long term memory.\* A better way is to practice "elaborate rehearsal". \*This involves assigning semantic meaning to a piece of information so that it can be filed along with other pre-existing long term memories.\*

Encoding information semantically also makes it more retrievable. Retrieving information can be done by recognition or recall. Humans can easily recall memories that are stored in the long term memory and used often; however, if a memory seems to be forgotten, it may eventually be retrieved by prompting. The more cues a person is given (such as pictures), the more likely a memory can be retrieved. This is why multiple choice tests are often used for subjects that require a lot of memorization.

Choose the most appropriate response for the following questions:

- 4a. According to the passage, how do memories get transferred to the STM?
- (A) They revert from the long term memory
  - (B) They are filtered from the sensory storage area.
  - (C) They get chunked when they enter the brain.
  - (D) They enter via the nervous system.
- 4b. The word *elapses* in paragraph 1 is closest in meaning to:
- (A) Passes
  - (B) Adds up
  - (C) Appears
  - (D) Continues
- 4c. All of the following are mentioned as places in which memories are stored EXCEPT the:
- (A) STM
  - (B) Long term memory
  - (C) Sensory storage area
  - (D) Maintenance area
- 4d. How do theorists believe a person can remember more information in a short time?
- (A) By organizing it
  - (B) By repeating it
  - (C) By giving it a name
  - (D) By drawing it
- 4e. The word "it" in the last paragraph refers to:
- (A) Encoding
  - (B) STM
  - (C) Semantics
  - (D) Information
- 4f. The word *elaborate* in paragraph 3 is closest in meaning to
- (A) Pretty
  - (B) Regular
  - (C) Efficient
  - (D) Complex

## WRITTEN TEST FOR ASSISTANT REGISTRAR POSITION

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Signature of the Candidate: \_\_\_\_\_

Signature of the Invigilators: \_\_\_\_\_

### PART – B

**Answers to all questions should be marked as either A or B or C or D.**

Answer Q:1		Answer Q:2		Answer Q:3		Answer Q:4	
1a		2a		3a		4a	
1b		2b		3b		4b	
1c		2c		3c		4c	
1d		2d		3d		4d	
1e		2e		3e		4e	
1f		2f		3f		4f	
1g				3g			
1h				3h			
1i							
1j							

1. Number of Questions Attempted in Words (write in Ink): \_\_\_\_\_
2. Correct answer(s) : \_\_\_\_\_
3. Incorrect answer(s) : \_\_\_\_\_
4. Net score : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Examiner

\_\_\_\_\_  
Signature of the Scrutinizer

1,24,7

Frozen Answer For Assistant Registrar

PART A

- Question 1. A. 18440  
B. 25200

Question 2. Complete the following sentences:

1. Accounting Standard
2. 30<sup>th</sup> June
3. MHRD
4. 4000
5. 80CCD(2)
6. 30000
7. 360
8. 15%
9. 200 EL + 100 HPL
10. 2 Lakh

= 250

Question 3. Subjective

Question 4. Answer the following in True or False:

1. False
2. False
3. False
4. False
5. True
6. False
7. False
8. True
9. True
10. False

Question 5. Following items are include under:

- a. Salary/Establishment Budget
  - i. Group of posts/sanctioned/in position (Regular/Temp./Adhoc)
  - ii. Pay + Grade Pay + DA
  - iii. Other Allowance: Transport, HRA, NPA, LTC, CEA, Conveyance, Medical.
  - iv. Provision for vacant posts
  - v. Wages
  - vi. Overtime Allowance
  - vii. Domestic Travel Expenses
  - viii. Foreign Travel Expenses

- b. Following items will appear under Retirement benefits:
- i. Pensions
  - ii. Family Pensions
  - iii. Dearness Relief
  - iv. Medical Allowance
  - v. DCRG
  - vi. Commutation of Pension
  - vii. Leave Encashment
  - viii. Employer's Contribution to CPF
  - ix. Ex – gratia
  - x. Employer's contribution to NPS
  - xi. LSPC
  - xii. TTA on retirement
  - xiii. Provident Fund linked Insurance
  - xiv. Account Opening and Maintenance Charges to NSDL
  - xv. +/- Provision for Actuarial Payments.

**Question 6.** The answers are:

1. Fundamental Rules are basic rules whereas supplementary rules are rules to implement Fundamental rules and or fill the gaps.
2. Refers to services which are not paid against a post borne on the Sanctioned Establishment
3. Services which payments are not made from the Consolidated fund of India.
4. Deputation is borrowing services of an employee by another employer/department. Lien is retaining of security of confirmation against a post by an employee till such time he/she obtains lien against another sanctioned post.
5. When the services of an employee cannot be transferred to another organization the employee is asked to serve all relationship with the present employer and then take-up another assignment.

**Question 7.** Answers are

- |          |          |
|----------|----------|
| 1. False | 6. True  |
| 2. False | 7. True  |
| 3. False | 8. False |
| 4. True  | 9. False |
| 5. False | 10. True |

**Question 8 to 10** are test of audit and computer as also language ability.

PART - B (Frozen Answer - AR)

Answers to all questions should be marked as either A or B or C or D.

Answer Q:1		Answer Q:2		Answer Q:3		Answer Q:4	
1a	C	2a	B	3a	B	4a	B
1b	A	2b	D	3b	A	4b	A
1c	A	2c	C	3c	C	4c	D
1d	C	2d	A	3d	A	4d	A
1e	A	2e	B	3e	D	4e	D
1f	A	2f	C	3f	A	4f	D
1g	B			3g	D		
1h	C			3h	D		
1i	B						
1j	A						

30

Marks ①  
Wrong 0.5