



AR-19

**Indian Institute of Technology Jodhpur**  
Ratanada, Jodhpur – 342011

Written test for the post of Assistant Registrar (PayBand-3 in the Grade Pay Rs. 5,400)

Time: 09.00 AM to 10.30 AM  
Number of Questions: 50

Date of Exam.: 18.02.2017  
Maximum Marks: 300

INSTRUCTIONS

Please read the instruction carefully

1. This question book-let is comprising of three section namely PART-A: objectives questions, PART-B: fill in the blanks with appropriate answer, and PART-C: descriptive type question.
2. All the answers are required to be written on space provided. No additional sheets will be provided for rough work.
3. Blank papers, clipboards, log tables, slide rules, calculators, cellular phones, pagers and electronic gadgets of any kind are NOT allowed in the Examination Hall.
4. Write your name and registration number in the space provided in CAPITAL LETTERS.
5. Do not break the seals of the of the question-paper booklet before being instructed to do so by the invigilators.
6. On breaking the seal, please check that all questions are legible.
7. Each question has only one correct answer.
8. For PART-A and PART-B, each correct answer you will be awarded 4 marks, zero marks if no answer is written. In all other cases minus one (-1) mark will be awarded.

---

Candidates are requested to fill the following details in his own handwriting

Name of Candidate (CAPITAL LETTERS): .....

Post applied for: .....

Signature of Candidate

Signature of Invigilator

**PART-A**

1. Who among the following was the Chairman of the Drafting Committee of the Indian Constitution?

- (a) Rajendra Prasad                      (b) C. Rajagopalachari                      (c) Tej Bahadur So  
(d) B. R. Ambedkar                      (e) None of these

Ans.: .....

2. Which of the following was adopted from the Maurya dynasty in the emblem of Government of India?

- (a) Horse                      (b) Words Satyameve Jayate                      (c) Four lions  
(d) Chariot wheel                      (e) None of these

Ans.: .....

3. Who among the following is not a part of IIT Council?

- (a) Chairman, IIT Jodhpur                      (b) Director, IIT Jodhpur                      (c) Registrar, IIT Jodhpur  
(d) Union Minister, HRD                      (e) None of these

Ans.: .....

**Directions** (for question no. 4 to 8): Read the following passages and answer the questions given below them. Certain words in the passages are printed in **bold** to help you to locate them easily for answering some of the questions.

The same high mental faculties which first led man to believe in unseen spiritual agencies then in fetishism, polytheism, and ultimately in monotheism, would **infallibly** lead him, as long as his reasoning power remained poorly developed, to various stranger superstitions and customs. Many of them are terrible to think of, such as the sacrifice of human beings to a blood-loving god; the trial of innocent persons by the **ordeal** of poison or fire, witchcraft, devil worship necromancy-yet it is well occasionally to reflect on these superstitions, these conjurations of diabolic occult powers, for they show us what an infinite debt of gratitude we owe for the improvement of our reason to science, and to the accumulated knowledge science has granted us.

4. The author of the passage would most likely agree with which one/two or three of the following statements?

- (A) Monotheism motivated people to the sacrifice of human beings.  
(B) Monotheism evolved with the development of the intellect.  
(C) Polytheism preceded the belief in unseen spiritual forces.
- (a) Only A                      (b) Only B                      (c) Only C  
(d) A and B                      (e) All the three

Ans.: .....

5. It can be inferred from the passage that the author considers the kind of underdeveloped reasoning described in the passage to be a cause of

- (a) apathy                      (b) spontaneity                      (c) barbarity  
(d) scepticism                      (e) lethargy

Ans.: .....

6. Human belief in superstitions can effectively be countered only by  
(a) the high mental faculties (b) underdeveloped reasoning powers  
(c) sympathy for the innocents (d) witchcraft and devil worship  
(e) None of these

Ans.: .....

7. If the above passage is the core part of an article, the best title of that could be  
(a) witchcraft (b) theology (c) scientific method  
(d) anthropology (e) organic evolution

Ans.: .....

8. According to the passage, we are indebted to science for our  
(a) original intellectual capacity  
(b) belief in fetishism  
(c) development of laws to protect the innocent  
(d) liberation from irrational primitive beliefs  
(e) powers of conjuration

Ans.: .....

9. Which of these keys is not on the number keypad?  
(a) Ctrl (b) Del (c) Enter  
(d) Num Lock (e) None of these

Ans.: .....

10. What term is used to describe using the mouse to move an item on the screen to a new location?  
(a) Click (b) Double-click (c) Drag and drop  
(d) Point (e) Right-click

Ans.: .....

11. The file system resides permanently on ..... storage.  
(a) Primary (b) Secondary (c) Device  
(d) Director memory (e) None of these

Ans.: .....

12. The pictorial representation of a program or algorithm is called a .....  
(a) chart (b) salve chart (c) flow chart  
(d) mix chart (e) none of these

Ans.: .....

13. Computers use the ..... System to process data.  
(a) processing (b) kilobyte (c) binary  
(d) representational (e) none of these

Ans.: .....

14. A word on a web page which opens other document when clicks on it is a .....  
(a) Anchor (b) Hyper link (c) Reference  
(d) URL (e) none of these

Ans.: .....

15. Which Powerpoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?  
(a) Slide Sorter (b) Slide Show (c) Slide master  
(d) Notes Page (e) Slide Design

Ans.: .....

16. Which option is correct to enter the charts in MS-Excel:  
(a) Formulas>>charts (b) Data>>charts (c) Insert menu>>charts  
(d) View>>charts (e) none of these

Ans.: .....

17. A telephone number, a birth date, and a customer name are all examples of .....  
(a) a record (b) data (c) a all  
(d) a database (e) none of these

Ans.: .....

18. In order to create columnar data in Word you need to .....  
(a) Tab consecutively until cursor reaches the desired place  
(b) Set tabs or use the Table menu  
(c) You need to use Excel  
(d) Press the space bar until your cursor reaches the desired place  
(e) none of these

Ans.: .....

19. A number divided by 56 gives 29 as remainder. If the same number is divided by 8, the remainder will be ...  
(a) 4 (b) 5 (c) 6  
(d) 7 (e) none of these

Ans.: .....

20. An officer was appointed on maximum daily wages on a contract money of Rs. 4956. But on being absent for some days, he was paid Rs. 3894. For how many days was he absent?

- (a) 1 (b) 2 (c) 3  
(d) 4 (e) none of these

Ans.: .....

21.  $\frac{1}{4}$ th of number of boys and  $\frac{3}{8}$ th of number of girls participated in annual sports of the school. What fractional part of total number of students participated?

- (a) 32% (b) 20% (c) 36%  
(d) 28% (e) Data inadequate

Ans.: .....

22. The average marks obtained by 120 students in an examination is 30. If the average marks of passed students is 40 and that of the failed students is 10, what is the 25% of the number of students who passed the examination?

- (a) 30 (b) 20 (c) 40  
(d) 15 (e) None of these

Ans.: .....

23. A contract is to be completed in 92 days and 234 men were set to work, each working 16 hrs a day. After 66 days,  $\frac{4}{7}$  of the work is completed. How many additional men may be employed so that the work may be completed in time, each man now working 18 hrs a day?

- (a) 162 (b) 234 (c) 262  
(d) 81 (e) None of these

Ans.: .....

24. 'DEAN' is related to 'NDAE' and 'ROAD' is related to 'DRAO' in the same way as 'SOME' is related to

- (a) ESMO (b) EOMS (c) EMOS  
(d) MSEO (e) None of these

Ans.: .....

25. The length and breadth of a rectangular field are in the ratio of 12:7. Find the length, if area of the field is 52500 sqm.

- (a) 150 m (b) 250 m  
(c) 200 m (d) 300 m  
(e) None of these

Ans.: .....

**PART-B**

**Fill in the blanks with appropriate term given in below box. The terms given in box may be used for once or more, some of them may not be used also.**

**25x4=100 marks**

Ministry of Urban Development	25	Closure of Financial Year		
	12	30	secretary	revenue
recurring	duplicate	cabinet	2008	single
3	2005	2012	non-recurring	6
12	18	controlling officer	1 year	5
10	obtaining offers	2 months	DGS&D	1 month
triplicate	22	178	40	2015

26. As per Rule 257 (2), the Service Book of Govt. servant shall be maintained in .....
27. LTC (Leave Travel Concession) claim should be prepared within ..... month where advance is drawn and ..... months where advance is not drawn.
28. Request for Proposal (RFP) is the document to be used by Ministry/Department for ..... from the short listed consultants.
29. Outsourcing of services can be resorted to by Department under Rule ..... of GFR.
30. For estimated value of work or service above Rs. .... lakhs the Ministry/Deptt. Should issue advertised tender enquiry asking for offers in national newspapers and website of Ministry.
31. No new autonomous institution should be created by Ministry/Department without the approval of the .....
32. Unless otherwise specified, the utilization certificate should be submitted within 12 months of .....
33. .... is responsible for expenditure from Budget allocation.
34. As per Rule 30, a sanction shall lapse in ..... months unless otherwise specified.
35. Child Care Leave is admissible upto ..... years of age in case of normal child and upto the age of ..... years in respect of disabled/mentally challenged children.
36. Who is the Chief Accounting Authority of Ministry/Department? .....

37. As per rule 126 (4) all original works estimated to cost Rs. .... lakhs and repair works estimated to cost Rs. .... lakh may be got executed through a Public Works Organization after consultation with .....
38. As per Rule 147, a Department may directly procure ..... rate contracted goods from suppliers by making its own arrangements for Inspection and testing of such goods.
39. Under New Pension Scheme Government Servant have to contribute .....%
40. Advance payments not exceeding .....% of contract value may be made for maintenance contracts of costly equipment to private firm and .....% to PSU. While making such advance payments, bank guarantee should be obtained from the firm.
41. To ensure due performance of the contract, performance security is to be obtained from successful bidder awarded the contract for an amount of .....% to .....% of value of contract.
42. Indian Institute of Technology Patna is established under IT (Amendment) Act .....
43. .... expenditure means the expenditure incurred at periodic intervals for the same purpose.
44. Charges on maintenance, repair, establishment and administrative expenses shall be classified as ..... expenditure.

**PART-C**

45. Write short notes on following: **6x5=30 marks**
- a. Invalid Pension
  - b. Subsistence Allowance
  - c. Earnest Money Deposit
  - d. Child Care Leave
  - e. New Pension Scheme
46. WGRC-role and responsibility (word limit: 200) 10 marks
47. Define step-by-step two bid system under Purchase Procedure. 20 marks
48. Mention various Major penalties under CCS(CCA) Rules. 10 marks
49. Draft a circular from the Registrar to all the contractors engaged in construction work/services to adhere the contract labour law strictly. 15 marks
50. The service of outsourced security agency has been terminated with immediate effect and tender for new agency is under process. Write a letter to district administration for proper security arrangement during this period. 15 marks