

JAWAHARLAL NEHRU UNIVERSITY

Test for recruitment to the post of Section Officer
Paper-I: Essay, Precis, Drafting and Applied English Grammar

Max.Time allowed: 3 hours

Max.Marks:100

Q.1 Write an Essay in about 600 words on any one of the following. (Essay should consist of introduction, body and conclusion): (25)

- (a) Unemployment Problem in India: Some solutions.
- (b) An Interesting Book I have read
- (c) e-Governance in Universities
- (d) An Ideal Citizen
- (e) Violence against Women: Problems and Solutions

Q.2 Write a précis of the following passage in about 100 words and suggest a suitable title. Also, make sentences of your own from italicized words in the text. (25)

Expansion of *access* to higher education has always been a challenge. Current second coming of this *concerted* expansion drive, the first one being the one immediately after the Independence, mostly in 1950s and thereafter, also faces similar challenges with inadequate resources, availability of qualified teachers and other national infrastructure needed. Fortunately, compared to the first round when the private resources were limited, the national government now could fall back on the private providers and they do so now in a large measure. Essentially, this also is an effort to mobilize extra resources by the government to expand the access and thereby improve our General Enrolment Ratio (GER). Since late 1980, no new government colleges and universities in most of the States were established due to the government's budgetary *constraints*. Our allocation for higher education stands at the lowest rung at about less than 0.5 per cent of the GDP among the comity of nations. Consequently, both the national governments – federal and states – resorted to mobilize the private capital to build additional institutions. Today, we have more private institutions than the public ones in most of the States. Private participation in higher education is not new and they co-exist and serve the national needs even in well developed countries. Contrary to the Indian scenario, the *distinction* between private and public universities in countries like USA is not based only on the source of support they get. On an average the public universities are getting somewhere between 40-55 per cent of the annual budget while the private ones get about 30-35 per cent from the public sources. The rest are mobilized mostly from student fees, and to some extent from their own corpus capitals and voluntary donations. Under the existing regulatory conditions, no corporate groups are willing to invest huge sums on education enterprises as their share holders are *wary* of any non-profit ventures. Lack of adequate resources and *stringent* regulations have driven many of the private institutions to sell away their physical assets to get back some of their investments in many States.

Q.3 Read the following paragraph and fill in the blanks with appropriate verbs: (5)

People from far and near _____ (came) to a river for a holy dip. One day, a holy man, after his dip in the river, _____ (stand) in the knee-deep water to offer a handful of water to the Sun God. Just then a golden fish _____ (jump) out of water and fell into his hands. The man _____ (surprise) to see this beautiful gift from the holy river. But, being a kind religious man, he _____ (take) pity on the fish and gently _____ (lower) it into the river. The fish soon _____ (appear) in the form of an angel and _____ (bless) the man for his kindness.

Q.4 Convert the following simple sentences into Compound sentences: (5)

- (a) He is here. I shall bear his expenses during the time.
- (b) She worked and worked. She was tired to work by then.
- (c) It might rain. It looks like that.
- (d) Gopika is smart. Kusum is equally smart.
- (e) She may go. She may stay. I don't know.

Q.5 Substitute the bold italicized words in the given sentences in the form indicated in each:(5)

- (a) We are **proud** of our soldiers (substitute a Noun)
- (b) This scheme cannot be put into **practice** (Substitute an adjective)
- (c) Our soldiers put up a brave **fight**(substitute a verb)
- (d) Drinking is **injurious** to health (substitute a verb)
- (e) She treated me with **sympathy**(substitute an adverb)

Q6 Do as directed.(5)

- (a) If the scooter is not repaired, we cannot go tomorrow (use: unless)
- (b) This print is so dim that I cannot read it (use: too)
- (c) Everest is the highest ountain in the world (change into comparative degree)
- (d) It may be a fish. It may be a snake (Join by using 'either'...'or')
- (e) All his property was auctioned so that his debts could be paid off (Begin the sentence with 'In order to'..)

Q.7 Drafting (answer any three, each carries 10 marks (3x10))

- (a) Write a detailed Office Note in about 150 words suggesting at least ten ways to bring down rising prices of essential commodities and steps to be taken to curb hoardings.
- (b) As an official responsible for security set up, put up a comprehensive note for consideration of higher officers suggesting various ways to improve policing and bring about a qualitative change in the police working so that citizens feel a sense of security.
- (c) If you were a University Engineer In-charge of various building construction activities, you may have to take various clearances from concerned municipal authorities before the buildings are taken over and made operational. List out these prerequisites and write a D.O. letter to the concerned authority for seeking one of these clearances.
- (d) Draft a Circular from the Registrar to all Deans of Schools/Chairpersons of Centres in the University informing them about a UGC Scheme for capacity expansion, including provision for sanctioning seed money as start up to newly appointed faculty in Science Schools, requesting them to bring the contents of the Scheme to the notice of the concerned all faculty members in their Schools/Centres.
- (e) Finance Officer in a University system is responsible to ensure that funds are utilized for the purpose for which these are allocated. He is also to ensure that these funds are spent judiciously. Draft a Circular from the Finance Officer to all concerned highlighting this aspect in a brief but lucid way for compliance.

(Assume specific dates for different activities for drafting your letters, etc.)

JAWHARLAL NEHRU UNIVERSITY

SECTION OFFICER EXAMINATION (FEBRUARY, 2013)

PART-II (Section A - GENERAL OFFICE PROCEDURE & SERVICE RULES)

Max. Marks: 67

Q.1 Attempt any Four of the following questions in this section (12 marks)

- i) Fundamental Principles of Public Buying
- ii) Performance Security
- iii) Earnest Money Deposit
- iv) Commutation of Pension
- v) Weekly Arrear Report
- vi) Subsistence Allowance

Q.2 What are the general conditions governing purchase and explain Single Tender, Limited Tender and Open Tender? (15 marks)

Question no.3 to 6 carry 5 marks each (5x4 = 20 marks)

Q.3 Write down the conditions when period of suspension is treated as duties.

Q.4 What is family Pension? How is it calculated?

Q.5 Describe the circumstances of reinstatement in service.

Q.6 As a Section Officer, put up a proposal to the Competent Authority justifying the need of Bio-matric system of attendance.

Q.7 Complete the following sentences (10 marks)

- a) Home town declared can be changed _____ during the entire service .
- b) The Seniority of directly recruited official is determined with reference to _____
- c) The maximum amount of reimbursement of Children Education Allowance in a year for one child is Rs. _____
- d) The credit for $\frac{1}{2}$ year in which a govt. servant is due to retire or resign from the service will be afforded @ _____ day for each completed calendar year.
- e) Rates of Special Allowance for disabled women employees has been enhanced by _____ to Rs _____ w.e.f. 1.1.2011.
- f) A balance of atleast _____ days of EL may be available to the credit of employee after availing leave and leave encashment.
- g) The maximum amount of monthly pension that can be commuted by an employee is _____ percent of monthly pension.
- h) Withholding of a promotion is a _____ penalty.
- i) The claim of TA/DA on retirement has to be submitted within a period of _____ from the date of retirement.
- j) 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.

Q.8 A Central Government servant drawing Band Pay of Rs.18,600 plus Grade Pay of Rs.4800 from 1.8.2011 died on 31.10.2011 while in service. His date of birth is 6.6.1952. Calculate his family pension as per eligibility for payment of family pension. (10 marks)

Jawaharlal Nehru University, New Delhi

Test for post of Section Officer (Open Quota)

Paper II (Part B): Financial Regulations

Maximum marks: 33

Attempt all questions

Questions can be answered either in English or in Hindi

Q1. As per provisions of General Financial Rules (GFR):

- (a) When can goods be procured on the basis of Single Tender Enquiry? (3 marks)
- (b) How are bids obtained under Limited Tender Enquiry? (2 marks)
- (c) Discuss provisions relating to advance payment to supplier. (7 marks)
- (d) Write short notes on (i) Technical bid and (ii) Financial bid. (4 marks)

Q2. Write short notes on:

- (a) Child Care Leave (5 marks)
- (b) Leave encashment at the time of availing LTC (5 marks)
- (c) New Pension Scheme (5 marks)

Q3. What is the maximum amount of advance which can be granted to a Government servant for purchase of a motor car: (2 marks)

- (a) On the first occasion
 - (b) On the second occasion
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