



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति



Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

Examination for Non-Teaching Positions
Adv. No. IITT/STAFFREC/02/2023 dated 23.08.2023

Deputy Registrar

Maximum Marks: 60

Time: 60 Minutes

Candidate Name

Post Serial Number

Signature of Invigilator

General Instructions:

Please read the following instructions carefully:

1. This test booklet contains 10 pages. Immediately after the commencement of the examination, you should check that this test booklet does not have any unprinted or torn or missing pages or items etc. If so, get it replaced.
2. This test booklet contains 60 questions. Each Question carries 1 mark. Each question comprises four answers. You will select the answers which you want to mark on the answer sheet.
3. You have to mark only one answer otherwise it will be counted as a wrong answer.
4. 0.33 mark will be deducted for each wrong answer.
5. Use blue/black ink ball point pen for darkening the circles on the OMR answer sheet only. Do not use Pencil.
6. Folding, wrinkling or putting any unwanted mark or damaging the OMR answer sheet is prohibited. The candidate will be responsible for invalidation of the OMR answer sheet by doing such deeds.
7. Any kind of electronic devices, including smart watches, mobiles, calculators, and/or any paper chits, letters or printouts are not allowed inside the examination hall.
8. You have to hand-over the answered OMR sheet and the test booklet to the invigilator after the examination.

Part- A (60 Marks)

Academic Administration (15 questions of 1 mark each)

- 1) The minimum residential requirement for the PhD scholars admitted under the external or part-time categories is
 - a) One semester
 - b) One year
 - c) Two years
 - d) None of the above
- 2) B. Tech students, at the time of reporting at the admitting institute, biometric verification shall be done against the biometric data captured at _____
 - a) the time of the exam
 - b) the time of counseling
 - c) the time of document verification
 - d) the time of applying
- 3) Staff can register Ph.D/MS(R) Programme after completing _____ years of regular service at IIT Tirupati
 - a) 4
 - b) 3
 - c) 2
 - d) 1 (after completing the probationary period)
- 4) Half-Time Teaching Assistantship (HTTA) will be paid to
 - a) B. Tech and M. Sc students
 - b) M. Tech and MPP students
 - c) MS (R) and M. Sc s
 - d) Ph.D Students
- 5) Minimum number of credits to be obtained for the award of the MPP degree,
 - a) should be not less than 71 and not more than 76
 - b) should be not less than 69 and not more than 76
 - c) should be not less than 70 and not more than 76
 - d) should be not less than 71 and not more than 76
- 6) B. Tech students who are admitted to a preparatory course will study the following basic courses in their first year:
 - a) Maths, Physics, Chemistry, Hindi
 - b) Maths, Physics, Chemistry
 - c) Maths, Physics, Chemistry, English
 - d) Maths, Physics, Chemistry, Humanities
- 7) Find the odd man out (Which one is not a curriculum-based programme).
 - a) B. Tech
 - b) MPP
 - c) M. Sc
 - d) MS(R)

- 8) B. Tech Students belonging to GEN / GEN-EWS / OBC-NCL categories, whose annual family income is between Rs. 1.00 lakh to Rs. 5.00 lakh, will get waiver of _____
- 2/3rd of the tuition fee
 - 100% of the tuition fee
 - 1/3rd of the tuition fee
 - 50% of the tuition fee
- 9) All academic matters related to the selection of students or participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the _____ for its information and approval.
- IIT Council
 - Senate
 - Board
 - Class Committee
- 10) The coursework requirement of Research scholars is _____ CGPA, subject to a minimum of a _____ grade in each of the prescribed courses.
- 8.00 and B
 - 7.50 and C
 - 7.50 and B
 - 8.00 and C
- 11) Which of the following statements is not true about the NHERC?
- It will be responsible for regulating the quality of higher education in India.
 - It will be responsible for ensuring that all Higher Education Institutes meet certain standards.
 - It will be responsible for developing and implementing policies on higher education in India.
 - None of the above.
- 12) Which of the following entries of the Constitution of India deals with coordination and determination of standards in institutions for higher education or research or scientific and technical institutions.
- Entry 64
 - Entry 65
 - Entry 66
 - Entry 67
- 13) Which of the following is the Statutory function of the UGC?
- To appoint teaching faculty in Universities.
 - To control the conduct of examinations in Universities.
 - To determine and maintain standard of teaching and research in Universities.
 - To develop curriculum for the University courses.
- 14) Which Committee/Commission recommended the choice-based credit system in higher education of India?
- Administrative and Academic Reform Committee of the UGC.
 - Justice Verma Commission on Teacher Education.
 - Ramamurti Committee in Higher Education.

d) Chattopadhyay Committee on Teacher Education.

- 15) The choice-based credit system was introduced in higher education of India as _____
- a) It has to implement percentage-based evaluation rigorously.
 - b) There is a need to allow flexibility so that the students can choose courses of their interests.
 - c) It has to prepare uniform syllabus through the country.
 - d) To bring transparency and uniformity in evaluation.

Administration & Establishment (15 questions of 1 mark each)

- 16) Read the following two statements and choose the correct alternatives:
- I. *Every page in each part of the file should be consecutively numbered in separate series.*
 - II. *The record classified as Category 'A' does not qualify for permanent preservation for administrative purposes.*
- a) Both I and II are true
 - b) I is true and II is false
 - c) I is false and II is true
 - d) Both I and II are false

- 17) When is the communication of a proposal complete:
- a) When it comes to the knowledge of the person to whom it is made
 - b) Only when the proposal, acceptance or revocation of the proposal is recorded in writing
 - c) When the other party gives his assent or dissent to the proposal
 - d) Only when a clear verbal communication of such proposal is made

- 18) Central Government servants are eligible to encash 10 days Earned Leave at the time of availing LTC/HTC, a balance of Earned Leave that should be at his/her credit after taking into account the period of encashment as well leave should be at least :-
- a) 120 days EL
 - b) 60 days EL
 - c) 30 days EL
 - d) 50 days EL

- 19) Time limit for Review of suspension of a Central Government employee as per CCS (CCA) rules
- a) Ninety days
 - b) Fifteen days
 - c) One month
 - d) Six months

- 20) A Government servant will be debarred from any future employment in a Government on imposition of Penalty of:
- a) Compulsory Retirement
 - b) Censure
 - c) Removal from service
 - d) Dismissal from service

- 21) A Government servant was drawing basic pay of Rs. 5250.00 in the pay scale of Rs. 4500-125-700 with DNI on 01.07.2005. His pay scale has been upgraded to Rs. 5000-150-8000 from 20.01.2006. He exercised option for fixation of his pay in the upgraded scale from 01.07.2006. His pay will fixed at

- a) Rs. 5300.00
- b) Rs. 5375.00
- c) Rs. 5450.00
- d) Rs. 5500.00

22) Maximum amount of Gratuity admissible to a Central Government Employee under 7th Central Pay Commission

- a) 3.5 lakh
- b) 10 lakh
- c) 20 lakh
- d) 33 Lakh

23) Fresh recruits to the Central Government are allowed to travel any place in India on availing of LTC in

- a) Third Occasion
- b) Fourth Occasion
- c) Fifth Occasion
- d) Any Occasion

24) Which article envisages the establishment of the National Commission for Scheduled Castes?

- a) Article 338
- b) Article 250
- c) Article 180
- d) Article 142

25) As per the Records Retention Schedule of Government of India a Category 'C' record is kept 'for specified period ' not exceeding

- a) 3 years
- b) 5 years
- c) 10 years
- d) 25 years

26) Pay fixation on PROMOTION under 7th CPC is made under ----- of CCS(RP) Rules 2016

- a) Rule-10
- b) Rule-11
- c) Rule-12
- d) Rule-13

27) What is the maximum amount of study leave which can be availed by a Government employee, other than CHS Officers in his entire service period

- a) 24 months
- b) 18 months
- c) 12 months
- d) 10 months

28) Government servants are not entitled to leave salary while availing

- a) Half Pay Leave
- b) Commuted Leave
- c) Extra Ordinary Leave
- d) Maternity Leave

29) Second Appeals on information pertaining to a person's life and liberty should be decided by Information Commissions within

- a) As expeditiously as possible, but within 5 days
- b) 48 hours
- c) 24 hours
- d) No such time limit has been specified

<p>30) What is the interest rate payable on delayed payment of leave encashment dues?</p> <p>a) 2%</p> <p>b) 4%</p> <p>c) 5%</p> <p>d) No provision</p>
<p>Finance & Accounts (15 questions of 1 mark each)</p>
<p>31) On superannuation the ratio of withdrawal and annuity purchase of the savings under NPS will be</p> <p>a) 60:40</p> <p>b) 40:60</p> <p>c) 80:20</p> <p>d) 20:80</p>
<p>32) Under Section 194C of Income Tax Act 1961, TDS provision will not attract if the contractor (Individual) gets only one contract during the financial year not exceeding</p> <p>a) Rs. 100000/-</p> <p>b) Rs. 75000/-</p> <p>c) Rs. 30000/-</p> <p>d) Rs. 25000/-</p>
<p>33) Asim joined on 5th January 2019 with probation for one year. His NPS should start from</p> <p>a) 5th January 2019</p> <p>b) 5th January 2020</p> <p>c) 1st February 2019</p> <p>d) 1st February 2020</p>
<p>34) Which is not an underlying assumption for preparing a Financial Statement?</p> <p>a) Accrual basis</p> <p>b) Consistency</p> <p>c) Going concern</p> <p>d) Materiality</p>
<p>35) If the payee does not furnish PAN, TDS u/s 194-I on rent shall be made @</p> <p>a) 10%</p> <p>b) 20%</p> <p>c) 15%</p> <p>d) 2%</p>
<p>36) Deduction available from the Net Annual Value (NAV) of the house property u/s 24(a) of the income tax act is -</p> <p>a) Actual expenditure incurred to repair the house property during the year</p> <p>b) 30% of Net Annual Value</p> <p>c) 1/5th of Net Annual Value</p> <p>d) Rs. 30,000/-</p>
<p>37) Interest on delayed payment of gratuity is applicable if?</p> <p>a) The Government servant delays submission of papers.</p> <p>b) The delay is attributable to clear administrative lapses.</p> <p>c) The Government servant is ignorant of the rules.</p> <p>d) All of the above</p>
<p>38) A Central Government servant admitted in a recognized hospital, for treatment before retirement but discharged from hospital after two months on attaining the age of superannuation. As per CGHS rule</p> <p>a) He will not get any reimbursement</p>

- b) He will get reimbursement for the entire period
- c) He will get proportionate reimbursement for which he was in service
- d) He will get only reimbursable medicine cost

39) What is the maximum wage period for the payment of wages?

- a) 1 month
- b) 30 days
- c) 3 months
- d) 89 days

40) In India GST became effective from

- a) 1st April 2017
- b) 1st April 2018
- c) 1st July 2017
- d) 1st July 2018

41) Which one of the following is not the component of internal control?

- a) Risk assessment process
- b) Management reports
- c) The information system
- d) Monitoring

42) Cases involving material loss or destruction of Government property as a result of fire, theft, fraud etc., shall be invariably reported to the Police for investigation as early as possible where value of loss exceeds _____

- a) Rs.10,000/-
- b) Rs. 25,000/-
- c) Rs.50,000/-
- d) Rs.1,00,000/-

43) Which among the following is not included in the Standards of financial propriety as contained in GFR 2017?

- a) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- b) The expenditure should not be prima facie more than the occasion demands
- c) Expenditure should never exceed the Budget allocation under any circumstances
- d) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage

44) Which among the following is/are the duties and responsibilities of a controlling officer in respect of funds placed at his disposal?

- a) that the expenditure does not exceed the budget allocation
- b) that the expenditure is incurred for the purpose for which funds have been provided
- c) that the expenditure is incurred in public interest
- d) All the above

45) As per which Rule of GFR 2017, all moneys received by or on behalf of the Government either as dues of Government or for deposit, remittance or otherwise, shall be brought into Government Account without delay?

- a) Rule 13
- b) Rule 7
- c) Rule 21
- d) Rule 54

Purchase & Stores (15 questions of 1 mark each)

46) The amount of performance security should be an amount of:

- a) 5% to 10% of the estimated cost
- b) 5% to 10% of value of the contract
- c) 11% to 20% of the estimated cost
- d) 11% to 20% of value of the contract

47) Rejection of all Bids is justified when:

- I. effective competition is lacking
 - II. none of the technical Proposals meets the minimum technical qualifying score
 - III. the Bids prices are substantially higher than the updated cost estimate or available budget
- a) Both I and II are true
 - b) All I, II and III are true
 - c) Only II is true
 - d) Both II and III are true

48) In relation to procurement of Consulting Services the full form of:

- I. TOR: Table of Rates
 - II. RFP: Request For Proposal
- a) Only I is true
 - b) Only II is true
 - c) Both I and II are true
 - d) None of I and II are true

49) Read the following two statements and answer the following:

- I. Fixed assets should be verified at least once in a year.
 - II. Consumable goods and materials should be verified at least twice in a year.
- a) Only I is true
 - b) Only II is true
 - c) Both I and II are true
 - d) None of I and II are true

50) An online real-time purchasing technique to select the successful bid, which involves presentation by bidders of successively more favourable and competitive bids during a scheduled period of time and automatic evaluation of bids is called:

- a) Electronic Procurement
- b) Electronic Buyer Seller Action
- c) Electronic Reverse Auction
- d) Electronic Buyer Selection

51) The full form of QCBS:

- a) Quality and Cost Based Selection
- b) Quantity and Cost Based Selection
- c) Quality and Component Based Selection
- d) Quantity and Component Based Selection

52) Bid Security is to be obtained from the bidders except:

- I. Micro, Small and Medium Enterprises (MSME) registered firm
 - II. Start-up companies as recognised by DIPP
- a) Both I and II are true
 - b) I is true and II is false
 - c) I is false and II is true
 - d) Both I and II are false

53) What maximum % of advance payment can be made to a private firm without Bank Guarantee:

- a) 20%
- b) 30%
- c) 40%

d) None of the above
54) Materials Management has an important role in _____ management a) Supply Chain b) Operation c) Production d) All of the above
55) The first activity of purchasing cycle is _____ a) Source selection and development b) Recognizing the need for procurement c) Inspection of goods d) Communicating requirement to the purchase
56) Procuring an item in staggering deliveries according to the delivery schedule finished to the supplier by the buyer is called as _____ a) Hand to mouth buying b) Seasonal buying c) Scheduled buying d) Tender buying
57) Which types of consumer are unplanned in decision making? a) Discount-driven Consumer b) Impulsive Consumer c) Seasonal Consumer d) Conscientious consumers
58) In which stage of the negotiation meeting are points of concession identified? a) Probing b) Closure c) Scratch Bargaining d) Protocol
59) Which type of warranty is enacted if a service or product does not meet the quality specified in the Contract? a) Implied warranty of specified quality b) Implied warranty of merchantability c) Express Warranty d) None of the above
60) Purchase of right quantity of material avoids locking up of _____ a) Working Capital b) Current Assets c) Reserves and Surplus d) None of the above

ROUGH WORK