

**WRITTEN EXAMINATION FOR THE POST OF ASSISTANT REGISTRAR**

MAXIMUM MARKS: 80

TIME: 120 MINUTES

DATE: 29-02-2020

ROLL NO.	
NAME OF THE CANDIDATE	

**INSTRUCTIONS:**

1. This is a question cum answer booklet consisting of 13 pages
2. Candidate must write his/her Roll Number, Name in the space provided in the Booklet
3. Candidate must check the question booklet for any missing pages and if so get the question booklet replaced.
4. The question booklet consist of four sections (1) Administration (2) Finance & Accounts (3) Procurement (4) Academics.
5. The answer to the sections must be written in the space provided for that particular section against each question. No additional sheets will be provided.

**FOR OFFICE USE**

S. NO.	Section	Marks Obtained
1	Section – 1	
2	Section – 2	
3	Section – 3	
4	Section - 4	
Total Marks		



1. Fill up the blanks with appropriate answers (Each question carries one mark) : **5 marks**
  - a. As per 7<sup>th</sup> Pay Commission pay matrix applicable to Teachers in IITs, the lowest and highest academic pay levels are \_\_\_\_\_.
  - b. Making a joint representation by two or more than two employees or by a group of employees is considered as \_\_\_\_\_.
  - c. Percentage of seats reserved for physical disabled persons in students' admission in IITs is \_\_\_\_\_.
  - d. When a government servant applies for a specific kind of leave and the sanctioning authority altered the leave and approved. Please comment.
  - e. What is the age limit of an unmarried daughter who is dependent on government servant for reimbursement of medical claim? \_\_\_\_\_
2. What are the exemptions available to administrative ministry/department while making compassionate appointments. **3 Marks**



3. A Group A Officer in the pay level 10 has been promoted to the higher post in Pay level 11 with effect from 01-04-2018. He exercised option for pay fixation from the date of next increment i.e., 01-07-2018 under FR 22(l)(a)(i). Fix/regulate his pay from time to time and date of next increment as per the details given below: **7 marks**

- a. Pay as on 01-04-2018 : 71100
- b. Date of promotion : 01-04-2018
- c. Was on EOL on Medical grounds for 10 days from 02-05-2018 to 11-05-2018.
- d. Was on EOL on private affairs for 20 days from 01-08-2018 to 20-08-2018.

Pay in Pay level 10

Cell 9 -	71100
Cell - 10	73200
Cell - 11	75400
Cell - 12	77700
Cell - 13	80000

Pay in pay level 11

Cell - 03	71800
Cell - 04	74000
Cell - 05	76200
Cell - 06	78500
Cell - 07	80900



4. What are the acts of behavior (whether directly or by implication) that are considered amount to sexual harassment: **3 marks**

5. Circumstances under which a government servant can be placed under suspension **(3 marks)**



1. Fill-in the Blanks. Each question carries half mark each. **( 5 Marks)**
- a. In the year \_\_\_\_\_, General Financial Rules have been revised last.
  - b. As per GFR Rules 290, the travelling allowance bill has to be submitted within \_\_\_\_\_ days after completing the journey, failing with the Claim stands forfeited.
  - c. Rate of Contribution of NPS is \_\_\_\_\_% of emoluments considered for NPS.
  - d. Due date for tabling the Annual audited accounts and Annual Report of IIT in the Lok Sabha is \_\_\_\_\_
  - e. Elaborate IGAS & DEA as contained in GFRs.
  - f. Whose approval is required for the Annual Financial Statements of IIT before they are submitted to CAG Office for auditing and issue of Separate Audit Report.
  - g. Depreciation on Equipment, completed Civil Works are reflected in \_\_\_\_\_ i.e. one of the Annual Financial Statements.
  - h. Section 80 D under Income Tax Act deals with: \_\_\_\_\_
  - i. Who is the Expenditure Controlling Authority in IIT?
  - j. Funds for IIT comes in the form of \_\_\_\_\_ from MHRD.
2. Briefly mention the procedure for issue of a fresh cheque in lieu of lost cheque by the Recipient. Quote Rule position under Relevant rules. **(5 Marks)**



3. From the following particulars calculate the NPS subscription recoverable from employee's salary and NPS contribution payable by IIT to the employees for two months, i.e. January, 2020 and February 2020. The present rate of Dearness Allowance is 17% and HRA is 8%

Associate Professor X : Basic Pay Rs.1,50,000/-p.m.

Professor Y : Basic Pay Rs.2,00,000/- p.m.

Associate Professor Z Basic Pay Rs.1,48,100/-p.m

Asst. Professor A Basic Pay Rs.1,04,000/-p.m.

**(6 Marks)**

4. Briefly write about the Standards of Financial Propriety as mentioned in GFRs **(5 Marks)**



**(8 x 2 = 16 Marks)**

1. Differentiate between Two bid system and Two Stage Bidding. Write the procedure for Two Stage Bidding.



2. Consider a large number of items presently are of no use to your organization laying in the Stores. Write the procedures for appropriate disposal of said items; and mode of disposal to be adopted.



3. **Fill in the Blanks:**

**(1 x 5 = 5 Marks)**

(a) The mandatory e-bidding/RA is to be adopted for procurement of automobiles through GeM whose value exceeds Rs.\_\_\_\_\_.

(b) When the estimated cost of the Consultancy Service is above Rs.\_\_\_\_\_, an enquiry for seeking 'Expression of Interest' from consultants should be published on CPPP.

(c) Indian Agents of foreign suppliers are to receive their agency commission, if any, in \_\_\_\_\_ currency.

(d) Bid Security of unsuccessful bidders should be returned to them at the latest on or before \_\_\_\_\_ day after the award of the contract.

e). Price Variation Clause can be provided only in long-term contracts, where the delivery period extends beyond \_\_\_\_\_ months.



1. What is the procedure to propose a new B. Tech core or elective course in IIT system?

**4 marks**

2. What is the difference between curriculum and syllabus?

**4 marks**



3. What are CGPA and GPA? Calculate the CGPA from the following data.

9 marks

Course	Credit(s)	Grade	FIRST SEMESTER (JULY – DEC 2018)
CY1101	3	C	
EA1103	2	A	
ES1101	4	B	
ID1101	2	C	
MA1101	4	C	
PH1101	3	B	
PH1103	2	A	
HS1101	2	P	

Course	Credit(s)	Grade	SECOND SEMESTER (JAN – JUNE 2019)
CY1202	3	B	
CY1204	2	B	
EA1101	3	B	
EA1202	2	B	
ES2101	4	A	
MA1202	4	B	
PH1202	3	A	

Course	Credit(s)	Grade	THIRD SEMESTER (JULY – DEC 2019)
BS2101	2	A	
ES1201	3	A	
ME2101	3	B	
ME2103	4	A	
ME2105	4	B	
HS2030	3	B	
MA2022	3	B	

CODE FOR GRADES: S = 10, A = 9, B = 8, C = 7, D = 6, E = 4, U = 0, W = 0, P = PASS, F = FAIL





