

WRITTEN EXAMINATION FOR THE POST OF DEPUTY REGISTRAR

MAXIMUM MARKS: 80

TIME: 120 MINUTES

DATE: 29-02-2020

ROLL NO.	
NAME OF CANDIDATE	

INSTRUCTIONS:

1. This is a question cum answer booklet consisting of 14 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		

01. Fill up the blanks with appropriate answers

05 marks

- a. Leave Salary payable during the Child Care Leave to the female government servant shall be at _____ percent.
- b. Encashment of earned leave of upto 10 days at the time of availing LTC is permitted provided a balance of _____ days of earned leave is available at the credit of employee.
- c. Officers of the IIT Tirupati as per the Acts and Statutes shall be _____
- d. On promotion, option for pay fixation from the date of accrual of normal increment is to be exercised within a period of _____
- e. A person belonging to schedule caste with more than 45% physical disability is entitled for age relaxation upto _____ years for recruitment to a Group-C post.

02. Briefly describe various steps involved in disposal of disciplinary cases from Initiation of the proceedings to issue of penalty order under CCS(CCA) Rules.

7 marks

03. Explain the amendments carried out in the CCS (Leave) Rules, 1972 vide notification dated 11-12-2018 issued by DoPT based on the recommendations of the 7th CPC. **5 marks**

04. Second wife of deceased employee has applied for appointment on compassionate grounds. Explain the procedure to deal this case. **4 marks**

05. Answer the following questions in one line : **05 marks**

- a. Which Department and which Ministry has published the General Financial Rules.

- b. Name the three Financial Statements to be prepared by IIT at the end of the Financial Year.

- c. Beyond which limit of GST amount, TDS on GST has to be paid by the IIT.

- d. Under which Section of Income Tax Act, the income of IIT is exempted from Tax.

- e. Give some examples of Cash Base Accounting and Accrual basis Accounting in Central Government organisations.

06. From the following data please calculate the total income tax liability for the Financial year 2019-20. **(8 marks)**

An Associate Professor drawing a Basic pay of Rs.1,48,100 as on 1st March, 2019 with increment due on 1st July, 2019 in Level 13A2 Cell-4 raising his pay to Rs.1,52,500. Dearness Allowance from January 2019 is 12% and From 1st July, 2019 is 17%. He is drawing House Rent allowance at 8% of his Basic pay. He has not produced any Rent receipt. An amount of Rs.200/- is being recovered towards Profession Tax every month. He has produced declaration from the Bank for the Housing Loan he has taken that the amount to be repaid in 2019-20 towards Principal is Rs.84,921/- and Interest is Rs.2,00,000/- towards a Self-occupied property. NPS subscription and contribution are being regulated as per Rules.

07. Briefly write about PFMS as covered under GFR Rule No. 86.

(4 marks)

08. Briefly write about the procedure to get 5% GST and concessional Customs duty. Which Central Government Department is competent to issue such certificate. **(4 marks)**

(8 x 2 = 16 Marks)

9. Differentiate between Consultancy Services & Non-Consultancy Services. Write briefly about various methods of selection/evaluation of Consultancy Service proposals.

10. How the records pertaining to fixed assets procured by the Institute are maintained? Write the procedures for physical verification of fixed assets.

11. Fill in the Blanks:

(1 x 5 = 5 Marks)

(a) For breach of Code of Integrity by a bidder, procuring entity may debar the bidder from participating in any procurement process undertaken by it for a period not exceeding _____ years.

(b) Performance Security should remain valid for a period of _____ days beyond the date of completion of all contractual obligations of the supplier.

c) The credentials of suppliers on GeM shall be certified by _____.

(d) In QCBS evaluation method, the weightage of the technical parameters (non-financial) in no case should exceed _____ percent.

(e) All material losses above the value of Rs. _____ due to suspected fire, theft, fraud, etc. shall be invariably reported to the Police for investigation.

12. What are the functions of Senate and BAP?

5 marks

13. What are the criteria and procedure for admission into (a) B. Tech, (b) M. Tech, (c) M.Sc and (d) PhD programs in IITs?

7 marks

14. Briefly describe the contents of Ordinances and Regulations for B. Tech Programme in IITs.

5 marks