

WRITTEN EXAMINATION FOR THE POST OF JUNIOR ASSISTANT

MAXIMUM MARKS: 50

TIME: 90 MINUTES

DATE: 15-02-2020

ROLL NO.	
NAME OF CANDIDATE	

INSTRUCTIONS:

1. This is a question cum answer booklet consisting of 11 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) Comprehension, report writing, general knowledge, current affairs and letter writing (2) Administration (3) Finance & Accounts (4) Purchase & stores.
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		

SECTION – 01 – 35 marks

ROLL NO.	
----------	--

Q.1. Read the passage given below and answer the questions. Choose your answer based on the evidence given in the passage; no outside knowledge is required. Answers are to be marked in the table given at the end of the question **10 Marks**

The letter Toby had received from Alderman Cute was addressed to a great man in the great district of the town. It must have been the greatest district of the town, because it was commonly called 'the world' by its inhabitants. The letter positively seemed heavier in Toby's hand than another letter. Not because the Alderman had sealed it with a very large coat of arms and no end of wax, but because of the weighty name on the superscription and the ponderous amount of gold and silver with which it was associated.

'How different from us!' thought Toby, in all simplicity and earnestness, as he looked at the direction.

With the involuntary homage due to such an exalted character, Toby interposed a corner of his apron between the letter and his fingers.

It was a hard frost, that day. The air was bracing, crisp, and clear. The wintry sun, though powerless for warmth, looked brightly down upon the ice it was too weak to melt, and set a radiant glory there. At other times, Toby might have learned a poor man's lesson from the wintry sun; but he was past that, now.

The Year was Old, that day. The patient Year had lived through the reproaches and misuses of its slanderers, and faithfully performed its work. Spring, summer, autumn, winter. It had labored through the destined round, and now laid down its weary head to die. Shut out from hope, high impulse, active happiness, itself, but active messenger of many joys to others, it made appeal in its decline to have its toiling days and patient hours remembered, and to die in peace. Toby might have read a poor man's allegory in the fading year; but he was past that, now.

And only he? Or has the like appeal been ever made, by seventy years at once upon an English laborer's head, and made in vain!

The streets were full of motion, and the shops were decked out gaily. The New Year, like an Infant Heir to the whole world, was waited for, with welcomes, presents, and rejoicings. There were books and toys for the New Year, glittering trinkets for the New Year, dresses for the New Year, schemes of fortune for the New Year, new inventions to beguile it. Its life was parceled out in almanacs and pocket-books; the coming of its moons, and stars, and tides, was known beforehand to the moment; all the workings of its seasons in their days and nights, were calculated with as much precision as Mr. Filer could work sums in men and women.

The New Year, the New Year. Everywhere the New Year! The Old Year was already looked upon as dead; and its effects were selling cheap, like some drowned mariner's aboardship. Its patterns were Last Year's, and going at a sacrifice, before its breath was gone. Its treasures were mere dirt, beside the riches of its unborn successor!

Toby had no portion, to his thinking, in the New Year or the Old.

'Put 'em down, Put 'em down! Facts and Figures, Facts and Figures! Good old Times, Good old Times! Put 'em down, Put 'em down!'—his trot went to that measure, and would fit itself to nothing else.

But, even that one, melancholy as it was, brought him, in due time, to the end of his journey. To the mansion of Sir Joseph Bowley, Member of Parliament.

The door was opened by a Porter. Such a Porter! Not of Toby's order—quite another thing. His place was the ticket though; not Toby's.

This Porter underwent some hard panting before he could speak; having breathed himself by coming incautiously out of his chair, without first taking time to think about it and compose his mind. When he had found his voice—which it took him a long time to do, for it was a long way off, and hidden under a load of meat—he said in a fat whisper,

'Who's it from?'

Toby told him.

'You're to take it in, yourself,' said the Porter, pointing to a room at the end of a long passage, opening from the hall. 'Everything goes straight in, on this day of the year. You're not a bit too soon; for the carriage is at the door now, and they have only come to town for a couple of hours, a' purpose.'

1. Based on the information in the passage, Toby likely views his duties with
 - A) industriousness and enthusiasm.
 - B) annoyance and frustration.
 - C) fear and anxiety.
 - D) amusement and exhilaration.

2. Toby most likely feels that the difference between himself and the recipient of the letter is due to
 - A. education.
 - B. wealth.
 - C. religion.
 - D. parenting.

3. In that the first paragraph, the phrase “positively seemed heavier” is used to indicate that

- A. the letter was thicker than most others.
- B. the sender used too much wax for the seal.
- C. the letter appeared extremely important to Toby.
- D. the envelope was made of high quality gold paper.

4. The author uses which of the following devices when describing the year in the fifth paragraph?

- A) Allegory
- B) Personification
- C) Simile
- D) Onomatopoeia

5. Which of the following best describes the scenes that Toby encounters on his journey?

- A) A bleak winter wasteland with hardly any human activity
- B) A busy city landscape coming to life in the budding springtime
- C) Streets and shops bustling despite the intense cold
- D) Stormy roads through which Toby can barely see

6. The passage indicates that the porter is out of breath because he

- A) is an elderly and ailing gentleman.
- B) is frightened of Toby and the news that he brings.
- C) rose too quickly to answer the door.
- D) overextends himself and is always busy.

7. Over the course of the passage, Toby reveals that he views himself as

- A) decidedly separate from the world of Sir Joseph Bowley, including even his servants.
- B) on par in status with the porter of Sir Joseph Bowley, though not the lord himself.
- C) blissfully ignorant of any class distinctions that separate him from Sir Joseph Bowley.
- D) superior in character if not in status to Sir Joseph Bowley, his porter, and his household.

8. Which lines in the passage provide the best evidence for the answer to the previous question?

- A) Paragraph 5, Sentence 4 (“It had . . . die”)
- B) Paragraph 7, Sentence 1 (“The streets . . . gaily”)
- C) Paragraph 11, Sentence 2 (“To the . . . Parliament”)
- D) Paragraph 12, Sentence 3 (“Not of . . . thing”)

9. Winter : old age ::

- A) autumn : middle age
- B) rebirth : spring
- C) New Year : change
- D) Summer : warmth

10. Important letter : Toby ::

- A) Trusted guard : prison
- B) Large envelope : stamp
- C) Postal worker : expedited delivery
- D) Set of valuables : bank

Write correct answers against each question (A,B,C,D only)

Question No.	Answer	Question No.	Answer
1		6	
2		7	
3		8	
4		9	
5		10	

Q. 2. Write a detailed note on 'Coronavirus'.

10 Marks

Q. 3. Write a letter to the Registrar requesting him to permit you to participate in Inter-IIT Sports Meet ,being held at IIT Roorkee, sanctioning you leave for 6 days.

10 Marks

Q. 4. Summarise the following paragraph in your own words ensuring that no significant idea is missed out. **05 Marks**

The Northern Lights

There are times when the night sky glows with bands of colour. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow brighter, then suddenly dim. During this time the sky glows with pale yellow, pink, green, violet, blue, and red. These lights are called the Aurora Borealis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times people were afraid of the Lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.

SECTION – 02. - 5 MARKS

ROLL NO.	
----------	--

1. What is the time limit to get the information under RTI Act 2005
a. 15 days b. 25 days c. 45 days d. 30 days

ANSWER

2. Central Chief Information Commissioner (CIC) is appointed by:
a. President b. Vice President c. Prime Minister d. Home Minister

ANSWER

3. Expand the abbreviation "LTC"

4. What is the current four years LTC Block.

5. Write various kinds of leaves (minimum 6) available to IIT Tirupati staff members.

SECTION – 03 – 5 MARKS

ROLL NO.	
----------	--

Each question carry 1 mark

1. What are the percentages of HRA in X, Y and Z class cities as per 7th CPC.
2. What is the present Assessment year for Income Tax purpose
3. What is the percentage of NPS subscription from the Individual and what is the percentage of Employer's contribution and what elements of Salary are considered for NPS.
4. Write any two Canons of Financial Propriety as mentioned in GFR.
5. Elaborate the abbreviations: CGA & C&AG.

SECTION – 04 – 5 MARKS

ROLL NO.	
----------	--

1. Fill in the Blanks

(1 x 5 = 5 Marks)

(a) Physical Verification of Fixed Assets and Consumables should be done at least once in _____ year(s).

(b) The Government e-Marketplace (GeM) shall be utilized by the Government buyers for direct online purchases up to Rs. _____ through any of the available suppliers on GeM.

(c) The amount of Bid Security (EMD) should ordinarily range between _____ to _____ percentage of the estimated value of the goods to be procured.

(d) All Government buyers should mandatorily publish their tender enquires on _____ portal.

(e) For procurement of goods of estimated value of Rs. _____ and above, advertised/open tender should be used.

