

JAWAHARLAL NEHRU UNIVERSITY

Test for recruitment to the post of Section Officer

Paper-I: Essay, Office Precis, drafting and Applied English Grammar

Max.time allowed:3 hours

Max.Marks:100

Q.1 Write an Essay in about 500 words on any one of the following. (Essay should consist of introduction, body and conclusion): (25)

- (a) Spreading Greenery for a Healthy Living
- (b) The Advantages and Disadvantages of Life in a great city
- (c) An earthquake and a cyclone
- (d) The pleasures and perils of speed
- (e) Corporal Punishment

Q.2 Write a précis of the following passage in about 100 words and suggest a suitable title. Also, ~~make~~ answer the questions at the end. (20)

One common mistake that many people have made this: they thought that it would be a very good thing if everybody had exactly the same amount of money, no matter whether they worked hard or lived quite idly. They forget that very few people would work at all if it were not for the money their work brings them, and that without work there would be no money. And, they have imagined that if all the money in the country were equally divided everybody would be rich. Now that is a very great mistake, because there simply is not enough money to make everybody rich. If it were shared equally all around every one then would, on the basis of the calculations made in 1935, receive only about Rs. 65 a year. Today, with a rise in the price level, it might be Rs 2000.00 a year. That may be more than you receive now or it may be less, but it would certainly not make you really rich. It is quite true that there are in this country a small number of very rich people; but they are so few in comparison with the whole population that even if they were to share out all their wealth among the rest, it would make very little difference. It is said that if you flattened out that great French mountain Mont Blanc, the highest mountain in Europe, and spread it over the whole of France you would only raise the level of the land by about six inches. See if you can think out what that has to do with the question being talked about. Many people, unfortunately, seem to think also that Government can always pay out money quite easily and in any quantity, and they forget, or else they do not know, that the Government can only pay out money that it has received in taxes, money the tax-payer has had to pay for. And, now there is one final mistake that one should be warned against. Do not ever imagine that there is anything to be ashamed of, or anything undignified, to grumble about in having to work hard for your living.

Questions:

1. Why is it really necessary to work?
2. If all the money in the world were equally divided, everybody would be very happy. Do you agree? If not, why?
3. Which is the best job in the world? Why must you embrace it lovingly?

Q.3: Give a single word substitute of the following: (5)

- (a) One who has long experience.
- (b) One who takes the bright side of things.
- (c) One who knows many languages.
- (d) Incapable of being conquered.
- (e) A person who always thinks of himself.

Q.4 Correct the following sentences:(5)

- (a) I, he and you are friends.
- (b) Let me take your leave.
- (c) Every teacher and every student should do their duty.
- (d) The climate of Delhi is hotter than Chandigarh.
- (e) He is a good player, isn't it?

Q.5 Read the following paragraph and fill in the blanks with appropriate form of verbs given in the brackets:(5)

An angry bull ____ (create) panic yesterday morning . The bull ____ (cannot) be controlled for two hours. Its first target ____ (be) a person who ____ (lift) high in the air before being thrown down on the ground. The attack ____ (not draw) attention due to early morning hours and lonely lanes. The bull ____ (notice) when it ____ (attack) another resident of that area. Several people ____ (take) refuge behind scores of tempos, parked in the lanes.

Q.6: Change the following sentences from Direct to Indirect Speech: (5)

- (a) I said to him, "Do you like your new school?"
- (b) He said, "My marriage comes off next month."
- (c) I said to the Principal, "Please pardon me this time".
- (d) He said, "What a great misery!"
- (e) She said to me, "Can you lend me one thousand rupees?"

Q.7: Punctuate the following:(5)

o no this is not mr toil the school master said the stranger it is another brother of his who follows the trade of a carpenter

Q.8: Drafting (Answer any three; each carries 10 marks)

- (a) Prepare a general note suggesting measures to prevent gender related harassment and discrimination in a work place.
- (b) Write a detailed note suggesting various measures to ensure economy in expenditure due to acute financial crunch and how to prioritize essential expenditure.
- (c) A large number of students have requested for fee waiver. Prepare a note for consideration of the competent authority detailing the guidelines, eligibility requirements, precedents and the impact such a fee waiver would have, if granted.
- (d) A number of dengue cases are reported daily in the city these days. Please prepare a Circular for wider information of general public mentioning various Do's and Don'ts to be observed in order to prevent it from spreading.

Jawaharlal Nehru University, New Delhi
Written test for the post of Section Officer on 28th September, 2013

Paper II – General Office Procedure, Service Rules and Financial Regulations

Maximum marks: 100

Attempt all questions

Time: 3 hours

Questions can be answered either in English or in Hindi

- Q1. a. What is a Service Book? State briefly the rules and procedure for maintenance of Service Books. (10 marks)
- b. Can the date of birth of a Government servant once recorded in the Service Book be altered? If so, in what circumstances and what is the procedure thereof? (4 marks)
- Q2. Write notes on the following:
- a. Modified Assured Career Progression Scheme (MACPS) (5 marks)
 - b. Annual Performance Assessment Report (APAR) (5 marks)
 - c. Child Care Leave (5 marks)
 - d. Leave encashment at the time of availing LTC (5 marks)
 - e. New Pension Scheme (5 marks)
- Q3. Distinguish between the following:
- a. Apprentice and Probationer (2 marks)
 - b. Foreign Service and Deputation out of India (2 marks)
 - c. Temporary Post and Supernumerary Post (2 marks)
 - d. Re-employment and Extension of Service (2 marks)
 - e. Identical Time-scale and Same Time-scale (2 marks)
- Q4. a. What is the difference between 'personal pay' and 'special pay'? (4 marks)
- b. What is 'lien'? In what circumstances does a Government servant retain lien on a post? (6 marks)
- Q5. (a) What are the different kinds of contributions payable to the lending authority when a Government servant is sent on foreign service in India? (2 marks)
- (b) Discuss the provisions regarding payment of such contributions. (4 marks)
- Q6. (a) What are the Golden Rules for debit and credit in respect of Personal, Real and Nominal accounts? (6 marks)
- (b) Write short notes on: (i) Cash system of accounting (2 marks)
- (ii) Accrual system of accounting (2 marks)
- Q7. What is the maximum amount of advance which can be granted to a Government servant for purchase of a motor car:
- (a) On the first occasion (2 marks)
 - (b) On the second occasion (2 marks)
- Q8. As per provisions of General Financial Rules (GFR)
- (a) In what circumstances 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)
 - (e) Discuss provisions of Advertised Tender Enquiry (5 marks)
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