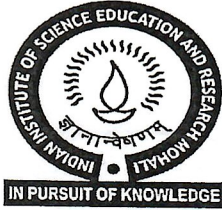


dt 18/05/23

QUESTION BOOKLET

Max Time : 1 hour



Roll No.

Name

Instructions to Candidates:

1. The test booklet (8 numbered pages, comprising 6 typed and 2 blank pages) contains (i) 50 multiple choice questions (MCQs) each with one correct answer carrying ONE mark

(TOTAL = 50 MARKS: TIME = 1 HOUR)

2. The MCQ answers are to be entered into the OMR sheet. Additional blank pages are available at the end of this booklet for rough notings / calculations etc. The candidates may note that NO additional sheets will be provided.
3. Please mark your answers in BLACK pen

Signature of the candidate

Signature of the Invigilator

OFFICE USE

Roll No.	Marks obtained

Signature of the Evaluator

Indian Institute of Science Education & Research (IISER), Mohali

QUESTION BOOKLET for the written test for the post of Junior Office Assistant (Contractual)

- The Union Cabinet cleared a new National Education Policy (NEP) by replacing ?
 - 34 years old national education policy
 - 37 years old national education policy
 - 24 years old national education policy
 - 13 years old national education policy
- The minutes of the proceedings of a meeting of the Senate shall be drawn up by the ?
 - Dean
 - Registrar
 - Director
 - Librarian
- The objective of Indian Government behind the setting up of HEFA (Higher Education Finance Agency) is to provide financial support for :
 - Improvement of infrastructure in premiere institutions of the country.
 - Research projects of the faculty
 - Research collaboration between Indian & Foreign universities
 - Research collaboration between institutions and industry
- Electric bulb filament is made of
 - Copper
 - Aluminium
 - Lead
 - Tungsten
- The Union Budget announced a Mission to eliminate Sickle Cell Anaemia by which year?
 - 2025
 - 2030
 - 2035
 - 2047
- If PIPE is written as 169165, then what is the last digit of SWAN ?
 - 5
 - 4
 - 6
 - 3
- Which word does NOT belong with the others?
 - Tyre
 - Steering wheel
 - Engine
 - Car
- The ratio of income of Chetan and Dinesh is 3:4. The ratio of their expenditure is 5:7. If each of them saves Rs 200, find the income of both ?
 - Rs 600, Rs 800
 - Rs 1200, Rs 1600
 - Rs 1500, Rs 1800
 - Rs 2000, Rs 2400
- If you're a fitness walker, there is no need for a commute to a health club. Your neighborhood can be your health club. You don't need a lot of fancy equipment to get a good workout either. All you need is a well-designed pair of athletic shoes. **This paragraph best supports the statement that**
 - fitness walking is a better form of exercise than weight lifting.
 - a membership in a health club is a poor investment.
 - walking outdoors provides a better workout than walking indoors.
 - fitness walking is a convenient and valuable form of exercise.
- The speed of a boat in still water is 15 km/hr and the rate of current is 3 km/hr. The distance travelled downstream in 12 minutes is:
 - 1.2 km
 - 1.8 km
 - 2.4 km
 - 3.6 km
- Some Poets are poems. No poem is song.
Conclusions :
 - Some Poems are not songs.
 - Some songs are poems.
 - Only I conclusion follows
 - Only II conclusion follows
 - Either I or II follows
 - Neither I nor II follows
- Find the difference between the simple interest and the compound interest at 5% per annum for 2 years on principal of Rs. 2000.
 - 5
 - 10.5
 - 4.5
 - 5.5

QUESTION BOOKLET for the written test for the post of Junior Office Assistant (Contractual)

13. Which tab is not available on left panel when you open a presentation?
 A. Outline
 B. Slides
 C. Notes
 D. All of above are available
14. In how many generations a computer can be classified?
 A. 3
 B. 4
 C. 5
 D. 6
15. Where can you set the shading colour for a range of cells in Excel?
 A. Choose required color from Patterns tab of Format Cells dialog box
 B. Choose required color on Fill Color tool in Formatting toolbar
 C. Choose required color on Fill Color tool in Drawing toolbar
 D. All of above

In the following questions four words are given of which two are most nearly the **same** or **opposite** in meaning.

16. Find the two words which are most nearly the same or opposite in meaning, From the below given options which has the letters represents its meanings with combination.?

(A) Audacious	(B) Venturous
(C) Abstruse	(D) Silent

- A. A-B
 B. C-D
 C. B-D
 D. A-C
17. **Change the Voice**
 Our task had been completed before sunset.
- A. We completed our task before sunset.
 B. We have completed our task before sunset.
 C. We complete our task before sunset.
 D. We had completed our task before sunset.

DIRECTIONS:

Read the following passages carefully and answer the questions given below them. Certain words are given in bold to help you to locate them while answering some of the questions.

When Thomas was fifteen, he was a very intelligent and generous boy. He spent his day only reading, eating, and sleeping. Other than that, he didn't do anything. When the teachers of his class asked him any question, he would answer it very immediately.

He always kept himself away from social activities, but once when he was going to his school, he saw a very old man begging on the roadside.

At first, he thought that he should stop there and ask him why he was begging because he was too old to do that, instead, he should rest. At the same time, he realized that if he stopped there, he would be late for school.

He thought for a while and went to the old man. He saw that everyone was passing by him but no one was giving him alms. After seeing the incident, he took out twenty rupees from his pocket and gave them to the beggar. By doing that, he felt very good and reached the school gasping.

Questions –

18. How did Thomas spend his day?
 A. Only doing social activities
 B. Only reading, eating, and sleeping
 C. Only eating and sleeping
 D. None of the above
19. Who did Thomas see on his way to school?
 A. A hermit
 B. A poor man
 C. An old man
 D. A poor woman
20. What did Thomas want to ask the old man?
 A. The reason for begging
 B. To eat healthy food.
 C. To beg as much as he could
 D. To rest instead of begging

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21. What is the synonym of gasp?

- A. Heave
- B. Breath
- C. Blow
- D. Inhale

22. How much money did Thomas give to the beggar?

- A. Thirty rupees
- B. Twenty rupees
- C. Fifteen rupees
- D. Twenty-five rupees

23. Fill in the blank with the right word.

"The students _____ the teacher on teachers' day for twenty years of dedicated teaching."

- A. Facilitated
- B. Felicitated
- C. Fantasized
- D. Fecilitated

24. Find the correctly spelt word.

- A. Concillatory
- B. Concilletry
- C. Conciliatory
- D. Concilatory

25. Choose the correct preposition.

"If you are averse ___ recommending my name, you should not hesitate to admit it."

- A. Against
- B. For
- C. About
- D. To

26. Select the correctly punctuated sentence from the options below

- A: I was late for school this morning the bus was full and I had to walk.
- B: I was late for school this morning: the bus was full and I had to walk.
- C: I was late for school this morning; the bus was full and I had to walk.
- D: I was late for school this morning, the bus was full and I had to walk.

27. "All these are questions of English language." The word English is:

- A. Adjective of Quantity
- B. Adjective of Quality
- C. Adjective of Number
- D. Demonstrative Adjective

28. Fill in the blank with the correct option-
Twenty dollars ___ too much to pay.

- A. Are
- B. Is
- C. Both A and B
- D. None of these

29. Choose the option which is the antonym of the given word - AGONY

- A. Ecstasy
- B. Blister
- C. Laughter
- D. Pleasure

30. Choose the correct sequence of the following words.

When he

P: did not know

Q: he was nervous and

R: heard the hue and cry at midnight

S: what to do

The proper sequence should be:

- A. RQPS
- B. QSPR
- C. SQPR
- D. PQRS

31. What is the rate of Non-practising Allowance (NPA) paid to medical posts for which medical qualifications are prescribed as an essential qualification?

- A. 30%
- B. 10%
- C. 20%
- D. 25%

32. As per FR SRs, Substantive Pay does not include:

- (i) Special Pay
- (ii) Personal Pay
- (iii) Emoluments

Which of the following is the correct statement?

- A. (i)
- B. (i) (ii) & (iii)
- C. (i) & (ii)
- D. None of these

33. What is the time-limit within which an alteration of the date of birth can be made?

- A. 3 years from entry into Govt service
- B. 7 years from entry into Govt service
- C. 5 years from entry into Govt service
- D. 2 years from entry into Govt service

QUESTION BOOKLET for the written test for the post of Junior Office Assistant (Contractual)

34. What are the allowances admissible during suspension?

- A. DA, HRA and Transport Allowance
- B. DA and HRA
- C. HRA only
- D. None of these

35. Which of the following is *an incorrect* statement with respect to the grant of lumpsum incentive for acquiring higher qualifications?

- A. Incentive will be given even if the qualification was acquired prior to induction into service
- B. The qualifications for grant of incentive should be recognized by AICTE or by the Government
- C. Incentive will not be admissible if an appointment is made in relaxation of the educational qualification
- D. Lumpsum incentive will be granted to qualifications which are related to the functions of the post held by the Government servant

36. What is the maximum period of retention of lien when appointed to another Central Government Office / State Government in a normal course?

- A. 5 years
- B. 2 years
- C. 4 years
- D. 3 years

37. How much experience of supervising the work and conduct of the Government servant reported upon is required for both Reporting and Reviewing levels are required for recording the assessment in APAR ?

- A. 3 months
- B. 2 months
- C. 1 month
- D. 1 year

38. P U C in official parlance means:

- A. Pre-utilization Certificate
- B. Presently unconcerned
- C. Paper under consideration
- D. None of the above

39. QCBS means:

- A. Quality controlled bidding service
- B. Quality and cost bidding selection
- C. Quality and cost-based selection
- D. Quick customer bid selection

40. If a bidder has breached the integrity a procuring entity may debar the bidder from participating in its procurements for a period not exceeding:

- A. 5 years
- B. 3 years
- C. 2 years
- D. 6 months

41. Who is competent to grant Advance Increment (as per FR SR)?

- A. Authorities competent to create a post
- B. Head of the Office
- C. Finance Secretary
- D. Head of the Department

42. If the date of retirement of a Government servant happens to be a closed holiday, what will be his date of relinquishment of charge?

- A. The closing day of the previous working day
- B. The next working day of the following month
- C. The afternoon of the holiday
- D. He shall retire the next normal working day

43. An Administrative Officer of a Central Government Department is transferred from Station 'X' to Station 'Y' with 1,001 km? How many days of joining time is he eligible for?

- A. 12 days
- B. 9 days
- C. 15 days
- D. 10 days

44. Employees are encouraged to book flight tickets at least _____ days prior to the intended date of travel on tour and LTC.

- A. Seven
- B. Fifteen
- C. Twenty One
- D. Thirty

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45. Section 4 (1) (b) (xi) of the RTI Act states that a public authority should publish:
- A. The budget allocated to each of its agency
 - B. Proposed expenditures
 - C. Reports on disbursements made
 - D. All the above
46. Time limit for filing first appeal by a requester under sub-section (1) of Section 19 of RTI Act is:
- A. 10 days from the receipt of PIOs decision
 - B. 30 days from the receipt of PIOs decision
 - C. 40 days from the receipt of PIOs decision
 - D. 45 days from the receipt of PIOs decision
47. The term 'goods' used in Manual on purchase of goods and services does not include?
- (A) livestock
 - (B) furniture
 - (C) industrial plant
 - (D) books, publications, periodicals, etc. for a library
48. Fundamental principles of public buying is contained in which Rule of GFR 2017 ?
- (A) Rule 137
 - (B) Rule 122
 - (C) Rule 144
 - (D) Rule 119
49. No leave shall be granted to Government servant if he is ?
- A. On leave preparatory to retirement
 - B. To work as an Examiner
 - C. Under suspension
 - D. To visit abroad with proper permission
50. What shall form a quorum for a meeting of the Board of Governors, as per Act.
- A. One third of the total members
 - B. One third of the total members including one member from outside the Institute
 - C. One half of total members including one member from outside the Institute
 - D. None of the above