

ESSAY

Time : 1 Hour

Maximum Marks : 50

Write an Essay on any one of the following topics :-

1. **Keeping rivers clean is everyone's responsibility.**
2. **Need for improving punctuality and efficiency in Government Offices.**
3. **A book I recently read and enjoyed.**
4. **Pleasures of a morning walk.**

निबन्ध

समय : 1 घंटा

अधिकतम अंक : 50

निम्नलिखित विषयो मे से कोई एक विषय पर निबन्ध लिखें ।

- 1 नदियों को साफ रखना प्रत्येक की जिम्मेदारी है ।
- 2 सरकारी कार्यालयों में समय पालन तथा कार्यक्षमता बढ़ाने की जरूरत ।
- 3 एक किताब जो मैंने हाल ही में पढ़ी और आनन्द लिया ।
- 4 सुबह की सैर का आनन्द ।

GENERAL ENGLISH

Time : One Hour

Maximum Marks : 50

Q1. (a) Make a precis of the enclosed passage in about one-third of its length. Indicate the exact number of words at the end of the Precis.

(b) Suggest a suitable title for the Precis.

(25 Marks)

Q2. You are a Clerk in the Administrative Department of an Organization and are dealing with the pay and allowances of all the non-Gazetted employees. You have to send a quarterly return of the income-tax collected from all the employees. However, the format has recently been changed by Income Tax Department. Write a letter to the Pay Department to send you a copy of the new format expeditiously.

(10 marks)

Q3. Attempt any five of the following:-

(10 marks)

- (a) All the flowers I have seen, I like smell of rose best. (Correct the sentence)
- (b) This item is more _____ than the other items. (Fill up the blank from one of these; costly, costlier and costliest).
- (c) References is made to Ministry of Defence U.O. Note. A/12345/Aam dt 20 July 2004 which has not been received in this Department. (Expand the underlined letters)
- (d) A letter which is official but is not written in an official fashion is called _____. (fill up the blank from one of these; Service Note, Note, Letter and Demi Official Letter)
- (e) You have a funny expression on your face. (Convert this sentence into an interrogative sentence)
- (f) All the candidates who have been recruited before 1st March will be allowed to attend the function. (Re-write the sentence using "only those")

Q4. Proof-read the following draft using proper punctuation and re-write. (5 marks)

shri ambika prasad is fallen sick and is unable to attend the office so he has asked for some casual leave but it cannot be given as he already has exhausted all his leave however otherwise he is a good peon who is dutifull and sinsere.

The First World War was the most frightful war that the world had so far seen. The devastation caused by it, as stated earlier, had no precedent. The number of persons who fought in the war is staggering. Estimates vary between 53 and 70 million people. The total number of those killed and that in the war are estimated at about nine million, that is, about one-seventh of those who participated in it. Several million became invalids. The air raids, epidemics and famines killed many more among the civilian populations. Besides these terrible human losses, the economy of many countries was shattered. It gave rise to many serious social problems. The political institutions as they had been evolving in various countries also suffered a serious setback.

The war and the peace treaties transformed the political map of the world, particularly of Europe. Three ruling dynasties were destroyed – the Romanov in Russia during the war itself, the Hohenzollern in Germany and the Habsburg in Austria-Hungary. Soon after the war, the rule of Ottomans came to an end in Turkey. Austria and Hungary became separate independent states. Czechoslovakia and Yugoslavia emerged as independent states. Poland which had been divided among Russia, Austria and Prussia in the eighteenth century was re-formed as an independent state.

The period after the war saw the beginning of the end of the European supremacy in the world. Economically and militarily, Europe was surpassed by the United States which emerged from the war as a world power. The Soviet Union was also to soon come up as a major world power. The period after the war also saw the strengthening of the freedom movements in Asia and Africa. The weakening of Europe and the emergence of the Soviet Union which declared her support to the struggles for national independence contributed to the growing strength of these struggles. The Allied propaganda during the war to defend democracy, and the participation of Asian and African soldiers in the battles in Europe also helped in arousing the peoples of Asia and Africa. The European countries had utilized the resources of their colonies in the war. The forced recruitment of soldiers and labourers for war, and the exploitation of resources of the colonies for war by the imperialist countries had created resentment among the people of the colonies. The population of the colonial countries had been nurtured on the myth that the peoples of Asia and Africa were inferior to the Europeans.

(410 words)

GENERAL KNOWLEDGE

Max Marks : 50

Time : One Hour

1. Who was the first President of Tanzania?
 - (a) Thomas Mbeki
 - (b) Julius Neyerere
 - (c) M. Nkala
 - (d) R. Honda
2. Who is the present Secretary General of the United Nations?
 - (a) U. Thant
 - (b) Nelson Mandela
 - (c) Y. Armstrong
 - (d) Kofi Annan
3. Who amongst the following is/was not a cricketer?
 - (a) K. D. Walters
 - (b) Ronnie Irani
 - (c) Tatenda Taibu
 - (d) Roberto Carlos
4. Rupert Murdoch is associated with
 - (a) Literature
 - (b) Fashion Design
 - (c) Media
 - (d) Biotechnology
5. Who, amongst the following, is the youngest World Chess Champion?
 - (a) D. Harika
 - (b) V. Anand
 - (c) P. Harikrishna
 - (d) Sahaj Grover
6. Who made the "Harry Potter" series very popular?
 - (a) Rudyard Kipling
 - (b) E.M. Foster
 - (c) J. K. Rowling
 - (d) R. K. Narayanan

7. Anti-terrorism Day falls on
- (a) 03 May
 - (b) 08 May
 - (c) 11 May
 - (d) 21 May
8. Who won the French Open Women's Singles title in 2005?
- (a) Venus Williams
 - (b) Lindsay Davenport
 - (c) Justin-Henin Hardene
 - (d) Maria Sharapova
9. Sudoku (puzzle game) was invented by a mathematician
- (a) Albert Einstein
 - (b) J. V. Narlikar
 - (c) Leonhard Euler
 - (d) Vikram Sarabhai
10. Who is the author of the book "Sandy Storm"?
- (a) Kapil Dev
 - (b) Ricky Ponting
 - (c) Maneka Gandhi
 - (d) Khushwant Singh
11. Who is the world record holder in 100 metre dash?
- (a) Mike Powell
 - (b) Carl Lewis
 - (c) Michael Kendo
 - (d) Asafa Powell
12. Who has taken "hat-trick" in both test matches and ODI?
- (a) Chetan Sharma
 - (b) Wasim Akram
 - (c) Damien Fleming
 - (d) Harbhajan Singh

13. Which of the following words does not figure in the Preamble to the Indian Constitution?
- (a) Fraternity
 - (b) Dignity
 - (c) Justice
 - (d) Untouchability
14. Who popularized the child character of "Moghali"?
- (a) Rudyard Kipling
 - (b) Charles Dickens
 - (c) William Hazlitt
 - (d) John Keats
15. "Jamshedpur" is famous for
- (a) Textiles
 - (b) Diamond Industry
 - (c) Steel
 - (d) Wildlife
16. Which is the highest peace-time award for the Armed Forces personnel?
- (a) Paramvir Chakra
 - (b) Ashok Chakra
 - (c) Mahabir Chakra
 - (d) Shaurya Chakra
17. Which of the following is not a twin-town?
- (a) Hyderabad-Secunderabad
 - (b) Mumbai-Pune
 - (c) Ghaziabad-Sahibabad
 - (d) Delhi-New Delhi
18. Which of the following is not a member of G-4 group of countries?
- (a) India
 - (b) Brazil
 - (c) France
 - (d) Germany

19. Where does "Sky" end and "Space" begin?
- (a) 20 miles high
 - (b) 05 miles high
 - (c) 30 miles high
 - (d) 50 miles high
20. Meteor Showers are
- (a) Falling Stars
 - (b) Large chunks of rock
 - (c) Dust and other debris from comets
 - (d) None of these
21. What part of the cotton plant is used to make cotton thread?
- (a) Stem fibres
 - (b) Root
 - (c) Flowers
 - (d) Leaf
22. What percentage of an average adult person's body is water?
- (a) 10%
 - (b) 15%
 - (c) 05%
 - (d) 30%
23. What is coelocanth?
- (a) Extinct Reptile
 - (b) Fish
 - (c) Cactus
 - (d) Extinct Plant
24. Which of the following units of measurements is the smallest?
- (a) Troy ounce
 - (b) Microgram
 - (c) Milligram
 - (d) Grain

25. Which of the following does not travel in vacuum?
- (a) Sound waves
 - (b) Magnetic waves
 - (c) Radio waves
 - (d) Gamma waves
26. The writ of "Habeas Corpus" is invoked to enforce
- (a) compliance of an order
 - (b) cancellation of an order
 - (c) presence of a person
 - (d) passing of a decree
27. Freedom of press is part of the
- (a) Freedom of Speech and Expression
 - (b) Freedom of Association
 - (c) Freedom of Assembly
 - (d) Right to Life
28. A member of Rajya Sabha is elected for the period of
- (a) 3 years
 - (b) 5 years
 - (c) Till its dissolution
 - (d) 6 years
29. Financial Emergency in the country was imposed in
- (a) 1962
 - (b) 1971
 - (c) 1975
 - (d) Never
30. Which of the following is not true?
- (a) A Non-MP can also become Prime Minister
 - (b) Only a member of Lok Sabha can become Prime Minister
 - (c) A member of Upper House can also become Prime Minister
 - (d) None is false

31. Tigris and Euphratus rivers are in which country?
- (a) Saudi Arabia
 - (b) Egypt
 - (c) Afghanistan
 - (d) Iraq
32. Cauvery water dispute is primarily between which states?
- (a) Tamil Nadu and Maharashtra
 - (b) Tamil Nadu and Karnataka
 - (c) Andhra Pradesh and Karnataka
 - (d) Karnataka and Kerala
33. OZ refers to which country?
- (a) Australia
 - (b) U.S.S.R.
 - (c) Switzerland
 - (d) Norway
34. Which of the following is not a member of Asia-Pacific group of countries to have agreed upon a partnership for implementation of the Kyoto Protocol?
- (a) China
 - (b) Australia
 - (c) Afghanistan
 - (d) U.S.A.
35. Which of the following Vice-Presidents did not become President of the country?
- (a) B. D. Jatti
 - (b) G. S. Pathak
 - (c) V. V. Giri
 - (d) Krishan Kant
36. What is the real name of the actor Dilip Kumar?
- (a) Mohd. Iqbal
 - (b) Yusuf Khan
 - (c) Sulaiman Bhai
 - (d) Aiyaz Ahmad

37. Who wrote "Sare Jehan Se Achha....."?
- (a) Ravi Shankar
 - (b) Iqbal
 - (c) Haribans Rai Bachhan
 - (d) Salim Ali
38. The Headquarters of North Western Railway are located at
- (a) Jodhpur
 - (b) Udaipur
 - (c) Jaipur
 - (d) Delhi
39. Great Britain does not include
- (a) England
 - (b) Scotland
 - (c) Wales
 - (d) Northern Ireland
40. Who amongst the following is not a recipient of Bharat Ratna?
- (a) Lata Mangeshkar
 - (b) Ustad Bismillah Khan
 - (c) Satyajit Ray
 - (d) Dr. Manmohan Singh
41. What is virtual water?
- (a) Volume of heavy water required to replace ordinary water
 - (b) Volume of water required to produce a commodity or service
 - (c) Volume of water saved by using rainwater harvesting
 - (d) Volume of water utilized by an effective flood control
42. Where is the volcanic mountain, Mt St. Helens located?
- (a) Chile
 - (b) Japan
 - (c) U.S.A.
 - (d) Philippines

43. Which one of the following is not a Biosphere Reserve?
- (a) Nilgiri
 - (b) Panchmarhi
 - (c) Agasthyamalai
 - (d) Nallamalai
44. Which party was founded by Subhash Chandra Bose in 1939 after he broke away from the Congress?
- (a) Indian Freedom Party
 - (b) Azad Hind Fauz
 - (c) Forward Block
 - (d) Revolutionary Front
45. Where are the Balearic Islands located?
- (a) Mediterranean Sea
 - (b) Black Sea
 - (c) Baltic Sea
 - (d) North Sea
46. Which one of the following cities is not a former capital of the country given in the bracket?
- (a) Karachi (Pakistan)
 - (b) Brisbane (Australia)
 - (c) Kyoto (Japan)
 - (d) Auckland (New Zealand)
47. Ratio of land area to water area of Earth is
- (a) 1:4
 - (b) 3:5
 - (c) 3:7
 - (d) 3:2
48. Maximum percentage of Earth's water is in which ocean?
- (a) Indian Ocean
 - (b) Pacific Ocean
 - (c) Atlantic Ocean
 - (d) It is uniform in all oceans

49. Who among the following drafted the resolution on fundamental rights for the Karachi Session of Congress in 1931?

- (a) Dr. B. R. Ambedkar
- (b) Dr. Rajendra Prasad
- (c) Pt. Jawaharlal Nehru
- (d) Sardar Vallabhbhai Patel

50. At which congress session was the working committee authorized to launch a programme of civil disobedience?

- (a) Bombay
- (b) Lahore
- (c) Lucknow
- (d) Tripura

NOTING AND DRAFTING

Time: One hour

Max Marks-50

- 1. ATTEMPT ANY FOUR QUESTIONS.**
- 2. ALL QUESTIONS CARRY EQUAL MARKS.**

- Q.1** Sh XYZ is desirous of participating in a mountaineering expedition and wishes to avail 10 days special casual leave for the purpose. Draft application from him to CAO's office for obtaining necessary sanction.
- Q.2** A meeting is to be held in DG's office in connection with forthcoming Prime Ministers Rally. The meeting is to be attended by all Dirs and above ranked officers of your Dte. Draft a Notice for the meeting using imaginary data.
- Q.3** Sh. ABC, who has been selected for the appointment of SO in your Deptt, has sought extension of time limit by one month for joining duties. His request has been rejected. Draft a telegram informing him of the decision and asking him to join duties by the given date, using imaginary data.
- Q.4** The PPS of Director General has proceeded on deputation. No relief has been provided by CAO's office despite reminders. Draft a DO letter from Dir (Pers) to Dir, CAO's office for early posting of a suitable relief, giving reasons.
- Q.5** Prepare a SOC giving Para Headings and justification for enhancement in funds for Republic Day Camp for obtaining sanction of Min of Defence (Use imaginary data).
- Q.6** Prepare a self contained note for DG's approval for grant of appointment on compassionate grounds to the son of an Asstt of your Deptt who died in harness (use imaginary facts).
- Q.7** Sh XYZ had obtained LTC advance and has not submitted the final settlement claim within the stipulated time. Draft a memo to be issued to him using imaginary data.

टिप्पण और प्रसौदा लेखन

समय : 1 घंटा

पूर्णांक : 50

1. किन्हीं चार प्रश्नों को हल करें।
2. सभी प्रश्नों के मान बता दें।

1. श्री XYZ पर्वतारोहण खोजयात्रा में भाग लेने के इच्छुक हैं और इसके लिए 10 दिन का विशेष आकर्षितक अवकाश चाहते हैं। उनके द्वारा आवश्यक अनुमति हेतु चीफ एडमिनिस्ट्रेटिव ऑफिसर की मंजूरी हेतु आवेदन पत्र का प्रसौदा भेजा करें।
2. आगामी प्रधानमंत्री रैली के संबंध में प्रधाननिदेशक के कार्यालय में एक मीटिंग होनी है जिसमें ~~सभी~~ आपके निदेशालय के सभी निदेशक एवं उनके उच्च अधिकारियों को शामिल होगा। इस मीटिंग के लिए काल्पनिक आंकड़ों के आधार पर एक नोटिस का प्रेषण भेजा करें।
3. श्री ABC को ^{जिन्हें} आपके विभाग में 50 की नियुक्ति के लिए चुना गया है, वह इच्छा व्यक्त करने के लिए एक प्रहीने का विज्ञापन चाहते हैं। उनका अनिवेदन अस्वीकार कर दिया गया है। उनको इस निर्णय तथा इच्छा निम्न समय पर जवाब देने की सूचना देने के लिए, एक काल्पनिक आंकड़ों का इस्तेमाल करते हुए, टेलीग्राम का प्रसौदा भेजा करें।
4. प्रधाननिदेशक के पी पी एस प्रतिनियुक्ति पर चले गए हैं। रिमांडर देने के बावजूद CAO कार्यालय ने ~~Relief~~ नहीं प्रदान किया है। निदेशक (कार्मिक) की तरफ से निदेशक CAO's Office को अन्यायी relief की मंजूरी के लिए कारण देने हुए एक DO letter का प्रसौदा भेजा करें।
5. शीर्षक एवं संबंधित औचित्य देने हुए गणतंत्र दिवस शिबिर हेतु फण्ड की वहीतरी के लिए रक्षा मंत्रालय की संरक्षित प्राप्त करने के लिए एक SOC भेजा करें।
(काल्पनिक आंकड़ों का इस्तेमाल करें)

ESTABLISHMENT & ADMINISTRATION

TIME : ONE HOUR

MAX. MARKS : 50

QUESTION 1 IS COMPULSORY. ANSWER ANY FOUR QUESTIONS OUT OF REMAINING (ALL QUESTIONS CARRY EQUAL MARKS)

1. State whether the following statement is true or false :
 - (a) Government Servant is not permitted to canvass for any political party during elections.
 - (b) Casual leave account is maintained in the service book of a Government Servant.
 - (c) Paternity leave can be availed by a Government Servant within six months of birth of his child.
 - (d) Reversion of a Government Servant from ad-hoc promotion is not a penalty under CCS(CCA) Rules.
 - (e) Appointing authority is competent to accept the resignation of Government servant.
 - (f) Pension cannot be forfeited except for grave misconduct.
 - (g) Joining time is treated as duty and Government Servant is entitled to draw duty pay for this period.
 - (h) Kind of leave applied for by the Government Servant cannot be altered by Leave Sanctioning Authority.
 - (i) Dismissal from service entails forfeiture of past service and Government Servant is not entitled for any pension and gratuity.
 - (j) Advance from GPF is permissible for purchase of TV & Washing Machine.
2. Write short note on any two of the following :
 - (a) Honorarium
 - (b) Leave not due
 - (c) Stagnation increment
3. State briefly the procedure for the conduct of inquiry under Rule 14 of CCS(CCA) Rules, 1965.
4. For what purposes withdrawals from the GPF are permissible? What are the conditions specified for each?

5. (a) How is the amount of pension calculated when an employee retires after completing :-
(i) 33 years of qualifying service;
(ii) 25 years of qualifying service.
- (b) On what basis the retirement gratuity would be calculated in the following case of an employee seeking voluntary retirement after :-
(i) 18 years of permanent employment;
(ii) 24 years of permanent employment.
6. Mention the different kinds of pensions admissible to a Government servant and the main conditions relating to grant of each kind of pension.
7. Distinguish between the following :-
(i) 'Censure' and 'Warning'
(ii) 'Suspension' and 'Deemed suspension'
8. Define the term 'family' for the purpose of Leave Travel Concession.

QUESTION PAPER
(Set One)

ACCOUNTING INSTRUCTIONS ON CAMPS AND EXPENDITURE
FROM PUBLIC FUNDS

Time: One Hour

Maximum Marks: 50

Part I - 30 Marks

Question No 1 is compulsory. Answer any Four out of the remaining.

1. In a Sainik Camp, 640 Cadets and 6 ANOs were to participate in the Camp, held from 8-9-2004 to 18-9-2004. Due to various reasons 90 cadets and 2 ANOs did not participate. Calculate the total advance drawn by the Camp Comdt towards daily messing and Incidental Allowances and the maximum he could have actually spent.

(10 Marks)

2. Explain the duties of the Deputy Camp Commandant relating to Cash Accounts?

(5 Marks)

3. What are the instructions on opening of a Deposit Account in the Bank/Treasury for the Camp?

(5 Marks)

4. What are the sources for procurement of rations for the NCC Camps?

(5 Marks)

5. Indicate the current rates in respect of the following :-

- (a) Honorarium of SD ANOs.
- (b) Refreshment Allowance.
- (c) Outfit Maintenance Allowance.
- (d) Care Taker Allowance.
- (e) Incidental Grant for cadets.

(5 Marks)

6. What are the instructions for disposal of unconsumed rations?

(5 Marks)

7. What are the limits of Cash Balances that may be kept in the Camp on any day ?

(5 Marks)

8. Name any five items on which expenditure can be met from the Incidental Grant ?

(5 Marks)

Part II - 20 Marks

Question No 1 is compulsory. Attempt any one out of the other three.

1. Mr Goel, UDC (Basic Pay Rs. 6100), working in New Delhi, went on temporary duty to Lucknow. He left New Delhi at 2200 hrs on 20 Aug 05 by train. He reached Lucknow on 21 Aug 05 at 0700 hrs. In Lucknow he stayed in a hotel and paid Rs 190/- as hotel charges. During his stay he visited the Naval Unit NCC, Lucknow. On completion of duty he left Lucknow on 26 Aug 05 by train at 1430 hrs and reached New Delhi the same day at 2300 hrs. He travelled by entitled class in train.

First class rail fare from New Delhi to Lucknow is Rs. 475/-

Daily Allowance Rates **(For Basic Pay from Rs. 4100/- to 6499/-)**

A-1 Class Cities		A Class cities & specially expensive localities		B-1 Class cities and expensive localities		Other localities	
Ord	Hotel	Ord	Hotel	Ord	Hotel	Ord	Hotel
170	245	135	195	110	160	90	130

Calculate his TA/DA claim.

(12 Marks)

2. Write short notes on the following:-

- (a) Annual Financial Statement.
- (b) Consolidated Fund of India.
- (c) Revenue and Capital Budget.
- (d) Lapse of Sanction.

(8 Marks)

3. Explain the process of budget formulation and its review during the financial year?

(8 Marks)

4. What is Security Deposit? How is it calculated for different contract values? In what forms is it receivable?

(8 Marks)