

Application ID:

Name of the Candidate:

Signature:



Date: 04.04.2025

Place: IIT Dharwad

Total Marks: 100 (MCQ 70 + 30)

Written Examination for the post of Assistant Registrar

1. Duration of the Exam : 2 Hours.
2. This paper has two parts. MCQ for 70 marks and 30 marks for subjective questions.
3. Answers to all MCQ questions are to be recorded on the multiple-choice form in the OMR sheet.
4. Each correct answer carries 1 mark and wrong answer 0.25 marks will be deducted.
5. Return the OMR sheet and question paper after the examination
6. Free space within the question paper may be used for rough work.
7. Please check the complete question paper before attempting any questions.
8. All multiple-choice / objective type questions have A, B, C, and D as four possible options. Only one option is correct/most appropriate.

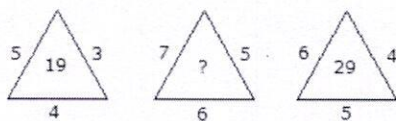
1. What action is performed by pressing Ctrl + E in MS Word
 - a. Exit Application
 - b. Select All
 - c. Clear All
 - d. Align Centre
2. USB is a common interface that enables communication between devices and a host controller such as a personal computer. S in USB stands for?
 - a. Simple
 - b. Series
 - c. Serial
 - d. Specification
3. =COUNTIF function in Excel used for ?
 - a. Counts cells as specified
 - b. Counts blank cells in a range
 - c. Counts cells with numbers in a range
 - d. Returns values based on a TRUE or FALSE condition
4. In LibreOffice Calc or Microsoft Excel, MIN(5,12,8,11,22,-4) will give
 - a. 22
 - b. 5
 - c. -4
 - d. 9
5. A snapshot of an excel sheet is shown below:

	A	B	C	D
1				
2	2	3	5	
3	6			
4	7			
5				

Cell C4 contains the formula =sum(C2,B2*sum(A2:A4)).
What is the output value seen in C4?

- a. 120
 - b. 32
 - c. 50
 - d. 23
6. What is the shortcut key to switch between open applications in Windows?
 - a. Ctrl + Tab
 - b. Alt + Tab
 - c. Windows + Tab

- d. Shift + Tab
7. Which of the following protocols are used for Email?
- TELNET and SMTP
 - SMTP and POP
 - POP and FTP
 - TELNET and FTP
8. Consider the series 325, 259, 204, 160, 127, 105, ?
Find the word in the place of ?
- 54
 - 69
 - 94
 - 114
9. Ram goes 15 M North, then turns right and walks 20 M, then again turns right and walks 10 M, then again turns right and walks 20 M. How far is he from his original position?
- 5
 - 10
 - 15
 - 20
10. Four pairs of words are given, out of these words one pair does not bear the common relationship which rest bear. You are required to find that odd pair.
- Death : Disease
 - Milk : Butter
 - Grape : Wine
 - Water : Oxygen
11. Pointing to a man in a photograph, a woman said, "His brother's father is the only son of my grandfather". How is the woman related to the man in the photograph?
- Mother
 - Aunt
 - Sister
 - Daughter
12. Which one will replace the question mark?



- 25
 - 37
 - 41
 - 47
13. Here are some words translated from an artificial language.
- moolokarn* means blue sky
wilkospadi means bicycle race
moolowilko means blue bicycle
 Which word could mean "racecar"?
- Wilkozwet
 - Spadiwilko
 - Moolobreil
 - Spadivolo

14. There are some boys and dogs at a place. If total number of heads is 7 and total number of legs is 20, how many boys and how many dogs are there?
- 2 boys 5 dogs
 - 3 boys 4 dogs
 - 4 boys 3 dogs
 - 5 boys 2 dogs
15. If BRAIN is written as LAIPT, how can TEMPLE be written in the same code?
- CMSVRK
 - UFNQMF
 - GVNKOV
 - DNUWRJ
16. A train 125 m long passes a man, running at 5 km/hr in the same direction in which the train is going, in 10 seconds. The speed of the train is:
- 45 km/hr
 - 50 km/hr
 - 54 km/hr
 - 55 km/hr
17. The current age of A and B is in the ratio 3 : 4. If the ratio of their age after 6 years will be 9 : 11, what was the age of B six years ago?
- 12 years
 - 10 years
 - 20 years
 - 22 years
18. The profit on selling 1 article is equal to the cost price of 2 such articles. Find the profit percentage.
- 100%
 - 150%
 - 200%
 - 225%
19. A sum of Rs. 12,500 becomes Rs. 15,500 in 4 years at simple interest. What is the rate of interest?
- 5%
 - 6%
 - 7%
 - 8%
20. A, B, C rent a pasture. A puts 10 oxen for 7 months, B puts 12 oxen for 5 months and C puts 15 oxen for 3 months for grazing. If the rent of the pasture is Rs. 175, how much must C pay as his share of rent?
- Rs. 45
 - Rs. 50
 - Rs. 55
 - Rs. 60
21. A library has an average of 510 visitors on Sundays and 240 on other days. The average number of visitors per day in a month of 30 days beginning with a Sunday is:
- 250
 - 276
 - 280

d. 285

22. If $A = x\%$ of y and $B = y\%$ of x , then which of the following is true?
- A is smaller than B.
 - A is greater than B
 - A is equal to B
 - If x is smaller than y , then A is greater than B.
23. Two trains are moving in opposite directions @ 60 km/hr and 90 km/hr. Their lengths are 1.10 km and 0.9 km respectively. The time taken by the slower train to cross the faster train in seconds is:
- 36
 - 45
 - 48
 - 49
24. Reena took a loan of Rs. 1200 with simple interest for as many years as the rate of interest. If she paid Rs. 432 as interest at the end of the loan period, what was the rate of interest?
- 3.6
 - 6
 - 18
 - Can't be determined
25. How many tiles, each 4 decimetre square, will be required to cover the floor of a room 8 m long and 6 m broad ?
- 200
 - 260
 - 280
 - 300
26. The Class-I local supplier/ Class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company in cases of procurement for a value more than
- 5 Crore
 - 10 Crore
 - 100 Crores
 - 1000 Crores
27. The term _____ is used to show the loss in the value of the Intangible Assets:
- Obsolescence
 - Amortization
 - Depletion
 - Depreciation
28. 'Deemed Refusal' under the RTI Act is—
- A failure to provide information by PIO within stipulated time
 - An FAA's refusal to hear a first appeal within 30 days
 - An Applicant's refusal to pay fees
 - An APIO's refusal to provide information on request by an Applicant

29. Consider the following statements in the context of RTI Act, 2005 and choose the option containing all correct statements.
- i. There is no prescribed format for seeking information
 - ii. The information seeker is not required to give reasons for seeking information
 - iii. Information exempted under Official Secrets Act can be disclosed if public interest overweighs the harm to the protected interests
 - iv. If any person is required to pay an amount of fee which he considers unreasonable, he can make a complaint to the information commission
- a. Only (i)
 - b. Only (i) & (ii)
 - c. Only (i), (ii) & (iii)
 - d. All four are correct
30. How many days leave is granted to a female government servant in case of death of a child soon after birth/ stillbirth ?
- a. 45 days
 - b. 60 days
 - c. 90 days
 - d. 180 days
31. What is the amount of leave salary payable under WRIL to a Government servant immediately following the hospitalization?
- a. Full Pay and Allowances for 6 months
 - b. Full Pay and Allowances for the first 12 months and half pay for 12 months, beyond the said period of 12 months
 - c. Full Pay and Allowances for the first 6 months and half pay for 12 months, beyond the said period of 6 months
 - d. Full Pay and Allowances with no limit regarding period
32. What is the key principle of the Academic Credit System followed in IITs?
- a. Fixed syllabus for all students
 - b. Flexible choice of courses with credit requirements
 - c. Uniform grading for all students
 - d. Compulsory attendance without credits
33. Which scholarship is primarily awarded to economically weaker students in IITs?
- a. Scholarship under the National Scholarship Scheme
 - b. Merit-cum-Means Scholarship
 - c. Prime Minister's Fellowship
 - d. INSPIRE Scholarship
34. An official drawing pay of Rs 78,800 in Pay Level 8 was promoted to Level 9 on 2-4-2024 involving higher responsibilities on regular basis. He exercised option for fixation of pay under FR 22 (I) (a) (1). What is his next increment date?
- a. 1-7-2024
 - b. 1-7-2025
 - c. 1-1-2025
 - d. 2-4-2024
35. An authority competent to create a post, whether temporary or permanent, may grant advance increment to an employee appointed to such post, in terms of-

- a. FR 27
- b. FR 22
- c. FR 24
- d. FR 26

36. Proprietary Article Certificate is applicable in

- a. Limited Tender Enquiry
- b. Advertised Tender Enquiry
- c. Single Tender Enquiry
- d. Two Bid Enquiry Tender

37. How many schedules are there as part of the balance sheet suggested for Central Higher Educational Institutions?

- a. 6
- b. 12
- c. 24
- d. As required.

38. The Audit which may have both compliance and performance audit objectives is known as

- a. Transaction audit
- b. Financial Audit
- c. Thematic Audit
- d. Compliance Audit

39. The formula for calculating gratuity under Payment of Gratuity Act is

- a. $\text{Gratuity} = (\text{Monthly Salary}/26) \times 15 \times \text{No. of years of service}$
- b. $\text{Gratuity} = (\text{Monthly Salary}/25) \times 15 \times \text{No. of years of service}$
- c. $\text{Gratuity} = (\text{Monthly Salary}/30) \times 15 \times \text{No. of years of service}$
- d. $\text{Gratuity} = (\text{Monthly Salary}/15) \times 15 \times \text{No. of years of service}$

40. During the period of pendency of inquiry under Sexual Harassment, Leave up to maximum of months shall be granted to a male government servant facing allegations of sexual harassment on recommendations of the Internal Committee.

- a. 1 month
- b. 2 months
- c. 3 months
- d. None of the above

41. Compassionate appointments can be made only up to% of direct recruitment vacancies which may be calculated on the basis of total direct recruitment for Group 'C' posts that have arisen in the year.

- a. 5%
- b. 7%
- c. 9%
- d. 10%

42. is generally used in correspondence between Government officers for inviting their personal attention on the issue.

- a. Letter
- b. DO Letter

- c. Office Memorandum
 - d. Personal Letter
43. A complaint of sexual harassment shall be inquired into by –
- a. The inquiring authority appointed by the disciplinary authority
 - b. The disciplinary authority itself
 - c. The Complaints Committee constituted in the Department concerned
 - d. Chief Vigilance Officer
44. How many pay levels are available under pay matrix as per 7th CPC.
- a. 16
 - b. 17
 - c. 18
 - d. 19
45. A group 'A' employee can accept gift from his relatives/ friends on the occasion on his wedding without prior sanction of the Govt., if the value of such gift does not exceed
- a. Rs 5000
 - b. Rs 7500
 - c. Rs 15000
 - d. Rs 25000
46. Which of the following is not a penalty?
- a. Suspension
 - b. Censure
 - c. Withholding of increment
 - d. None of the above
47. Central Govt. servants are permitted to encash 10 days EL at the time of availing LTC. A balance of EL that should be at his/her credit after taking in to account the period of encashment should be at least
- a. 120
 - b. 60
 - c. 30
 - d. 10
48. What is the time limit to get the information concerning the life and liberty of a person under RTI act?
- a. 48 hours
 - b. 24 hours
 - c. 5 days
 - d. 10 days
49. On grant of MACP, the level of pay of the employee will
- a. remain the same but one increment will be granted
 - b. change to higher level with one increment in the lower level will be granted
 - c. remain the same but two increments will be granted
 - d. change to a higher level and one increment in the higher level will be granted
50. All Government contracts made in exercise of the executive power of the union shall be

expressed to be made by the president under

- a. Article 297 of the Constitution of India
- b. Article 280 of the Constitution of India
- c. Article 299 of the Constitution of India
- d. none of the above

51. Match the following

- | | |
|---|---|
| A. Purchase of goods without quotation | A. Goods costing above Rs.50,000/- and upto Rs.5,00,000 |
| B. Purchase through local purchase committee | B. Goods of value Rs.50 lakh and above |
| C. Purchase through advertised tender Enquiry | C. Goods of value upto Rs.50 lakhs |
| D. Purchase through Limited Enquiry | D. upto the value of Rs.50,000 only on each occasion |
- a. A-D; B-A; C-B; D-C
 - b. A-D; B-C; C-A; D-B
 - c. A-B; B-A; C-D; D-C
 - d. A-C; B-A; C-D; D-B

52. In case of Advertised or Limited Tender Enquiry, Bid Security ordinarily be

- a. between 2% and 5% of the estimate value of goods to be procured
- b. 10% of the estimated value of goods to the procured
- c. 15% of the estimated value of goods to the procured
- d. None of the above

53. Tender received before time of opening but after due date and time of receipt of tender is known as

- a. Late tender
- b. Advanced tender
- c. Delayed tender
- d. Unresponsive tender

54. Amount that is agreed during the formation of the contract for the injured party to collect as compensation upon a specific breach of condition is known as

- a. Non- liquidated damages
- b. Compensation
- c. Damage Award
- d. Liquidated damages

55. The incoterm providing the least responsibilities to the seller is

- a. Ex Works
- b. DDP

- c. FCA
- d. CFR

56. Find the portion of the pension to be ignored in fixing the pay of re-employed pensioners who held Group 'A' post or posts of the ranks of commissioned service officers at the time of retirement?
- a. ₹1,500
 - b. ₹4,000
 - c. ₹15,000
 - d. ₹30,000
57. A claim for hotel charges up to the maximum of their entitlement, without production of vouchers, against self-certified claim, is allowed to---
- a. Pay levels 8 and below
 - b. Pay levels 12 and below
 - c. Pay levels 6 and below
 - d. Pay levels 5 and below
58. Child care leave is allowed to
- a. Single mother with son aged 20 years
 - b. All employees
 - c. Male employee
 - d. Single male parent
59. When the scale of pay of a post is revised upwards without involving assumption of duties and responsibilities of greater importance, then fixation of pay is regulated under;
- a. FR 23 and FR 22 (I)(a) (I)
 - b. FR 23 and FR 22 (I) (a) (2)
 - c. FR 23 and FR 22 (I)(a)(3)
 - d. FR 23 and FR 22 (I) (b) 2)
60. Fare of an escort accompanying a handicapped employee proceeding on LTC is reimbursable, if –
- a. The nature of physical disability necessitates an escort
 - b. The employee doesn't have an adult family member
 - c. Prior approval of the head of the department is obtained
 - d. All of the above
61. For calculation pensions,' emoluments' include –
- a. Basic Pay
 - b. Basic Pay + Non-practising allowance
 - c. Basic Pay + Dearness allowance
 - d. Basic pay + Non-practising allowance + Dearness Allowance
62. An additional income tax benefit is available under _____ of the IT act to employees contributing Rs. 50000/- or more to the NPS Tier I account:
- a. Section 80(c)
 - b. Section 80 CCD (1B)
 - c. Section 80 (1B)

d. Section 80 CCD (2)

63. Payment of Gratuity Act, 1972 applies to every shop or establishment within the meaning of any law for the time being in force in relation to shops and establishment in a State, in which ----- persons are or were employed on any day in the preceding 12 months.
- 20 or more
 - 10 or more
 - 12 or more
 - 20
64. For grant of financial upgradation under MACPS for all levels, the prescribed Benchmark applicable for the APARs for the year 2016-17 and subsequent years shall be:
- Average
 - Good
 - Very Good
 - Outstanding
65. Which of the following statements about Supplementary Rules (SR) is correct?
- SRs primarily deal with the academic policies of a university.
 - SRs provide detailed procedures and guidelines to supplement the Fundamental Rules.
 - SRs govern the disciplinary actions against students.
 - SRs are exclusively concerned with pension policies.
66. Numerical grading to be awarded by reporting and reviewing authorities in APAR is on a scale of?
- 0 to 10
 - 1 to 100
 - 1 to 10
 - 1 to 5
67. If a male employee has two legally wedded wives, he can avail LTC for
- First wife only
 - Second wife only
 - Both wives
 - First or second wife only, as per his choice
68. A dependent child of a Govt. servant (posted in Delhi) staying and pursuing studies in Mumbai visits the Government servant at his Headquarters/ place of posting (i.e Delhi) on LTC Reimbursement in such case shall be admissible for the distance between-
- The Headquarters (i.e Delhi) and the place of visit (i.e Delhi), that is nil
 - Any place in India (i.e Mumbai) and the place of posting/Headquarters (i.e Delhi)
 - Home town of the employee and the place of posting/Headquarters (i.e Delhi)
 - None of the above
69. The Public Financial Management System (PFMS), was earlier known _____

- a. Central Plan Schemes Management System
- b. Central Plan Schemes Financial System
- c. Central Plan Schemes Monitoring System
- d. Central Plan Schemes Efficient System

70. There shall be reservation for Scheduled Caste/Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for _____ days or more.

- a. No reservation on temporary appointments
- b. 45 days
- c. 60 days
- d. 90 days

Subjective (all three questions are compulsory and each question carries equal marks of 10).

1. Write short note on following: -
 - a. Quality and Cost Based System of Evaluation (5 marks)
 - b. Five different types of recruitment (5 marks)
2. Write a letter from the Registrar to the State Revenue Secretary requesting to allocate 50-acre additional land to Institute. You can assume necessary details and justify the requirement.
3. Prepare a file note from Assistant Registrar (Admin) to the Competent Authority of the Institute proposing to implement biometric attendance system for employees. You may assume the necessary details.