



ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ  
भारतीय प्रौद्योगिकी संस्थान धारवाड  
INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

**Question Paper for the post of Junior Superintendent**  
(Staff Recruitment Advt. No.: IITDh/Admin/SR/29/2024-25 dated 26th August 2024)

**Name:**

**Application ID:**

**General Instructions:**

Please read the following instructions carefully:

1. This test booklet contains 10 pages. Immediately after the commencement of the examination, you should check that this test booklet does not have any unprinted or torn or missing pages or items etc. If so, get it replaced.
2. This test booklet contains 102 questions [100 MCQs & 2 Descriptive Questions]. Each MCQ carries 1 mark & each descriptive question carries 15 marks. Each MCQ comprises four answers. You will select the answers which you want to mark on the answer sheet i.e., OMR. A separate answer booklet will be provided for answering the descriptive questions.
3. You have to mark only one answer.
4. 0.60 mark will be deducted for each wrong answer in MCQs.
5. Use blue/black ink ball point pen for darkening the circles on the OMR answer sheet only. Do not use Pencil.
6. Folding, wrinkling or putting any unwanted mark or damaging the OMR answer sheet is prohibited. The candidate will be responsible for the invalidation of the OMR answer sheet by doing such deeds.
7. Any kind of electronic devices, including smart watches, mobiles, calculators, and/or any paper chits, letters or printouts are not allowed inside the examination hall.
8. You have to hand-over the answered OMR sheet, answer booklet, and the test booklet to the invigilator after the examination.
9. Duration of the exam is 2 hours.
10. Both the question paper and the answer key will be uploaded on the website of the Institute (under Recruitment Announcement). If any observation on any question(s) or key is observed/ noticed, then the applicant may sent their representation (as per the format) to the Institute at the email ID [recruit@iitdh.ac.in](mailto:recruit@iitdh.ac.in) with full justification for the representation on or before 12<sup>th</sup> June 2025 (05:00 PM). No representation beyond the stipulated time frame will be entertained.

**Declaration by the candidate:** I have read and understood the above instructions. I will agree to abide by the rules of the examination and further instructions, if any.

**Signature:**

## **PART A**

### **Section 1 – General Awareness**

1. Which of the following crops is an example of kharif crops?  

A) Gram	B) Cotton	C) Pea	D) Wheat
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2. The Eastern coast of India is known as -----.  

A) Eastern Plateau	B) Bengal Coast	C) Coromandel Coast	D) Cyclonic Coast
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3. Which river flows from South to North?  

A) Brahmaputra	B) Narmada	C) Ganga	D) Krishna
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4. CAA is -----  

A) Citizenship Amendment Act	B) Women Amendment Act	C) Child Amendment Act	D) Climate Amendment Act
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5. Which AI start up recently surpassed ChatGPT?  

A) Wisor AI	B) Deep Seek AI	C) Meta AI	D) Gamma AI
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6. Where was India's first-generation Beta baby born on 1st January 2025?  

A) Mizoram	B) Nagaland	C) Assam	D) Maharashtra
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7. Which astronaut set a new record for the longest spacewalking time by a woman?  

A) Christina Koch	B) Jessica Meir	C) Sunita Williams	D) Peggy Whitson
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8. The Wildlife Protection Act in India came up in the year -----.  

A) 1952	B) 1962	C) 1972	D) 1982
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9. Economic term GATT stands for :  

A) General Agreement on Tariffs and Trade	B) Global Association for Trade and Taxes	C) General Assembly of Trade and Technology	D) Global Agreement on Trade and Transportation
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10. Which are the basic economic activities of life?  

A) Production	B) Exchange	C) Consumption of Goods and Services.	D) All of those
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### **Section 2 – English**

11. Identify the correctly spelled word :  

A ) connoisseur	B ) connoisseur	C ) connoisseur	D) conoisieur
-----------------	-----------------	-----------------	---------------
12. Identify the correctly spelled word:  

A) millennium	B) millenium	C) milenium	D) millennium
---------------	--------------	-------------	---------------

13. Identify the correctly spelled word:
- |                 |                |                  |                 |
|-----------------|----------------|------------------|-----------------|
| A)miscellaneous | B)miscelaneous | C)miscellaneouse | D)miscellaneous |
|-----------------|----------------|------------------|-----------------|
14. Choose the grammatically correct option:  
The committee-----divided on the issue of budget allocation.
- |      |       |        |             |
|------|-------|--------|-------------|
| A)is | B)are | C)were | D)have been |
|------|-------|--------|-------------|
15. Choose the grammatically correct option :  
If I ----- earlier ,I would have caught the train.
- |                |             |              |                    |
|----------------|-------------|--------------|--------------------|
| A) would leave | B) had left | C) have left | D) would have left |
|----------------|-------------|--------------|--------------------|
16. Choose the grammatically correct option:  
The data ----- carefully before being published.
- |                |                 |                      |                       |
|----------------|-----------------|----------------------|-----------------------|
| A)was analyzed | B)were analyzed | C)have been analyzed | D) are being analyzed |
|----------------|-----------------|----------------------|-----------------------|
17. Identify the Synonym of the given word:  
BENEVOLENT
- |        |            |                |         |
|--------|------------|----------------|---------|
| A)Kind | B) Hostile | C) Indifferent | D)Cruel |
|--------|------------|----------------|---------|
18. Identify the Synonym of the word:  
EPHEMERAL
- |           |              |              |           |
|-----------|--------------|--------------|-----------|
| A)Lasting | B) Temporary | C) Permanent | D) Stable |
|-----------|--------------|--------------|-----------|
19. Identify the Synonym of the word:  
TENACIOUS
- |        |              |            |           |
|--------|--------------|------------|-----------|
| A)Weak | B)Persistent | C)Yielding | D)Fragile |
|--------|--------------|------------|-----------|
20. Identify the Synonym of the word:  
VERBOSE
- |           |         |         |          |
|-----------|---------|---------|----------|
| A)Concise | B)Brief | C)Wordy | D)Simple |
|-----------|---------|---------|----------|
21. Choose the most appropriate option to complete the sentence:  
The scientists were ----- by their unexpected discovery.
- |             |             |                 |         |
|-------------|-------------|-----------------|---------|
| A)abnegated | B)astounded | C) uninterested | D)bored |
|-------------|-------------|-----------------|---------|
22. Choose the most appropriate option to complete the sentence:  
The company's new policy proved to be ----- successful.
- |              |            |               |            |
|--------------|------------|---------------|------------|
| A) minimally | B) elderly | C) remarkably | D)scarcely |
|--------------|------------|---------------|------------|
23. Choose the most appropriate option to complete the sentence:  
The museum's collection was ----- in its diversity.
- |            |               |           |                 |
|------------|---------------|-----------|-----------------|
| A) limited | B) restricted | C) narrow | D) unparalleled |
|------------|---------------|-----------|-----------------|
24. Fill in the blank with a suitable option:  
I saw ----- one-eyed man at the shop.
- |     |      |        |                     |
|-----|------|--------|---------------------|
| A)a | B)an | C) the | D)no article needed |
|-----|------|--------|---------------------|

25. Fill in the blank with a suitable option:  
----- hour ago,I was at home.
- |     |      |        |                     |
|-----|------|--------|---------------------|
| A)A | B)An | C) The | D)no article needed |
|-----|------|--------|---------------------|
26. Fill in the blank with a suitable option:  
----- honest person always speaks the truth.
- |     |      |        |                      |
|-----|------|--------|----------------------|
| A)A | B)An | C) The | D) no article needed |
|-----|------|--------|----------------------|
27. Choose the correct verb for the given sentence:  
I wish I ----- harder for my exams.
- |         |           |               |                |
|---------|-----------|---------------|----------------|
| A)study | B)studied | C)had studied | D)have studied |
|---------|-----------|---------------|----------------|
28. Choose the correct verb for the given sentence:  
She ----- in London for five years before moving to Paris.
- |         |             |             |              |
|---------|-------------|-------------|--------------|
| A)lived | B)has lived | C)had lived | D)was living |
|---------|-------------|-------------|--------------|
29. The children----- in the park when it started raining.
- |                |          |              |               |
|----------------|----------|--------------|---------------|
| A)were playing | B)played | C)had played | D)have played |
|----------------|----------|--------------|---------------|
30. Choose the correct answer from the given options:  
The plural of “criterion” is :
- |              |            |                |             |
|--------------|------------|----------------|-------------|
| A)criterions | B)criteria | C) criterion's | D)criterias |
|--------------|------------|----------------|-------------|

### Section 3 – General Aptitude Test

31. Daal is now sold at Rs.20 a kg . During last month it's rate was Rs.16 per kg.By how much percent should a family reduce its consumption so as to keep the expenditure fixed?
- |       |       |      |      |
|-------|-------|------|------|
| A)20% | B)40% | C)3% | D)2% |
|-------|-------|------|------|
32. A man can row upstream at 8 KMPH and downstream at 13 kmph.The speed of the stream is -----.
- |            |            |         |             |
|------------|------------|---------|-------------|
| A)2.5 kmph | B)4.2 kmph | C)5kmph | D)10.5 kmph |
|------------|------------|---------|-------------|
33. I have trouble -----.
- |                            |                              |                         |                            |
|----------------------------|------------------------------|-------------------------|----------------------------|
| A)to remember my password. | B)to remembering my password | C) remember my password | D) remembering my password |
|----------------------------|------------------------------|-------------------------|----------------------------|
34. To 15 ltr. of water containing 20% alcohol,we add 5ltr.of pure water.What is % alcohol?
- |       |       |       |       |
|-------|-------|-------|-------|
| A)20% | B)34% | C)15% | D)10% |
|-------|-------|-------|-------|
35. 1,5,14,30,?,91. Find the missing number.
- |      |      |      |                 |
|------|------|------|-----------------|
| A)45 | B)55 | C)60 | D)None of these |
|------|------|------|-----------------|

36. Which of the following numbers is divisible by 3 ?  
i) 541326      ii) 5967013  
A) ii) only      B) i) only      C) i & ii both      D) none
37. What is the population of India?  
A) 98 crores      B) More than 2 billion      C) More than 1 billion      D) Less than 1 billion
38.  $A/B = C$ ;  $C > D$  then  
A) A is always greater than D      B) C is always greater than D      C) B is always less than D      D) none
39. Goitre caused by the deficiency of -----  
A) Vitamin D      B) Iron      C) Vitamin A      D) Iodine
40. Which of the following is the odd one from the given alternatives?  
A) Swimming      B) Driving      C) Sailing      D) Diving
41. The tutor of Alexander the great was ---  
A) Darius      B) Cyrus      C) Socrates      D) Aristotle
42. Which one among the following has the largest shipyard in India?  
A) Kolkata      B) Kochi      C) Mumbai      D) Vishakhapatnam
43. If  $(2x - y) = 4$  then  $(6x - 3y) = ?$   
A) 15      B) 12      C) 18      D) 10
44. If  $2x - 3 = 7$ , what is the value of X?  
A) 7      B) 6      C) 5      D) 4
45. A train travels a distance of 360 km in 5 hrs . What is the speed?  
A) 72 km/h      B) 62 km/h      C) 52 km/h      D) 82 km/h
46. A shopkeeper sold an article for Rs.450/-, incurring a loss of 10%. What was the cost price of the article?  
A) 550      B) 470      C) 500      D) 520
47. Marathon is to race as hibernation is to -----  
A) winter      B) sleep      C) bear      D) summer
48. The day before yesterday was Saturday. What will be the day after tomorrow?  
A) Friday      B) Monday      C) Wednesday      D) Thursday
49. Which of the following is different from others?  
A) Blacksmith      B) Barber      C) Carpenter      D) Tailor

50.	A thermometer is to temperature as a compass is to-----			
	A)Direction	B) Pressure	C) Needle	D)None of the above

#### **Section 4 – Information Technology Knowledge**

51.	Full form of DOCOMO ?			
	A)Do Connect over Mobile	B)Do Communications Over the Mobile network	C)Dongle Communication Over Mobile	D)Do Communication Or More

52.	Joystick is used to -----?			
	A)Move cursor on the screen	B)Computer games	C)Both A & B	D) None of these

53.	Which of the below is not an iPhone 4 feature?			
	A)4G	B)Front facing camera	C)HD recording	D) Multitasking

54.	What should be done to successfully convert the format of an image from BMP to JPEG?			
	A)Compress the file	B) Rename the image	C)Use the save as command	D) Change the image file extension

55.	What is MAC?			
	A)A computer made by Apple	B) Memory address corruption	C)Mediocre Apple Computer	D) Media Across Control

56.	Types of plotter are -----			
	A)2	B)3	C)4	D)5

57.	Number of bit used by IPv6 address-----			
	A)32 bit	B)64 bit	C)128 bit	D)256 bit

58.	Special purpose software are -----			
	A) Application software	B) System software	C) Utility software	D) Bespoke software

59.	Laser printer mechanism is consists of -----			
	A)laser light	B)roller	C)toner	D) all of these

60.	In computer,1 kilobyte is equal to ---			
	A)1024 bytes	B)1048576 bytes	C)1024400 bytes	D)1048 bytes

61.	Device which is used to convert spoken words into digital signals is termed as ---			
	A)speaker	B) microphone	C)head phone	D)voice-recognition device

62.	Memory word size in computers typically ranges from-----			
	A)4 to 64 bits	B)8 to 40 bits	C)5 to 50 bits	D)3 to 36 bits

63. In computer, LCD monitor screen shape is -----
- |         |         |             |         |
|---------|---------|-------------|---------|
| A) flat | B) oval | C) cylinder | D) cone |
|---------|---------|-------------|---------|
64. The IBM PC-XT was the first to include a hard drive. What was the capacity of this disk?
- |           |          |          |            |
|-----------|----------|----------|------------|
| A) 750 KB | B) 10 KB | C) 20 KB | D) 1.44 KB |
|-----------|----------|----------|------------|
65. A DNS translates a domain name into what ?
- |           |        |       |        |
|-----------|--------|-------|--------|
| A) Binary | B) Hex | C) IP | D) URL |
|-----------|--------|-------|--------|
66. Which protocol is used to send e-mail?
- |         |         |         |        |
|---------|---------|---------|--------|
| A) HTTP | B) POP3 | C) SMTP | D) SSH |
|---------|---------|---------|--------|
67. Which of the following is not an operating system?
- |        |        |      |          |
|--------|--------|------|----------|
| A) DOS | B) Mac | C) C | D) Linux |
|--------|--------|------|----------|
68. Which one programming language is exclusively used for artificial intelligence?
- |      |         |         |           |
|------|---------|---------|-----------|
| A) C | B) Java | C) J2EE | D) Prolog |
|------|---------|---------|-----------|
69. A server ----- a service.
- |             |             |           |                  |
|-------------|-------------|-----------|------------------|
| A) Requests | B) Provides | C) A or B | D) None of these |
|-------------|-------------|-----------|------------------|
70. Wi-Fi is a short name for -----
- |                   |                      |                       |                  |
|-------------------|----------------------|-----------------------|------------------|
| A) Wired Fidelity | B) Wireless Fidelity | C) Wireless Frequency | D) None of these |
|-------------------|----------------------|-----------------------|------------------|

### **Section 5 – Understanding of Government Rules and Regulations**

71. Wilful absence from duty is treated as dies-non for the purpose of -----
- |              |            |          |                     |
|--------------|------------|----------|---------------------|
| A) Increment | B) Pension | C) Leave | D) All of the above |
|--------------|------------|----------|---------------------|
72. Transport Allowance is admissible if an employee is absent from duty for full calendar month(s) due to ---
- |                            |               |             |                     |
|----------------------------|---------------|-------------|---------------------|
| A) Leave, training or tour | B) Suspension | C) Vacation | D) All of the above |
|----------------------------|---------------|-------------|---------------------|
73. Advance increment shall not be allowed in case of -----
- |                                |  |   |                    |
|--------------------------------|--|---|--------------------|
| A) Reward for meritorious work | B) Removal of anomalies in fixation of pay | C) Recommendation of UPSC to grant higher pay | D) All above cases |
|--------------------------------|--|---|--------------------|
74. A tenure post is a -----
- |               |                   |                   |                  |
|---------------|-------------------|-------------------|------------------|
| A) Adhoc post | B) Temporary post | C) Permanent post | D) Ex-cadre post |
|---------------|-------------------|-------------------|------------------|
75. Supernumerary post is a -----
- |                |                   |                   |                  |
|----------------|-------------------|-------------------|------------------|
| A) Ad hoc post | B) Temporary post | C) Permanent post | D) Ex-cadre post |
|----------------|-------------------|-------------------|------------------|

76. Substantive pay means pay other than -----
- |                |                 |                              |                     |
|----------------|-----------------|------------------------------|---------------------|
| A) Special pay | B) Personal pay | C) Emoluments classed as pay | D) All of the above |
|----------------|-----------------|------------------------------|---------------------|
77. A Government employee will become entitled for increment on completion of his service for -----
- |                         |                       |                              |                               |
|-------------------------|-----------------------|------------------------------|-------------------------------|
| A) Three months or more | B) Six months or more | C) One calendar year or more | D) One financial year or more |
|-------------------------|-----------------------|------------------------------|-------------------------------|
78. LTC can not be availed during:
- |                        |                 |                         |                     |
|------------------------|-----------------|-------------------------|---------------------|
| A) Any period of leave | B) Casual leave | C) Special Casual leave | D) weekend holidays |
|------------------------|-----------------|-------------------------|---------------------|
79. The present block is -----for LTC to any place in India.
- |              |              |              |              |
|--------------|--------------|--------------|--------------|
| A) 2025-2028 | B) 2024-2027 | C) 2022-2025 | D) 2023-2026 |
|--------------|--------------|--------------|--------------|
80. The time- limit for drawal of LTC advance is ----- in case of journey by train.
- |            |             |             |             |
|------------|-------------|-------------|-------------|
| A) 90 days | B) 100 days | C) 120 days | D) 125 days |
|------------|-------------|-------------|-------------|
81. Reasons for suspension, if not indicated in the suspension order itself, should be communicated within ----- months.
- |                 |                |               |              |
|-----------------|----------------|---------------|--------------|
| A) three months | B) three weeks | C) six months | D) six weeks |
|-----------------|----------------|---------------|--------------|
82. Compulsory deductions to be enforced from Subsistence Allowance.
- |               |               |                     |                              |
|---------------|---------------|---------------------|------------------------------|
| A) Income Tax | B) PLI premia | C) GPF subscription | D) Recovery of loss to Govt. |
|---------------|---------------|---------------------|------------------------------|
83. State the maximum number of cases in which a retired Government servant can act as a defence assistant at a particular time.
- |          |        |          |        |
|----------|--------|----------|--------|
| A) seven | B) six | C) three | D) one |
|----------|--------|----------|--------|
84. For grant of financial upgradation under MACPS, the prescribed bench-mark would be -----.
- |                                      |                                 |                               |                          |
|--------------------------------------|---------------------------------|-------------------------------|--------------------------|
| A) 'Very Good' for Group A post only | B) 'Good' for Group B post only | C) 'Very Good' for all posts. | D) 'Good' for all posts. |
|--------------------------------------|---------------------------------|-------------------------------|--------------------------|
85. The alternative to cash basis of accounting is called ----- basis of accounting.
- |           |            |                 |                  |
|-----------|------------|-----------------|------------------|
| A) Hybrid | B) Accrual | C) Prior-period | D) None of these |
|-----------|------------|-----------------|------------------|
86. Appending notes to the financial statements as per ----- convention.
- |               |               |                |                |
|---------------|---------------|----------------|----------------|
| A) Convertism | B) Disclosure | C) Consistency | D) Materiality |
|---------------|---------------|----------------|----------------|
87. Decrease in the value of natural assets is -----
- |                 |              |                 |                  |
|-----------------|--------------|-----------------|------------------|
| A) Depreciation | B) Depletion | C) Amortization | D) None of these |
|-----------------|--------------|-----------------|------------------|
88. Goodwill is -----
- |                   |                     |                    |                  |
|-------------------|---------------------|--------------------|------------------|
| A) tangible asset | B) intangible asset | C) A current asset | D) None of these |
|-------------------|---------------------|--------------------|------------------|



89. Standards of financial propriety is mentioned in which Rule of GFR 2017?
- |            |            |            |            |
|------------|------------|------------|------------|
| A) Rule 13 | B) Rule 17 | C) Rule 21 | D) Rule 20 |
|------------|------------|------------|------------|
90. Advertised Tender Enquiry should be restored for procurement of goods of estimated value of Rupees —————
- |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| A) 10 lakh and above | B) 20 lakh and above | C) 25 lakh and above | D) 30 lakh and above |
|----------------------|----------------------|----------------------|----------------------|
91. CPPP stands for —————
- |                                      |  |                                     |                                     |
|--------------------------------------|--|-------------------------------------|-------------------------------------|
| A) Central Public Procurement Portal | B) Centralised Purchase & Procurement Portal | C) Common Public Procurement Portal | D) Common Purchase & Payment Portal |
|--------------------------------------|--|-------------------------------------|-------------------------------------|
92. The number of supplier firms in Limited Tender Enquiry should be —————
- |                        |                    |         |        |
|------------------------|--------------------|---------|--------|
| A) not less than three | B) more than three | C) four | D) six |
|------------------------|--------------------|---------|--------|
93. Proprietary Article Certificate is applicable in —————
- |                           |                              |                          |                           |
|---------------------------|------------------------------|--------------------------|---------------------------|
| A) Limited Tender Enquiry | B) Advertised Tender Enquiry | C) Single Tender Enquiry | D) Two bid Enquiry Tender |
|---------------------------|------------------------------|--------------------------|---------------------------|
94. In case of advance to private firms, it should not exceed —————
- |                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|
| A) 10% of the contract value | B) 20% of the contract value | C) 30% of the contract value | D) 40% of the contract value |
|------------------------------|------------------------------|------------------------------|------------------------------|
95. RFP stands for —————
- |                                |                            |                        |                         |
|--------------------------------|----------------------------|------------------------|-------------------------|
| A) Requirement for Procurement | B) Request for Procurement | C) Request for Payment | D) Request for Proposal |
|--------------------------------|----------------------------|------------------------|-------------------------|
96. “Expression of interest” should be sought where the estimate cost of the consulting services is —————
- |                      |                      |                     |                      |
|----------------------|----------------------|---------------------|----------------------|
| A) above Rs. 20 lakh | B) above Rs. 25 lakh | C) upto Rs. 20 lakh | D) below Rs. 25 lakh |
|----------------------|----------------------|---------------------|----------------------|
97. Good governance should not be worked on —————
- |                 |                   |                |                    |
|-----------------|-------------------|----------------|--------------------|
| A) Transparency | B) Accountability | C) by Nepotism | D) the rule of law |
|-----------------|-------------------|----------------|--------------------|
98. What is the maximum number of days of EL that can be granted to a Govt. servant at a time in one spell?
- |            |             |             |             |
|------------|-------------|-------------|-------------|
| A) 90 days | B) 120 days | C) 180 days | D) 300 days |
|------------|-------------|-------------|-------------|
99. Child care leave is admissible if child is below —————
- |             |             |             |             |
|-------------|-------------|-------------|-------------|
| A) 18 years | B) 17 years | C) 21 years | D) 25 years |
|-------------|-------------|-------------|-------------|
100. What is the entitlement of LTC to officials under suspension?
- |                                 |                 |                             |                           |
|---------------------------------|-----------------|-----------------------------|---------------------------|
| A) Entitled for self and family | B) Not entitled | C) Entitled for family only | D) Entitled for self only |
|---------------------------------|-----------------|-----------------------------|---------------------------|

**PART B**

<b>Qtn</b>	<b>Section 6 - Letter writing, Noting and Drafting (please use separate booklet to answer)</b>
1.	<p><i>Mr. Sunil Kumar, Junior Superintendent (Central Government Servant) did not resume duty after remaining absent without permission for a continuous period of five years w e f 1/6/2020 . He is to remove from service on the expiry of five years.</i></p> <p><i>Draft a note to obtain approval of the competent authority mentioning provisions of the concerned rules . Also prepare a draft O.O or O.M communicating decision/approval of the competent authority.</i></p> <p style="text-align: right;"><i>(15 marks)</i></p>
2.	<p><i>Mr. Lotan Chand, Superintendent ( Central Government Servant) posted at New Delhi availed LTC for self and family for visiting home town Chennai in January, 2024 against the block of two years 2022-2023 . Later , he intended to avail of LTC for visiting Bangalore in November, 2024 against the block of four years 2022-2025 .He has not availed any LTC in respect of the earlier block of two years 2022-2023 and applied for carrying it over to year 2024 for adjustment of LTC for visiting Bangalore.</i></p> <p><i>Draft a note to obtain approval/ decision of the competent authority mentioning provisions of the concerned rules. Also prepare a draft O.O or O.M communicating the decision/approval of the competent authority.</i></p> <p style="text-align: right;"><i>( 15 marks)</i></p>