

National Institute of Technology Delhi
Proficiency Test for the position of Junior Superintendent

TIME: - 1 hr

M.M: 25

General Instructions. Read the following instructions carefully.

- 1). There are five questions in this question paper. All questions are compulsory.
- 2). The marks of all the questions are mentioned against each question.

Q.1 Type the following paragraph in MS word in *Times New Roman* font with heading having size of 14 and paragraph text in size 12. Justify the text also. **Marks-04**

Salient Features of NEP, 2020

The National Education Policy 2020 proposes various reforms in school education as well as higher education including technical education. A number of action points/activities for implementation in school education as well as higher education are mentioned in the National Education Policy 2020. Details of the salient features of NEP 2020 are as follows-

- i. Ensuring Universal Access at All Levels of schooling from pre-primary school to Grade 12;
- ii. Ensuring quality early childhood care and education for all children between 3-6 years;
- iii. New Curricular and Pedagogical Structure (5+3+3+4);
- iv. No hard separations between arts and sciences, between curricular and extra-curricular activities, between vocational and academic streams;
- v. Establishing National Mission on Foundational Literacy and Numeracy;

Q.2 Use MS-Excel to create a table, enter the data as shown below in excel-sheet and calculate DA (present rate), HRA (for X class city) and Gross Salary for each case. **Marks-04**

Choose the correct DA and HRA Applicable for Central Govt employees on 01.07.2023
Options

DA: 38%/42 %/ 37 %

HRA: 24%/27 %/30%

Sr. No.	Employee Number	Basic Pay	DA (@...)	HRA (@...)	Gross Salary
1	200511	44900			
2	200512	53100			
3	200513	29200			
4	200514	56100			

Q. 3 Prepare a PPT on any of the following topics (Minimum 5 Slides) -

Marks-05

(i) New Education Policy

(ii) Major and Minor Penalties as per CCS (CCA) Rules

Following Questions to be attempted with pen:

Q. 4 NIT Delhi is going to start a new 4 year B. Tech Course in Data Science and AI in the CSE Department with an intake of 40 students from the academic session 2024-25. To run the course, manpower is required for the new course. Draft an agenda item for the consideration of the BoG clearly indicating the nature of manpower required and the number.

Marks-08

Q. 5 The CAG Audit team has raised an audit para regarding the outstanding advances in the Institute. On behalf of the Registrar, draft a notice for all the employees for the settlement of advances.

Marks-04