



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI  
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

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## PAPER I EXAMINATION-PART – II (POST RELATED)

DATE: 03.01.2023(TUESDAY)

QUESTION PAPER CUM ANSWER SHEET FOR THE POST OF  
SUPERINTENDENT (PAY LEVEL 06) AND PERSONAL ASSISTANT (PAY LEVEL 06)

Maximum Marks: 50

Time: 1.30 Hours

Name of Candidate: \_\_\_\_\_ Roll No: \_\_\_\_\_

### INSTRUCTIONS TO CANDIDATES

1. This question paper has 50 questions. Each question carries one mark. There are four choices for answer (a, b, c, d) to each question. Choose the correct answer (one only) for each question and write the answer in the space provided against each question.
2. Candidate must write Name, Roll No. and sign on each page of this booklet.
3. The candidate should check that the booklet does not have any unprinted or torn or missing pages or questions etc. If so, get it replaced with another question paper, before question paper starts.
4. One (1) mark will be awarded for each correct answer. There will be no negative marking.
5. Return the Question Paper cum Answer Sheet to the invigilator after the examination is over.
6. **Mobile, Electronic Watch and other Electronic Gadgets are prohibited in the examination.**
7. There should not be any cutting or overwriting in the Answer.
8. Use of Unfair Means in Examination will lead to cancellation of candidature.

Sr. No.	Question	Answer
1.	What is a Standing Guard File in the government offices? a) It is a file which contains the index of all the files in the office. b) It is a file which contains the protocol to protect the other file in case of fire. c) It consists of all decisions on a particular subject collected at one place. d) There is no such file as a Standing Guard File.	C ✓
2.	To check delays, the most important responsibility of the supervisory staff is: a) To keep note of important receipts with a view to watch the progress of action. b) To undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked. c) To ensure that cases are not held up at any stage. d) All of the above.	D ✓
3.	Under the Conduct Rules, for acquiring an immovable property, from any person having official dealings with the employee, permission of the prescribed authority is _____? a) required. b) required, if the amount of transaction is more than Rs. One lakh. c) may be taken. d) not required.	A ✓

4.	What is deemed suspension? a) If a government servant is detained in custody for a period exceeding 48 hours. b) If a government servant is convicted for a period exceeding 48 hours. c) Both a) and b) above. d) None of the above.	C ✓
5.	What is the initial time limit for the Inquiring Authority to conclude the inquiry and submit his report? a) Three months      b) Six months      c) Eight months      d) Nine months	B ✓
6.	Order for reduction to a lower grade or post, compulsory retirement, removal from service or dismissal from service can be passed after which of the following: a) only after holding enquiry b) giving reasonable opportunity of showing cause c) only by an authority who is not subordinate to that by which he was appointed d) all of the above	D ✓
7.	During suspension, which of the following leave can be sanctioned? a) Earned leave                      b) Commuted leave c) Extraordinary leave              d) No leave can be sanctioned	D ✓
8.	Whether a suspended employee and his family can avail LTC? a) Yes, the suspended employee and the family can avail LTC. b) No, the suspended employee cannot avail LTC but his family can avail LTC. c) Neither the suspended employee nor his family can avail LTC. d) Yes, the suspended employee can avail LTC but his family cannot avail LTC.	B ✓
9.	What is the quorum of the Board of Governors of NIT Delhi? a) All the members      b) Six members'      c) Five members'      d) Four members'	B ✓
10.	Who is the Chairman of the Building and Works Committee of NIT Delhi? a) The Chairman, Board of Governors b) The Secretary of the Ministry of Education c) The Director of NIT Delhi d) The Registrar of NIT Delhi	C ✓
11.	Information about the disease(s) of the employee and his/her dependent available with the employer can be provided to an RTI applicant or not and why? a) Yes, it can be provided as the RTI Act shall prevail. b) Yes, it can be provided to the applicant, in case he is able to amply justify his request for the sought information under the RTI Act. c) No, it cannot be provided to the applicant as the employer holds the information in a fiduciary capacity. d) No, the employer is not expected to dig out the information from the medical bills / personal records.	C ✓
12.	An RTI applicant seeks the Salary Slip of an employee at NIT Delhi under the RTI Act. How should the PIO respond to the RTI application? a) Salary being a personal information of the employee, the PIO should not provide the Salary Slip citing Section 8(1)(j) of the RTI Act. b) The PIO should provide the Salary Slip to the RTI applicant. c) The PIO should provide the 'Payment' portion of the Salary Slip and should not provide the 'Deduction' portion of the Salary Slip. d) None of the above.	C ✓

13.	An RTI applicant applies for obtaining a copy of a document available at NIT Delhi under the RTI Act. A part of the document contains some information which is exempted from disclosure. How should the PIO respond to the RTI application? a) The PIO should reject the RTI application citing the exempted nature of the information. b) The PIO should provide that part of the information which can be disclosed and can reasonably be severed from any part that contains the exempted information. c) The PIO should provide the whole document in response to the application. d) None of the above.	B ✓
14.	For providing information to an RTI applicant, the PIO seeks assistance of officer of another Section where the information is available. The officer ignores the request of the PIO and does not provide the information. The applicant makes an appeal and before the Appellate Authority, the PIO explains the details. The Appellate Authority imposes fine upon the officer who had ignored the request of the PIO. What is the reason behind the decision of the Appellate Authority? a) The Appellate Authority erred in imposing a fine upon the officer who had not provided the information. b) The Appellate Authority should have directed the Director to take action against the PIO. c) The Appellate Authority should have fined the PIO. d) The Appellate Authority rightly fined the other officer as he was the deemed PIO in terms of the Section 5 (5) of the RTI Act.	D ✓
15.	Who is responsible for the overall financial management of autonomous bodies? a) The President b) The Finance Minister c) The Chief Executive Officer of the Autonomous Body d) Manager of the Autonomous Body	C ✓
16.	An employee availed 40 days Extraordinary Leave w.e.f. 1 <sup>st</sup> April to 10 <sup>th</sup> May. How many days of Earned Leave will be credited to his EL Account on 1 <sup>st</sup> July? a) 15 days      b) 11 days      c) 12 days      d) 14 days	B ✓
17.	An employee remained absent for a period of 54 days and that period was treated as <i>dies non</i> during w.e.f. 12 <sup>th</sup> March to 4 <sup>th</sup> May. How many days of Half Pay Leave will be credited to his HPL Account on 1 <sup>st</sup> July? a) 15 days      b) 10 days      c) 07 days      d) 06 days	C ✓
18.	Which of the following is NOT correct? (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person would exercise in respect of expenditure of his own money. (ii) The expenditure should not be prima facie more than the occasion demands. (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage. (iv) Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless – (a) a claim for the amount could be enforced in a Court of Law, or (b) the expenditure is in pursuance of a recognized policy or custom. a) (i)                      b) (ii)                      c) (iii)                      d) (iv)	A ✓
19.	Proprietary Article Certificate and 'No other make or model is acceptable for the reasons.....' is to be provided by – a) Authority approving the purchase      b) Indenter / User/ Head of the Department c) Company manufacturing the Article      d) Company supplying the Article	B ✓

20.	Bid Security of the successful bidder is should be returned a) On award of contract                      b) On receipt of performance security c) On submission of final bill                d) On completion of the contract	B ✓
21.	The amount of Performance Security should ordinarily be in the range of - a) 12% to 20% of the value of the contract b) 10% to 15% of the value of the contract c) 5% to 10% of the value of the contract d) 2% to 5% of the value of the contract	C ✓
22.	Disposal of obsolete or unserviceable goods should be done by obtaining bids through advertised tender or public auction for a) assessed residual value above Rs. Two Lakh b) assessed residual value above Rs. Five Lakh c) book value above Rs. One Lakh d) none of the above	A ✓
23.	Which all of the following is/are correct for the 'Interest on Loans'? a) shall be charged for the day of payment b) shall not be charged for the day of payment c) shall not be charged of repayment d) Above a) and c) is correct	D ✓
24.	An employee, working in Pay Level-8, is promoted to Pay Level-9. His correct pay fixation in Pay Level-9 will be - a) He will get the starting pay in the Pay Level-9. b) One increment will be added to his pay in Pay Level-8. c) One increment will be added to his pay in Pay Level-9. d) One increment will be added to his pay in Pay Level-8 and he shall be placed at a cell equal to the figure so arrived at in the Pay Level-9 and if no such cell is available he shall be placed at the next higher cell.	D ✓
25.	Under Sections 80-C, 80-CCC and Sub-Section (1) of 80-CCD of the Income Tax Act, what is the maximum amount which is deductible from the total income? a) Rs. 50000    b) Rs. 100000    c) Rs. 150000    d) Rs. 200000	C ✓
26.	In addition, deduction upto what amount under Section 80 CCD(2) (Deduction in respect of contribution to pension scheme of Central Government by employer viz. NPS Tier-I) is allowed? a) Rs. 50,000    b) Rs. 1,00,000    c) Rs. 1,50,000    d) Rs. 2,00,000	A ✓
27.	What percent of <i>Health and Education Cess</i> on Income Tax is payable, if a person is having income of less than Rs. 50 lakh? a) 3%              b) 4%              c) 5%              d) 10%	B ✓
28.	Up to what income of an individual below 60 years of age nil amount is charged as income tax? a) Rs. 3,50,000    b) Rs. 3,00,000    c) Rs. 2,50,000    d) Rs. 2,00,000	C ✓
29.	In case of self-occupied house property, acquired / constructed with capital borrowed on or after 01.4.1999 and completed with in 5 years of the financial year in which the capital was borrowed, interest up to which amount can be set off against income under any other head? a) Rs. 50000              b) Rs. 100000              c) Rs. 150000              d) Rs. 200000	D ✓
30.	An employee is drawing Basic Pay of Rs. 66000 and is working at a station where the HRA is 9%. He wants to change his residence on rent. What rent should he pay such that the HRA he receives is not included in his taxable income? a) Rs. 5000              b) Rs. 5280              c) Rs. 6600              d) Rs. 13000	D ✓

31.	Upto what percentage of the fare can be availed as LTC Advance? a) 90%                      b) 80%                      c) 75%                      d) 100%	A ✓
32.	After drawl of LTC Advance, an employee is required to produce tickets with a) 20 days                      b) 15 days                      c) 10 days                      d) Not required to produce tickets	C ✓
33.	When both the husband and wife are Central Government servants- i) they can declare separate Home Towns independently ii) they can claim LTC for their respective families, viz., while the husband for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters iii) either of the parents can claim the concession for the children in a particular block iv) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self <b>Which ones of the above i), ii), iii), iv) is/are correct?</b> a) Only i) is correct                      b) Only i) & ii) are correct c) Only i), ii) & iii) are correct                      d) All of i), ii), iii) & iv) are correct	D ✓
34.	How the LTC claim is regulated when a government employee on LTC performs the journey by a longer route (not the cheapest) in two different classes of rail accommodation? a) No amount is admitted. b) The entitled class rate will be admissible for the corresponding proportion of the shortest / cheapest route and the lower class rate for the remaining mileage by such route. c) The lower class rate for the entire mileage by such route. d) The entire amount as claimed is admitted.	B ✓
35.	Which of the following is correct for submission of the LTC claim? a) Within 30 days from date succeeding the date of completion of return journey, in case advance is drawn. b) Within 60 days from date succeeding the date of completion of return journey, in case advance is not drawn. c) Either a) or b) above d) None of the above	C ✓
36.	Fare of an escort accompanying a handicapped employee proceeding on LTC is reimbursable, in case a) The nature of physical disability necessitates an escort b) The employee does not have an adult family member c) Prior approval of the Head of Department is obtained d) All of the above	D ✓
37.	What is the time-limit for drawl of LTC Advance? a) For journey by train: 125 days    b) For journey by other modes of transport: 65days c) Either a) or b), as applicable    d) None of the above	C ✓
38.	What is reverse auction? a) In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other. b) In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically increase as the sellers underbid each other. c) In a reverse auction, the buyers compete to obtain business from the seller and prices will typically increase as the sellers underbid each other. d) In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically increase as the sellers underbid each other.	A ✓

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39.	Who is responsible for publicity of items through GeM for prospective suppliers? a) GeM SPV b) Director of Stores and Stationeries c) Central Purchase Organization d) Ministry of Information & Broadcasting	A ✓
40.	In case of pre-mature exit (exit before attaining the age of superannuation/attaining 60 years of age) from NPS, what percentage of the accumulated pension corpus of the Subscriber has to be utilized for purchase of an Annuity that would provide a regular monthly pension. The remaining funds can be withdrawn as lump sum. However, you can exit from NPS only after completion of 5 years. a) 50% b) 60% c) 70% d) 80%	D ✓
41.	Which of the following is/are correct for Open Tender Enquiry? i) Procurements exceeding the threshold of Rs. 25 lakh (Rupees Twenty Five lakh). ii) All common use requirements with clear technical specifications. iii) For requirements that are ordinarily available in the open market but it is necessary to evaluate competitive offers to decide the most suitable and economical option available. iv) When requirements are not available from known sources or sources are presently limited and need to be broad based. a) Only (i) is correct. b) Only (i) & (ii) are correct. c) Only (i), (ii) & (iii) are correct. d) All (i), (ii), (iii) & (iv) are correct.	D ✓
42.	Which of the following is/are correct for Direct Procurement without Quotation? (i) Procurements that do not exceed the threshold (for each requirement) of Rs. 25,000 (Rupees Twenty-Five thousand) for each case. (ii) The requirement is urgent but was not covered in the procurement plan. (iii) The requirement is for off-the-shelf goods of simple and standard specifications. (iv) The procedure is the simplest and quickest but value for money may be poor. a) All (i), (ii), (iii) & (iv) are correct. b) Only (i), (ii) & (iii) are correct. c) Only (i) & (ii) are correct. d) Only (i) is correct.	A ✓
43.	What is/are the advantage(s) of GST? (i) GST regime has eliminated the tax on tax. <small>Information/this information/online is being provided under the Right to Information Act, 2005</small> (ii) All activities of GST are done online. (iii) It has helped in widening the tax base in India. (iv) GST being a nationwide tax having a centralized surveillance system, its evasion is curbed. a) Only (i), (ii) & (iii) are correct. b) Only (ii), (iii) & (iv) are correct. c) All are correct. d) None is correct	C ✓
44.	Office Automation involves: a) Working on Word files on computers. b) Working on Excel files on computers. c) Working by integrating all of the processes needed to run the organization with a single system. d) None of the above.	C ✓
45.	Who is the Visitor of NIT Delhi? a) The Chairperson BoG b) The Minister of Education c) The Prime Minister of India d) The President of India	D ✓
46.	The 'Contract of Service' or 'Agreement of Service' of Director is signed between _____ and _____ as given in the Act/Statue of NITs? a) The Director and the Secretary Ministry of Education b) The Director and the Minister of Education c) The Director and the President of India d) The Director and the Chairman, BoG, NIT	D ✓

47.	What percentage of posts is reserved for the OBC (NCL) and EWS candidates? a) 27% OBC (NCL) and 5% EWS                      b) 10% OBC (NCL) and 10% EWS c) 27% OBC (NCL) and 10% EWS                      d) 5% OBC (NCL) and 27% EWS	C ✓
48.	Which of the following is a function of NIT Council? a) To lay down policy regarding cadres, methods of recruitment and conditions of service of employees. b) To appoint the Chairman BoG of NITs c) To appoint the Director of NIT d) To prepare the reservation roster	A ✓
49.	The Statutes of NIT were framed with the prior approval of _____? a) The Parliament    b) The Prime Minister of India c) The Visitor of NITs    d) None of the above	C ✓
50.	In emergent cases, when a meeting of the Board of Governors (BoG) is not immediately possible, how a decision can be taken in terms of the Statues of NITs? a) Decision cannot be taken till a meeting of the BoG is held b) The Director can take the decision and inform the BoG later. c) The Chairperson BoG may exercise the powers of the BoG and inform the BoG of the action taken by him for confirmation and ratification. d) An emergent meeting of the BoG is to be convened.	C ✓

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