

Exam Paper of Junior Assistant (Advt. 25)

Name:

Application Number:

Indicate Your Answer on this Paper Only.

Section A

Marks: 25x1=25

1. On simplification $\frac{1}{0.04}$ is equal to
(a) $2\frac{1}{2}$ (b) 25 (c) $\frac{2}{5}$ (d) $\frac{1}{40}$
2. If a sum of money doubles itself in 8 years at Simple Interest, then the rate of interest per annum is:
(a) 11.5 (b) 12 (c) 12.5 (d) 13
3. A man sells an article at 10% loss. If he sold it at Rs. 10 more, he would have gained 10%. The cost price of the article is:
(a) Rs. 100 (b) Rs. 55 (c) Rs. 50 (d) Rs. 110
4. The least four digit number which is a perfect square is:
(a) 1000 (b) 1076 (c) 1024 (d) None of these
5. The market price of watch is Rs. 800. A shopkeeper gives two successive discount and sells the watch at Rs. 612. If first discount is 10%, what was the second discount?
(a) 12% (b) 20% (c) 10% (d) 15%
6. 4.036 divided by 0.04 gives
(a) 100.9 (b) 10.9 (c) 10.09 (d) 1.009
7. The ratio of cost price and selling price is 4:5. The profit percent is :
(a) 10% (b) 25% (c) 20% (d) 30%
8. 1,2,4,3,9,4,16,5,____ ?

(a) 6, 22 (b) 21, 9 (c) 30, 8 (d) 25, 6

9. A can do a work in 10 days, B in 15 days. They together work for 5 days; the rest work was finished by C in two more days. If they get Rs. 3000 as wages for the whole work, what are the daily wages of A, B and C respectively (in Rs.)?

(a) 150, 200, 250 (b) 200, 300, 450 (c) 150, 100, 5 (d) 300, 200, 250

10. Common factor of $(2^4 - 1)$ and $(5^3 + 1)$ is:

(a) 9 (b) 5 (c) 3 (d) 2

11. Evaluate -43% of 616.6 + 37% of 217 = ?

(a) 345.428 (b) 350.428 (c) 250.690 (d) None of these

12. A man in a train notices that he can count 41 telephone poles in one minute. If they are known to be 50 meter apart, then at what speed is the train travelling?

(a) 100 km/hr (b) 90 km/hr (c) 150 km/hr (d) 120 km/hr

13. Which two fraction is equivalent to $9/12$ and $18/24$?

(a) $3/4$ (b) $5/8$ (c) $6/8$ (d) $2/3$

14. Which is the simplest form of $12/48$?

(a) $1/2$ (b) $1/4$ (c) $1/5$ (d) $1/3$

15. Add $1\frac{2}{3} + 1\frac{4}{9}$

(a) $2\frac{2}{3}$ (b) $2\frac{6}{12}$ (c) $1\frac{1}{9}$ (d) $3\frac{1}{9}$

16. Write $3\frac{3}{8}$ as a decimal

(a) 3.375 (b) 0.375 (c) 3.38 (d) 0.338

17. What percent of 50 is 2?

(a) 2% (b) 2.5% (c) 4% (d) 5%

18. How many minutes is $2/3$ of an hour?

(a) 40 (b) 60 (c) 20 (d) 100

19. Rosy works 15 hours a week (Monday to Friday). Last week she worked $3\frac{1}{2}$ hrs on Monday, 4 hrs on Tuesday, $2\frac{1}{6}$ hrs on Wednesday and $1\frac{1}{2}$ hrs on Thursday. How many hours did she worked on Friday?

(a) 4 (b) $\frac{5}{6}$ (c) $3\frac{5}{6}$ (d) $2\frac{5}{6}$

20. $3x\frac{1}{4} =$?

(a) $3\frac{1}{4}$ (b) $\frac{1}{4} + \frac{1}{4} + \frac{1}{4}$ (c) $\frac{1}{4}$ (d) 12

21. What will be the compound interest of a sum of Rs. 40,000 after 3 years at the rate of 11% per annum?

(a) Rs. 14705.24 (b) Rs. 14602.25 (c) Rs. 14822.26 (d) Rs. 14322.10

22. Complete the series 3,9,15,_____,_____

(a) 21, 27 (b) 18, 21 (c) 24, 27 (d) 18, 24

23. In seven numbers, the average of first four numbers is 4 and that of last four numbers is also 4. If the average of these 7 numbers is 3, the fourth number is:

(a) 3 (b) 4 (c) 7 (d) 11

24. A rectangular field has to be fenced on three sides leaving a side of 20 ft. Uncovered. If the area of the field is 680 sq. Feet, how many feet of fencing will be required?

(a) 89 (b) 98 (c) 100 (d) 88

25. A garment merchant sold half of his garments at 20% profit, half of the remaining at 20% loss and the rest was sold at cost price. What was gain or loss?

(a) 5% gain (b) 10% gain (c) Neither loss nor gain (d) None of these.

- (b) 20th
- (c) 50th
- (d) 51st

33. The duration of B.Tech. Courses in IIT Jodhpur is ____ years.

- (a) 2 years
- (b) 3 years
- (c) 4 years
- (d) 6 years

34. The IIT Jodhpur was established in the year _____

- (a) 2010
- (b) 2009
- (c) 2008
- (d) 2006

35. The IIT Jodhpur has organized its academic activities to be conducted through ____ departments.

- (a) 8
- (b) 10
- (c) 11
- (d) 13

36. A regular employee earns ____ days Earned Leave in a calendar year.

- (a) 40
- (b) 50
- (c) 30
- (d) 20

37. A male employee with less than two surviving children may avail ____ days Paternity Leave

- (a) 12
- (b) 21
- (c) 15
- (d) 14

38. A female employee may avail ____ days Child Care Leave during their entire service.

- (a) 700
- (b) 750
- (c) 730
- (d) 740

39. Admissibility of Half Pay Leave to an employee during a calendar year is ____ days

Section -B

Marks 20 x 1 = 20

26. The foundation stone of IIT Jodhpur laid down by _____
- (a) Dr. M. M. Joshi
 - (b) Dr. Manmohan Singh
 - (c) Mr. M. M. Pallam Raju
 - (d) Mrs. Sonia Gandhi
27. The Senate nominates _____ Professors in the Board of IIT Jodhpur.
- (a) three
 - (b) four
 - (c) two
 - (d) five
28. The members of staff of IIT Jodhpur shall be classified as :-
- (a) Academic staff
 - (b) Technical staff
 - (c) Administrative staff
 - (d) All above
29. The first IIT was set up in _____ 1951.
- (a) Chennai, Tamilnadu
 - (b) Kanpur, UP
 - (c) Kharagpur, West Bengal
 - (d) Mumbai, Maharashtra
30. Distance between IIT Jodhpur and Jodhpur Junction Railway station is about _____.
- (a) 30 km
 - (b) 20 km
 - (c) 27 km
 - (d) 35 km
31. The IIT Jodhpur is situated in a permanent campus of nearly _____ acres of land.
- (a) 1000
 - (b) 1200
 - (c) 956
 - (d) 852
32. National Institutional Ranking Framework ranked IIT Jodhpur in _____ place among engineering colleges in the year 2019.
- (a) 21st

- (a) 30
- (b) 24
- (c) 18
- (d) 20

40. Leave cannot be claimed as a matter of right.

- (a) True
- (b) False
- (c) Partially true
- (d) None above

41. The New Pension Scheme has become operational w.e.f. _____.

- (a) 01.01.2006
- (b) 01.07.2006
- (c) 01.01.2004
- (d) 01.07.2004

42. What is the first duty of an employee after reaching office?

- (a) To meet Boss
- (b) To take seat in duty station.
- (c) Resume work on table
- (d) To mark attendance

43. What is record management process?

- (a) Identifying records
- (b) Classifying records
- (c) Storing records and coordinating internal & external access.
- (d) All of the above.

44. Full form of GFR 2017 is -----.

- (a) Government Financial Rules
- (b) General Financial Rules
- (c) Goods and Finance Rules
- (d) General Federal Rules

45. _____ activities include the creation, receipt, maintenance, use and disposal of records.

- (a) File movement
- (b) File storing
- (c) Computer management
- (d) Records management

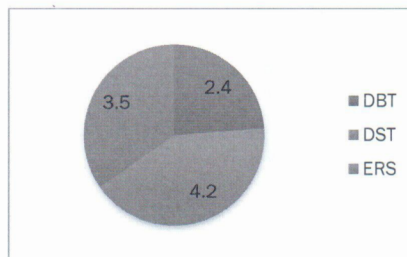
Please attempt all three questions, save it by Combining your employee code and Name in the desktop (eg, if your first name is sudip then the file name will be like: 0314_sudip.doc, 0314_sudip.xls, 0314_sudip.ppt).

1. Please reproduce the following text in MS-Word ¹⁰
(5+5=15 marks)

Prof. Arora Case

After going through the **Memorandum No. 7/5/2012-P&PW(F)/B** dated 26th August, 2016 regarding applicability of retirement gratuity and death gratuity to the Central Government Employees covered by the Contribution Pension System (National Pension System) attached by **Dr. Jagdish Arora** vide his letter referred above at Sl. No. 3, it is amply clear that an employee who is covered under **National Pension Scheme (NPS)** of Government of India is entitled to retirement gratuity, which includes service gratuity. Moreover, Notification vide F. No. 38-4/2013-Desk (U) dated 21st January, 2019 from the Ministry of Human Resource Development w.r.t. "Instructions on drawal of salary and retirement benefits in respect of Vice Chancellors of Central universities" enclosed as Appendix II to the his letter (Ref. 3) further reiterates its applicability in case of Dr. Arora. He further reiterates that following Government Grants were obtained during his tenure :

- DST Project - worth Rs. 4.2 crore
- DBT Project - worth INR 2.4 crore
- ERUSMOUS Project - worth INR 3.5 crore.



2. Please prepare the following Pay-slip calculation table in Ms-Excel as per the instructions placed below the table

(5+5+10=20 marks)

Name of the Staff	Basic	DA (19%)	HRA (24%)	Gross (Basic+DA+HRA)	TAX	Net Salary (Gross – Tax)
Kapil	19000					
Arnab	19500					
Gopal	21000					
Palas	26000					
Sukanto	30000					
Vimal	44000					
Prasant	60000					
Pallavi	69000					
Akriti	73000					
Preeti	75000					

For calculating TAX, Write Formula :

Tax calculation (10 marks)

If Annual Salary (i.e. Gross x 12) < 3,00,000 than TAX = NIL

If Annual Salary (i.e. Gross x 12) > 3,00,000 and <5,00,000 than TAX = 10% of Annual salary

If Annual Salary (i.e. Gross x 12) > 3,00,000 than TAX = 20% of Annual salary

PASTE the formula you have written to calculate the TAX in the 'Write Formula' column just below the table.

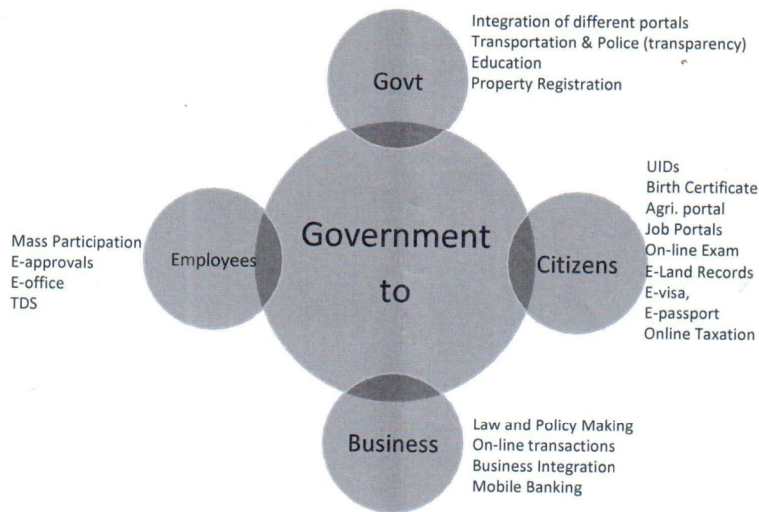
3. Please prepare the following Power Point Presentations (with only two slides)

5+10 (4+6=15 marks)

India's eGovernance Ranking

Year	India's Ranking
2008	113
2010	119
2012	125
2014	118
2016	107
2018	96

Interaction with stake holders



Please attempt all three questions, save it by Combining your employee code and Name in the desktop (eg, if your first name is 'sudip' then the file name will be like: 0314_sudip.doc, 0314_sudip.xls, 0314_sudip.ppt).

1. Please reproduce the following text in MS-Word (5+10=15 marks)

Shri Ram Gupta joined IIT Kharagpore in the year 1983 and retired in the year 2017. He was one of the finest worker of the institute and also the backbone of the Accounts Section. He brought several changes in the section specially in terms of implementation of ERP and judicious allocation of manpower to the section.

The service history of Sh. Ram Gupta is as under:

Name (Sh/Ms) / DOB	Qualification	Experience			
		Name of Organisation	Designation	Y	M
Sh. Ram Gupta <u>(02-12-1958)</u>	M.A. (52%)	IIT Kharagpore	<u>Sr. A.O.</u> (Pay Scale-Rs. 9300-34800/- Grade Pay- Rs. 5400/-) (3.7.2012 to 31.12.2017) (MACPS)	05	05
	B.Com. (Pass) (48%)	-Do-	<u>Sr. A.O.</u> (Pay Scale- Rs. 9300-34800/- Grade Pay- Rs. 4800) (1.8.2004 to 2.7.2012) (RCPS)	08	00
		-Do-	<u>Accounts Officer</u> (Pay Scale- Rs. 6500-10500/-) (1.5.1998 to 31.7.2004) (RCPS)	06	03
		-Do-	<u>Accountant</u> (Pay Scale- Rs. 2000-3200/-) (3.7.1992 to 30.4.1998) (Open Selection)	05	10
		-Do-	<u>Assistant (Accounts)</u> (Pay Scale- Rs. 425-800/-) (Revised 1640-2900/-) (6.5.1983 to 2.7.1992) (Open Selection)	09	01
				34	07

2. Please create the following Sales table in Ms-Excel.

(10+10=20 marks)

zone	prod	sales	Quarter
north	computer	12	1
east	stationary	23	4
south	computer	21	1
south	furnitures	55	2
south	computer	44	1
east	stationary	32	3
east	computer	67	1
north	furnitures	55	2
north	computer	3	2
north	stationary	23	2
west	furnitures	11	3
west	furnitures	22	3
west	computer	54	4
east	stationary	33	2
east	computer	67	2
east	stationary	43	1
south	furnitures	21	1
south	computer	22	2
south	stationary	45	1
west	furnitures	21	3
west	computer	44	2
east	stationary	23	2
east	computer	43	3
west	furnitures	22	1

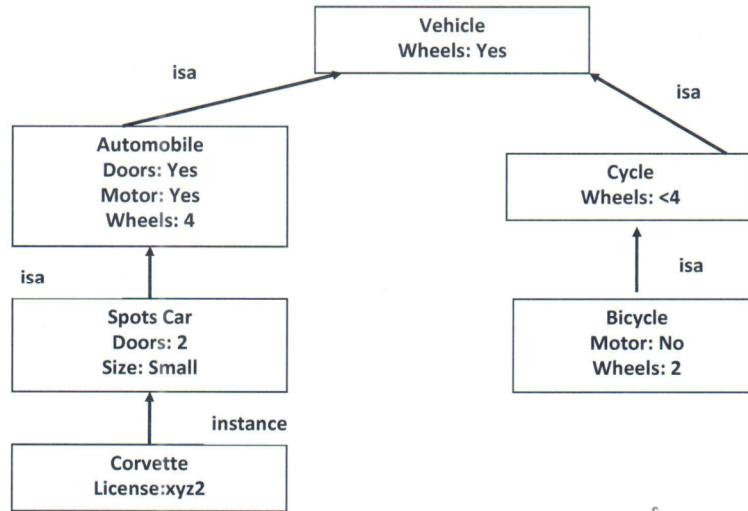
Thereafter create a PIVOT Table (as furnished below) indicating product wise ('y' axis), zone wise ('x' axis) sales data and summerize the average sales (both product wise and zone wise).

Quarter		(All)			
Average of sales	Zones				
Product	east	north	south	west	Grand Total
computer	59	7.5	29	49	37.7
furnitures		55	38	19	29.57
stationary	30.8	23	45		31.71
Grand Total	41.37	23.25	34.66	29	33.58

3. Please prepare the following Power Point Presentations (with only two slides)

(10+5=15 marks)

Example of Frames



E-Government Development Index - Top 10 Countries

Country	Index
Denmark	0.9153
Australia	0.9053
Republic of Korea	0.9010
UK	0.8999
Sweden	0.8817
Finland	0.8815
New Zealand	0.8806
Singapore	0.8514
France	0.8790
Japan	0.8783

A. Reading Comprehension:

Read the following passage and answer the questions below. Each question carries 1 mark.

Wherever you go in this region of India, you'll never be far away from something tempting and delicious to eat. From the sweet, decadent deep-fry of a street-food stall, to the bliss of a hot cardamom- and ginger-scented chai (tea) on a cool January morning, food is all around you. Moreover, food is never just food here – it marks celebrations and festivals, honours guests and accompanies births, marriages and deaths. Rajasthan's cuisine and staple ingredients are influenced by the region's harsh climate. Fresh fruit and vegetables are rare commodities in desert zones, but these parts of the state overcome the land's shortcomings by serving up an amazing and creative variety of regional dishes, utilising cereals, pulses, spices, milk products and unusual desert fruits in myriad ways. Regal feasts, meanwhile, are the stuff of legend. And modern Rajasthan ranks as one of the best restaurant destinations in the country, with scores of establishments serving up everything from butter chicken to international fusion cuisine. (Source – Lonely Planet)

(1x5) = 5 marks

1. Which line in the passage tells you that food is not just about eating?
2. What is the meaning of the word "cuisine" in the passage?
3. How does the state overcome the lack of fresh fruit and vegetables?
4. Which word in the passage also means "royal"?
5. Please give a title/heading for the passage.

B Grammar:

There are five questions in this section. Each question carries 1 mark each:

(1x5) = 5 marks

1. "Did you see the exhibition?" the teacher said to me. (Convert to Indirect speech)
2. She pays a lot of money. (Change to Passive Voice)
3. The girls father sat in a corner. (Correct the sentence using appropriate punctuation marks).
4. Everyone have seen the movie. (Correct the sentence)
5. I have been waiting for you ----- five o'clock. (Fill in the blank with the right preposition)

C. Write an Email:

The Institute is gearing up for Independence Day celebrations. You have been asked to take care of the accommodation and travel itinerary of the chief guest. Write an email to the Assistant Registrar of your section reporting the arrangements made from your end for the above. (5 marks)

D.**Précis Writing**

Read the following passage. Make a précis (summarize the passage to one third of its length) and give a suitable title to the passage. The question carries five marks (1x5) = 5 marks

Take a closer look, and you may notice that most of these hills are arranged in massive rings, like travellers huddled around a fire on a cold night. An even closer look reveals that

parts of the hills are made of cut stone, and some have tunnels carved into their sides. In fact they're not hills at all but ancient pyramids, left to decay after the collapse of the Maya civilization a millennium ago. The site was a thriving settlement during the Classic Maya period (A.D. 250-900), a time when writing and culture flourished throughout what is today Central America and southern Mexico. But it also was a time of political upheaval: Two warring city-states were locked in perennial conflict, grappling for supremacy. For a brief period one of those city-states prevailed and became the closest thing to an empire in Maya history. It was ruled by the Snake kings of the Kaanul dynasty, which until just a few decades ago no one even knew existed. Thanks to sites around this city-state, including Holmul, archaeologists are now piecing together the story of the Snake kings.

(Source: National Geographic).

E. Your organization has purchased twelve printers from M/S.Rajesh enterprises from Vashi, Navi Mumbai, who gave a guarantee period of one year from the date of purchase, against any manufacturing defect. After a period of one month from the date of purchase, it was noticed that one of the printers was printing multiple copies continuously when print-order was given, another three printers were printing smudged copies and a third printer was not taking print-orders at all. Please draft a letter addressed to the firm, asking them to replace the defective printers immediately, failing which the security deposit of Rupees 20,000/deposited by them will be forfeited. **(1x5)= 5 marks**

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