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Signature of Candidate	Signature of Invigilator	20854 Booklet Serial No.

PAPER - I

QUESTION PAPER BOOKLET (QPB)

Duration: 01:30 Hours (Ninety Minutes)   **Maximum Marks: 100**

Hall Ticket No.:

OMR Serial No.:

SEAL SEAL

INSTRUCTIONS TO THE CANDIDATES

1. Candidate should write his/her HALL TICKET NUMBER and OMR SERIAL NUMBER in the space provided above and not elsewhere.

2. This Paper is a MCQ (Multiple Choice Question) based test with **negative marking**.

3. This QPB contains **24** pages including **3** pages for Rough Work and **Paper II**.

4. Check the QPB and MCQs thoroughly before taking the TEST.

5. Report to the INVIGILATOR in case of mis-print or any discrepancy in the QPB & MCQs.

6. There are 100 MCQs. Each MCQ has four options. Choose the correct option and darken the circle only with blue/black ballpoint pen in the OMR sheet against the corresponding option.

7. One mark is given for each correct option and negative marking of 0.25 marks for each incorrect option.

8. If more than one circle is bubbled for a question in the OMR Sheet, marks shall not be awarded.

9. At the end of the ENTRANCE TEST, handover the QPB & OMR sheet to the INVIGILATOR.

10. Candidate shall be disqualified, if the QPB and the OMR sheet are not handed over to the INVIGILATOR after the examination.

1. Which of the following countries is not a member of the G20?
   (a) Argentina
   (b) Saudi Arabia
   (c) Switzerland
   (d) South Africa

2. The "Doklam Standoff" in 2017 was a border dispute between India and which country?
   (a) Pakistan
   (b) China
   (c) Nepal
   (d) Bangladesh

3. Which of the following is not a member of the "Quadrilateral Security Dialogue" (QUAD)?
   (a) India
   (b) Japan
   (c) Australia
   (d) South Korea

4. The "Global Gender Gap Report" is published by which organization?
   (a) World Economic Forum (WEF)
   (b) United Nations Development Programme (UNDP)
   (c) World Bank
   (d) International Monetary Fund (IMF)

5. Which of the following is the first Indian state to implement a Universal Basic Income (UBI) scheme?
   (a) Kerala
   (b) Sikkim
   (c) Tamil Nadu
   (d) Himachal Pradesh

6. The "Ashgabat Agreement" is related to which of the following?
   (a) International North-South Transport Corridor (INSTC)
   (b) Chabahar Port Development
   (c) Turkmenistan-Afghanistan-Pakistan-India (TAPI) Gas Pipeline
   (d) Central Asia Regional Economic Cooperation (CAREC)

7. Which of the following is not a core function of the World Trade Organization (WTO)?
   (a) Dispute Settlement
   (b) Trade Monitoring
   (c) Currency Regulation
   (d) Trade Negotiations

8. The "Global Liveability Index" is published by which organization?
   (a) The Economist Intelligence Unit
   (b) United Nations
   (c) World Bank
   (d) Transparency International

9. Which of the following is the first Indian state to have a Uniform Civil Code (UCC)?
   (a) Goa
   (b) Gujarat
   (c) Uttarakhand
   (d) Uttar Pradesh

10. The "Belt and Road Initiative" (BRI) is primarily associated with which country?
    (a) USA
    (b) China
    (c) Russia
    (d) Japan

11. Which of the following is not a part of the "Nuclear Suppliers Group" (NSG)?
    (a) India
    (b) China
    (c) Argentina
    (d) Brazil

12. The "Global Hunger Index" is published by which organization?
    (a) World Food Programme
    (b) Concern Worldwide and Welthungerhilfe
    (c) United Nations Children's Fund
    (d) World Health Organization

13. Which of the following is the first Indian state to have a dedicated startup policy?

    (a)   Karnataka

    (b)   Telangana

    (c)   Maharashtra

    (d)   Gujarat

14. The "Global Peace Index" is published by which organization?

    (a)   Institute for Economics and Peace

    (b)   United Nations

    (c)   World Bank

    (d)   Amnesty International

15. Which of the following is not a part of "BRICS"?

    (a)   Brazil

    (b)   Russia

    (c)   Indonesia

    (d)   South Africa

16. The "Global Competitiveness Report" is published by which organization?

    (a)   World Economic Forum

    (b)   World Trade Organization

    (c)   World Food Programme

    (d)   UNDP

17. Choose the correct synonym for "Propel".

    (a)   Drive

    (b)   Jettison

    (c)   Burst

    (d)   Acclimatize

18. Identify the correct antonym for "Benevolent"

    (a)   Kind

    (b)   Malevolent

    (c)   Generous

    (d)   Compassionate

19. Which one of the following sentences is grammatically correct?
    (a) Neither of the boys are coming to the party.
    (b) Neither of the boys is coming to the party.
    (c) Neither of the boys were coming to the party.
    (d) Neither of the boys have come to the party.

20. Choose the correct meaning of the idiom: "Bite the bullet".
    (a) To avoid a difficult situation
    (b) To endure a painful experience
    (c) To celebrate a victory
    (d) To make a hasty decision

21. Which of the following is the correct passive voice of the sentence: "The teacher praised the student."?
    (a) The student was praised by the teacher.
    (b) The student is praised by the teacher.
    (c) The student has been praised by the teacher.
    (d) The student had been praised by the teacher.

22. Identify the part of speech of the underlined word: "She sings beautifully".
    (a) Noun
    (b) Verb
    (c) Adverb
    (d) Adjective

Read the following passage and answer the questions that follow from (Q23 to Q27).

The concept of Artificial Intelligence (AI) has been around for decades, but recent advancements in computing power and data availability have propelled it into the mainstream. AI is now being used in various fields, from healthcare, education to finance and its applications are growing exponentially. However, the rapid development of AI has also raised ethical concerns, particularly regarding privacy, bias and job displacement. While AI has the potential to revolutionize industries, it is crucial to ensure that its deployment is guided by ethical principles and regulations.

23. What has contributed to the recent rise of AI?
    (a) Ethical concerns
    (b) Computing power and data availability
    (c) Job displacement
    (d) Privacy issues

24. Which of the following is not mentioned as a field where AI is being used?
    (a) Healthcare
    (b) Finance
    (c) Education
    (d) Agriculture

25. What are the ethical concerns associated with AI?
    (a) Privacy, bias and job displacement
    (b) Computing power and data availability
    (c) Healthcare and finance
    (d) Regulations and principles

26. What is the tone of the passage?
    (a) Critical
    (b) Optimistic
    (c) Neutral
    (d) Pessimistic

27. What is the main idea of the passage?
    (a) AI is a new concept.
    (b) AI has no ethical concerns.
    (c) AI is growing rapidly but requires ethical guidelines.
    (d) AI is only used in healthcare.

28. Identify the error in the sentence: "Each of the students have completed their assignment".
    (a) each
    (b) have
    (c) their
    (d) No error

29. Choose the correct sentence
    (a) She is taller than me.
    (b) She is taller than I.
    (c) She is taller than I am.
    (d) Both (b) and (c)

30. Identify the error in the sentence: "The manager, along with his team members, are attending the conference"
    (a) manager
    (b) along with
    (c) are
    (d) No error

31. Choose the correct sentence.
    (a) He not only plays cricket but also football.
    (b) He plays not only cricket but also football.
    (c) He plays not only cricket but football also.
    (d) Both (b) and (c)

32. Identify the error in the sentence. "The book, as well as the pen, are on the table"
    (a) book
    (b) as well as
    (c) are
    (d) No error

33. Which of the following is the primary function of administration?
    (a) Planning and organizing resources
    (b) Implementing policies
    (c) Monitoring and evaluation
    (d) Allocating funds only

34. What is the main purpose of record-keeping in administration?
    (a) To ensure transparency
    (b) To increase paper work
    (c) To delay decisions
    (d) To reduce efficiency

35. Which of the following is not a key principle of administrative ethics?
    (a) Integrity
    (b) Favoritism
    (c) Accountability
    (d) Transparency

36. What is the primary purpose of a "Standard Operating Procedure" (SOP)?
    (a) To standardize tasks
    (b) To complicate processes
    (c) To reduce training needs
    (d) To avoid documentation

37. Which of the following is not a type of organizational communication?
    (a) Formal
    (b) Informal
    (c) Diagonal
    (d) Random

38. What is the primary purpose of a "memo" in office administration?
    (a) Internal communication
    (b) External communication
    (c) Replace meetings
    (d) Avoid writing

39. Which of the following is not a key element of effective office management?
    (a) Proper filing
    (b) Efficient resource use
    (c) Lack of coordination
    (d) Clear communication

40. What is the primary purpose of a "meeting agenda"?
    (a) Outline topics
    (b) Delay meetings
    (c) Avoid decisions
    (d) Replace minutes

41. Which of the following is not a type of organizational structure?
    (a) Hierarchical
    (b) Matrix
    (c) Flat
    (d) Circular

42. What is the primary purpose of a "performance appraisal" in administration?
    (a) Evaluate performance
    (b) Reduce salaries
    (c) Increase workload
    (d) Avoid promotions

43. Which of the following is not a key principle of time management?
    (a) Prioritization
    (b) Procrastination
    (c) Delegation
    (d) Goal setting

44. What is the primary purpose of a "grievance redressal mechanism" in administration?
    (a) Address complaints
    (b) Increase conflicts
    (c) Avoid feedback
    (d) Reduce transparency

45. Which of the following is not a type of office layout?
    (a) Open plan
    (b) Cubicle
    (c) Circular
    (d) Hybrid

46. What is the primary purpose of a "budget" in administration?
    (a) Control finances
    (b) Increase expenses
    (c) Reduce salaries
    (d) Avoid planning

47. Which of the following is not a key element of effective delegation?
    (a) Clear communication
    (b) Micromanagement
    (c) Assign authority
    (d) Provide resources

48. What is the primary purpose of a "mission statement" in administration?
    (a) Define purpose
    (b) Outline finances
    (c) List responsibilities
    (d) Describe operations

49. Which of the following is not a type of leadership style?
    (a) Autocratic
    (b) Democratic
    (c) Laissez-faire
    (d) Authoritative

50. What is the primary purpose of a "code of conduct" in administration?
    (a) Define behavior
    (b) Increase conflicts
    (c) Avoid accountability
    (d) Reduce morale

51. Which of the following is not a key element of effective teamwork?
    (a) Lack of communication
    (b) Clear roles
    (c) Collaboration
    (d) Trust

52. What is the primary purpose of a "Performance Improvement Plan" (PIP) in administration?
    (a) Improve performance
    (b) Terminate employees
    (c) Decrease Assignment
    (d) Avoid feedback

53. If "APPLE" is coded as "ELPPA", how is "ORANGE" coded?
    (a) EGNARO
    (b) NAGORA
    (c) NAREGO
    (d) ELGNAR

54. Complete the analogy:

   Book : Pages :: Tree : ?

   (a) Leaves

   (b) Roots

   (c) Branches

   (d) Trunk

55. Which of the following is the odd one out?

   (a) Square

   (b) Circle

   (c) Triangle

   (d) Rectangle

56. If "PENCIL" is related to "STATIONERY", then "KNIFE" is related to _____.

   (a) KITCHENWARE

   (b) CUTLERY

   (c) WEAPON

   (d) TOOL

57. Arrange the following words in a logical sequence:

   1) Seed

   2) Plant

   3) Flower

   4) Fruit

   5) Tree

   (a) 1, 2, 5, 3, 4

   (b) 1, 2, 3, 4, 5

   (c) 1, 5, 2, 3, 4

   (d) 1, 3, 2, 5, 4

58. In a row of 10 people, A is 5th from the left and B is 8th from the right. How many people are between A and B?

   (a) 1

   (b) 2

   (c) 3

   (d) 4

59. In which state of India "Trichy" is located?
    (a) Tamil Nadu
    (b) Kerala
    (c) Andhra Pradesh
    (d) Karnataka

60. Statement: All roses are flowers. Some flowers fade quickly.
    Conclusion: Some roses fade quickly.
    (a) True
    (b) False
    (c) Cannot be determined
    (d) Partially true

61. Statement: If it rains, the ground will be wet. The ground is wet.
    Conclusion: It rained.
    (a) True
    (b) False
    (c) Cannot be determined
    (d) Partially true

62. Statement: No birds are mammals. All bats are mammals.
    Conclusion: No bats are birds.
    (a) True
    (b) False
    (c) Cannot be determined
    (d) Partially true

63. Statement: Some teachers are writers. All writers are creative.
    Conclusion: Some teachers are creative.
    (a) True
    (b) False
    (c) Cannot be determined
    (d) Partially true

64. Statement: All politicians are liars. Some liars are criminals.
    Conclusion: Some politicians are criminals.
    (a) True
    (b) False
    (c) Cannot be determined
    (d) Partially true

65. Identify the next number in the series.
    3, 6, 10, 15, 21, ?
    (a) 28
    (b) 29
    (c) 30
    (d) 31

66. If "DAY" is coded as "4-1-25", then how is "NIGHT" coded?
    (a) 14-9-7-8-20
    (b) 13-8-7-8-19
    (c) 14-9-7-8-19
    (d) 13-9-7-8-20

67. Arrange the following words in a logical sequence.
    1) College
    2) School
    3) University
    4) Kindergarten
    5) High School
    (a) 4, 2, 5, 1, 3
    (b) 4, 2, 5, 3, 1
    (c) 2, 4, 5, 1, 3
    (d) 4, 5, 2, 1, 3

68. If "Tiger" is related to "Cub", then "Horse" is related to:
    (a) Foal
    (b) Colt
    (c) Filly
    (d) Pony

69. What is the main objective of the Pradhan Mantri Jan Dhan Yojana?
    (a) To provide free healthcare to all citizens
    (b) To ensure financial inclusion by providing access to banking services
    (c) To offer free education to children
    (d) To provide subsidized housing

70. What is the coverage limit per family per year under the Ayushman Bharat PM-JAY Scheme?
    (a) ₹1 lakh
    (b) ₹2 lakh
    (c) ₹5 lakh
    (d) ₹10 lakh

71. The Swachh Bharat Mission aims to achieve which one of the following?
    (a) Universal health coverage
    (b) Open defecation-free India
    (c) Free electricity for all households
    (d) Digital literacy

72. Jhumri Telaiya, a small town in Jharkhand, is best known for
    (a) A major industrial city
    (b) Large number of song requests to radio stations.
    (c) Beaches
    (d) Historical forts

73. What is the purpose of the "GPU" (Graphics Processing Unit) in a computer?
    (a) To render images and graphics
    (b) To manage memory allocation
    (c) To increase internet speed
    (d) To store user data

74. Which of the following is not a type of Database Management System (DBMS)?
    (a) MySQL
    (b) Oracle
    (c) MongoDB
    (d) MS Excel

75. What is the purpose of the "MAC address" in networking?
    (a) To uniquely identify a device on a network
    (b) To encrypt network traffic
    (c) To store website data
    (d) To manage hardware resources

76. Which of the following is not a type of cloud computing service model?
    (a) IaaS (Infrastructure as a Service)
    (b) PaaS (Platform as a Service)
    (c) SaaS (Software as a Service)
    (d) DaaS (Data as a Service)

77. What is the purpose of the "CAPTCHA" in online forms?
    (a) To distinguish between humans and bots
    (b) To encrypt user data
    (c) To increase website loading speed
    (d) To store user data

78. Which of the following is not a type of computer port?
    (a) USB
    (b) HDMI
    (c) Ethernet
    (d) Firewall

79. If $x + y = 10$ and $xy = 4$, what is the value of $x^4 + y^4$?
    (a) 8464
    (b) 8432
    (c) 7478
    (d) 6218

80. What is the area of a circle with a radius of 7 cm?
    (a) 154 cm^2
    (b) 160 cm^2
    (c) 165 cm^2
    (d) 170 cm^2

81. If the sides of a triangle are 6 cm, 8 cm and 10 cm, what type of triangle is it?
    (a) Equilateral
    (b) Isosceles
    (c) Scalene
    (d) Right-angled

82. What is the perimeter of a rectangle with a length of 12 cm and a breadth of 8 cm?
    (a) 30 cm
    (b) 40 cm
    (c) 50 cm
    (d) 60 cm

83. If the sales in 2022 are ₹250 lakhs, and the sales in 2023 are expected to be 10% less than in 2022, what will be the sales in 2023?
    (a) ₹225 lakhs
    (b) ₹230 lakhs
    (c) ₹235 lakhs
    (d) ₹240 lakhs

Study the following table and answer the questions from **(Q84 to Q87)**.

Year	Sales (in ₹ lakhs)
2018	120
2019	150
2020	180
2021	200

84. What are the average sales from 2018 to 2021?
    (a) ₹150 lakhs
    (b) ₹160 lakhs
    (c) ₹162.5 lakhs
    (d) ₹165 lakhs

85. What is the percentage increase in sales from 2018 to 2021?
    (a) 50%
    (b) 60%
    (c) 66.67%
    (d) 70%

86. If the sales in 2022 are 20% more than in 2021, what will be the sales in 2022?

    (a) ₹220 lakhs

    (b) ₹240 lakhs

    (c) ₹250 lakhs

    (d) ₹260 lakhs

87. What is the ratio of sales in 2019 to sales in 2021?

    (a) 3:4

    (b) 4:5

    (c) 5:6

    (d) 6:7

88. Salaries of Ravi and Sumit are in the ratio 2 : 3. If the salary of each is increased by Rs.4000, the new ratio becomes 40: 57. What is Sumit's salary?

    (a) Rs. 17,000

    (b) Rs. 20,000

    (c) Rs. 25,500

    (d) Rs. 38,000

89. Which of these versions of windows introduced overlapping windows?

    (a) Windows 1.0

    (b) Windows 2.0

    (c) Windows 2.03

    (d) Windows 3.0

90. Which key combination can make the windows operating system reboot?

    (a) Ctrl + F10

    (b) Ctrl + Alt

    (c) Ctrl + Alt + Del

    (d) Ctrl + F12

91. What is Ctrl + Q used for in MS Word?

    (a) To remove the paragraph formatting

    (b) To open an existing file

    (c) To delete the selected text

    (d) To spell check the document

92. Which function in MS Excel will be used to convert miles into Kilometers?

    (a)   Conv

    (b)   Con

    (c)   Convert

    (d)   Change

93. Which of the following is the correct format for an email?

    (a)   abc.com

    (b)   abc@def.com

    (c)   www.abc.email

    (d)   abc@def

94. What is the technique, by which an attacker illegally impersonates another machine by manipulating IP packets to gain unauthorized access, called?

    (a)   DDOS

    (b)   Sandboxing

    (c)   IP Spoofing

    (d)   Password attack

95. If 40% of a number is equal to two-third of another number, what is the ratio of first number to the second number?

    (a)   2 : 5

    (b)   3 : 7

    (c)   5 : 3

    (d)   7 : 3

96. Seats for Mathematics, Physics and Biology in a school are in the ratio 5 : 7 : 8. There is a proposal to increase these seats by 40%, 50% and 75% respectively. What will be the ratio of increased seats?

    (a)   2 : 3 : 4

    (b)   6 : 7 : 8

    (c)   6 : 8 : 9

    (d)   None of the above

97. A shopkeeper sells an item at a 20% profit. If the cost price of the item is ₹500, what is the selling price?

(a) ₹550

(b) ₹600

(c) ₹650

(d) ₹700

98. If one root of the equation $x^2 - 5x + k = 0$ is 2, what is the value of k?

(a) 2

(b) 4

(c) 6

(d) 8

99. A cylindrical tank has a radius of 7 meters and a height of 10 meters. What is the volume of the tank? (Use $\pi = 22/7$)

(a) 1540 m^3

(b) 1600 m^3

(c) 1650 m^3

(d) 1700 m^3

100. The HCF of two numbers is 12, and their LCM is 180. If one of the numbers is 36, what is the other number?

(a) 48

(b) 60

(c) 72

(d) 84

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Hall Ticket No.:

PAPER - II

Descriptive Type Questions

Note : 1) Candidate should write answers in ENGLISH language only.

2) Candidate is required to return the question paper along with answer booklet to the Invigilator after the examination.

Duration: 01:30 hours (Ninety Minutes)   **Maximum Marks: 100**

1. Attempt in minimum 250 words each.   (2 × 10 = 20 Marks)
   a) What is the role of the Higher Educational Institutions in growth of the nation?
   b) Highlight the importance of financial management process covering budget allocation, grants, fund utilization and auditing?

2. Attempt any one of the following in detail.   (1 × 10 = 10 Marks)
   a) Draft an office note to the Registrar seeking approval for conducting a National Conference, on Higher Education Trends, in your university.
   b) Draft a formal letter to the UGC requesting financial assistance for setting up a new Research Centre in the university.

3. Attempt any four in minimum 100 words.   (4 × 5 = 20 Marks)
   a) Why are the service rules and conduct regulations applicable to university employees?
   b) Discuss the importance of grievance redressal mechanisms in university administration.
   c) Why is it important to maintain standards of teaching, examinations and evaluations?
   d) Explain the significance of the Right to Information (RTI) Act in university governance.
   e) Describe the difference between statutory bodies and regulatory bodies in a university system.

4. Write an essay on any one of the following in minimum 300 words. (1 × 10 = 10 Marks)
   a) Digital Transformation in University Administration.
   b) The Role of NEP 2020 in reshaping Higher Education.

5. Study the given below table carefully and answer accordingly. (2 × 5 = 10 Marks)

Year	Arts	Science	Commerce	Engineering	Management
2019	150	200	120	180	90
2020	140	220	110	170	100
2021	160	210	130	190	110
2022	170	230	140	200	120
2023	180	250	150	210	130

a) Analyze the student enrollment trends in different disciplines over the past five years.
b) Write a brief report on your findings and suggest a suitable title.

6. Attempt any one of the following in minimum 300 words. (1 × 10 = 10 Marks)
   a) What are the key administrative challenges faced by Central Universities in India today? Suggest solutions to improve governance and efficiency.
   b) Define office record-keeping practices and their significance in university administration.

7. Attempt any one in minimum 300 words. (1 × 10 = 10 Marks)
   a) The Vice-Chancellor has directed you to prepare a circular regarding the implementation of NEP 2020 in postgraduate courses. Draft the circular.
   b) Write a note highlighting importance of sustainable development in higher educational institutions.

8. Attempt in minimum 300 words. (1 × 10 = 10 Marks)
   What do you mean by Acts, Statutes and Ordinances of a University?

□□□□□

So

Signature of Candidate	Signature of Invigilator	**40603** Booklet Serial No.

PAPER - I

QUESTION PAPER BOOKLET (QPB)

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1. Which of these is not considered a suspected material fraud or irregularity of serious nature involving public funds?
   (a) Expenditure on repairing of building and maintenance
   (b) Wasteful expenditure
   (c) Loss of revenue due to irregularities in business
   (d) Loss of revenue which exceeds the monetary limit prescribed by CAG

2. The CAG of India undertakes audit which are broadly categorised as_____.
   (a) Financial Audit, Compliance Audit and Performance Audit
   (b) Civil Audit, Commercial Audit, Railway Audit and P & T Audit
   (c) Receipt Audit, Expenditure Audit and Grant Audit
   (d) Annual Financial Audit

3. Excess or savings are shown in which account/s: -
   (i) appropriation accounts
   (ii) finance accounts
   (a) number (i) of the statement
   (b) number (ii) of the statement
   (c) both (i)/(ii) of the statement
   (d) neither (i) or (ii) above

4. Davos conference is also known as_____.
   (a) World Economic Forum
   (b) World Trade Organisation
   (c) International Monetary Fund
   (d) UNSC

5. Ornithologist : Bird :: Archaeologist : ?
   (a) Islands
   (b) Mediators
   (c) Archaeology
   (d) Aquatic

6. REASON : SFBTPO :: THINK : ?
   (a) SGHMJ
   (b) UIJOL
   (c) UHNKI
   (d) UJKPM

7. Eye : Myopia :: Teeth : ?
   (a) Pyorrhoea
   (b) Cataract
   (c) Trachoma
   (d) Eczema

8. Conference : Chairman :: Newspaper : ?
   (a) Reporter
   (b) Distributor
   (c) Printer
   (d) Editor

Find the odd one out (Q9 to Q12 follow)

9. 396, 462, 572, 427, 671, 264
   (a) 396
   (b) 427
   (c) 671
   (d) 264 /

10. 10, 14, 16, 18, 21, 24, 26
    (a) 26
    (b) 24
    (c) 21
    (d) 18

11. 3, 5, 7, 12, 17, 19
    (a) 19
    (b) 17
    (c) 5
    (d) 12

12. 8, 27, 64, 100, 125, 216, 343
    (a) 27
    (b) 100
    (c) 125
    (d) 343

13. A woman introduces a man as the son of the brother of her mother. How is the man related to woman?
    (a) Nephew
    (b) Son
    (c) Cousin
    (d) Uncle

14. **Statements:**
    Some bottles are glasses.
    All glasses are jars.
    Some jars are containers.
    Conclusions:
    I.   Some bottles are jars.
    II. Some glasses are containers.
    III. All bottles are containers.
    (a) Only conclusion I follows
    (b) Only conclusion II follows
    (c) Only conclusion III follows
    (d) Only conclusions I and II follow

15. The theme for International Women's Day 2023 was _____.
    (a) Gender Equality Today for a Sustainable Tomorrow
    (b) Digit ALL: Innovation and technology for gender equality
    (c) Each for Equal
    (d) Technology for gender equality

16. No one is _____ to the organisation.
    (a) indispansable
    (b) indispensable
    (c) indispensble
    (d) indispensabe

17. Identify the CORRECTLY spelt word.
    (a) Quiascent
    (b) Slipsehod
    (c) Ramificasion
    (d) Impermeable

18. Choose the correct statement:
    (a) The boy gave his examination.
    (b) The boy took his examination.
    (c) The teacher took his examination.
    (d) The boy gave away the examination.

19. Correct the incorrect statement: How gentle person Mr. Kapoor is!
    (a) How gentle a person Mr. Kapoor is!
    (b) How gentle the person Mr. Kapoor is!
    (c) How gentle person the Mr. Kapoor is!
    (d) How a gentle person Mr. Kapoor is!

20. Fill in the blank with present participle: I met a boy _____ a box of chocolates.
    (a) carried
    (b) carrying
    (c) was carrying
    (d) had carrying

21. They _____ her and trusted her for years
    (a) know
    (b) had known
    (c) knew
    (d) known

22. Who was the first recipient of the Aadhaar Card in India?
    (a) Sunpreet Kaur
    (b) Ranjna Sadashiv Sonawane
    (c) Surya Menon
    (d) Nitin Gadkari

23. Arun said, "This girl is the wife of the grandson of my mother". Who is Arun to the girl?
    (a) Father-in-law
    (b) Grandfather
    (c) Husband
    (d) Father

24. A is the father of B, C is the daughter of B, D is the brother of B, E is the son of A. What is the relationship between C and E?

    (a) Niece and uncle
    (b) Brother and sister
    (c) Cousins
    (d) Uncle and aunt

25. A husband and a wife had five married sons and each of them had four children. How many members are there in the family?

    (a) 30
    (b) 32
    (c) 36
    (d) 40

26. What should come in place of '?' in the following number series?
    60, 40, 50, ?, 180, 460

    (a) 75
    (b) 95
    (c) 65
    (d) 85

27. What should come in the place of '?' in the given series?
    42, 46, 58, 78, 106 ?

    (a) 152
    (b) 142
    (c) 144
    (d) 178

Directions: The Q28 is based on five three-digit numbers as given below:
453 619 574 471 372.

28. If in each number, all the three digits are arranged in ascending order within the number, which of the following will be the second lowest number after rearrangement?

    (a) 453
    (b) 574
    (c) 471
    (d) 619

29. Divide 16.2 kg in the ratio of 2:7.
    (a) 12.6 : 2.6
    (b) 7.2 : 9.0
    (c) 9.0 : 7.2
    (d) 3.6 : 12.6

30. 60 candidates appeared in an examination. The average of the marks scored is 25. The average marks of the candidates who passed is 27 and the average of those who failed is 15. Find the number of candidates who passed.
    (a) 50
    (b) 48
    (c) 45
    (d) 10

31. Mahesh and Ramesh started a partnership. They invested Rs 4000 and Rs 6000 respectively. After a year there was a profit of Rs 1000. How much will Mahesh get?
    (a) Rs 600
    (b) Rs 500
    (c) Rs 400
    (d) Rs 800

32. Find the simple interest of Rs 10000 for 4 months at 3% per month.
    (a) Rs 2400
    (b) Rs 800
    (c) Rs 1200
    (d) Rs 1500

33. If in a code language, COULD is written as BNTKC and MARGIN is written as LZQFHM, how will MOULDING be written in that code?
    (a) CHMFINTK
    (b) LNKTCHMF
    (c) LNTKCHMF
    (d) NITKHCMF

34. Atal Setu is located in which Indian city?
    (a) Ahmedabad
    (b) Mumbai
    (c) Kolkata
    (d) Cochin

35. If $x + y = 10$ and $x - y = 4$, what is the value of x?
    (a) 6
    (b) 7
    (c) 8
    (d) 9

36. Which segment of society is primarily targeted under the Pradhan Mantri Awas Yojana?
    (a) Urban and Rural Poor
    (b) Government Employees
    (c) Private Sector Employees
    (d) Students

37. How much financial assistance is provided annually to eligible farmers under the PM-KISAN scheme?
    (a) ₹ 2,000
    (b) ₹ 6,000
    (c) ₹ 10,000
    (d) ₹ 12,000

38. Salary is one of the _____.
    (a) Direct Expenses
    (b) Non-Cash Expenses
    (c) Capital Expenses
    (d) Revenue Expenses

39. What are Outstanding Expenses?
    (a) Expenses which are not paid off in the current balance sheet.
    (b) The necessary purchases that keep a business going from day-to-day.
    (c) Type of expense that is due but has not been paid.
    (d) None of the above

40. In one rupee a vendor buys 6 toffees, to gain 20% profit how many toffees should he sell for one rupee?
    (a) 3
    (b) 4
    (c) 5
    (d) 6

41. Sam purchased 20 dozens of toys at the rate of Rs. 375 per dozen. He sold each one of them at the rate of Rs. 33. What was his profit percentage?
    (a) 3.5
    (b) 4.5
    (c) 5.6
    (d) 6.5

42. When a plot is sold for Rs. 18,700, the owner loses 15%. At what price that plot must be sold in order to gain 15%?
    (a) Rs. 21,000
    (b) Rs. 22,500
    (c) Rs. 25,300
    (d) Rs. 25,800

43. The ratio of the number of boys and girls in a college is 7 : 8. If the percentage increase in the number of boys and girls is 20% and 10% respectively, what will be the new ratio?
    (a) 8 : 9
    (b) 17 : 18
    (c) 21 : 22
    (d) Cannot be determined

44. The sum of three numbers is 98. If the ratio of the first to second is 2 :3 and that of the second to the third is 5 : 8, then the second number is_____.
    (a) 20
    (b) 30
    (c) 48
    (d) 58

45. The average salary of the entire staff in an office is Rs.200 per day. The average salary of officers is Rs. 550 and that of non officers is Rs.120. If the number of officers is 16, then what is the number of non-officers in the office?
    (a) 60
    (b) 70
    (c) 75
    (d) 65

46. $25639 - 5252 - 3232 = ?$
    (a) 17255
    (b) 17551
    (c) 17515
    (d) 17155

47. $7059 - 2350 + 1936 = ? \times 50$

   (a)   123.6

   (b)   132.3

   (c)   123.9

   (d)   None of the above

48.   The owner of an electronic store charges his customer 11 % more than the cost price. If a customer paid ₹ 1,33,200 for an LED T.V, then what was the original price of the T. V?

   (a)   ₹ 1,20,000

   (b)   ₹ 1,14,500

   (c)   ₹ 1,22,500

   (d)   ₹ 1,18,000

49.   Meera purchased 23 bracelets at the rate of Rs. 160 per bracelet. At what rate per bracelet should she sell the bracelets so that the profit earned is 15%?

   (a)   ₹ 184/-

   (b)   ₹ 186/-

   (c)   ₹ 192/-

   (d)   ₹ 198/-

50.   A certain number of capsules were purchased for ₹ 216. 15 more capsules could have been purchased in the same amount if each capsule was cheaper by ₹ 10. What was the number of capsules purchased?

   (a)   6

   (b)   14

   (c)   8

   (d)   12

51.   A person sells two horses for ₹ 480 each. On the first horse he gains 25 % and on the second horse he loses 25%. Find the percentage gained or lost in the transaction.

   (a)   loss 6.75%

   (b)   gain 6.75%

   (c)   loss 6.25%

   (d)   gain 6.25%

52. What is Bank Overdraft?
    a) A document used by a company's accounts payable department containing the supporting documents for an invoice.
    b) A negotiable instrument where payment is guaranteed by the issuing bank.
    c) A negotiable instrument similar to a bill of exchange.
    d) A line of credit that covers your transactions if your bank account balance drops below zero

53. Indian Accounting Standards are prepared by_____.
    (a) SEBI
    (b) RBI
    (c) ICAI
    (d) Ministry of Finance

54. An audit which is conducted between two annual audits is known as_____.
    (a) Periodical Audit
    (b) Standard Audit
    (c) Interim Audit
    (d) Operational Audit

55. Which of the following is NOT a goal of the Digital India initiative?
    (a) Universal digital literacy
    (b) Providing free smartphones to all citizens
    (c) E-governance and digital infrastructure
    (d) Broadband connectivity in rural areas

56. According to NEP 2020, how will the structure of the school education system change from the 10+2 format?
    (a) 3+4+3+5
    (b) 5+2+3+5
    (c) 5+4+3+4
    (d) 5+3+3+4

57. The Indus valley civilization specialised in?
    (a) Town Planning
    (b) Architecture
    (c) Craftsmanship
    (d) All of the above

58. Where is the Forest Research Institute located?

    (a) Raipur

    (b) Jodhpur

    (c) Dehradun

    (d) Chennai

59. Who among the following chaired 'Committee for the Draft National Education Policy 2019'?

    (a) Dr. Bibek Debroy

    (b) Vivek Pandit

    (c) K M Soni

    (d) Dr. K Kasturirangan

60. According to NEP 2020, the Gross Enrolment Ratio in higher education is to be raised by what percentage?

    (a) 40 percent

    (b) 50 percent

    (c) 60 percent

    (d) 75 percent

61. What is the full form of ABC as per the NEP 2020?

    (a) Academic Bank Credit

    (b) American Bank of Credit

    (c) Annual Budget Count

    (d) Academic Board of Curriculum

62. As per NEP 2020, what is the full form of 'PARAKH'?

    (a) Performance Assessment Review and Analysis of Knowledge for Holistic Development

    (b) Performance and Review Academic Knowledge of Humanity

    (c) Pure Assessment Review and Knowledge Hindi

    (d) Performance and Review for Knowledge in Holistic

63. As per National Credit Framework, the time duration for acquiring 1 Credit for the teaching learning under the head of Experiential Learning including relevant experience and professional levels
    (a) 1 Credit = 4 to 5 hours
    (b) 1 Credit = 2 hours
    (c) 1 Credit = 1 hour
    (d) 1 Credit = 40-45 hours

64. A Statutory Body namely the "Pharmacy Council of India" is a part of which ministry?
    (a) Ministry of Food and Technology
    (b) Ministry of Education
    (c) Ministry of Health and Family Welfare
    (d) Ministry of Home

65. The word 'Ombudsman' is derived from _____.
    (a) French administration
    (b) British Administration
    (c) Swedish Administration
    (d) German Administration

66. What does "CPPP" stand for_____.
    (a) Central Public Procurement Portal
    (b) Centralised Purchase and Payment Portal
    (c) Central Purchase and Public Portal
    (d) Common Purchase and Payment Portal

67. The second Appeal in case of RTI is to be made to_____.
    (a) Central Information Commission
    (b) Public Information Officer
    (c) Assistant Public Information Officer
    (d) Head of the Organisation

68. The Right to Information Act 2005 was replaced with which Act?
    (a) Information Technology Act, 2000
    (b) Freedom of Information Act, 2002
    (c) Delimination Act 2000
    (d) Freedom of Speech Act 2008

69. Which of the following is not considered a core responsibility of UGC?

    (a) Formation of regulations for minimum educational standards

    (b) Determination and maintenance of teaching, examination and research standards in universities

    (c) Promotion and Coordination of University education

    (d) Framing rules for centralised admissions in all Central Universities and other Institutions of National Importance

70. What is the age criteria for a person to file an RTI application?

    (a) 18 years and above

    (b) 21 years for girls and 18 years for boys

    (c) 16 years and above

    (d) No Age Bar

71. What does APAAR stand for?

    (a) Automatic Progress and Academic Report

    (b) Automated Permanent Academic Account Registry

    (c) Academic Performance and Administrative Report

    (d) Academic performance and Academic Regulations

72. Automobiles do not release which of the following pollutants?

    (a) Sulphur Dioxide

    (b) Nitrogen Oxide

    (c) Radioactive Pollutants

    (d) Hydro carbons

73. The first Indian University that was established in the year 1857_____.

    (a) University of Mumbai

    (b) Nalanda University

    (c) University of Calcutta (Kolkata)

    (d) University of Madras

SOCRATES/05/950/MAY25/P-I

74. New Pension Scheme is now regulated under which Act?
    (a) PFRDA Act 2013
    (b) Pension Act
    (c) Gratuity Act
    (d) CCS Rule

75. Which of the following Labor Law is enacted by Central Government and enforced both by Central and State Governments?
    (a) The Contract Labor (Regulation and Abolition) Act, 1970
    (b) The Factories Act, 1948
    (c) The Trade Unions Act, 1926
    (d) The Children (Pledging of Labour) Act 1938

76. Election Commission and UPSC are considered a part of _____.
    (a) Public Sector Undertaking
    (b) Statutory Body
    (c) Autonomous Body
    (d) Constitutional Body

77. "NAAC" stands for_____.
    (a) National Assessment and Accreditation Council
    (b) National Academic and Administrative Council
    (c) National Academic and Advisory Council
    (d) National Assessment of Academic Curriculum

In questions given below out of four alternatives, choose the one which can be substituted for the given word/sentence. (Q78 to Q81 follow)

78. Teetotaller means
    (a) One who abstains from theft
    (b) One who abstains from meat
    (c) One who abstains from taking wine
    (d) One who abstains from malice

79. A person interested in collecting, studying and selling of old things
    (a) Antiquarian
    (b) Junk-dealer
    (c) Crank
    (d) Archaeologist

80. In a state of tension or anxiety or suspense
    (a) Off balance
    (b) Depressed
    (c) Diffused
    (d) On tenterhooks

81. Habitually silent or talking little
    (a) Servile
    (b) Unequivocal
    (c) Taciturn
    (d) Synoptic

Pick out the most effective word(s) from the given words to fill in the blank to make the sentence meaningfully complete. (Q82 to Q86 follow)

82. I saw a _____ of cows in the field.
    (a) Group
    (b) Herd
    (c) Swarm
    (d) Flock

83. The telephone _____ several times before I answered it.
    (a) was ringing
    (b) has rung
    (c) had rung
    (d) would ring

84. I hate sitting _____ him as he always smells of garlic.
    (a) besides
    (b) along
    (c) at
    (d) beside

85. I listened, but I had no idea what he was _____ about.
    (a) saying
    (b) talking
    (c) telling
    (d) discussing

86. He _____ in wearing the old-fashioned coat in spite of his wife's disapproval.
    (a) insists
    (b) persists
    (c) desists
    (d) resists

87. Find a substitute for the underlined word: Companies producing goods play to the gallery to boost their sales.
    (a) Advertise
    (b) Cater to the public taste
    (c) Attempt to appeal to popular taste
    (d) Depend upon the public for approval

88. Which among the following was India's first Teraflop supercomputer?
    (a) PARAM10000
    (b) PARAM Yuva
    (c) PARAM Padma
    (d) PARAM 9000/ss

89. This part of the computer does all of the 'thinking'. It can carry out billions of instructions per second and gets very hot.
    (a) Motherboard
    (b) Hard Drive
    (c) Processor
    (d) RAM

90. A CPU contains which of the following?
    (a) A card reader and a printing device
    (b) An analytical engine and a control unit
    (c) A control unit and an arithmetic logic unit
    (d) An arithmetic logic unit and a card reader

91. The most common method of entering text and numerical data into a computer system is through the use of which of the following?

    (a) Plotter

    (b) Scanner

    (c) Printer

    (d) Keyboard

92. What is the use of the wheel located between the two standard buttons on a mouse?

    (a) To click on webpages

    (b) To click and select items

    (c) To shut down

    (d) To scroll

93. Which of the following are the hardware components of the computer system?

    (a) Graphic Card

    (b) CPU

    (c) Keyboard

    (d) All of the Above

94. Which of the following networking devices forwards data packets between computer networks?

    (a) Router

    (b) Gateway

    (c) Switch

    (d) Hub

95. What do we call the process of transferring a mobile station from one base station to another?

    (a) Looping

    (b) Handoff

    (c) Forwarding

    (d) Channelling

96. The first general election in India was held in:

    (a) 1951-52

    (b) 1947-48

    (c) 1950-51

    (d) 1952-53

97. Which port is used by HTTP?

    (a) 443

    (b) 80

    (c) 22

    (d) 79

98. When was Chrome web browser launched?

    (a) 2005

    (b) 2008

    (c) 2011

    (d) 2000

99. Pressing the combination of _____ keys is called warm booting.

    (a) Ctrl + Alt + Del

    (b) Ctrl + Shift + Del

    (c) Ctrl + Tab + Del

    (d) Ctrl + Caps + Del

100. _____ combination of keys are used for column break.

    (a) Ctrl + Shift + Enter

    (b) Ctrl + Alt + Del

    (c) Ctrl + Shift + Home

    (d) None of the above

*****

Hall Ticket No.:

PAPER - II

Descriptive Type Questions

Note : 1) Candidate should write answers in ENGLISH language only.
  2) Candidate is required to return the question paper along with answer booklet to the Invigilator after the examination.

Duration: 01:30 hours (Ninety Minutes)   **Maximum Marks: 100**

1. Write an essay on any two in minimum 250 words each.   (2 × 10 = 20 Marks)
   a) The significance of General Financial Rules (GFR) in ensuring fiscal discipline in public institutions.
   b) Challenges in implementing purchase procedures in government organizations: A critical analysis.
   c) Explain the challenges faced in the implementation of public policies in India. Suggest measures to overcome these challenges with relevant examples.

2. Attempt any one of the following in detail.   (1 × 20 = 20 Marks)
   a) A proposal has been received from a subordinate office to upgrade the existing IT infrastructure. Prepare a detailed note for the higher authorities, including your recommendations and justifications.
   b) Draft a detailed office memo explaining the proper procedure for submitting medical reimbursement claims under government rules.

3. Attempt in minimum 400 words.   (1 × 15 = 15 Marks)
   Discuss the role of Administrative Personnel in ensuring smooth and efficient functioning of a government department. Highlight the key challenges faced and suggest measures to overcome them. Provide examples to support your answer.

4. Attempt any one in minimum 400 words.   (1 × 15 = 15 Marks)
   a) Describe the Conduct and Disciplinary Rules applicable to government employees. How can Administrative Personnel ensure adherence to these rules in their department?
   b) How are Acts, Statutes and Ordinances amended?

5.   Attempt in minimum 300 words.   (1 × 10 = 10 Marks)

Explain the rules and regulations governing three types of leaves and absence from duty for employees. Also, highlight the challenges in implementing leave rules and suggest measures to address them effectively. Provide examples to support your answer.

6.   Attempt in minimum 300 words.   (1 × 10 = 10 Marks)

Explain the significance of Fundamental and Supplementary Rules in government administration. Discuss how these rules ensure accountability and efficiency in public service.

7.   Attempt in minimum 300 words.   (1 × 10 = 10 Marks)

Compare the National Pension System (NPS) and the Old Pension Scheme (OPS) in terms of benefits and drawbacks.

☐☐☐☐☐