Booklet Code

B

PAPER - I

QUESTION PAPER BOOKLET (QPB)

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

Hall Ticket No.:

OMR Serial No.:

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 **2** 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. In which year did the Government of India officially replace the Planning Commission with the newly formed NITI Aayog, marking a significant shift in the country's policy-making approach?
   (a) 2013
   (b) 2014
   (c) 2015
   (d) 2016

2. What is the primary aim of the "Pradhan Mantri Jan Dhan Yojana"?
   (a) Financial inclusion
   (b) Crop insurance
   (c) Pension for elderly
   (d) Skill development

3. How many countries are members of the "South Asian Association for Regional Cooperation (SAARC)"?
   (a) 6
   (b) 7
   (c) 8
   (d) 9

4. What is the main objective of "Mission Karmayogi," launched by the Government of India?
   (a) Skill development for youth
   (b) Civil service reforms
   (c) Army recruitment
   (d) Healthcare workers

5. Dr. Rajendra Prasad Memorial Award is associated with which among the following fields?
   (a) Banking
   (b) Social Service
   (c) Public Administration
   (d) Education

6. Who was the first Finance Minister of independent India?
   (a) John Mathai
   (b) R.K. Shanmukham Chetty
   (c) C.D. Deshmukh
   (d) Morarji Desai

7. Who was the first woman judge to be appointed to the Supreme Court of India?
   (a) Justice Smt Gyan Sudha
   (b) Justice Smt Ranjana Desai
   (c) Justice Smt Fathima Beevi
   (d) Justice Smt Leila Seth Mishra

8. Four brothers named Tarun, Ripul, Ryan and Jay each own laptops from different brands with varying costs. Ripul owns an Acer laptop priced at Rs. 1 lakh. Ryan's Dell laptop costs Rs. 2,000 less than Jay's Realme laptop. Tarun has an HP laptop that is priced just Rs. 1,000 less than Ripul's Acer laptop. Jay's Realme laptop is priced between the HP and Dell laptops. Which brother owns the laptop with the lowest price?
   (a) Jay
   (b) Ryan
   (c) Tarun
   (d) Ripul

9. There are six probationary officers—PO1, PO2, PO3, PO4, PO5, and PO6—who received their joining letters in a certain order. PO2 did not receive the letter first or last. PO2 received the letter immediately after PO5 and immediately before PO6. PO4 received the letter last. Neither PO1 nor PO3 was the first to receive the letter. Who received the letter first?
   (a) PO1
   (b) PO3
   (c) PO2
   (d) PO5

10. In a hospital, there are four wards with the following details:
    Ward A has 56 patients with a male-to-female ratio of 3:4.
    Ward B has 60 patients with a male-to-female ratio of 3:1.
    Ward C has 52 patients with a male-to-female ratio of 8:5.
    Ward D has 44 patients with a male-to-female ratio of 6:5.
    What percentage approximately do the male patients in wards B and D together constitute out of the total patients in these two wards combined?
    (a) 50%
    (b) 67%
    (c) 66%
    (d) 65%

11. Mr. X starts at point A and walks 10 meters west to reach point B. He then takes a right turn and walks 20 meters to point C. From C, he turns right again and walks 30 meters to point D. Next, he takes another right turn and walks 70 meters to point E. After that, he turns left and walks 60 meters to point F. Finally, he turns right and walks 11 meters to reach point G. What is the shortest distance between points E and G?
    (a) 70 m
    (b) 61 m
    (c) 64 m
    (d) 90 m

12. How many times the hands of a clock makes zero degree angle in 12 hours?
    (a) 12 times
    (b) 13 times
    (c) 10 times
    (d) 11 times

13. Six mobiles named A, B, C, D, E, and F are stacked one on top of the other in an unknown order. F is positioned five places below A. B is directly above E and directly below C. Which mobile is placed second from the bottom?
    (a) E
    (b) D
    (c) F
    (d) B

14. How many times in a day, the hands of a clock are in 180° angle?
    (a) 24 times
    (b) 32 times
    (c) 22 times
    (d) 25 times

15. Arrange the following words in a logical sequence as they would appear in the English dictionary.
    (1) Examine
    (2) Excited
    (3) Execute
    (4) Example
    (5) Exclaim
    (a) 1, 4, 3, 5, 2
    (b) 1, 4, 2, 5, 3
    (c) 4, 1, 2, 5, 3
    (d) 4, 1, 5, 2, 3

16. In a college survey, it was found that 49% of students like reading Maths, 52% like Physics, and 50% prefer Chemistry. Additionally, 20% of students like both Maths and Physics, 21% like both Maths and Chemistry, and 23% like both Physics and Chemistry. Five percent of students do not like any of these three subjects. What percentage of students like only one of the subjects: Maths, Physics, or Chemistry?
    (a) 50%
    (b) 67%
    (c) 47%
    (d) 10%

17. Five items—a book, bat, pencil, sheets, and bag—are stacked one on top of the other in an unknown order. The book is placed three positions above the bat and four positions above the bag. The pencil is positioned above the sheets. Which item is located at the fourth position from the top?
    (a) bag
    (b) bat
    (c) book
    (d) sheets

18. A man starts from a point and walks 5 km towards the East to reach point B. Then, he turns to the South-West and walks 5 km to reach point C. After that, he takes a turn towards the North-West and walks 5 km. With respect to the starting point, where is the man now?
    (a) At the starting point
    (b) In the West
    (c) In the East
    (d) In the North-East

19. While pointing to a woman, Kavita said, "Her only brother's son is my cousin." What is Kavita's relationship with the woman?
    (a) Niece
    (b) Sister
    (c) Daughter
    (d) Aunt

20. In the reverse order of the English alphabet, what is the fifth letter to the left of the tenth letter counted from the left?
    (a) E
    (b) A
    (c) D
    (d) V

21. Arrange the following words in a logical sequence as they would appear in the English dictionary.
    (1) Rigidity
    (2) Reliable
    (3) Racial
    (4) Rights
    (5) Rigour
    (a) 3, 2, 5, 1, 4
    (b) 2, 3, 4, 1, 5
    (c) 3, 2, 4, 1, 5
    (d) 3, 2, 1, 4, 5

22. Out of 500 people, 300 live in the city, 100 live in the village, and 50 live in both the city and the village. How many people live only in the city?
    (a) 150
    (b) 250
    (c) 300
    (d) 500

23. Namitha's house faces east. She walks 10 meters straight ahead, then turns right and walks 50 meters. Next, she turns left and walks 25 meters. After that, she makes three consecutive right turns, walking 30 meters, 40 meters, and 50 meters respectively, to reach her school. In which direction is she facing now?
    (a) North
    (b) South
    (c) West
    (d) East

24. Seven handkerchiefs of colors green, red, white, black, brown, blue, and orange are stacked one above the other in an unknown order. Three handkerchiefs are placed above the white one, and three are below it. Red is immediately below orange and immediately above blue. Brown is placed just below blue. Green and black are adjacent to white. Black is two places above brown. Which color handkerchief is at the third position from the top?
    (a) white
    (b) black
    (c) green
    (d) brown

25. Five friends Ryan, Arundhita, Arun, Shreya and Guru own different numbers of cars. Arun does not have the fewest cars. Ryan has more cars than Shreya but fewer than Guru. Who owns the highest number of cars?
    (a) Arundhita
    (b) Arun
    (c) Guru
    (d) Shreya

26. There are five houses A, B, C, D and E in a colony. House A is located 8 meters south of B. House C is 10 meters to the left of B. House D is 20 meters south of C. House E is 26 meters to the right of D. What is the location of house A with respect to house E?
    (a) South East, 20 m
    (b) South West, 12 m
    (c) North East, 22 m
    (d) North West, 20 m

27. Arrange the following words in a logical sequence as they would appear in the English dictionary.
    (1) Waste
    (2) Wrong
    (3) Wander
    (4) Wonder
    (5) Wound
    (a) 3, 1, 4, 5, 2
    (b) 3, 4, 1, 2, 5
    (c) 3, 1, 4, 2, 5
    (d) 3, 4, 2, 1, 5

28. In a queue of boys, Ram is ranked 26th from the right end and Raj is ranked 24th from the left end. There are only two boys, Shiv and Raju, standing between them. What is the maximum possible number of boys in the queue?
    (a) 52
    (b) 50
    (c) 51
    (d) 60

29. Given the family relationships: D is son of C and brother of E; E is niece of F; C is sister of B and aunt of A. The father of B has two children: a son and a daughter. If A is the son of F, what is F's relation to C?
    (a) Cousin
    (b) Aunt
    (c) Sister-in-law
    (d) Sister

30. In a college survey of 91 students, 40 want to opt for Commerce, 30 for Science, and 42 for Arts. Five students do not want any of these streams. Six students want both Commerce and Science, 17 want Commerce and Arts, and one student wants Science and Arts. How many students want to opt for all three streams?
    (a) 17
    (b) 2
    (c) 15
    (d) 21

31. Convert the following into reported speech:
    "Are my dresses ready?" asked Madhu to the tailor.
    (a) Madhu asked the tailor if her dresses are ready.
    (b) Madhu asked the tailor whether her dresses were ready.
    (c) Madhu asked the tailor whether her dresses are ready.
    (d) Madhu asked the tailor if her dresses will be ready.

32. The atmosphere during the memorial service was filled with _____.
    (a) excitement
    (b) laughter
    (c) solemnity
    (d) joy

33. On Sundays, my grandfather likes to _____ through the garden and enjoy the fresh air.
    (a) hurry
    (b) dawdle
    (c) stroll
    (d) skip

34. A major fire _____ in the factory last night, causing extensive damage.
    (a) took place
    (b) occurred
    (c) happened
    (d) broke out

35. Change this Active Voice sentence to Passive Voice sentence-
    The steep slopes and sharp curves characterize the route.
    (a) The route was characterized by the steep slopes and sharp curves.
    (b) The route is characterized by the steep slopes and sharp curves.
    (c) The route has been characterized by the steep slopes and sharp curves.
    (d) The route had been characterized by the steep slopes and sharp curves.

36. Select the option where the underlined word is a gerund.
    (a) <u>Swimming</u> in the open ocean, she felt a sense of absolute freedom.
    (b) His favorite activity is <u>swimming</u> across the lake and back.
    (c) We saw a dolphin <u>swimming</u> gracefully beside the boat.
    (d) The <u>swimming</u> team practiced for two hours every morning.

37. Choose the correct sentence:
    (a) She is an honest woman.
    (b) She is a honest woman.
    (c) She is the honest woman.
    (d) She is honest woman.

38. Select the word that is spelled correctly.
    (a) Etiquiete
    (b) Etiquete
    (c) Etiquette
    (d) Etequette

39. Which of the following is an adjective?
    (a) Run
    (b) Quickly
    (c) Beautiful
    (d) Eating

40. Which sentence shows future in the past?
    (a) She said she will attend the meeting.
    (b) She said she would attend the meeting.
    (c) She says she would attend the meeting.
    (d) She had said she will attend the meeting.

41. Choose the closest synonym for "fastidious":
    (a) Careless
    (b) Demanding
    (c) Slow
    (d) Happy

42. The sentence "If it rains, we will cancel the trip." uses:
    (a) Zero Conditional
    (b) First Conditional
    (c) Second Conditional
    (d) Third Conditional

43. "I was watching TV when she called." combines:
    (a) Past Continuous + Past Simple
    (b) Past Perfect + Past Simple
    (c) Past Simple + Past Perfect
    (d) Past Continuous + Past Continuous

44. His _____ remarks offended many people at the gathering.
    (a) innocuous
    (b) ingenious
    (c) inflammatory
    (d) inflexible

45. Which sentence uses the "future perfect continuous tense" correctly?
    (a) By 2025, he will work here for a decade.
    (b) By 2025, he will have been working here for a decade.
    (c) By 2025, he will be working here for a decade.
    (d) By 2025, he has worked here for a decade.

46. Select the word that is spelled correctly.
    (a) Faceticous
    (b) Facetious
    (c) Facetsious
    (d) Facetshious

47. Identify the correctly reported speech for: "Can you help me with this project?" she asked.
    (a) She asked if I could help her with that project
    (b) She asked whether I can help her with this project
    (c) She asked if I can help her with that project
    (d) She asked could I help her with that project

48. Choose the word most similar in meaning to "loquacious":
    (a) Silent
    (b) Talkative
    (c) Angry
    (d) Confused

49. Complete the sentence:
    "The novel was so interesting _____."
    (a) that I couldn't put it down
    (b) because it had no pictures
    (c) although it was very long
    (d) when the price was reduced

50. Find error in the sentence: "Neither Ram nor Shyam have completed their work."
    (a) Neither
    (b) completed
    (c) have
    (d) their

51. The difference between two numbers is 1365. When the larger number is divided by the smaller one, the quotient is 6 and the remainder is 15. The smaller number is:
    (a) 240
    (b) 270
    (c) 295
    (d) 360

52. In an election, the votes cast for three candidates were in the ratio 5 : 7 : 3. The successful candidate received 8,568 votes more than the candidate who got the least votes. How many votes did the second-most successful candidate receive?
    (a) 10,098
    (b) 10,710
    (c) 21,546
    (d) 6,138

53. A farmer has enough food to feed 20 animals for 6 days. After 2 days, 10 more animals are added, and simultaneously, the animal's food consumption rate increases by 25%. For how many more days will the remaining food last?
    (a) 1.6 days
    (b) 2 days
    (c) 2.13 days
    (d) 3.2 days

54. The volume of a cuboid is 440 cm³ and the area of its base is 88 cm². Its height is:
    (a) 5 cm
    (b) 6 cm
    (c) 7 cm
    (d) 8 cm

55. If 15 workers can build a wall in 48 hours, how many workers will be required to build it in 30 hours?
    (a) 20
    (b) 22
    (c) 24
    (d) 26

56. A tree of height 12 m casts a shadow 9 m long on the ground, and at the same time a monument casts a shadow 36 m long. Find the height of the monument.
    (a) 40 m
    (b) 44 m
    (c) 48 m
    (d) 50 m

57. How many 4-letter codes can be formed using the first 8 letters of the English alphabet, if no letter can be repeated?
    (a) 1,680
    (b) 1,024
    (c) 1,512
    (d) 2,048

58. The cost of a Machine depreciates by 10% every year. If its present worth is Rs. 18000 what will its value be after three years?
    (a) Rs.14,580
    (b) Rs.13,122
    (c) Rs.16,200
    (d) Rs.12,000

59. If $x = 2$ and $x = 3$ are roots of equations $3x^2 - 2mx + 2n = 0$, find the value of m and n.
    (a) $m = 7.5, n = 3$
    (b) $m = 7.5, n = 9$
    (c) $m = 7, n = 8$
    (d) $m = 7.5, n = 9.5$

60. Trader buys an article for Rs. 10,000 and pay 7% tax. He sells the same article for Rs. 13,000 and charges 9% tax. Find the VAT paid by Trader.
    (a) Rs.170
    (b) Rs.1700
    (c) Rs.470
    (d) Rs.200

61. A rectangular water tank has a height of 8 meters, a length of 6 meters, and a width of 2.5 meters. What is the total capacity of the tank in liters?
    (a) 120 litres
    (b) 1200 litres
    (c) 12000 litres
    (d) 120000 litres

62. There are boys and girls in a room such that the square of the number of girls is 28 less than the square of the number of boys. If the number of girls increased by two, it would be equal to the number of boys. What is the total number of boys and girls in the room?
    (a) 7
    (b) 10
    (c) 14
    (d) 56

63. A cricket player has a batting average of 50 runs over 40 innings. His highest score is 172 runs more than his lowest score. When these two innings are excluded, the average for the remaining 38 innings becomes 48 runs. What is his highest score?
    (a) 165 runs
    (b) 170 runs
    (c) 172 runs
    (d) 174 runs

64. The ages of Sulekha and Arunima are in the ratio 9:8. After 5 years, their age ratio will be 10:9. What is the difference in their ages?
    (a) 4 years
    (b) 5 years
    (c) 6 years
    (d) 7 years

65. If $a = \log_8 225$ and $b = \log_2 15$ then a in terms of b, is
    (a) $b/2$
    (b) $2b/3$
    (c) b
    (d) $3b/2$

66. Rajni bought a mobile phone for ₹12,000 and a refrigerator for ₹10,000. She sold the refrigerator at a 12% loss and the mobile phone at an 8% profit. What is her overall gain or loss?
    (a) Loss of ₹280
    (b) Profit of ₹270
    (c) Loss of ₹240
    (d) Profit of ₹360

67. Alloys A and B are mixtures of gold and copper in the ratios 7:2 and 7:11 respectively. If equal amounts of these alloys are melted together to form alloy C, what will be the ratio of gold to copper in alloy C?
    (a) 5:7
    (b) 5:9
    (c) 7:5
    (d) 9:5

68. A reservoir has two types of feeder pipes: hot water and cold water. Six cold water pipes alone fill the reservoir in 12 hours, while 3 cold and 9 hot water pipes together fill it in 8 hours. How long will it take 5 hot water pipes alone to fill the reservoir?
    (a) 18 hrs 36 min
    (b) 20 hrs 45 min
    (c) 21 hrs 36 min
    (d) None of these

69. Mr. Singh invested ₹20,000 at 20% per annum interest, compounded half-yearly for the first year and yearly for the second. What is the total interest earned after 2 years?
    (a) ₹ 8040
    (b) ₹ 8800
    (c) ₹ 9040
    (d) ₹ 9800

70. A bus travels at one-third the speed of a train. The train covers 1125 km in 15 hours. How far does the bus travel in 36 minutes?
    (a) 15 km
    (b) 18 km
    (c) 21 km
    (d) 75 km

71. What is the main function of a "firewall" in computer networks?
    (a) To block spam emails
    (b) To protect a network from unauthorized access
    (c) To speed up internet browsing
    (d) To manage a database

72. Which network topology connects all devices to a central hub?
    (a) Bus
    (b) Ring
    (c) Star
    (d) Mesh

73. What term describes a deceitful attempt to steal sensitive data like usernames and passwords by pretending to be a trustworthy source?
    (a) Hacking
    (b) Malware
    (c) Phishing
    (d) Spamming

74. Which one is an example of a Consumer-to-Consumer (C2C) e-commerce platform?
    (a) Flipkart
    (b) Amazon
    (c) eBay
    (d) Myntra

75. What is the name of the high-speed memory that stores data recently accessed?
    (a) Main memory
    (b) Secondary memory
    (c) Cache memory
    (d) Virtual memory

76. Right to Education Act came into force on _____.
    (a) 17 July, 2010
    (b) 10 October, 2010
    (c) 15 March 2010
    (d) 1 April 2010

77. How many days does Venus take to complete one orbit around the sun?
    (a) 365 Earth days
    (b) 223 Earth days
    (c) 226 Earth days
    (d) 225 Earth days

78. What is Disinvestment?
    (a) Revenue expenditure
    (b) Revenue receipts
    (c) Capital receipts
    (d) Capital expenditure

79. Which renowned chess player emerged as the champion in the prestigious Chess Esports World Cup held in 2025?
    (a) Hikaru Nakamura
    (b) Viswanathan Anand
    (c) Magnus Carlsen
    (d) Alireza Firouzja

80. Which individual currently serves as the Minister responsible for overseeing the Ministry of Social Justice and Empowerment in India as of this year?
    (a) Dr. Virendra Kumar
    (b) Bhagirath Chaudhary
    (c) Ajay Bhatt
    (d) Devusinh Chauhan

81. Which nation or group of nations is designated to host the prestigious football Summer World Cup tournament in the year 2026?
    (a) USA, Canada, and Mexico
    (b) Saudi Arabia
    (c) Spain and Portugal
    (d) Argentina and Uruguay

82. Donald Trump assumed office as the _____ president of the United States, marking a historic return to the presidency.
    (a) 45th
    (b) 46th
    (c) 47th
    (d) 48th

83. Which country officially became the 32nd member to join the North Atlantic Treaty Organization (NATO) in the year 2025, marking a significant expansion of the alliance?
    (a) Finland
    (b) Sweden
    (c) Ukraine
    (d) North Macedonia

84. What was the total duration taken by the Constituent Assembly of India to meticulously draft and frame the Constitution, reflecting the extensive discussions and careful deliberations that shaped the foundation of the nation's governance?
    (a) 2 years 7 months 23 days
    (b) 2 years 11 months 18 days
    (c) 3 years 4 months 14 days
    (d) 3 years 11 months 5 days

85. Which article of the Indian Constitution empowers the President to declare a Financial Emergency in the country?
    (a) Article 360
    (b) Article 361
    (c) Article 370
    (d) Article 371

86. In the context of economic classification, on what primary basis are the sectors divided into public and private sectors?
    (a) employment condition
    (b) nature of economic activities
    (c) ownership of enterprises
    (d) use of raw materials

87. Among the various prehistoric periods marking stages of human development, which one is recognized as the earliest or oldest known period of human existence and activity?
    (a) Chalcolithic period
    (b) Mesolithic period
    (c) Palaeolithic period
    (d) Neolithic period

88. The globular or spherical shape of a raindrop is primarily due to which physical property that acts like a skin on the water's surface, causing the water molecules to adhere tightly together and minimize the surface area?
    (a) Viscosity
    (b) Surface tension
    (c) Elasticity
    (d) Gravitation

89. Among the prominent scientists associated with India's space journey, who is widely acknowledged and revered as the founding father of India's space program, having played a pivotal role in establishing the Indian Space Research Organisation (ISRO) and shaping the nation's space ambitions?
    (a) A.P.J. Abdul Kalam
    (b) Nambi Narayanan
    (c) G. Madhavan Nair
    (d) Vikram Sarabhai

90. Which of the following functions is primarily associated with the Finance Commission of India?
    (a) draws up Five Year Plans
    (b) formulates Monetary Policy
    (c) recommends pay revision of Central Government Employees
    (d) adjudicates on the sharing of resources between centre and the states

91. Which institutional body holds the primary responsibility for formulating and regulating the monetary policy in India, overseeing measures to control inflation, manage money supply, and ensure financial stability?
    (a) Ministry of Finance
    (b) Reserve Bank of India
    (c) SEBI
    (d) NITI Aayog

92. Which esteemed Indian institution is credited with the development and implementation of Project Abhay, a significant initiative designed to improve the health, vision, and overall safety of truck drivers across the country through comprehensive screenings and interventions?
    (a) IIT Bombay
    (b) IIT Delhi
    (c) IIT Kanpur
    (d) IIT Roorkee

93. In which year was the "Kisan Credit Card" scheme launched to provide farmers with timely and adequate credit support for their agricultural needs, including the purchase of inputs and other production-related expenses?
    (a) 1994
    (b) 1996
    (c) 1998
    (d) 2000

94. In the context of India's financial system, what is the specific definition of the "Repo Rate"
    (a) Rate at which RBI lends to banks
    (b) Rate at which banks borrow from each other
    (c) Rate at which banks lend to public
    (d) Rate at which RBI lends to government

95. The term "Ring of Fire" is used to describe which specific geological feature ?
    (a) Earthquake zone in the Atlantic
    (b) Volcanic belt around the Pacific
    (c) Desert belt in Africa
    (d) Mountain belt in Europe

96. The "Indus Water Treaty" allocates the waters of which rivers exclusively to India for unrestricted use?
    (a)   Ravi, Beas, Sutlej
    (b)   Indus, Jhelum, Chenab
    (c)   Ravi, Chenab, Sutlej
    (d)   Beas, Jhelum, Indus

97. The Vice President is ex-officio Chairman of:
    (a)   Lok Sabha
    (b)   Rajya Sabha
    (c)   Planning Commission
    (d)   NITI Aayog

98. In the 2025 ICC Champions Trophy Cricket Tournament, which team did India face in the semi-final match played at the Dubai International Cricket Stadium?
    (a)   England
    (b)   New Zealand
    (c)   Australia
    (d)   South Africa

99. In the context of banking in India, what does the acronym IFSC stand for, referring to the unique code used to identify bank branches for electronic fund transfers?
    (a)   Indian Financial System Code
    (b)   Indian Financial Services Code
    (c)   International Financial System Code
    (d)   Indian Fund Security Code

100. In which year did the Union of Soviet Socialist Republics (USSR) officially disintegrate into 15 independent republics, marking the end of the Soviet era and the Cold War?
    (a)   1989
    (b)   1991
    (c)   1993
    (d)   1995

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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**

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1. Read the passage & answer all questions in your own words.   (5 × 4 = 20 Marks)
   Effective communication is a fundamental skill for university administrators, playing a critical role in fostering trust, resolving conflicts and facilitating seamless collaboration across diverse departments. Inadequate communication can result in misunderstandings, procedural delays, and diminished employee morale, ultimately affecting institutional efficiency. Administrators must ensure their messages, whether oral or written, are articulate, respectful, and timely. While digital communication tools such as emails, video conferencing, and collaborative software have revolutionized information sharing, they cannot entirely replace the value of face-to-face interaction and active listening. These interpersonal skills are indispensable for nurturing professional relationships and cultivating a positive organizational culture within academic institutions.

   a) Why is effective communication described as a fundamental skill for university administrators?

   b) What are the possible consequences of inadequate communication within a university administration?

   c) How have digital communication tools transformed information sharing in academic institutions?

   d) Despite advances in technology, why are face-to-face interactions and active listening still considered indispensable?

   e) How do strong communication skills contribute to a positive organizational culture in universities?

2. Attempt any one in a minimum of 200 words.   (1 × 10 = 10 Marks)

   a) Write an essay on the importance of effective communication skills in administrative settings.

   b) Discuss the role of English language proficiency in enhancing career opportunities in university administration.

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3. Attempt any one in a minimum of 300 words. (1 × 15 = 15 Marks)
   a) Draft a formal letter to the University Registrar requesting reconsideration of your salary increment, providing valid reasons based on your performance and contributions over the past year.
   b) Draft an application to the Head of Department seeking permission for a sabbatical leave to pursue higher studies or research, explaining your plans and how your duties will be managed during your absence.

4. Change the Voice (Active to Passive / Passive to Active): (2 × 5 = 10 Marks)
   a) Convert active to passive:
      The committee will have completed the review of the proposals before the deadline.
   b) Convert passive to active:
      Several critical issues had been being discussed by the experts when the meeting was suddenly adjourned.

5. Change the following into Indirect/Reported Speech: (2 × 5 = 10 Marks)
   a) The manager said to the team, "Had you followed the instructions carefully, we wouldn't be facing these issues now, would we?"
   b) John said to his sister, "Do you still remember the poem that we learnt when we were in primary school?"

6. Attempt in a minimum of 200 words. (1 × 10 = 10 Marks)
   Draft a report summarizing the key points discussed during the last staff meeting and outlining the next steps to be taken, intended for circulation among all office employees.

7. Read the given passage and write a precis in one third of its length (1 × 10 = 10 Marks)
   In the modern workplace, especially within university administration, the ability to communicate clearly and concisely in writing is regarded as a valuable skill. Administrative letters, reports and circulars should present information in a manner that minimizes misunderstanding and facilitates quick decision-making. Failure to convey essential details or communicate procedures effectively may result in confusion, repetition of tasks or even loss of important data. To address these issues, many institutions have adopted regular in-service training sessions focusing on official drafting, use of correct grammar and basic principles of professional correspondence. These sessions emphasize the importance of clarity, logical arrangement of facts and the use of polite and respectful language in all communications. By improving the overall communication skills of administrative staff, universities can ensure better coordination among various departments, improve service delivery to stakeholders and maintain accurate records for future reference. Over time, strengthening administrative writing skills has proven to be a key factor in enhancing the reputation and overall efficiency of the institution.

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8. Attempt in a minimum of 300 words. (1 × 15 = 15 Marks)

Write a notice to be displayed on the university notice board informing staff about the introduction of biometric attendance and instructions on how to register.

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SPACE FOR ROUGH WORK

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