

**RASHTRIYA SANSKRIT SANSHTAN**  
(DEEMED UNIVERSITY)  
NEW DELHI

**SECTION OFFICER EXAMINATION – 2018**

**FURTHER INSTRUCTIONS FOR CANDIDATES APPEARING IN EXAMINATION  
FOR THE POST OF SECTION OFFICER TO BE HELD ON 02.09.2018**

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Further to General Instructions already uploaded on Sansthan website for the candidates applied for the post of Section Officer and appearing in examination on 02.09.2018 (Sunday), the candidates are informed as following:

1. Candidates appearing for examination are required to bring two self-attested passport size photographs (signature only on backside of photograph) at the time of reporting for examination.
2. The Question paper booklet (objective) contains four options of answer against each question indicated as A, B, C & D. The candidates are required to read the question carefully and choose the correct answer by fully darkening/filling the correct option from A, B, C and D on OMR sheet.

Special instructions for making response in the OMR answer sheet are as under:

(a) Mark/write the name of the Examination, Subject, Examination venue, Roll Number and date of examination in the space provided for the particular item with Black or Blue Ball Point Pen. Don't write anything on the answer sheet except on the space provided.

(b) Should darken the choice of answer in the OMR Sheet neatly and clearly with Black or Blue Ball Point Pen which you will be marking as your response corresponding to choices of answers in the Question Booklet/ question paper.

(c) Illustration for marking the answer is given below:

Q No.1) Who is the Father of the Nation?

- |                      |                           |
|----------------------|---------------------------|
| (A) Jawaharlal Nehru | (B) Lal Bahadur Shastri   |
| (C) M. K. Gandhi     | (D) Dr. S. Radha Krishnan |

You will have four alternatives/choices in the OMR Sheet for your response corresponding to each question in the question Booklet/paper as below:

Q. No. 1:     A     B     C     D

In the above illustration, if you have chosen, response is alternative C i.e. M. K. Gandhi, then the same should be marked on the Answer Sheet (OMR) by darkening the relevant circle with a Black or Blue Ball Point Pen only as below:-

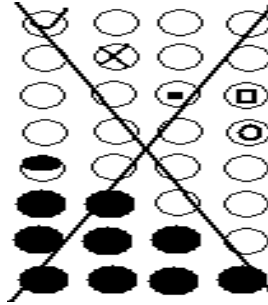
A     B     C     D

**THIS WILL BE THE ONLY CORRECT METHOD OF ANSWERING.**

(d) **IN EITHER OF THE FOLLOWING CASES, THE ANSWER WILL BE TREATED AS INVALID:**

(a) Darkening more than one circle or use of eraser/fluid/ any other device.

(b) Use of other method like tick mark, cross mark, dots mark, outside circle, half filled circle etc. Example:-



3. In the case of descriptive questions, the answers should be written in legible handwriting, either in English or Hindi. The length of the answers in both the above cases should not exceed the space provided below each question. (No additional sheets shall be provided)

4. For the convenience of the candidates, few Sample Questions (from each section ) are given hereunder: -

**Note** : Questions in the model paper are given in English only. Actual Question paper will be bi-lingual as per instructions given earlier.

5. For the convenience of the candidates, few Sample Questions (from each section ) are given hereunder: -

## SECTION OFFICER

Time: 3 Hrs.

Marks: 200

### Section (A) : General Administration and Finance

**Q.1) After how many years of minimum service, can an employee get study leave?**

- (A) after 5 years
- (B) after 8 years
- (C) after 10 years
- (D) after 2 years

Ans :  (A)  (B)  (C)  (D)

**Q.2) What is the maximum subscription of monthly salary an employee can make for GPF?**

- (A) 25%
- (B) 50%
- (C) 75%
- (D) 100%

Ans :  (A)  (B)  (C)  (D)

### Section (B) : English language

**Q.3) Which is the synonym of CONTENTED?**

- (A) happy
- (B) unhappy
- (C) worried
- (D) depressed

Ans :  (A)  (B)  (C)  (D)

**Q.4) \_\_\_\_\_ is a phrase or an expression that has a figurative meaning, established by usage as having a meaning not deductible from those of the individual words.**

- (A) synonym
- (B) antonym
- (C) idiom
- (D) verb

Ans :  (A)  (B)  (C)  (D)

**Section (C) : Quantitative Aptitude**

**Q.5) What is the cube root of 27?**

- (A) 3**
- (B) 6**
- (C) 9**
- (D) 18**

**Ans :**  (A)  (B)  (C)  (D)

**Q.6) What is the area of a circle whose radius is 5 cm?**

- (A) 78.5**
- (B) 68.5**
- (C) 58.5**
- (D) 48.5**

**Ans :**  (A)  (B)  (C)  (D)

**Section (D) : General Awareness**

**Q.7) Who was the first President of India?**

- (A) Dr. S. Radhakrishnan**
- (B) Dr. Rajendra Prasad**
- (C) Dr. A.P.J. Abdul Kalam**
- (D) Shri V. V. Giri**

**Ans :**  (A)  (B)  (C)  (D)

**Q.8) Who is the present Chairman of UGC?**

- (A) Prof. D. P. Singh**
- (B) Prof. Yash Pal**
- (C) Prof. Dinesh Singh**
- (D) Prof. Sukhdeo Thorat**

**Ans :**  (A)  (B)  (C)  (D)

## SECTION OFFICER

[Descriptive Test]

Time: 2 Hrs.

Marks: 100

Section A: 60 marks + Section B: 40 marks = Total 100 marks

- Q.1) Please indicate reservation in Service applicable in following cases:- (5)**
- (a) Vertical Reservation in Direct Recruitment for \_\_\_\_\_
  - (b) Horizontal Reservation in Direct Recruitment for \_\_\_\_\_
  - (c) Vertical Reservation in Promotion for \_\_\_\_\_
  - (d) Horizontal Reservation in Promotion for \_\_\_\_\_
- Q.2) Whether leave becomes right on Medical Certificate? Indicate rule position. (5)**
- Q.3) Accepting dowry at the time of marriage of son is permissible or not. Indicate rule position accordingly. (5)**
- Q.4) Whether enquiry is required to be conducted when charge-sheet has been issued under Rule 16 of CCS (CCA) Rules, 1965? (5)**
- Q.5) A government servant has completed 10 years of service and lives alone at Duty station. Can he avail LTC for Any Place in India? Indicate rule position accordingly. (5)**
- Q.6) Please indicate various stages of Budget formulation for your organization in a Financial Year? (5)**
- Q.7) GFR 2017 indicates “Open Tender” to be utilized for purchase of excepted value of goods. Indicate steps to be taken for inviting bids for the “Open Tender”? Whether it is single bid or double bids. Indicate accordingly. (5)**
- Q.8) Shri A was granted annual increment with effect from July, 2017 and his pay was fixed at Rs. 84,000/-. His pay was subsequently reduced to Rs.80,000/- as Minor penalty was imposed with effect from January, 2018. He is due to retire from service on attaining the age of superannuation on 30-04-2018. Please fix his pension and gratuity without commutation. He has completed 35 years qualifying service and DA rate is 7% with effect from January, 2018. (5)**