

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Block-GN, Sector-V, Bidhan Nagar

Kolkata-700091

Test for Section Officer (General) – LDCE-2016

Full Marks:-60

Time:-1½ hours

1. **Comment in brief on the following proposals under your consideration :- (Any four)**

4 X 5 = 20 marks

- (a) An employee, whose date of birth is the first of the month shall retire on the afternoon of the last day of the same month.
- (b) An official retiring with a pension of ₹20,000/- can commute a maximum of ₹10,000/- of his pension.
- (c) Minimum benchmark in CR/APAR prescribed for financial upgradation to grade pay of ₹7600/- in PB-3 under Modified Assured Career Progression Scheme (MACPS) is “Good”.
- (d) Maximum amount of Retirement Gratuity admissible to an officer in PB-4 with Grade Pay ₹10000/- is ₹15.00 lakh (from 1.1.2006).
- (e) Maternity Leave of 180 days to be granted to an unmarried female employee for her pregnancy in 2014.
- (f) LTC for visiting hometown has been availed while on Child Care Leave.

2. **Write short notes on :- (Any four)**

4 X 5 = 20 marks

- (i) Reasonable opportunity
- (ii) RTI Act, 2005
- (iii) Subsistence allowance
- (iv) Minor Penalties
- (v) Reservations for Persons with Disabilities
- (vi) Modified Flexible Complementing Scheme

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3. Distinguish between:- (Any four)

4 X 5 = 20 marks

- (a) Removal & Dismissal
- (b) Revision & Review under CCS(CCA) Rules, 1965, as adopted by NCSM
- (c) Maternity Leave & Paternity Leave
- (d) OPD & Indoor Medical Treatment
- (e) Pension & Family Pension
- (f) Compulsory Retirement & Premature Retirement

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National Council of Science Museums
Block-GN, Sector-V, Bidhan Nagar
Kolkata - 700091

Aptitude Test for the post of Section Officer

Date: 7.6.2019

Full Marks:-100

Time:- 3 hours

Name of the candidate : _____ Signature _____

Signature of the invigilator: _____

General Instructions:-

1. All the questions are compulsory.
2. Put a (✓) mark, wherever required, on the correct answer in the question paper itself.
3. There will be no negative marks for wrong answers.
4. Use answer sheets for questions at 'E' & 'F'.

A. GENERAL AWARENESS:-

(1X10=10 marks)

1. The Government of India has launched a new scheme for the girl child. What is the name of the scheme?
 - a. Rajlakshmi
 - b. Gajalakshmi
 - c. Dhanalakshmi
 - d. Souvagylakshmi
2. Which of the following does not constitute World Bank?
 - a. International Bank for Reconstruction & Development
 - b. International Finance Corporation
 - c. International Development Association
 - d. International Monetary Fund
3. 'Bolt & Road Initiative' is sometimes mentioned in the news in the content of the affairs of
 - a. African Union
 - b. Brazil
 - c. European Union
 - d. China

4. In which of the following states of India it is legal for a Hindu male and illegal for a Muslim male to have more than one living wife?
- Nagaland
 - Mizoram
 - Goa
 - Arunachal Pradesh
5. The language spoken by the largest number of people of the world is:-
- Hindi
 - English
 - Mandarin
 - Spanish
6. The kelkar proposals which were in the news were the
- Recommendations for reforms in the power sector
 - Recommendations for tax reforms
 - Guidelines for the privatisation of PSUs
 - Guidelines for centre-state relationship
7. Dr. Hargobind Khorana is credited for the discovery of?
- synthesis of proteins
 - synthesis of genes
 - synthesis of nitrogenous bases
 - None of the above
8. For which one of the following Judgements of the Supreme Court of India, the Kesavananda Bharati *vs* State of India case is considered a landmark?
- The religion cannot be mobilised for political ends
 - Abolishing untouchability from the country
 - The basic structures of the Constitution, as defined in the Preamble, cannot be changed
 - Right to life and liberty cannot be suspended under any circumstance
9. Aadhar has huge potential for improving operations and delivery of service. Its potential application in various significant public services delivery and social sector programme is immense. In this context, consider the following statements.
- The UID database can be used for the authentication of beneficiaries under the Public Distribution System
 - It will help in enhancing the efficiency of social audit of programmes
 - It will enable greater commitment towards government financing of public health and primary healthcare.
- Which of the statements given above are correct?*
- 1 and 2
 - 1 and 3
 - 2 and 3
 - All of these

10. Which one of the following statements regarding Bharat Ratna Award is not correct?
- The original specifications for the award called for a circular gold medal, 35 mm in diameter, with the Sun and the Hindi legend 'Bharat Ratna' above and a floral wreath below. The reverse was to carry the state emblem and motto
 - The provision of Bharat Ratna was introduced in 1954
 - Bharat Ratna is awarded to Indian citizens only
 - The first ever Indian to receive this award was the famous scientist, Chandrasekhara Ventkata Raman

B. REASONING:- (1X10=10 marks)

11. Consider the series given below:
4/12/95, 1/1/96, 29/1/96, 26/2/96, The next term of the series is
- 24/3/96
 - 25/3/96
 - 26/3/96
 - 27/3/96
12. Seven men A,B,C,D,E,F and G are standing in a queue in that order. Each one is wearing a cap of a different colour like violet, indigo, blue, green, yellow, orange and red. D is able to see in front of him green and blue, but not violet. E can see violet and yellow, but not red. G can see caps of all colours other than orange. If E is wearing an indigo coloured cap, then the colour of the cap worn by F is
- Blue
 - Violet
 - Red
 - orange
13. Mouse is to cat as fly is to:
- rat
 - animal
 - spider
 - horse
14. A,B,C,D,E,F and G are members of a family consisting of 4 adults and 3 children, two of whom, F and G are girls. A and D are brothers and A is a doctor. E is an engineer married to one of the brothers and has two children. B is married to D and G is their child. Who is C?
- G's brother
 - F's father
 - E's father
 - A's son

15. On another planet, the local terminology for earth, water, light, air and sky are 'sky', 'light', 'air', 'water' and 'earth' respectively. If someone is thirsty there, what would he drink?
- (a) Sky
 - (b) Water
 - (c) Air
 - (d) Light
16. In a certain code, MARCH is written as OCTEJ, how is RETURN written in that code?
- (a) TFUVSM
 - (b) QGSTQM
 - (c) TGVWTP
 - (d) TGRVSO
17. There is a family of 6 persons A,B,C,D,E and F. There are two married couples in the family. The family members are lawyer, teacher, salesman, engineer, accountant and doctor. D, the salesman is married to the lady teacher. The doctor is married to the lawyer. F, the accountant is the son of B and brother of E. C, the lawyer is the daughter-in-law of A. E is the unmarried engineer. A is the grandmother of F. How is E related to F?
- (a) Brother
 - (b) Sister
 - (c) Father
 - (d) Cannot be established (cannot be determined)
18. Four political parties W,X,Y and Z decided to set up a joint candidate for the coming parliamentary elections. The formula agreed by them was the acceptance of a candidate by most of the parties. Four aspiring candidates, A,B,C and D approached the parties for their tickets.
- A was acceptable to W but not to Z
B was acceptable to Y but not to X
C was acceptable to W and Y
D was acceptable to W and X
- When candidate B was preferred by W and Z, candidate C was preferred by X and Z, and candidate A was acceptable to X but not to Y; who got the ticket?
- (a) A
 - (b) B
 - (c) C
 - (d) D

19. Given the statement: "Buses are the cause of more accidents than cars, and trucks cause fewer accidents than buses", which of the following conclusions can we draw?

- (a) There are more buses on the road than trucks.
- (b) Car drivers are more careful than bus drivers.
- (c) Truck drivers are more skilled than either car or bus drivers.
- (d) None of the above

20. In a parking area, the total number of wheels of all the cars (four-wheelers) and scooters/motorbikes (two-wheelers) is 100 more than twice the number of parked vehicles. The number of cars parked is

- (a) 35
- (b) 45
- (c) 50
- (d) 55

Category	Wheels	Count
Cars (4-wheelers)	4	35
Scooters/Motorbikes (2-wheelers)	2	45
Total	2	100

C. QUANTITATIVE APTITUDE

(1X20=20 marks)

21. A gardener plants 17956 trees in such a way that there are as many rows as there are trees in a row. The number of trees in a row are

- (a) 136
- (b) 164
- (c) 134
- (d) 166

22. The daily wages of a worker increase by 20% but the number of hours worked by him also dropped by 20%. If originally he was getting ₹200 per week, his wages per week now is

- (a) ₹160
- (b) ₹192
- (c) ₹210
- (d) ₹198

23. The difference of 13% per annum and 12% of a sum in 1 year is ₹110. Then, the sum is

- (a) ₹12000
- (b) ₹13000
- (c) ₹11000
- (d) ₹16000

24. A man bought a number of oranges at 3 for a rupee and an equal number at 2 for a rupee. At what price per dozen should he sell them to make a profit of 20%?

- (a) ₹4
- (b) ₹5
- (c) ₹6
- (d) ₹7

25. The wages of labourers in a factory has increased in the ratio 22:225 and their number decreased in the ratio 3:2. What was the original wage bill of the factory, if the present bill is ₹5000?
- (a) ₹4000
 (b) ₹6000
 (c) ₹8000
 (d) None of these

Directions (Q.26-30): There are five Museums and we have been given the number of employees working in different Museums. In the table we have also been given the percentage of male and female employees in Scientific and Technical cadre.

Museum	Employees	Scientific		Technical	
		Male	Female	Male	Female
P	400	12	14	9	7
Q	650	19	10	11	13
R	500	28	14	4	7
S	550	31	9	6	4
T	300	12	18	3	7

26. If 60% of the employees of Museum T in Scientific cadre have Engineering degree and 40% of the employees of the same Museum in the Technical cadre have Diploma, then how many employees have Engineering degree in Museum T in both cadres together?
- (a) 98
 (b) 108
 (c) 306
 (d) 66
27. What is the ratio of the number of female employees of Museum Q in Scientific cadre to the number of male employees of Museum R in Technical cadre?
- (a) 4:13
 (b) 5:22
 (c) 22:5
 (d) 13:4
28. The total number of Scientific employees of Museum P is what per cent more than the total number of Technical employees of Museum T?
- (a) 236.76%
 (b) 226.67%
 (c) 276.76%
 (d) 246.67%
29. What is the ratio of the male employees in Scientific cadre of Museum P and R together to the female employees of Technical cadre in Museum S and T together?
- (a) 187:27
 (b) 43:188
 (c) 188:43
 (d) 27:187

30. What is the difference between the number of female employees of Scientific cadre in all Museums together (excluding Museum S) and the female employees of Technical cadre in all Museums together (excluding Museum Q)?
- 139
 - 129
 - 135
 - None of these
31. A mixture contains wine and water in the ratio of 3:2 and another mixture contains them in the ratio of 4:5. How many litres of the latter must be mixed with 3 litres of the former so that the resultant mixture may contain equal quantities of wine and water?
- $12/3$ litres
 - $2/5$ litres
 - $3 \frac{3}{4}$ litres
 - None of these
32. A trader sells two bullocks for ₹8400 each, neither losing nor gaining in total. If he sold one of the bullocks at a gain of 20%, the other is sold at a loss of
- 20%
 - $18 \frac{2}{9}\%$
 - $14 \frac{2}{7}\%$
 - 21%
33. Two trains, A and B, start from stations X and Y towards each other. They take 4 hours 48 minutes and 3 hours 20 minutes to reach Y and X respectively after they meet. If train A is moving at 45 km/hr, then the speed of train B is
- 60 km/hr
 - 54 km/hr
 - 37.5 km/hr
 - None of these
34. Out of his total income, Mr. Kapoor spends 20% on house rent and 70% of the rest on household expenses. If he saves ₹1800 what is his total income (in rupees)?
- ₹7800
 - ₹7000
 - ₹8000
 - ₹7500
35. A can do a piece of work in 8 days which B can destroy in 3 days. A has worked for 6 days, during the last 2 days of which B has been destroying. How many days must A now work alone complete the work?
- $7 \frac{2}{3}$ days
 - $7 \frac{1}{3}$ days
 - 8 days
 - None of these

Directors (Q.36-40): What will come in place of question mark(?) in the given number series?

36. 476 472 462 434 352 ?

- (a) 192
- (b) 164
- (c) 108
- (d) 112

37. 45000 1800 90 6 0.6 ?

- (a) 0.012
- (b) 0.12
- (c) 1.2
- (d) 0.024

38. 9 8 14 39 152 ?

- (a) 755
- (b) 628
- (c) 772
- (d) 720

39. 192 108 64 40 26 ?

- (a) 21
- (b) 17
- (c) 19
- (d) 15

40. 188 7 9.5 18 ?

- (a) 50.5
- (b) 46
- (c) 48.25
- (d) 44

D. COMPREHENSION

(2X10=20 marks)

Read the following passage carefully and answer the given questions. Your answers to these questions should be based on the passage only.

In general, before the financial crisis of 2008, the financial sector the world over had been steadily liberalising. Limits on foreign ownership of banks and on the kinds of transactions they were able to engage in were being lifted. Rich countries were deregulating faster than others. Banks were given greater leeway on how much capital they should hold and how much risk they should take. But banks world over did not maintain adequate capital cushions and balance sheets showed inflated profits. In 1999, America also repealed the Glass-Steagall Act-a 1920s Depression-era law separating investment and commercial banking - without bothering about the threat to the economy.

'Restrictions are a sign of backwardness' – the resulting crisis of 2008 put an end to this belief. Banking supervisors in many developing countries said that tight regulations saved them from getting into trouble. Under the old rules, supervisors were simply referees trying to ensure that the game was played fairly. Now regulators have gone from saying 'tell me that all your payment system work' to saying 'show me how your payment systems work'. Regulators are now tentatively stepping over a long-standing divide between enforcing basic rules and playing a part in business decisions. This shift is particularly marked in Britain, which once championed 'light touch' regulation. The pre-crisis behaviour is being criticised as surrender to banks or as a self-serving device for attracting financial activity to Britain. In truth it was neither. It was the simple belief that markets are better than governments at allocating services. In America, too, regulators were reluctant to suppress innovation because they felt that "the self-interest of lending institutions" would be enough to ensure they did not all leap from the same tall building.

In rich countries, enthusiasm for prescriptive supervision depends on the degree of harm suffered during the banking crisis, or on the threat from the failing banks to bring down their governments with them.

But it is not easy to stop banks from making bad decisions. In the past, regulators left it to the market to judge the health of the banks. But clever, well-paid analysts failed to see the crisis coming. Now central bankers are expected to do a better job.

One problem is that rules and laws are written with the benefit of hindsight. The good ideas that may have prevented the last crisis, however, can make regulators dangerously overconfident about being able to predict and prevent the next one. Also, if regulators underwrite certain strategies that seem safe, such as lending to small business, they may encourage banks to crowd into those lines of business. If enough banks pile into these markets, downturns in them can affect not just a few banks but the whole system.

On the other hand, prescriptive supervision can stifle financial innovation and squeeze all appetite for risk out of the banking system. In Japan, a banking crisis that started more than two decades ago still lingers on, in part because the country's bankers have become gun-shy and tend to buy government bonds rather than lend money or make foreign investments.

Regulators are doing all they can to strike a balance and mitigate these risks.

1. Which of the following is the central idea of the passage?

- 1) Regulators are lazy and shirk their duty of protecting financial systems.
- 2) Banks should go back to traditional banking and abandon riskier options.
- 3) Banks in developed countries have destroyed developing economies.
- 4) Today the task of financial regulation is tricky.
- 5) Financial systems have been damaged beyond repair.

2. Which of the following is/are the possible impact(s) of prescriptive supervision?

- (A) Governments are likely to collapse as people are opposed to such measures.
- (B) Many executives are likely to exploit the system.
- (C) These measures could unintentionally prolong a crisis.

- 1) Only (C)
- 2) Only (B) and (C)
- 3) Only (A) & (B)
- 4) All (A), (B) and (C)
- 5) Only (B)

3. What is the author's view of central banks' present efforts at regulation?

- 1) These are unnecessary and harmful to banks.
- 2) These are faulty as they encourage risky financial innovations.
- 3) To succeed these should be co-ordinated and uniform across countries.
- 4) The measures they prescribe have no loopholes.
- 5) They have done their best to effectively regulate.

4. Which of the following can be said about 'light touch regulation' adopted by Britain?

- 1) It gave Britain's financial institutions very little autonomy.
- 2) It forced banks to invest in government bonds.
- 3) It resulted in banks holding too much capital.
- 4) It encouraged financial activity in the country.
- 5) It stifled banks' appetite for risk.

5. Which of the following is TRUE in the context of the passage?

- 1) The financial crisis of 2008 did not impact developing countries.
- 2) Markets can easily regulate themselves.
- 3) Developing economies should not allow foreign investment at present.
- 4) After the crisis, America's central bank has imposed unnecessary regulations.
- 5) None of the given statements is true in the context of the passage.

6. Why has the author cited the reference of repealing the Glass-Steagall Act?

- 1) To indicate that regulations were relaxed without appreciating the impact on the economy.
- 2) To criticise the backward restrictions that rich countries imposed on developing countries.
- 3) To show that the economy had not progressed much since the Depression.
- 4) To illustrate that only America could foresee the financial crisis.
- 5) To indicate the soundness of America's financial system prior to depression.

7. Which of the following difficulties is faced by regulators at present?
- 1) Banks lack the expertise to comply with norms.
 - 2) Tremendous competition between local and foreign banks.
 - 3) Striking a balance between protecting and stifling the economy.
 - 4) Unwillingness of government to bail out failing banks.
 - 5) Lack of adequate manpower.
8. Which of the following approaches was adopted by the financial sector of rich world economies prior to the crisis?
- 1) Banks strictly adhered to outdated laws.
 - 2) Banks maintained very large capital cushions.
 - 3) They were innovative and took a lot of risks.
 - 4) They withdrew investment from traditional banking.
 - 5) Not clearly mentioned in the passage.
9. Choose the word which is most nearly the SAME in meaning as the word 'CROWED' given in the passage.
- 1) multitude
 - 2) flock
 - 3) party
 - 4) crew
 - 5) not
10. Choose the word which is most nearly the OPPOSITE in the meaning to the word 'FAILING' given in the passage.
- 1) increasing
 - 2) passing
 - 3) successful
 - 4) depleting
 - 5) important

E. PRECIS WRITING

(1X20=20 marks)

Make a precis of the following passage in about one third of its length and suggest a suitable title:-

Democracy, which postulates enlightenment, is, by and large, a blessing and illiteracy, which implies ignorance, is therefore, a menace. How can the two co-exist? Democracy assumes that there is a high degree of political consciousness, a fair degree of education and intelligence, a continuous interest in public affairs, and a full, abiding realization of the duties and responsibilities of true citizenship. For all these qualities, literacy is indispensable; where there is illiteracy, the basic conditions for the success of a democratic set-up do not exist.

Again, democracy is Government by discussion, response and consent. Where there is no discussion, no free exchange of views, and no freedom of expression which enables uninhibited exchange of views, there cannot be real democracy. These factors also presume the existence of literacy; how can there be discussion, debate and a free exchange of views on public affairs when the people are not literate and do not possess the basic qualifications, as well as a fair standard of intelligence which come with literacy and education?

There cannot be any democracy where there is no education, though there can be education – even a high degree of it – even where there is no democracy, as in countries where there is dictatorship, arbitrary and authoritarian rule.

Dissent there always will be wherever there is a sizeable society comprising people of different shades of opinion, having different approaches to life and sharp inequalities – social, economic or political. Democracy assumes that the people are fully aware of the value of dissent and differences of opinion, and they also know that all forms of non-violent dissent should be tolerated in a democratic order. Tolerance of others' opinions is essential in a democracy, while dogmatism, suppression of dissent and intolerance cannot be allowed in a democracy.

Democracy can flourish only in a society where there is equality in law and where discriminations on various grounds such as sex, religion, caste and economic status are illegal. Fundamental rights are exercisable where there is a full sense of responsibility, because absolute freedom of action or expression is absolute nonsense. So there must be reciprocity, for which also there should be an educational background, that is, a fairly high standard of literacy. (367 words)

F. PARAGRAPH WRITING

(1X20=20 marks)

Write a paragraph in about 350 words on any one of the following topics:-

- (1) Food security, a prerequisite for national development.
- (2) Justice must reach the poorest of the poor.
- (3) Transparency in public administration.
- (4) Real value of education.

National Council of Science Museums, Kolkata

Limited Departmental Competitive Examination for the post of Section Officer

Date of Exam. : 05.08.2022

Total Marks : 100

Time : 3 hours

[10 Marks]

- 1. The following balances are extracted from the books of M/s. Nalanda Corporation. Prepare Trial Balance as on 31.03.2022:**

Owner's Equity Rs. 470,200	Machinery Rs. 158,800	Cash in hand Rs. 6,000
Account receivable Rs. 48,000	Building Rs. 320,000	Repairs Rs. 5,400
Stock Rs. 33,000	Insurance premium Rs. 3,300	Account payable Rs. 26,000
Sales Rs. 290,000	Commission Rs. 750	Telephone charges Rs. 6,450
Rent & Taxes Rs. 6,300	Furniture Rs. 11,000	Purchases Rs. 165,000
Discount earned Rs. 1,100	Loan from Sidra Rs. 51,000	Salaries Rs. 70,600
Reserve fund Rs. 5,900	Discount allowed Rs. 650	Note receivable Rs. 8,600
Drawings Rs. 5,000	Bad debts Rs. 1,350	Bills payable Rs. 6,000

[2.5 X 10 = 25 Marks]

- 2. Answer in brief any Ten (10) from the following questions:**

- What are the constitutional safeguards provided in the Article 311 of the Constitution for removal / dismissal of the Government servant?
- What are the principles of Natural Justice?
- What are minor penalties under Rule 11 of CCS (CCA) Rules, 1965 as adopted by NCSM?
- What are the functions of the Presenting Officer during a departmental inquiry?
- Under what circumstances can a Council servant be placed under suspension and by whom?
- What are the occasions under which a Council servant shall be deemed to have been placed under suspension by the Appointing Authority?
- State briefly the nature of action to be taken against an absconding official?
- What is an ex-parte enquiry? How is it to be conducted?
- Explain in brief the provision for Encashment of Earned Leave at the time of availing LTC.
- How will the willful absence from duty not covered by grant of leave in respect of a Council servant will be treated?
- What is the composition of Governing Body of NCSM?
- Upon declaration of result of the written examination for recruitment of Education Assistant 'A' in a Science Centre, CPIO has received an application from candidate 'X' seeking photocopy of answer scripts of candidate 'Y' who has topped in the written examination. What action the CPIO is expected to take on this?

[8 Marks]

- 3. Write details of recruitment procedure of 3 nos. Section Officers in NCSM under direct recruitment process starting from assessing of the requirement of the posts till induction of selected candidate in the light of the 'RR' of NCSM and Recruitment Instruction Manual of NCSM.**

OR

Write answer on any four the following:

[2 X 4 = 8 Marks]

- Golden Rule of Accountancy
- Subsidiary Books
- Income & Expenditure Account
- Receipt & Payment Account
- Advantage of Tally ERP than Standalone Tally Software Package
- Why both side of the Balance Sheet should match

[1+5 = 6 Marks]

4. Under which Section of the RTI Act 2005, exemption from disclosure of information is provided. Write at least 5 of them.

(5 Marks)

5. What is Third Party Information as per the RTI Act, 2005? Suppose you are going to provide or not going to provide the 3rd party information, what procedure you are going to follow?

(2 X 5 = 10 Marks)

6. Answer the following quoting the rule provisions, if any:

- i. Based on the outcome of e-tendering process, a letter of intent was issued to H-1 bidder for operation of Cafeteria in your Museum / Science Centre on payment of license fee. However, the H-1 bidder backed out. What would be the next course of action on this H-1 bidder and how you will proceed further for finalization of Tender.
- ii. At the conclusion of disciplinary proceedings against an employee of the Council (NCSM), the Disciplinary Authority holds him guilty deserving to be penalized. The Disciplinary Authority, however, feels not to award even a minor penalty of 'censure' as a correctional measure of the said employee. Suggest what should be the appropriate action.
- iii. An Officer drawing Pay in Level-12 performs journey on official tour in AC 1st class by Rajdhani Express official tour. How his travel bill will be settled.
- iv. A Council servant posted in Kolkata opted to avail LTC or self only every year for visit to Mumbai where his family stays. LTC was accordingly availed during each of the years 2014 and 2015. During 2016, he proposes to avail LTC for the family against the Block years 2016-2017.
- v. A Departmental Promotion Committee (DPC) did not consider the case of fitness for promotion of a Council servant on the ground that departmental inquiry is pending against him. Whether the decision of the DPC is correct. If your answer is 'Yes' provide your justification. Even if your answer is 'No', provide your justification.

[8 Marks]

7. Calculate (i) the Earned Leave (EL) and (ii) Half Pay Leave (HPL) at the credit of Mr. Mahesh Kumar, Office Assistant (Grade-I) on the date of his superannuation from the following record of service

- | | | |
|--|-----|------------|
| (a) Date of Birth | ... | 15-12-1950 |
| (b) Date of joining | ... | 01-10-1970 |
| (c) EL at credit on 01-07-2002 | ... | 180 days |
| (d) Prior to 30-06-2002, he had taken – | | |
| (i) 50 days Commuted Leave and | | |
| (ii) 40 days Half Pay Leave | | |
| (e) Availed EL 65 days from 16-11-2002 followed by 70 days' Commuted Leave | | |
| (f) 36 days of unauthorized absence from 12-02-2005, treated as dies non | | |
| (g) EL 26 days from 05-09-2006, followed by 40 days' Commuted Leave | | |
| (h) In September 2007, transferred from Station 'A' to Station 'B'. Joining Time admissible 15 days, but availed of only 5 days. | | |
| (i) Availed EL 31 days from 25-12-2007 | | |

[5 Marks]

8. Based on the outcome of the e-tendering process, the competent authority has accorded approval and sanction to the proposal to award the contract for providing Housekeeping & Maintenance services in your Centre to the Lowest tenderer. Draft a letter of intent to be issued to the Lowest tenderer (L-1 Bidder) awarding the contract stating important terms and conditions of the contract.

[4 Marks]

9. (i) In Financial Advisory Committee (FAC) meeting of NCSM held on 05.08.2022 at 11:00 a.m. at NSC, Mumbai, a decision was taken that the employees of NCSM will get outfit allowance of Rs. 500.00 per month. Write minutes of the meeting for this decision.

(ii) If the FAC recommends the above decision to the Governing Body of NCSM (GB, NCSM) for consideration & approval then how you will write the minutes for the same.

[4 Marks]

10. (i) A decision was taken in NCSM P.F. Trust that 1% above the interest rate declared by the Employees' Provident Fund Organisation (EPFO) i.e. 8.1 % to be paid to the subscribers of NCSM P.F. Trust for the year 2021-22. Write the resolution to be passed for this decision.

(ii) In the same meeting, one more decision also taken that the Sr. Controller (F &A) and Controller (Admin.) of NCSM Hqrs. are authorised to carry out the banking transactions including signing of the cheques on behalf of the NCSM Trust. Write the resolution to be passed for this decision.

[5 Marks]

11. Following are the service records in respect of Smt. Smita Prakash, OA Gr.- I

- (a) Date of joining – 23.11.1981 (OA Gr-III) Level- 02
(b) Granted 1st Promotion – 11.03.1985 OA (Gr-II) Level – 04
(c) Granted 2nd MACP- 23.11.2005 OA (Gr-II) upgraded Level - 06
(d) Granted 3rd MACP – 23.11.2011 (Gr-II) upgraded Level – 07
(e) 2nd Promotion – 02.03.2020 (OA Gr-I) Level – 06

Details of her pay are as follows :

Date	Pay (in Rs.)	Pay Matrix (in Rs.)
01.07.2016	56,900/-	Level 7; cell – 09
01.07.2017	58,900/-	Level 7; cell – 10
01.07.2018	60,400/-	Level 7; cell – 11
01.07.2019	62,200/-	Level 7; cell – 12

Fix her pay from 02.03.2020 i.e. the day of her promotion to OA Gr-I. Also fix her pay on 01.07.2020 and 01.07.2021 & 01.07.2022.

Pay Matrix Table

Grade Pay	4200	4600	4800
Level	6	7	8
	41100	52000	55200
	42300	53600	56900
	43600	55200	58600
	44900	56900	60400
	46200	58600	62200
	47600	60400	64100
	49000	62200	66000
	50500	64100	68000
	52000	66000	70000

12. Answer the following questions including multiple choice questions at 11(i) & 11(j):

- a) Mr. Anil, Technician 'A' joined in the Council on 07.08.2018 (FN). He has taken 25 days Medical Leave from 01.03.2021 to 25.03.2021. When he will be eligible for assessment promotion to the post of Technician 'B'?
- b) Mr. Sekhar joined in the Council on 05.08.1992 as LDC. He got 1st promotion on 01.05.2000. Further he got MACP on 05.02.2010. Then he got promotion to the post of Office Assistant (Gr.-I) on 22.04.2019. His date of retirement is 31.08.2022. When he will get MACP?
- c) Who is the Appointing Authority, Disciplinary Authority, Appellate Authority and Reviewing Authority for Grade 'D' post in NCSM.
- d) Which authority can accept the resignation of 'O.A. Gr. I' in NCSM.
- e) For filling of the post of Secretary, NCSM through direct recruitment, which reservation roster to be followed.
- f) Is there a sanction post of Deputy Director General in NCSM.
- g) Can Director General, NCSM make an appointment at the level of Curator 'F' for short term period. If yes, how?
- h) A local purchase committee procured 3 quotations from the following parties for procurement of 2mm plywood of 1000 pcs. Prepare the comparative statement and the name of the lowest tenderer from the below given bidders (4 nos.):
- (i) M/s Ivory Plymart, 256 Alimarh extension, Kolkata-700001
Each plywood @ Rs. 12/- inclusive of GST + Delivery charge 500/-
- (ii) M/s Siddharth Plywood Ltd, 64, Canning Street, Kolkata-700001
Each plywood @ Rs. 12/- + GST 18% + Delivery charge Rs.5000/-
- (iii) M/s Akash, 25 N S Road, Kolkata-700001
Each plywood @Rs.9.50 + 18% GST
- (iv) M/s Plywood Mar, 64, Canning Street, Kolkata-700001
Each plywood @ Rs. 9/- + GST 18%

i) राजभाषा अधिनियम की धारा 3 (3) के तहत वर्णित:

- (क) जारी किए जाने वाले दस्तावेजों को सिर्फ हिन्दी में ही जारी करना है।
(ख) जारी किए जाने वाले दस्तावेजों को द्विभाषी रूप में ही जारी करना है।
(ग) भेजे जाने वाले पत्रों में कम से कम 55% हिन्दी में होने चाहिए।
(घ) भेजे जाने वाले पत्रों में कम से कम 75% हिन्दी में होने चाहिए।

j) राजभाषा नियम 1976 के नियम 5 के तहत:

- (क) अंग्रेजी एवं क्षेत्रीय भाषाओं पर विज्ञापन का खर्च हिन्दी में विज्ञापन के खर्च के बराबर होना चाहिए।
(ख) अंग्रेजी में प्राप्त पत्रों में से कम से कम 55% का जवाब हिन्दी में देना है।
(ग) हिन्दी में प्राप्त पत्रों का जवाब हिन्दी में ही देना है।
(घ) पुस्तकों की खरीद पर कुल व्यय का 50% हिन्दी पुस्तकों पर होना चाहिए।

National Council of Science Museums, Kolkata

Limited Departmental Competitive Examination for the post of Office Asst. Gr. I

Date of Exam.: 05.08.2022

Total Marks: 100
Time: 3 hours

(5 marks)

1. M/s. Mittal Services, Guwahati becomes the successful bidder to undertake housekeeping services for 03 years at NSC Mumbai. Please write what are the statutory payments with percentage details to be reimbursed to M/s Mittal Services, Guwahati on monthly basis as well as on annual basis.

2. **Explain any six (6) of the following with examples: (1.5 x 6 = 9 marks)**

i) Open Tender	ii) Limited Tender	iii) Global Tender
iv) Procurement of proprietary Item	v) E-Tender	vi) Tender on GeM portal
vii) Security Deposit on award of contract	viii) EMD	ix) Buy Back Offer
x) Paternity Leave	xi) NPS	xii) Leave without Pay
xiii) Home Town LTC	xiv) TDS	xv) Budgetary Provision

3. **Differentiate the following (any four): (1.5 x 4 = 6 marks)**

- i. MoU and Agreement
- ii. Approval and Post-facto Approval
- iii. Proforma Invoice and Invoice
- iv. Prospective effect and Retrospective Effect
- v. Approval and Concurrence
- vi. Withhold of increment with & without cumulative effect
- vii. Deemed Suspension and Suspension
- viii. Transport Allowance and Travelling Allowance

(5 x 2 = 10 marks)

4. i) What are the methods available to recruit personnel including senior officers in NCSM?
- ii) How many types of promotion mode available in NCSM? Explain with categories of employees.
- iii) What is 13-point reservation roster? Please explain with examples. Whether 13-point roster is available for state level as well as all India basis in the case of direct recruitment?
- iv) What is post based reservation roster? Please explain with examples. Whether post-based roster is available for state level as well as all India basis direct recruitment?
- v) What are the roles of Liaison Officer for SC/ST/OBC/Ex-servicemen etc.?

(8 marks)

5. Based on the outcome of the e-tendering process, it is proposed to award the contract of providing Security, Watch & Ward services to the lowest bidder. Initiate a note / proposal for submission to the Competent Authority for approval and sanction highlighting important points of the e-tender.

OR

Office of Deputy Director, Hindi Teaching Scheme, Govt. of India, has organized free online classes for Pragma Course for eligible officers and staff members of your Museum/Centre. Such classes will be held thrice a week for 2 hours through online mode. Put up a note / proposal for approval of the competent authority for nomination of eligible officers and staff members for the course.

(10 marks)

6. There are several Mistakes in the M/s Umer & Brothers (Pvt.) Ltd. Trial Balance. You are required to identify Errors and make corrected Trial Balance.

<i>S. No</i>	<i>Heads of Accounts</i>	<i>Ref</i>	<i>Debit</i>	<i>Credit</i>
1	Umer Owner Equity			1,551
2	Umer Drawings		560	
3	Equipments		2,850	
4	Sales			2,850
5	Due from Customers			530
6	Purchases		1,260	
7	Purchase Return		364	
8	Bank Loan			996
9	Creditors		528	
10	Taxes		720	
11	Cash in Hand		226	
12	Note Payable		680	
13	Inventory			264
14	Repair		461	
15	Return Inward			98
Total			Rs. 7,649	Rs. 6,289

7. Answer in one sentence, any ten (10) of the following:

(1 x 10 = 10 marks)

- i. Who is the Principal Executive Officer of the NCSM?
- ii. Who shall have power to make appointments to the posts in grade E & F in NCSM?
- iii. Who is the competent authority empowered to impose major penalty in case of officer in Grade 'G' in NCSM?
- iv. Who can sanction Special Disability Leave to officers and staff of NCSM?
- v. How much is the financial expenditure sanction power delegated to Deputy Director General, NCSM for execution of works?
- vi. Who can constitute a committee for completion of probationary period for officers in Level-10 in Technical category?
- vii. Can holidays be prefixed or suffixed to joining time?
- viii. To what extent can a Council servant commute his pension for a lumpsum payment?
- ix. From which date is commuted portion of pension of a Council servant to be restored?
- x. What are the different rates of House Rent Allowance as per classification of cities?
- xi. Under what circumstance, Casual Leave can be added with Earned Leave.
- xii. Can the HPL on medical ground (with medical certificate) be rejected by the Leave Sanctioning Authority?
- xiii. What is MFCS?
- xiv. With how many members EC can constitute a quorum?
- xv. Who is the Chairman of the Financial Advisory Committee of NCSM?

8. Answer in 2/3 sentences stating the relevant rules, any five (5) of the following: (2 x 5 =10 marks)

- i. When can a supplier be black listed?
- ii. What is the effect of resignation from service on the leave at credit of a Council servant?
- iii. What are the conditions for grant of commuted leave?
- iv. How does a spell of extraordinary leave affect earning of leave?
- v. Is an unmarried female Council servant eligible for grant of maternity leave?
- vi. Explain in brief provision for payment of Transport Allowance to a physically disabled employee.
- vii. Explain in brief the provision for payment of Transport Allowance to the Director of a Science Centre drawing pay in Level 14.
- viii. Name the authorities of NCSM?
- ix. What is the composition of the Executive Committee of a national level Science Centre/Museum?

9. Answer in brief in 3 / 4 sentences, any four (4) of the following: (3 x 4 = 12 marks)

- i. What are the functions of Executive Committee?
- ii. Describe the Assessment procedure in respect of Group-III officers in NCSM as per the provisions of NCSM (RAP) Amendment Rules, 2018.
- iii. Explain in brief, the entitlements in case of transfer involving a change of station.
- iv. When procurement of goods or service from a single source (Single Tender) may be resorted to?
- v. Explain the applicability of FR 22(I)(a)(1) i.e. option for fixation of pay on promotion from the Date of Next Increment (DNI) in the lower post and method of fixation of pay from DNI, if opted for in context of CCS(RP) Rules, 2016.
- vi. What kind of information can be denied to the applicant under RTI Act 2005?
- vii. Subject to what conditions, Repeat Order for purchase of goods can be issued?
- viii. List out various categories of items of stores / works for which separate Asset registers are maintained in NCSM?
- ix. What is the procedure for granting a fresh advance from GPF when repayment of an earlier advance is not completed? How is the rate of recovery fixed in such cases?

(1 x 20 = 20 marks)

10. Answer any twenty (20) of the following questions including 02 nos. of compulsory multiple choice questions at 10 (xxvii) & 10(xviii) {provide your answer in your Answer Sheet}:

- i. Which is not true in respect of Maternity leave?**
 - A) Leave can be combined with any other leave
 - B) Maternity leave for abortion cannot be granted if female official has two surviving children
 - C) Production of medical certificate is not necessary for availing commuted leave in continuation of maternity leave.
 - D) Maternity leave shall not be debited to the leave account
- ii. Which leave is not debited in leave account?**
 - A) Earned leave B) Leave not due C) Maternity leave D) Half pay leave
- iii. Emoluments for pension include _____**
- iv. Study leave can be granted to a NCSM employee**
 - A) With not less than 5 years' regular continuous service
 - B) For undergoing a special course of study for specialized training
 - C) For higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
 - D) All of the above

- v. **For booking of Railway Tickets booked through internet/e-ticketing, through the website of India Railway for L.T.C., the extra charges paid for e-ticketing towards booking charges are reimbursable.**
A) True B) False C) None is Correct D) As per the discretion of Sanctioning Authority.
- vi. **In which case Commutation of pension is eligible without medical examination?**
- vii. **When Provisional pension can be sanctioned?**
- viii. **Shri Laxminarayan is drawing pay ₹. 21,000/- and D.A ₹. 7140/-. What is the maximum and minimum amount he can subscribe to GPF?**
- ix. **As per the recommendation of the 7th Central Pay Commission, the blind or orthopedically handicapped employees, who have not been provided with the facility of Government transport, can draw Transport allowance at_____**
- x. **As per the GFR 2017, purchase of goods up to what limit on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee?**
- xi. **Any Arrear claim of NCSM employee, is to be presented within**
A) One year B) Two year C) Three year D) None of the above
- xii. **When an official is on EOL/dies-non how many days should be reduced from E.L?**
A) 1/10th of EOL/dies-non
B) 1/18th of EOL/dies-non
C) 5/3rd of EOL/dies-non
D) None of the above
- xiii. **Letter of appreciation are to be kept with**
A) APAR Dossiers B) Vigilance file C) Service book D) Promotion master file
- xiv. **Any NCSM employee may, by giving notice of _____ in writing to the appropriate authority, retire from the service after he has attained prescribed age**
A) Not less than three months
B) Less than three months.
C) Not less than two months
D) Less than two months
- xv. **Which of the following is not a major penalty as per CCS (CCA) Rules, 1965?**
A) Compulsory retirement
B) Removal from services which shall not be a disqualification for future employment under the Government.
C) Reduction in lower stage in the time scale of pay by one stage for a period not exceeding 3 years without cumulative effect and not adversely affecting his pension.
D) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

- xvi. Which of the following is not a minor penalty?**
 A) Censure B) Withholding of promotion/increments C) Reduction to lower level in pay-scale for specific period with cumulative effect D) Reduction to lower level in pay-scale for less than 3years without cumulative effect
- xvii. Commuted leave upto _____ days can be granted without medical certificate to a female Government employee on adoption of a child –**
 A) 30 days B) 90 days C) 60 days D) 120 days
- xviii. The Compulsory retirement pension granted shall in no case be less than Rs. _____ per month.**
 A) Rs 10000/- + DR B) Rs. 9000/- + DR C) Rs.3500/- + DR D) Rs. 6000/- + DR
- xix. PRAN stands for:**
 A) Permanent Retirement Account Number
 B) Personal Retirement Account Number
 C) Permanent Resident Account Number
 D) Personal Resident Account Number
- xx. What can be the maximum period of suspension?**
 1) 30 days 2) 60 days 3) 90 days 4) 180 days 5) No Limit
- xxi. An Official on _____ is not treated as absent from duty and his/her pay is not intermitted?**
 A) CL B) EL C) HPL D) Maternity Leave
- xxii. Study Leave is granted to a NCSM Servant:**
 a) Ordinarily 12 months at any one time.
 b) 24 months during the entire service in more than one spell also.
- xxiii. For getting Subsistence Allowance, a suspended govt. servant is required to furnish a certificate which says that:**
 A) He has improved his behaviour;
 B) He is not indulged in other illegal activities;
 C) He is not engaged in any other employment, business, profession;
 D) The subsistence allowance will be used for the benefit of the family.
- xxiv. Which is not a compulsory deduction from subsistence allowance?**
 1) Income Tax 2) CGHS Contribution (3) CGEGIS contribution 4) Refund of GPF Advance
 A) 2) B) 1) C) 3) D) 4)
- xxv. Joining Time in continuation of duty/leave counts for increments. However, increments falling during joining time be drawn:**
 (1) only after joining the new post (2) during Joining Time:
 A) only (1) B) Only (2) C) Both (1) & (2) D) None of (1) & (2)
- xxvi. Enhanced family Pension is paid at _____ of the basic pay last drawn by the Govt. Servant:**
 A) 30% B) 40% C) 45% D) 50%
-

xxvii. वार्षिक कार्यक्रम 2022-23 के अनुसार 'ग' क्षेत्र से 'क', 'ख' एवं 'ग' क्षेत्र को भेजे जाने वाले मूल पत्रों के लक्ष्य का प्रतिशत क्रमशः है:

(क) 100, 100, 65 (ख) 90, 90, 55

(ग) 55, 55, 55 (घ) 70, 60, 30

xxviii. वार्षिक कार्यक्रम 2022-23 के अनुसार टिप्पण लेखन में 'क', 'ख' एवं 'ग' क्षेत्र का लक्ष्य क्रमशः है:

(क) 80, 70, 40 (ख) 65, 55, 30

(ग) 70, 60, 30 (घ) 75, 50, 30

