

dated 18/05/23

QUESTION BOOKLET



Max Time : 1 hour

Roll No.

Name

Instructions to Candidates:

1. The test booklet (8 numbered pages, comprising 7 typed and 1 blank pages) contains (i) 50 multiple choice questions (MCQs) each with one correct answer carrying ONE mark

(TOTAL = 50 MARKS: TIME = 1 HOUR)

2. The MCQ answers are to be entered into the OMR sheet. Additional blank pages are available at the end of this booklet for rough notings / calculations etc. The candidates may note that NO additional sheets will be provided.
3. Please mark your answers in BLACK pen

Signature of the candidate

Signature of the Invigilator

OFFICE USE

Roll No.	Marks obtained

Signature of the Evaluator

Indian Institute of Science Education & Research (IISER), Mohali

QUESTION BOOKLET for the written test for the post of Office Assistant (Multi Skill)

1. Which disease is caused when a person is infected by 'flavivirus' and transmitted by Culex mosquitoes?
 - A. Dengue
 - B. Japanese Encephalitis
 - C. Malaria
 - D. Chikungunya
2. Government e-Marketplace [GeM] has partnered with which institution for mobilisation of women-led MSMEs and entrepreneurs?
 - A. NABARD
 - B. SIDBI
 - C. SEWA
 - D. Ministry of Panchayati Raj
3. The ratio of income of Chetan and Dinesh is 3:4. The ratio of their expenditure is 5:7. If each of them saves Rs 200, find the income of both ?
 - A. Rs 600, Rs 800
 - B. Rs 1200, Rs 1600
 - C. Rs 1500, Rs 1800
 - D. Rs 2000, Rs 2400
4. In the first 10 overs of a cricket game, the run rate was only 3.2. What should be the run rate in the remaining 40 overs to reach the target of 282 runs?
 - A. 6.25
 - B. 6.75
 - C. 6.5
 - D. 7
5. Find the odd one out
8, 27, 64, 100, 125, 216, 343
 - A. 8
 - B. 64
 - C. 100
 - D. 216
6. In 100 m race, A covers the distance in 36 seconds and B in 45 seconds. In this race A beats B by:
 - A. 20m
 - B. 25m
 - C. 22.5m
 - D. 9m
7. 14 expressed as a per cent of 1.9 is:
 - A. 6%
 - B. 10%
 - C. 60%
 - D. 90%
8. A boat can travel with a speed of 13 km/hr in still water. If the speed of the stream is 4 km/hr, find the time taken by the boat to go 68 km downstream.
 - A. 2 hours
 - B. 3 hours
 - C. 4 hours
 - D. 5 hours
9. The abbreviation URL stands for:
 - A. User Regulation Law
 - B. Unknown RAM Load
 - C. Uniform Resource Locator
 - D. Ultimate RAM Locator
10. Where can you set the shading colour for a range of cells in Excel?
 - A. Choose required color from Patterns tab of Format Cells dialog box
 - B. Choose required color on Fill Color tool in Formatting toolbar
 - C. Choose required color on Fill Color tool in Drawing toolbar
 - D. All of above
11. Change into passive:
"Are you alone, my son?" asked a soft voice close behind me.
 - A. A soft voice asked that what I was doing there alone.
 - B. A soft voice behind me asked if I was alone.
 - C. A soft voice from my back asked if I was alone.
 - D. A soft voice said to me are you alone son
12. I'm very happy _____ in India. I really miss being there.
 - A. to live
 - B. to have lived
 - C. to be lived
 - D. to be living

13. it stopped raining when we started our journey.
 A. As soon as
 B. Hardly had
 C. No sooner did
 D. Nevertheless
14. Compressed natural Gas (CNG) burns less efficiently than gasoline
 A. burn
 B. burns
 C. should burn
 D. None of these.

In the following questions four words are given of which two are most nearly the **same** or **opposite** in meaning.

15. Find the two words which are most nearly the same or opposite in meaning, From the below given options which has the letters represents its meanings with combination.?

(A) Audacious	(B) Venturous
(C) Abstruse	(D) Silent

- A. A-B
 B. C-D
 C. B-D
 D. A-C

DIRECTIONS:

Read the following passages carefully and answer the questions given below them. Certain words are given in bold to help you to locate them while answering some of the questions.

PASSAGE

The happy man is the man who lives objectively, who has free affections and wide interests, who secures his happiness through these interests and affections and through the fact that they in turn make him an object of interest and affection to many others. To be the recipient of affection is a potent cause of happiness, but the man who demands affection is not the man upon whom it is

bestowed. The man who receives affection is, speaking broadly, the man who gives it. But it is useless to attempt to give it as a calculation, in the way in which one might lend money at interest, for a calculated affection is not genuine and is not felt to be so by the recipient. What then can a man do who is unhappy because he is encased in self? So long as he continues to think about the causes of his unhappiness, he continues to be self-centered and therefore does not get outside it. It must be by genuine interest, not by simulated interests adopted merely as a medicine. Although this difficulty is real, there is nevertheless much that he can do if he has rightly diagnosed his trouble. If for example, his trouble is due to a sense of sin, conscious or unconscious, he can first persuade his conscious mind that he has no reason to feel sinful, and then proceed, to plant this rational conviction in his unconscious mind, concerning himself meanwhile with some more or less neutral activity. If he succeeds in **dispelling** the sense of sin, it is possible that genuine objective interests will arise spontaneously. If his trouble is self-pity, he can deal with it in the same manner after first persuading himself that there is nothing extraordinarily unfortunate in his circumstances. If fear is his trouble, let him practise exercises designed to give courage. Courage has been recognized from time immemorial as an important virtue, and a great part of the training of boys and young men has been devoted to producing a type of character capable of fearlessness in battle. But moral courage and intellectual courage have been much less studied. They also, however, have their technique. Admit to yourself every day at least one painful truth, you will find it quite useful. Teach yourself to feel that life would still be worth living even if you were not, as of course you are, immeasurably superior to all your friends in virtue and in intelligence. Exercises of this sort prolonged through several years will at last enable you to admit facts without **flinching** and will, in so doing, free you from the empire of fear over a very large field.

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16. According to the passage, calculated affection
- A. turns into permanent affection over a period of time
 - B. leads to self-pity
 - C. makes other person to love you
 - D. appears to be false and fabricated
17. Who according to the passage is the happy man?
- A. Who is free from worldly passions
 - B. Who has externally centred passions
 - C. Who has free affection and wide interests
 - D. Who is encased in self
18. Which of the following statements is **NOT TRUE** in the context of the passage?
- A. Unhappy man is encased in self.
 - B. A man who suffers from the sense of sin must tell himself that he has no reason to be sinful.
 - C. Courage has been recognised as an important virtue.
 - D. Issue of intellectual courage has been extensively studied.
19. Which of the following virtues, according to the passage, has been recognised for long as an important virtue?
- A. Courage
 - B. Self-consciousness
 - C. Sacrifice
 - D. Patriotism
20. Which of the following words is **SIMILAR** in meaning of the word 'bestowed' as used in the passage?
- A. Trusted
 - B. Withdrawn
 - C. Accommodated
 - D. Conferred
21. In the entire service, the total period of Foreign Service in International organizations and Autonomous Bodies, Trusts, etc., not controlled by the Government or a private body, shall not exceed a maximum of:
- A. 10 years in the entire service.
 - B. 5 years in the entire service.
 - C. 7 years in the entire service.
 - D. 4 years in the entire service.
22. When will the personal pay be granted to the official for passing the Hindi examination?
- A. From the date of declaration of result
 - B. Date of issue of order for grant of personal pay
 - C. From the date of examination
 - D. The first of the month following the month in which results of examination are announced
23. What is the rate of the special allowance paid to women with disabilities for childcare?
- A. ₹3,000
 - B. ₹2,000
 - C. ₹4,000
 - D. ₹1,000
24. What are the disabilities to a Government servant when interruption or break in service occurs under FR 17-A?
- (i) Quasi-permanency
 - (ii) Leave Travel Concession;
 - (iii) Eligibility for appearing in departmental examinations, for which a minimum period of continuous service is required.
- Which of the following is the correct statement?**
- A. (i) & (ii)
 - B. (ii) & (iii)
 - C. (i) (ii) & (iii)
 - D. (iii)
25. Is it necessary to obtain a non-employment certificate from a suspended employee for grant of Subsistence Allowance?
- A. Once in three months only
 - B. No certificate is necessary
 - C. Yes. When Subsistence Allowance is reviewed
 - D. Necessary every month for every claim

26. What is the time limit to exercise the option for fixation of pay on deputation /foreign service?

- A. 3 months from the date of joining
- B. 4 months from the date of joining
- C. 6 months from the date of joining
- D. 1 month from the date of joining

27. A Central Government servant drawing pay in the Pay Matrix in Level-5 @ ₹44,100 was deputed to another Central Government Office in the Pay Level 6 on 25-07-2019 for a period of 3 years. What will be his pay fixed, as of 25-07-2019?

Consecutive vertical cell range in Pay level 5 is: ₹ 44,100>₹ 45,400 >₹ 46,800 > ₹48,200

Consecutive vertical cell range in Pay level 6 is: ₹ 43,600>₹ 44,900 >₹ 46,200 > ₹47,600

- A. ₹45,400
- B. ₹46,200
- C. ₹44,900
- D. ₹44,100

28. What is the percentage of marks fixed for grant of personal pay in the form of one increment for passing Hindi Typewriting through correspondence course (as per FR SR) ?

- A. 70% of marks
- B. 75% of marks
- C. 80% of marks
- D. 90% of marks

29. What is the rate of Standard Licence Fee fixed under FR 45-A?

- A. 9%
- B. 6%
- C. 10%
- D. 12%

30. Identify what is the penal provision in the event of the officer overstaying for any reason whatsoever during the deputation period? Which of the following statement is correct(as per FR SR)?

- (i) Over-stayal will not count for pension;
- (ii) Over-stayal will not count for increment;
- (iii) Officer will be liable for disciplinary action

- A. (i) (ii) & (iii)
- B. (ii) only
- C. (i) (ii) only
- D. None of these

31. A Government servant is transferred from one office to another office in the same department in the same station. Can the Government servant avail Joining Time?

- A. One Day Joining Time is admissible
- B. Usual joining time as per transfer
- C. No Joining Time is admissible
- D. Actual time taken to join will be treated as joining time

32. A Government servant was transferred from Station 'X' and relieved on 5-6-2019 afternoon to join Station 'Y'. The distance from Station X to Y is 550 km. When can he join Station 'Y' after availing his eligible Joining Time?

- A. 15-06-2019
- B. 16-06-2019
- C. 17-06-2019
- D. 14-06-2019

33. What is the time-limit within which an alteration of the date of birth can be made?

- A. 3 years from entry into Govt service
- B. 2 years from entry into Govt service
- C. 7 years from entry into Govt service
- D. 5 years from entry into Govt service

34. Which of the following periods will not be counted for the purpose of increment?

- (i) All kinds of duty;
- (ii) Joining Time;
- (iii) EXOL without MC for more than six months;
- (iv) Foreign service

- A. (i) & (ii)
- B. (iv) only
- C. (iii) only
- D. (iii) & (iv)

35. Identify what is the rate of subsistence allowance to be given to a Government servant placed under suspension(as per FR SR)?

- A. Half average pay, or half pay plus DA, if admissible
- B. 30% of pay last drawn
- C. 25% of pay last drawn
- D. 50% of leave salary

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36. How will the transit period be treated in case of transfer at your own request?

- A. Treated as break in service
- B. Treated as absence
- C. Treated as dies non
- D. May be sanctioned regular leave to cover the transit period

37. What type of work is not covered under the grant of honorarium?

(i) Calculation of Income Tax; (ii) Preparation of bills for D.A. arrears; (iii) Convening of DPCs for confirmation, promotion, etc.

- A. (ii) only
- B. (i) (ii) & (iii)
- C. (i) & (iii)
- D. (i) only

38. Mr. 'Q', a Central Government employee is drawing pay at ₹34,300 in Level 4 from 1-7-2016. He was awarded punishment by withholding of one increment falling due on 1-7-2017 for two years, without cumulative effect. The punishment will not have the effect of postponing his future increments. Fix his pay on completion of the punishment.

Consecutive vertical Pay cells in Level 4 are: ₹34,300>₹35,300>₹36,400>₹37,500>₹38,600;

- A. ₹34,300
- B. ₹35,300
- C. ₹36,400
- D. ₹37,500

39. What are the allowances admissible during suspension?

- A. DA, HRA and Transport Allowance
- B. None of these
- C. DA and HRA
- D. HRA only

40. A Government servant drawing pay of ₹68,000 in Level 7 was promoted to Level 8 on 1-12-2019 to a post involving higher responsibility. His pay in Level 8 on pay fixation as of 01-12-2019 will be:

Consecutive vertical cells in Level 7 are: ₹66,000> ₹68,000> ₹70,000> ₹72,100> ₹74,300 ;

Similarly consecutive vertical cells in Level 8 are: ₹66,000> ₹68,000> ₹70,000> ₹72,100> ₹74,300> ₹76,500> ₹78,800

- A. ₹ 72,100
- B. ₹ 68,000
- C. ₹ 70,000
- D. ₹ 74,300

41. How many additional days of Joining Time over and above the normal Joining Time is allowed to a Government servant transferred to North-Eastern Region (NER)?

- A. 4 days
- B. 2 days
- C. 5 days
- D. None of these

42. Identify the wrong statement in respect of the retention of Government accommodation by a Government servant proceeding on deputation for training abroad?

- A. Government servant can retain the accommodation if he completes the training abroad irrespective of the duration.
- B. Where period of deputation is more than six months, he shall be charged license fee at market rate.
- C. Government servant proceeding on deputation abroad can retain the accommodation allotted to him for a maximum period of six months.
- D. The licence fee for the period of deputation will be the same rate at which it would have been charged had he not gone on deputation

43. How many days of joining time is admissible if a Government servant is transferred from Station 'P' to 'Q' with a distance of 999 km.?

- A. 12 days
- B. 10 days
- C. 15 days
- D. 8 days

44. Is there any maximum limit on the sum of pay and NPA? If yes, what is the limit?

- A. Yes, ₹2,37,500
- B. Yes, ₹5,00,000
- C. Yes, ₹2,50,000
- D. No limit

45. Identify what is the percentage of pension contribution in respect of a Group 'A' Officer proceeding on foreign service with 7 to 8 years of service (as per FR SR)?

- A. 12%
- B. 10%
- C. 11%
- D. 9%

46. Foreign service means service in which a Government servant receives his pay with the sanction of the Government from:

- (i) The Consolidated Fund of a State
- (ii) The Consolidated Fund of India
- (iii) The Consolidated Fund of Union Territory

- A. Any source other than (i) (ii) & (iii)
- B. (ii)
- C. Any source other than (iii)
- D. (i)

47. Who has the power to condone the unauthorized absence under FR17-A?

- A. Appointing Authority
- B. Head of the Office
- C. Controlling Officer
- D. Head of the Department

48. Which kind of officer/official is eligible to get personal pay for passing the Prabodh Hindi examination?

- A. Temporary Government servants
- B. Permanent Non-Gazetted Officials
- C. Non-Gazetted Officials
- D. Gazetted Officers only

49. A Medical Officer of a Central Government department is drawing a basic pay in Level 10 at ₹73,200 during April-2019. What is his Quantum of NPA for that month?

- A. ₹ 14640
- B. ₹ 10980
- C. ₹ 18300
- D. None of these

50. What is the mandatory cooling-off period after every deputation /foreign service?

- A. 5 years
- B. 4 years
- C. 3 years
- D. 7 years

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