

Indian Institute of Petroleum & Energy Vishakhapatnam

Limited Departmental Competitive Examination for the Post of Assistant Registrar

Maximum Marks: 80

Time: 2:00 Hrs.

Name of Candidate: _____

Signature: _____

INSTRUCTIONS TO THE CANDIDATE

1. This question paper has three sections.
2. All questions are compulsory.
3. One (1) mark will be awarded for each correct answer in section 1 and 2. Each question of section 3 carries 10 marks.
4. There are four choices for answer in MCQ (a, b, c, d) to each question, tick the most appropriate answer.
5. Answer once ticked cannot be changed.

1. Multiple Choice Questions (MCQ)

1. Name the activity which requires prior permission/sanction of the prescribed authority :
 - a) Seeking redressal of grievances of service matters in Courts of Law
 - b) To join educational institution or course of studies for university degree
 - c) Giving evidence in any judicial enquiry
 - d) To take part in informal farewell entertainment
2. Where a penalty of compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal, whether the order of suspension is to be continued? If so from which date:
 - a) From the date of original order of compulsory retirement
 - b) From the date of original date of suspension
 - c) From the date of appeal
 - d) Order of suspension need not be continued
3. Absence by a Government servant after expiry of leave shall be debited to his leave account as _____ to the extent such leave is due :
 - a) Earned Leave
 - b) Half pay leave
 - c) Leave not due
 - d) None of the above

4. What is the maximum rate of honorarium per case for Part Time Inquiry Officer (serving officer) in respect of a departmental disciplinary proceedings:
 - a) 10% of monthly basic pay drawn
 - b) 15% of monthly basic pay drawn
 - c) 5% of monthly basic pay drawn
 - d) 20% of monthly basic pay drawn
5. What is the rate of Daily Allowance for local journeys:
 - a) No Daily Allowance
 - b) Daily Allowance at half ordinary rate
 - c) Daily Allowance at 30% ordinary rate
 - d) Full Daily Allowance admissible
6. What is the rate of penal interest to be charged on unutilized advance of LTC from the defaulters:
 - a) 2.5% over the GPF rate
 - b) 5% over the GPF rate
 - c) Interest rate allowed for GPF from time to time by Government
 - d) 2% over the interest rate allowed by the Government on the GPF
7. What is the frequency at which a government servant may have his eye-sight tested as per CS(MA) rules:
 - a) Once in every two years
 - b) Once in every three years
 - c) Once in every four years
 - d) Once in every five years
8. State the periodicity by which every Ministry/Public Authority should get the proactive disclosure package audited by a third party under RTI Act 2005:
 - a) Half yearly
 - b) Annually
 - c) Quarterly
 - d) Every 2 years
9. Will a person who abets offences under Prevention of Corruption Act be punished:
 - a) No
 - b) Yes
 - c) Yes, if the offence is committed
 - d) Will be liable to fine alone

10. How will HRA be regulated to a Government servant who, on transfer has been permitted to retain Government accommodation at the old station on payment of normal/penal rent:
- a) HRA will not be admissible due to retention of Government accommodation at old station
 - b) HRA will be admissible for 10 months at new station from the date of joining
 - c) HRA will be admissible for a period of 8 months at the new station from the date of transfer
 - d) HRA will be admissible for the first two months at the same rate drawn at the old station
11. Which of the following purpose is not eligible for grant of an advance from GPF:
- a) To meet expenses of illness
 - b) To meet cost of higher education of children
 - c) Purchase of conveyance like Car, Motorbike, etc.
 - d) Purchase of consumer durables like TV, Washing Machine, etc.
12. What is the term of office of the Presiding Officer of the Internal Complaints Committee constituted under Sexual Harassment of Women at Workplace (Prohibition and Redressal) Act, 2013:
- a) Five years
 - b) Ten years
 - c) Three years
 - d) One year
13. What is the maximum percent of the contribution made by the subscriber that is allowed to be partially withdrawn from the pension account under the National Pension System:
- a) 10 %
 - b) 25%
 - c) 50%
 - d) 90%
14. Who will bear the transit pay of a Government servant transferred from one foreign employer to another without reverting to Government service:
- a) Foreign employer to whom the employee proceeds on transfer
 - b) Parent Department
 - c) Foreign employer from where he is transferred
 - d) Government servant
15. What is time-limit for replying to a communication received from an MP, a recognized association or a public body:
- a) Within 20 days of acknowledging the communication
 - b) Within one month of acknowledgement
 - c) Within 10 days of acknowledgement
 - d) Within 15 days of acknowledgement

16. With whom can an appeal lie against an order passed by the Appointing Authority to withhold or withdraw a pension:
- a) President
 - b) Union Public Service Commission
 - c) Secretary, Department of Pension and Pensioner's Welfare
 - d) Head of Department
17. Which of the following constitute an interruption in the service of a Government servant entailing forfeiture of past service under Rule 27 of CCS (Pension) Rules:
- a) Wilful absence from duty not regularized
 - b) Unauthorized absence in continuation of authorized leave of absence, so as long as the post of the absentee is not filled substantively
 - c) Suspension, where the Government servant dies or is retired on attaining the age of compulsory retirement while under suspension
 - d) Joining time
18. For drawal of money by a DDO, when a single bill includes charges falling under two or more object heads, which of the following procedure is to be followed:
- a) Charges shall be distributed accurately over the respective heads
 - b) Charges shall be distributed equally among the different object heads
 - c) Charges shall be classified under the head whose share is higher
 - d) The bill should be classified only under the major head
19. Section 80-CCD of the Income Tax Act provides deductions in respect of contributions to:
- a) Investment in certain new shares
 - b) Deposit under National Saving Scheme
 - c) Contribution to pension scheme of Central Government
 - d) Investment made under Equity Linked Savings Scheme
20. What is the main component of the non-tax revenue?
- a) User charges
 - b) Subscription charges
 - c) Penalty charges
 - d) Interest charges
21. Which item will not come under the purview of definition of Goods:
- a) Furniture, Fixtures and raw materials
 - b) Books, Publication, Periodicals
 - c) Intangible product like Software, Patents
 - d) Vehicles, aircraft, ships

22. As per the IPE Statutes, who among the following have the power to establish or abolish one or more departments of the Institute:
- a) General Council
 - b) Senate
 - c) Board
 - d) Director
23. The Act of the Parliament by which the IPE was declared as 'An Institution of National Importance':
- a) Institute Act, 2016 (No. 3 of 2017)
 - b) Institute Act, 2017 (No. 3 of 2018)
 - c) Institute Act, 2018 (No. 3 of 2019)
 - d) None of the above
24. Reservation for SC category in direct recruitment on All India basis otherwise than by open competition is :
- a) 15 %
 - b) $16\frac{1}{2}$ %
 - c) $16\frac{2}{3}$ %
 - d) $15\frac{2}{3}$ %
25. Depreciation of an asset is :
- a) Charge against profit
 - b) Appropriation of profit
 - c) Revenue expenditure
 - d) None of the above
26. Rate of License fee for on request allotment of higher type of accommodation, despite there being no surplus higher category quarter is:
- a) Flat rate of License fee
 - b) Triple rate of License fee
 - c) Double rate of License fee
 - d) Quadruple the License fee
27. Which of the following is not recorded as income of Non-profit organization in books of Accounts?
- a) Grant from Ministry, Govt. of India
 - b) Fee from students
 - c) Interest on investment
 - d) RTI fee

28. Which one of the following methods is most appropriate for evaluation of a consultancy proposal?

- a) QCBS
- b) LCS
- c) Consultancy by nomination
- d) None of the above

29. Provision of recovery of liquidated damages applies when:

- a) Item/service rendered is less than supply/work order.
- b) Descriptions of items are different than what required in supply order.
- c) Items/services rendered beyond scheduled delivery date.
- d) In all above conditions, liquidated damages are applied.

30. Which of the following is not a revenue expenditure?

- a) AMC of buildings.
- b) Monthly payment to security agency.
- c) Minor repairs of canteen building.
- d) Yearly renewal of software license.

31. In Government of India offices, an Office Memorandum is generally used for:

- a) Correspondence with members of public.
- b) Calling for information from or conveying information to its employees.
- c) Correspondence with Public Sector Undertakings.
- d) Issuing financial sanctions.

32. The grant for CAPEX is received from the Govt. under:

- a) OH-31
- b) OH-33
- c) OH-35
- d) OH-36

33. In case of 'Not for Profit' organizations, Endowment Fund receipt is treated as :

- a) Capital receipt
- b) Revenue receipt
- c) Either (a) or (b)
- d) Neither (a) nor (b)

34. Debit what comes in and Credit what goes out is the rule of :

- a) Personal account
- b) Real account
- c) Nominal account
- d) Assets account

35. Which of the following characteristics pertains to non-conventional learning (Teaching-Learning):
- a) On campus education with fixed time
 - b) Teacher centric learning
 - c) Requirement of regular attendance
 - d) No fixed curricular
36. Which of the following is not a parameter used by NIRF?
- a) Teaching, Learning and resources
 - b) Graduation outcome
 - c) Eminence status
 - d) Perception
37. Which one of the following statements about dismissal or removal of persons employed in civil capacities under the Union (Article 311) is not correct?
- a) Protection under Article 311 is not available to military personnel.
 - b) The employees of statutory corporation such as LIC are not entitled to the protection of Article 311.
 - c) The Provisions of Article 311 are applicable to permanent civil servants only and not to temporary servants.
 - d) Suspension of a govt. servant from service is neither dismissal nor removal and is not with the scope of Article 311.
38. The maximum time allowed/awarded to a Government servant to appear before the Inquiring Authority after the receipt of the Article of Charge by the Inquiring Authority is :
- a) 7 days
 - b) 15 days
 - c) 10 days
 - d) 8 days
39. A Medical Officer of a Central Government department is drawing a basic pay in level 10 at Rs. 71,000 during April, 2023. He will get NPA for the month:
- a) Rs. 14,200
 - b) Rs. 7100
 - c) Rs. 17,800
 - d) Rs. 3560
40. The time-limit prescribed for continuous halt at any one place outside a Government servant's headquarters for the purpose of grant of full daily allowance, during tour/temporary transfer/training is:
- a) 90 days
 - b) 120 days
 - c) 60 days
 - d) 180 days

2. Fill in the Blanks

41. A Government servant on the date of retirement on superannuation had a maximum number of 300 days of Earned Leave. During his service, he had availed 60 days of encashment of earned leave while availing LTC. He will be eligible for encashment of earned leave on the date of his retirement for _____ days.
42. When there is no public transport available, the maximum limit of distance, reimbursable to a Government servant for a particular stretch of journey during LTC covered by private/personal transport based on his self-certification is _____ kms.
43. The percentage fixed for permanent disability for a disabled dependent brother of a Government servant to be eligible for reimbursement of medical claims is _____ percent.
44. The time-limit fixed for a third party to make a representation against the proposed disclosure under RTI Act is _____ days.
45. The minimum service charge to be quoted by a vendor as fixed for manpower contract by the Department of Expenditure, Ministry of Finance is _____.
46. A money bill passed by the Lok Sabha is deemed to have been passed by the Rajya Sabha also when no action is taken by the Upper House within _____ days.
47. The mandatory annuitization percentage of the pension wealth on exit before attaining the age of 60 years is _____ percent.
48. The country to which the Government of India has waived the pension contribution in the case of transfer of Government servants on Foreign Service is _____.
49. The minimum period prescribed for the review of the Record Retention Schedule by every Department is _____ years.
50. The age at which additional pension becomes available to pensioners and family pensioners under the old pension scheme is _____ years or more.
51. The upper age-limit for children other than Divyang children for reimbursement of CEA is _____ years or till he/she passes class 12th, whichever is earlier.

52. No claim for payment from the contractor should be entertained after a lapse of _____ years arising of the claim.
53. Within _____ days, the bid securities should be refunded to the unsuccessful bidders after the finalization of the bid process.
54. The OBC-NCL certificate for the purpose of taking admission in UG course of the Institute remains valid for _____ year(s).
55. As per IIPE Statutes, the President of the Board shall hold office for a term of _____ years.
56. A cost without cash flow is known as _____ cost.
57. If a bid is accepted during the process of auctioning the disposal, Earnest money should be taken immediately on the spot from the bidder. The amount of earnest money to be taken on the spot should not be less than _____ percent of auctioned value.
58. A government servant can request for change in date of birth within _____ year(s) of his/her entry into govt. service.
59. Long term assets without any physical existence but possessing a value are called _____ assets.
60. Consignee exercise his rights for inspection and Acceptance/Rejection and generate Consignee Receipt and Acceptance Certificate (CRAC) within _____ days of receipt of Goods else supplied goods are deemed accepted for which GeM portal itself generate CRAC.

3. Descriptive Questions

Question 1: Draft a circular (addressed to all Heads of Departments and Officers of the Institute) on behalf of Registrar, highlighting the necessity to observe the economy instructions of the Ministry of Finance on purchase of vehicles, holding Seminars/Conferences, Air travel by economy class and the necessity to avoid all unnecessary/wasteful expenditure.

Question 2: A Commissioned Officer in the Army drawing a pay of Rs. 1,53,000 in Level 14 in Pay Matrix from 1-7-2022 retired from service on 30-11-2022 before attaining the age of 55 years. He was granted military pension of Rs. 76,500 p.m. and retirement gratuity of Rs. 25,24,500 limited to Rs. 20,00,000. He was re-employed in a Civil post in the Level 13 on 1-6-2023. What will be his pay in the re-employed Civil post on 1-6-2023? (Pay matrix enclosed for reference).

