

Combined Competitive Service (Prob.) Departmental Examination

Paper - I

[01]

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) *Attempt any **Six** in all by selecting **two** from each **group**.*
- ii) *The answer to each question or part there of should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
- v) *If you encounter any typographical error, please read it as it appears in the text book.*
- vi) *Candidates are in their own interest, advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.*
- vii) *No continuation sheets shall be provided to any candidate under any circumstances.*
- viii) *Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) *No blank page be left in between answer to various questions.*

Paper-I

(Group A)

(Max Marks:40)

1. "Organization development" and "Organizational behavior" have grown out of the interpersonal and group behavior approaches to management. Discuss.
2. "A high degree of motivation can also be obtained through self-leadership." Discuss in the light of the concept of confluence of Motivation and Leadership theory.
3. Write a note on
 - a) Disaster Management is an effective tool to provide guidance during the period of disaster and
 - b) Performance appraisal is quality and efficiency measure to boost the activities in administrative machinery.

(Group B)

(Max Marks:30)

4. "Administrative practices and managerial techniques enable the various organizations of a society to fulfill their responsibilities to execute their programmes." Discuss.
5. Explain how the New trends in public Administration like leadership style E-governance with a citizen as focus can result in responsive and good governance.
6. Discuss the principles that focus on performance, transparency and accountability of administrative services.

(Group C)

(Max Marks:30)

7. Discuss the working of Single Line Administration. How far is the back to village programme an improvement in the democratic dispersal of administrative services to the masses in rural areas.

8. Panchayati Raj Act, 1989 (as amended up to date) has not only brought life to the democratic setup but has brought the administration to their doorstep through its three tier structure. Discuss.

 9. Describe the procedure for preparations of Master and Zonal plans by the Development Authority under the J & K Development Act. 1970. Also discuss the procedure for demolition of a building built in violation of the rules.
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Combined Competitive Service (Prob.) Departmental Examination

PAPER - II(A)

[02]

Time Allowed : 2 Hours

Maximum Marks-50

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) Attempt Two questions from Group - A and Three from Group - B. All questions carry Equal mark.*
- ii) The answer to each question or part thereof should begin on a fresh page.*
- iii) Your answer should be precise and coherent.*
- iv) The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
- v) If you encounter any typographical error, please read it as it appears in the text book.*
- vi) Candidates are in their own interest advised to go through the general instructions on the back side of the title page of the answer script for strict adherence.*
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- ix) No blank page be left in between answer to various questions.*

Group - A

(Marks - 20)

1. What are the factors that are perceived as strength in culturally and linguistically diverse population.
2. "The Government has some claims on citizens, the citizens too have some claims on Government". Discuss in the light of the provision contained in the Constitution of India.
3. Describe the importance of Religious tourism in Jammu & Kashmir.
4. Write a brief note on:
 - a) "The Sufis and Saints of J&K have influenced the cultural and moral values of the people of Jammu & Kashmir". Discuss.
 - b) How can we revive the dying Art and Craft Industry which was once the life blood of Jammu & Kashmir Economy?

Group - B

(Marks - 30)

5. Describe the procedure through which a plaint lodged before National Human Rights Commission passes to its final disposal.
6. Discuss the relation between two houses of the Parliament of India. Are their power equal? Explain.
7. Briefly describe the salient features of the J&K Public Safety Act. 1978. What are the conditions for the detention of a person. Who has the authority to revoke a detention order under the Jammu & Kashmir Public Safety Act. 1978.
8. Write briefly on the following :
 - a) Budget session of parliament.
 - b) House committees of parliament.
9. a) How is amendment made in constitution of India? How many times the constitution has been amended so far ?

b) When is Presidential reference made in Supreme Court of India ?

Combined Competitive Service (Prob.) Departmental Examination

Paper - II (B)

Time Allowed : 1Hour

Maximum Marks-50

- i) *Answer the following questions. Each question carries equal marks.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
- v) *If you encounter any typographical error, please read it as it appears in the text book.*
- vi) *Candidates are in their own interest advised to go through the general instructions on the back side of the title page of the Answer Script for strict adherence.*
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- ix) *No blank page be left in between answer to various questions.*

1. How do you create the most complex document in Excel and explain the features or tools that you used to create the document?
 2. Explain the following:
 - (i) Electronic Mail
 - (ii) Anti Virus
 3. Explain the troubleshooting tips? What is the objective of Troubleshooting, explain with relevant examples?
 4. How would you create a presentation in MS PowerPoint explaining the financial position of a company? Explain the various features and effects that may be incorporated in the presentation?
 5. What is meant by :
 - (i) Toolbar.
 - (ii) Menu Bar.
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Combined Competitive Service (Prob.) Departmental Examination

PAPER - III

[04]

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) *Attempt any Six questions in all by selecting two from each Group.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
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- viii) *Candidates shall put a cross (×) on blank pages of answer script.*
- ix) *No blank page be left in between answer to various questions.*

Group - A

1. Among other sector, can the rainwater harvesting in Kandi areas for farming and power generation from rivers in the Union Territory of Jammu & Kashmir boost its economy. Discuss. (15)
2. What are the main drivers of Indian Economy? What steps in your opinion are required to be taken to move it from developing to developed economy? (15)
3. "The Government is increasingly relying on domestic sources but the deficit financing has not been favored as a source of finance". Discuss with reference to the budgeting process. (15)
4. Financial managers are much concerned with physical policies as these influence their growth plans in India,. Do you agree? Give reasons for or against in the light of the ongoing Covid - 19 pandemic. (15)

Group - B

5. "Statistics is not merely a collection of data but a medium through which democratic planning is facilitated, analysis is discerned and conclusion derived". Explain the various tools of statistics. (15)
6. How has India achieved self sufficiency in food grain production? Describe the role of planning commission in this regard. (15)
7. State the varying principles of special planning. How far do they influence distribution of people and space activities. (15)
8. The main objective of decentralized planning both at State and National level is eradication of poverty with active participation of people at grass root level. Discuss (15)

Group - C

9. Describe the rural developmental schemes of India. Explain how will you popularize them among rural masses. (20)
10. The main complaint in Public Distribution system in that there are many leakages and it is very poorly implemented. Discuss the steps to be taken for its foolproof implementation. (20)

11. Amongst the number of social welfare schemes, explain the five important schemes. How far has the launch of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) a success. (20)
12. Explain the steps being taken by the Government to promote the educational and economic interest of the weaker section of the society particularly the Scheduled Caste and Scheduled Tribes to protect them from social injustice and all forms of exploitation. (20)
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Combined Competitive Service (Prob.) Departmental Examination

PAPER - IV(A)

[05]

Time Allowed : 1 Hour

Maximum Marks-40

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) Attempt **any Four** questions. All questions carry **Equal Marks**.*
- ii) The answer to each question or part thereof should begin on a fresh page.*
- iii) Your answer should be precise and coherent.*
- iv) The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
- v) If you encounter any typographical error, please read it as it appears in the text book.*
- vi) Candidates are in their own interest advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.*
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- viii) Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) No blank page be left in between answer to various questions.*

1. How would you act as a Magistrate, when there is likelihood of breach of peace over a piece of land.
 2. Identify the documents that are reliable and admissible under the Evidence Act.
 3. a) "Gift that is evidenced by consideration is not a valid gift". Elaborate.
b) "The Transfer of Property Act makes the registration of a gift indispensable". Discuss. Indicate briefly when registration of a gift is not compulsory.
 4. Write brief note on any **two** :
 - a) There are legal provisions relating to business sector where Uncalibrated measures are being used.
 - b) Unlawful Assemblies
 - c) Act of attachment of property.
 5. Write short notes on the following:
 - i) Cognizable and non cognizable offence.
 - ii) Investigation and enquiry.
 6. When and how an Addl Dist Magistrate or District Magistrate proceed for forbidding the assembly of four and more persons in a particular area?
 7. What is the law relating to Confession under the Evidence Act? Distinguish between Admission and confession.
 8. Define the following (any **Two**).
 - i) Hostile witness
 - ii) Estoppel
 - iii) Breach of peace.
-

Combined Competitive Service (Prob.) Departmental Examination

PAPER - IV(B)

[06]

Time Allowed - 2 Hours

Maximum Marks-60

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) *Attempt any **Four** questions. All questions carry **Equal** Marks.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
- v) *If you encounter any typographical error, please read it as it appears in the text book.*
- vi) *Candidates are, in their own interest, advised to go through the General Instructions on the back side of the title page of the Answer Script for strict adherence.*
- vii) *No continuation sheets shall be provided to any candidate under any circumstances.*
- viii) *Candidates shall put a cross (×) on blank pages of Answer Script.*
- ix) *No blank page be left in between answer to various questions.*
- ix) *All questions carry equal marks. The number of marks carried by a question/part is indicated against it.*
- x) *Answers must be written in **ENGLISH** only.*

1. What are the pre-requisites for expending money on a civil work? Explain how will you proceed in this regard.
 2. In what circumstances Re-appropriation can be done? Who are the authorities authorized to sanction Reappropriation at different levels?
 3. Classify the Tax Revenue and Non-Tax Revenue. What are the main sources of Non-Tax Revenue?
 4. Write brief notes on the following :
 - a) Pay and Acquittance Register
 - b) Service Book
 - c) Major, Minor Head Account.
 5. What are the responsibilities of Drawing and Disbursing officer and Treasury officer? What checks they should maintain in drawal of money from the treasury?
 6. How is Budget formulated? What are the supplementary grants?
 7. What are the essential requirements to maintain a cash book? What are the responsibilities of DDO in this regard?
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Combined Competitive Service (Prob.) Departmental Examination**PAPER - V****[07]****Maximum Marks-100****Time Allowed-3 Hours****INSTRUCTIONS**

Please read each of the following instructions carefully before attempting the paper.

- i) Attempt **all** questions.
- ii) The answer to each question or part thereof should begin on a fresh page.
- iii) Your answer should be precise and coherent.
- iv) The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.
- v) If you encounter any typographical error, please read it as it appears in the text book.
- vi) Candidates are in their own interest advised to go through the general instructions on the back side of the title page of the Answer Script for strict adherence.
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- viii) Candidates shall put a cross (×) on blank pages of answer script.
- ix) No blank page be left in between answer to various question.

ہدایت: تمام سوالوں کے جوابات مطلوب ہیں۔

1. کسی ایک پر مختصر مضمون لکھیں۔

(15)

بارش۔ روٹی۔ سڑک

پنچایت گھر۔ ہسپتال۔ تحصیل دفتر

2. اپنے دوست کے نام ایک چھٹی لکھیں جس میں کورونا-19 کی وجہ سے بڑھتی ہوئی بیماری کے بارے میں

غریب کی بے بسی بیان کریں۔

(یا)

تحصیلدار کے نام ایک عرضی لکھیں جس میں انہیں اپنے گاؤں آنے کی درخواست کریں تاکہ مقامی معاملات

(10)

مجموعی طور پر حل ہو سکیں۔

3. انگریزی میں ترجمہ کیجئے۔

(الف) صحت ہی دولت ہے۔

(ب) وہ نامی گرامی ہے۔

(پ) کورونا وائرس کے سائے میں تعلیمی ادارے کھلے۔

(ت) مہاتما گاندھی تشدد کے مخالف تھے۔

(15)

(ٹ) زمین آسماں ایک کر دینا۔

(8)

4. (الف) مونٹ سے مذکورہ مذکر سے مونٹ لکھیں۔

اُستاد۔ بہن۔ بڑھئی۔ دیورانی

(8)

(ب) ذیل کی واحد جمع لکھیے:

تفصیل۔ تعلیم۔ دفعہ۔ خط

5. (الف) اضداد لکھیے: (8)

صحیح - خوشی - سخت - پیار

(8) (ب) ذیل الفاظ کو ان کے مترادف الفاظ لکھیے۔

نسب - شرافت - جدت - حقارت

6. مندرجہ ذیل الفاظ کو ان کے معنی مناسب سے جوڑیے۔

کھانا پرونا

لکھنا دھونا

سینا پڑھنا

(8) سوکھانا پینا

7. (الف) جملوں کو درست کریں: (10)

۱۔ یہ گھر بہت پرانی ہے۔

۲۔ ہر شب کی ہم عبادت کرتے ہیں۔

۳۔ عزت و اقبال کا زماں جاتا رہا۔ بدبختی کے دن آیا۔

۴۔ سارے انساں یکساں ہوتے۔ بھائی مجھ پر اعتبار کرو۔

۵۔ وہ ہمیشہ حب الوطن کا دم بھرتا اور ان پر دھواں تقریریں کرتا۔

(10) (ب) محاورات کے معنی بتلا کر جملوں میں استعمال کریں۔

۱۔ پانچوں انگلیاں برابر نہیں ہوتی۔

۲۔ جان ہے تو جہان ہے۔

۳۔ شیر بکری ایک گھاٹ پانی پتے ہیں۔

۴۔ کاٹھ کی ہنڈیا ایک بار چڑھتی ہے۔

۵۔ ناچ نہ جانے آنگن ٹیڑھا۔

Combined Competitive Service (Prob.) Departmental Examination

PAPER - VI

[08]

Time Allowed - 3 Hours

Maximum Marks-100

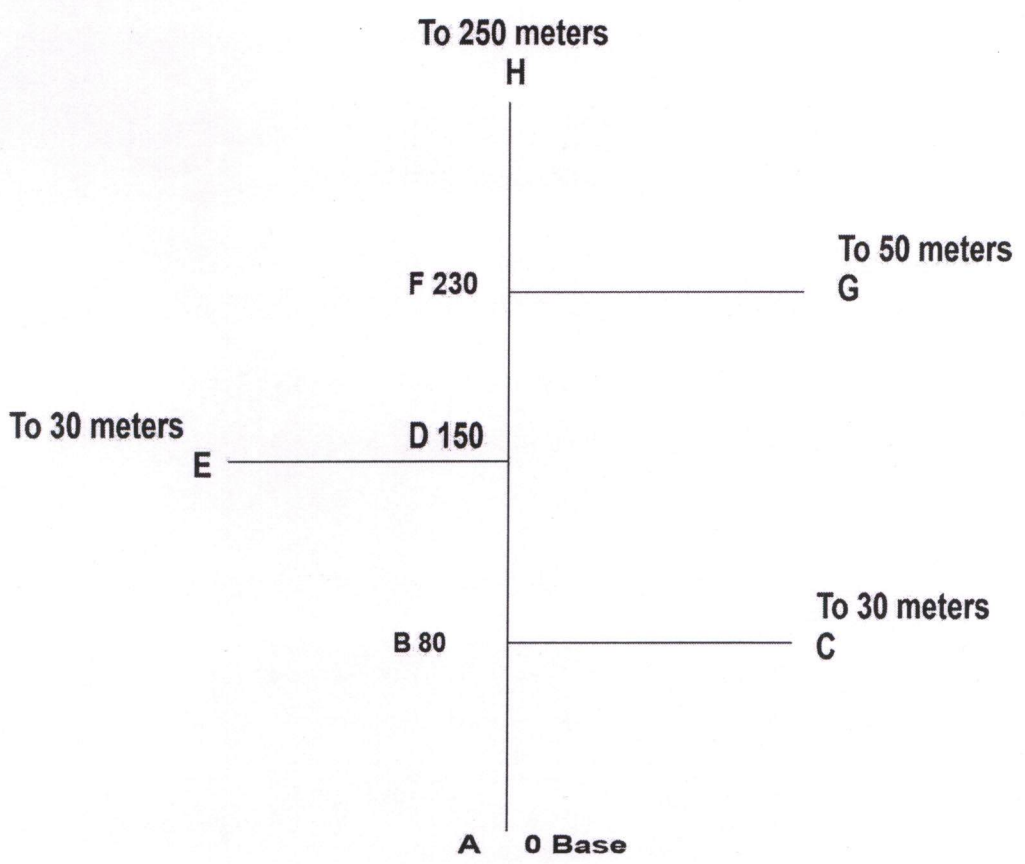
INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) *Attempt any Five questions. All questions carry Equal marks.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
- iv) *The part/parts of the same questions must be answered together and should not be interposed between answers to other questions.*
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- ix) *No blank page be left in between answer to various questions.*

1. Describe the duties of a Patwari and an inspecting revenue officer in regard to the conduct of mutation. State the relevance of registration of a mutation revenue records in terms of standing order No.23-A.
2. How is Girdawari of diluviated area and of alluvion is carried? Who are the Officers including field staff involved in the process? Explain briefly the arrangements in framing records and their checks.
3. Write a brief on:
 - a) "Land-holders holding Tabia-marzi Sarkar lands but not cultivating such lands personally to be expropriated".
 - b) What are the objectives of Big Landed Estate Abolition Act sam vt.2007.
 - c) Describe the salient features of Civil Procedure Code.
4.
 - a) What do you mean by preparation of Pass Book of Land records. Explain the responsibility of the competent authority. What is the purpose of carrying out Settlement Operations and
 - b) When it becomes necessary to do so? Explain in details.
5.
 - a) Whenever the rate of rent is altered, a fresh tenancy comes into being? Is it correct? Elaborate.
 - b) If a landlord accepts enhanced rent during the period of the tenancy, does the earlier tenancy comes to an end and a new tenancy begins. What does the law say on this?
6. Trace the path of proceedings for acquisition of land for public purposes before possession of land is taken over by the Government.
7.
 - a) What is the extent of land that can be resumed subject to the provisions of J&K Agrarian Reforms Act and how it can be determined.
 - b) Recently the Supreme court has given decision in a case over the land acquisition proceedings. How will this decision affect all Parties?

8. Calculate the area of a farming space with the measurements indicated herein below and also draw a neat sketch of the field.



Combined Competitive Service (Prob.) Departmental Examination

PAPER - VII

[09]

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

Please read each of the following instructions carefully before attempting the paper.

- i) *Attempt any **Six** questions in all by selecting Four from **Group (A)** and Two from **Group (B)**.*
- ii) *The answer to each question or part thereof should begin on a fresh page.*
- iii) *Your answer should be precise and coherent.*
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Group - A

1. What are the pre-requisite for establishing a “brewery”. State the working and rules regulating the establishment of a brewery.
2. Describe the function and working of a bonded warehouse under J&K Public Warehousing of liquor and intoxicating drug rules under the J&K Excise Act.
3. a) How is sale of liquor regulated in J & K? What steps will you take on excise and taxation officer to check illegal trade of liquor?
b) List the main features of excise policy for the year 2020-2021.
4. What are the requirements for obtaining licence for sale of storage of stamps under the stamps Act? Who is competent to issue licence?
5. Which authority can determine the stamp duty to be paid on a document which is required to be stamped. Discuss the manner of in position of duty on intoxicating drugs and liquor.
6. A consumer has to pay tax on Goods as also on services rendered to him. Discuss in the light of the provisions of GST.

Group - B

7. What is the procedure for registration of a cooperative society. What leads to the liquidation of a society. Discuss.
8. Draw out a distinction between a cooperative society and a J&K Self-reliant cooperative. State how amalgamation of the societies is done citing the relevant provisions.
9. What are the rules regarding disposal of articles found in transport vehicles operated by the Transport Corporations? Discuss the main provisions of Motor Vehicle Act governing such conditions.
10. State the process of grant of a permit to an individual. What are the conditions under which the permits can be cancelled or suspended? Whether a police officers can arrest a driver without warrant? Briefly state the powers of a police officer to impound documents.