

[Total No. of Printed Pages-2]

Roll No. \_\_\_\_\_

2(SATC)2

PAPER - I

**Time Allowed - 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

- 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 question 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 (X) on blank pages of Answer Script.*
- ix) *No blank page be left in between answers to various questions.*

1. Discuss in detail the procedure of disposal of communications in the dealing section in light of J&K Manual of Secretariat Procedure?
  2. Differentiate between the following:
    - a) Demi-official letter and Office Memorandum
    - b) Circular and Letter
  3. Describe in detail the functions of establishment section as per J&K Manual of Secretariat Procedure?
  4. Describe in brief the rule governing movable, immovable and valuable property in light of J&K Government Employees (Conduct) Rules, 1971?
  5. What are the responsibilities of a Government Employee with respect to electronic and print media as per J&K Government Employees (Conduct) Rules, 1971?
  6. Define cadre, category and class of service as per J&K Civil Services (Classification, Control and Appeal) Rules, 1956. How is cadre of a service determined? How are first appointments made to any service?
  7. What kind of penalties can be imposed upon members of a service under J&K Civil Services (Classification, Control and Appeal) Rules, 1956?
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2(SATC)2

PAPER - II

**Time Allowed - 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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1. Describe in brief the right of changing or interpreting rules under J&K Civil Service Regulations?
  2. Define the following:
    - a) Absentee
    - b) Controlling Officer
    - c) Family
    - d) Lien
  3. What is the procedure for recording of Date of Birth in the record of service and what are rules for alteration of Date of Birth once recorded?
  4. When is a Government servant said to officiate in a post? How is Officiating Allowance governed under rules?
  5. What is meant by record of service and how is it maintained?
  6. What is commuted leave? What are the conditions for grant of commuted leave as per the Jammu and Kashmir Civil Services (Leave) Rules, 1979?
  7. What are the rules in vogue for medical expenses incurred on the treatment of life consuming diseases under J&K Civil Services (Medical Attendance and Allowance) Rules, 1990?
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2(SATC)2  
PAPER - III

**Time Allowed - 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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1. How are the withdrawals from the GPF regulated under General Provident Fund (Central Service) Rules, 1960?
2. Define the following as per General Financial Rules (GFRs), 2017?
  - a) Appropriation
  - b) Head of the Department
3. What is the procedure for communication of sanctions under General Financial Rules (GFRs), 2017?
4. Describe in brief the following as per General Financial Rules (GFRs), 2017?
  - a) PFMS
  - b) DBT
5. What is the Procedure for Execution of Works as per General Financial Rules (GFRs), 2017?
6. What is the procedure for additions to Establishment as per General Financial Rules (GFRs), 2017?
7. Write short notes on the following:
  - a) Security Deposits
  - b) Refund of Revenue
  - c) Maintenance of Records
  - d) Permanent Advance

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2(SATC)2

PAPER - IV

*Time Allowed - 3 Hours*

*Maximum Marks-100*

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1. Define the following:
    - a) Administrative Approval.
    - b) Budget Note
    - c) Demand for Grants
    - d) Fiscal Indicators.
  
  2. What is meant by balancing a Budget? What is the procedure to arrive at a zero deficit budget?
  
  3. Briefly describe the procedure for preparation of the Budget?
  
  4. What are the various categories of revenue of the Government? What are the broad principles for estimation of the revenue?
  
  5. What are the guiding factors for determining whether expenditure is on a New Service or not?
  
  6. What do you understand by fiscal responsibility? What impact does it have on consolidation of the Budget?
  
  7. Differentiate Between:
    - a) Money Bill and Finance Bill
    - b) Budget Estimates and Revised Estimates.
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2(SATC)2

PAPER - V

**Time Allowed - 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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1. What is e-office system? What are its advantages and disadvantages?
2. What is a computer? Explain the basic components of a computer with examples. Draw the basic architecture diagram of a computer.
3. What are the different types of storage devices in computers? Give Examples.
4.
  - a) What is Ms - Excel used for? What are cells? What are sheets in Ms - Excel? What are the sheets in Ms - Excel used for?
  - b) What is Internet? What is World Wide Web? Differentiate between Internet and World Wide Web.
5.
  - a) What is LAN? What is MAN? How is MAN different from LAN?
  - b) What is an Operating System? Explain how a new User account is created in windows 10.
6.
  - a) What is a virus? Explain different types of viruses. What are anti-viruses?
  - b) Differentiate between Primary and Secondary Memory. What is the function of Recycle Bin?
7.
  - a) What is electronic mail? Give advantages and disadvantages of E-Mail.
  - b) What is Wi-Fi? Give five advantages and disadvantages of Internet.

2(SATC)2  
PAPER - VI

*Time Allowed - 3 Hours*

*Maximum Marks-100*

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1. What are the various handicrafts of the UT of J&K and what role do they play in the economy of the UT?
  2. What are the exemptions from disclosure of information under the Right to Information Act?
  3. Describe in detail the procedure of reservation in Government service (by promotion) under Jammu and Kashmir Reservation Act?
  4. What restriction are imposed on property and trade under the provisions of Public Men and Public Servants Declaration of Assets and Other Provisions Act?
  5. Write short notes on the following:
    - a) Forest cover of J&K
    - b) Mineral wealth of J&K
    - c) Sericulture in J&K
  6. The Constitution of India is a unique and remarkable document having various salient features. Describe?
  7. Describe in detail the right to equality as a fundamental right under the Constitution of India?
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