

2(SAFC)0

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 sheet 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.

1. Describe in detail the filing system as per Manual of Secretarial Procedures?
 2. Differentiate between the following:
 - a) Demi-official Letter and office Memorandum
 - b) Un-official reference and Endorsement
 3. What is the role of Establishment Section as per Manual of Secretarial procedures ?
 4. Define the following in light of J&K Government Employees Conduct Rules, 1971:
 - a) Members of Family
 - b) Prescribed Authority
 5. Describe in detail the restrictions imposed on a government employee for taking part in politics or anti-secular and communal activities in terms of J&K Government employees conduct Rules, 1971 ?
 6. Define the following:
 - a) Probationer
 - b) Class.
 - c) Recruited Direct
 - d) Promotion
 7. Describe the rules governing the placement of Government Servants under suspension as per J&K classification, control and Appeal Rules, 1956 ?
-

2(SAFC)0

Paper - II

[]

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 sheet 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.

1. Define any four of the following :
 - a) Honorarium.
 - b) Special Pay.
 - c) Disbursing Officer.
 - d) Foreign Service.
 - e) Officer/Officiating Allowance.
 - f) Tenure Post.
 2. What is the purpose of J&K Civil Service Regulations, 1956 and who has the right of changing or interpreting these rules?
 3. What are the provisions applicable for determination of date of birth recording thereof in reference to the Government servants?
 4. What do you understand by officiating allowance?
 5. Elaborate the regulation of initial pay on promotion.
 6. How does the service and pay count for increment?
 7. What is joining time? Elaborate its admissibility . How is it calculated?
-

2(SAFC)0

Paper - III

[]

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 sheet 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.

1. Describe the appropriate sanctioning authority and the purpose for which sanction of advance of GPF is admissible under Rule 9 (1) of the GPF Rules?
 2. Define the following :
 - a) Administrative approval.
 - b) Contract.
 - c) Detailed Head.
 - d) Subordinate authority.
 - e) Unit of appropriation.
 3. Discuss the receipt of money, its custody and payment into the treasury by an officer.
 4. What are the rules to be followed by the officers who are required to receive and handle cash on behalf of the Government?
 5. What are the general instructions regarding preparation and Form of Bill and Vouchers?
 6. Describe in brief the procedure for issue of duplicates or copies of documents as per J&K Financial Code.
 7. What is the procedure of deductions to be made from the pay bills and what is a Last Pay Certificate?
-

2(SAFC)0

Paper - IV

Time Allowed - Three 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 question must be answered together and should not be interposed between answers to other questions.*
- v) If you encounter any typological/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.*

1. Describe Consolidated Fund of the State/Union Territory. How is it different from Public Account of the State/Union Territory?
 2. Define any five of the following :
 - a) Budget Deficit.
 - b) Balancing of Budget.
 - c) Exceptional Grant.
 - d) Redistribution.
 - e) Zero Based Budgeting.
 - f) Performance Budget.
 3. Describe the steps involved in the preparation of Budget.
 4. You have to incur an unforeseen (unbudgeted), but necessary expenditure during the course of a year. How will you proceed to make the above expenditure and at what stage/how will it be regularised/ratified by the Legislature?
 5. What is an Establishment Budget? What is the Budget form on which Excess and Surrender Statement is prepared? And how is it prepared?
 6. What is the Expenditure which is not voted by the Assembly/Legislature called? List the Institutions/Offices whose expenditure is not voted by the Assembly/Legislature.
 7. Write a short explanatory notes on any two of the following :
 - i) Are the funds/allocations between the two demands for grants redistributed or re-appropriated?
 - ii) If the DDO inadvertently incurs expenditure in excess of the budgeted amount in a Head of Account, can it be regularised ? If so, how?
 - iii) Are Power Receipts classified as Tax Revenue or Non-Tax Revenue? If they are classified as Non-Tax Revenue, explain why they are classified so.
-

0002732

[Total No. of Printed Pages-2]

Roll No. _____

2(SAFC)0

Paper - V

[]

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

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

- i) *Attempt **All** the 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 cross (×) on blank pages of Answer Script.*
- ix) *No blank page be left in between answer to various questions.*

2(SAFC)0-(V)

(1)

[Turn Over

1. a) Explain the various input and output devices.
b) What are Files and how are they different from Folders? Explain the various file naming conventions and also explain any six types of files.
 2. a) What is an Electronic Mail? What is junk mail?
b) Write a step by step procedure to set up a Screen Saver for WINDOWS. Also, mention how to set up selected wallpaper for the desktop of WINDOWS?
 3. a) Explain with relevant examples the usage and working of WAN and LAN.
b) Explain the various steps to uninstall software from a computer.
 4. Explain the steps involved for each of the following in MS- Word:
 - I. Changing Document Margins.
 - II. Mirror Margins.
 - III. Setting Page Margins.
 5. a) Write a step by step procedure to create a simple presentation using POWERPOINT whose slides include a welcome page (slide), a figure, bulleted text, a bar graph and an organization chart?
-

2(SAFC)0

Paper - VI

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 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 cross (×) on blank pages of Answer Script.*
- ix) No blank page be left in between answer to various questions.*

1. Depleting forest cover and rising pollution reason the world has led to the facility concept of Carbon Credits. Explain the concept of Carbon Credits.
 2. It is generally accepted that Rights to Information Act / enactment has improved the access of the people to the decision making structures of the Govt; leading to improvement in overall governance. But there is a contrarian view , which holds that RTI enactment needs more improvement before it can effectively deliver. Explain in detail your perspective about the ways in which this enactment can further be improved so as to make it more effective instrument of transparency
 3. Differentiate between the “State subject” as defined in the context of erstwhile state of J&K and the “Domicile” as per the new Domicile law introduced and promulgated by the U T of J&K.
 4. Describe the steps to be taken in the maintenance of roster for promotions in the Govt. services in J&K.
 5. Write a short note on fundamental rights as enshrined in the constitution of India
 6. Write a short note on the provisions governing the purchase of both movable and immovable properties by the Government servants as per the public men and public servants declaration of assets Act and rules contained therein.
 7. List the salient features of Article 370 of the constitution of India.
-