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

2(SAFC)1-S1

PAPER - I

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

1. Describe in detail the duties of Section Superintendent as per Manual of Secretarial Procedures?
2. Differentiate between the following;
  - a) Letter and Circular
  - b) Memorandum and Notification

3. Briefly describe the procedure of the following as per Manual of Secretarial Procedures?
    - a) Maintenance of Accounts
    - b) Questions pertaining Legislature.
  4. Describe in detail the restrictions imposed on a Government employee for collection of subscription by members of a Service Association in light of J&K Government Employees Conduct Rules. 1971.
  5. Describe in detail the procedure for submission of return of the assets and liabilities by a Government employee under the J&K Government Employees Conduct Rules, 1971?
  6. Describe in brief the following as per J&K Classification, Control and Appeal Rules, 1956.
    - a) Cadre
    - b) Service
    - c) Temporary appointments
    - d) Qualifications.
  7. Describe in brief the procedure for appeal under J&K Classification, Control and Appeal Rules, 1956?
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2(SAFC)1-S1

PAPER - II

**Time Allotted : 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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1. Describe any four of the following as per J&K Civil Service Regulations, 1956:

- a) Purpose of J&K CSR Regulations
- b) Active service
- c) Actual travelling expenses
- d) Count and qualify
- e) Fee
- f) Identical time scales



2. What is the procedure for alteration of date of birth of a Government servant under the provisions of the J&K Civil Service Regulations, 1956?
  3. What is understood by retention of lien, suspension of lien and revival of lien under the provisions of the J&K Civil Service Regulations, 1956?
  4. Describe the procedure for fixation of pay in case of direct recruits under the provisions of the J&K Civil Service Regulations, 1956?
  5. Elaborate in detail the provision of admissibility of joining time in case of change in station under the provisions of the J&K Civil Service Regulations, 1956 by giving a suitable example.
  6. Describe in brief the provisions of commuted leave as per Civil Service (Leave) Rules, 1979?
  7. What are the provisions for reimbursement of cost incurred under Civil Services (Medical Attendance - cum - Allowance) Rules, 1990?
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2(SAFC)1-S1

PAPER - III

**Time Allotted : 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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  - iii) Your answer should be precise and coherent.
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1. Differentiate between Special General Povider Fund Advance and Ordinary General Provident Fund Advance.
  2. Define the following;
    - a) Administrative approval
    - b) Book transfer
    - c) Competent authority
    - d) Consolidated fund of state.

3. Explain the duties of a Government employee as regards cash and accounts.
  4. What instructions should be followed in the preparation of bills and vouchers?
  5. Write notes on:
    - a) LPC
    - b) Permanent Advance
    - c) Acquaintance Roll
    - d) Unit of appropriation
    - e) Proposition Statement.
  6. Enumerate the deductions to be made from pay bills.
  7. Departmental receipts cannot be utilised for making departmental payments. Are there any exceptions to this rule? Discuss in detail.
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PAPER - IV

**Time Allotted : 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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- viii) Candidates shall put a cross (×) on blank pages of Answer Script.
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1. What are three main parts of the Annual Financial Statement as per J&K Budget Manual? Describe each of them in brief?
2. Define the following in terms of J&K Budget Manual?
  - a) Actuals of a year
  - b) Appropriation accounts
  - c) Departmental estimates
  - d) Revised estimates



3. What is understood by a Budget Note? Describe the procedure of submission of estimates by the Heads of the Departments under J&K Budget Manual?
  4. Elaborate the procedure of estimates of revenue and receipts as per the provisions of J&K Budget Manual?
  5. What instructions should be observed in framing estimates of expenditure as per the J&K Budget Manual.
  6. What is the procedure of preparation of the revised estimates as per the provisions of J&K Budget Manual?
  7. Briefly describe the competence and restrictions of Heads of the Departments and the Controlling Officers to sanction re-appropriation under the provisions of J&K Budget Manual?
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PAPER - V

**Time Allotted : 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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- 1. a) What is a computer? Describe the basic architecture of a conventional Von Neumann machine, with the help of a diagram.
  - b) How to change the mouse properties in Windows XP?
- 
- 2. a) Explain the usage of an Anti-Virus? Name some of the Anti-viruses that we use?
  - b) Discuss the functions of Recycle bin and Task Bar?

3. a) Explain the importance of tables in MS - Word. Write the steps for attaining the following tasks in tables.
    - i) Creation of a table
    - ii) Sorting and numbering cells
  - b) Explain briefly why the Internet is called a “network of networks”?
  4. a) What is WAN? Explain the three communication switching techniques used in WANs. How WAN is different from LAN?
  - b) What are Macros? Write steps for recording, running and editing a macro.
  5. What is electronic mail? Give two advantages of E - mail. Also explain limitations of E - mail?
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PAPER - VI

**Time Allotted : 3 Hours**

**Maximum Marks-100**

**INSTRUCTIONS**

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1. a) How far has New Agricultural Strategy (NAS) been a success in Jammu & Kashmir (UT).  
b) Suggest measures to boost Agricultural Economy in Jammu & Kashmir (UT).
  2. What 'assets' mean and include under the Public Men & Public Servants Declaration of Assets Act. What are the duties and penalties on failing to comply with the provisions, stipulated therein for Public Men and Public Servants.

3. What is Reservation Act? What are its salient features? “Reservation provides both for direct recruitment and promotion to do away with the discrimination meted to the marginalized class of society”. Discuss with reference to Reservation Act.
  4. State the circumstances under which the fundamental rights can be curtailed under the Constitution of India.
  5. What is Population Census? How is it linked with the development of the Union Territory of Jammu & Kashmir. What is mortality rate? State important factors affecting mortality rate?
  6. Explain the right to information. How to proceed on a request for obtaining information and disposal of information under the Right to Information Act.
  7. Elaborately describe longitudinal and latitudinal division of Jammu & Kashmir (UT). List and describe the Hydel Power Projects in progress in Jammu & Kashmir (UT).
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