

[Total No. of Printed Pages-2]

Roll No. _____

2(SAFC)2

PAPER - I

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.*
- 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 (X) on blank pages of answer script.*
- ix) No blank page be left in between answer to various questions.*

1. a) What are the duties of a Receipt Clerk as stipulated under the J&K Manual of Secretariat Procedure.
b) Register of Assurances.
2. a) What is "Recording" and "Consignment to the Central Records"?
b) What are Temporary Files and how are these attended to in a department?
3. In what order will you arrange papers while submitting a case to a higher authorities.
4. What is 'Docketing'? How is a 'Temporary file' incorporated with the main file?
5. a) How are unofficial references made?
b) State briefly the work related to legislature in Secretariat.
6. What are the minor and major penalties which can be imposed upon govt. servant for good and sufficient reasons? State who is the competent authority to impose these penalties under The J&K Civil Services (Classification, Control and Appeal) Rules, 1956.
7. What do you understand by the following in terms of the J&K Employees (Conduct) Rules, 1971:
 - a) Transaction regarding immovable property.
 - b) Private Trade or Employment.
 - c) Bigamous marriages.

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PAPER - II

Time Allowed - 3 Hours

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1. Write short notes on any **Four** of the following :-
 - a) Absentee
 - b) Class
 - c) Presumptive pay of a post
 - d) Probationer
 - e) Pay and Salary
2. Describe the necessary conditions laid for 'age' and 'health' for entry into government service. Also state the exceptions, if any.
3. Describe the conditions regarding the grant of 'Leave not due' to a government servant. A government servant may be paid cash equivalent of leave salary at the time of retirement on superannuation. "Elaborate".
4. What are the conditions necessary to grant the study leave?
5. How is pay of an officer drawn during training within and outside the state?
6.
 - a) A government servant whose date of birth is originally recorded in Bikrami samvt. Determine his date of superannuation in Gregorian Date?
 - b) State briefly the regulations on "Local Allowances" as provided in general Rules of the Civil Service Rules, 1956.
7. Specify the instances when a government employee is not eligible for annual increments.

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PAPER - III

Time Allowed - 3 Hours

Maximum Marks-100

INSTRUCTIONS

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- viii) Candidates shall put a cross (X) on blank pages of answer script.*
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1. Write short notes on any **Four** of the following :-
 - a) Non-Recurring Expenditure.
 - b) Detailed Contingent Bill.
 - c) Government Receipts.
 - d) Book transfer.
 - e) Administrative approval.
2. Explain the regulations governing advances from General Provident Fund under rule 9(2) of the Rules Regulating the General Provident Fund.
3. What are the responsibilities of Drawing and Disbursing Officer towards over charges of funds?
4. 'Every government servant is personally liable for defalcation and losses made through his/her negligence'. Discuss
5. It is the duty of the Revenue officers of the Department and the Administrative department concerned to see that the dues of government are correctly and promptly assessed, collected and paid into the treasury. Explain.
6. What are the precautions on payments/withdrawal of money from the treasury on government account?
7. Describe the responsibilities of the Head of Office & Treasury Officer for drawal of money through monthly bills.

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PAPER - IV

Time Allowed - 3 Hours

Maximum Marks-100

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1. The annual exercise of Budgeting involves determining for a future time period for detailing of a roadmap for efficient use of public resources and future time period on what is to be done and achieved". Elaborate.
2. What are the important steps that are to be kept in mind while preparing Revised Estimates and Budget Estimates.
3. The classification has to be much more broad based and transactions relating to the functions, programmes and activities have to be brought out clearly in every system of classification.
4. Describe codification of account heads as stipulated under J&K Budget manual.
5. What are the general restrictions for sanctioning of re-appropriation by the administrative departments?
6. How the seniority of a government servant is determined.
7. Discuss the role of Revenue collecting officers to collect revenue accruing to the government.

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PAPER - V

Time Allowed - 3 Hours

Maximum Marks-100

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1. Define Computers hardware. What are the 10 major Components of the hardware and their use? What are the advantages of LCD monitor over CRT monitor?
2.
 - a) What is Microsoft Windows? Explain the security features available in an operating system. Write Comparison between Windows XP and Windows Vista in terms of their features.
 - b) What is MS Word and Write the steps to create a macro in MS Word?
 - c) Answer the following
 - i) How to add foot-note & end note in word?
 - ii) How you can restrict editing for someone in word 2013?
 - iii) Each box in a spreadsheet is called a (Fill in the blank)
 - iv) Which shortcut key is used to start and exit from the slideshow?
 - v) How do we open MS word through run box of the windows?
3. Explain the Open Systems Interconnection (OSI) model with its Diagram?
4.
 - a) Define :-
 - i) System Software.
 - ii) Application Software.
 - b) Write down the procedure for installing System Software and Application Software.
 - c) How do we backup and restore the operating system and data in Windows 10 operating system?
5. Write short note on :-
 - a) Network Topologies.
 - b) Protocols are there in Internet.
 - c) DNS
 - d) NAT
 - e) Difference between IP4 and IP6.
 - f) Difference between http and https.
 - g) Email and its protocol used to deliver email.
 - h) Process of attaching and downloading file.

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1. a) What are the factors responsible for down fall of Sericulture Sector in J&K, that had been very much glorious and famous in the country?
b) "Merciless loot of minerals wealth and forest vegetation by the smugglers is still going on despite various steps initiated by the administration to arrest the depletion of natural wealth". Discuss Suggesting Measures.
2. "The effective management of land & Water resources in J&K will drastically reduce the human woes and boost economy". Discuss.
3. What are the factors that can affect the demographic feature of a unit of administration?
4. In case information sought under RTI Act by an applicant is not satisfactory upto the desired mark of applicant, what are the provisions for redressal of his grievances, indicate the manners to proceed further.
5. a) What is the objective of enactment of the J&K Reservation Act, 2004?
b) "Before granting reservation in promotion to SC/ST employees and others, data must be collected on the basis of cadre and cadre-based vacancies". Discuss.
6. Discuss the provisions with regard to Restrictions on Property and Trade as laid under Public Men and Public Servants Declaration of Assets.
7. a) How does the Constitution of India provide equal rights, under the provisions of Fundaments Rights.
b) What are the rights within the ambit of Article 21 of the Constitution of India?