

**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
**School of Planning and Architecture, Vijayawada**  
An Institute of National Importance, MHRD, Govt. of INDIA.

**WRITTEN TEST FOR NON-FACULTY RECRUITMENT**

Application No.

**Date:**

**Total Max. Marks: 100**

**Duration: Two Hours**

Part-1: General Intelligence (Max. Marks: 40)

Part-2: Domain Knowledge (Max. Marks: 60)

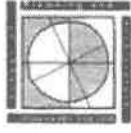
Part-2A: Objective Type (Max. Marks: 40)

Part-2B: Descriptive Type (Max. Marks: 20)

**INSTRUCTIONS**

1. The question paper cum answer sheet is in the form of test booklet.
2. Each objective question has four multiple options as (a), (b), (c) and (d) with one correct answer. Answer to be filled in the box provided against each objective question.
3. All objective questions carry one mark each, and descriptive type questions carry 10 marks each.
4. Multiple answers for objective question will be regarded as wrong answer.
5. Enter your application number correctly
6. Enter all information as per the instructions given in the test booklet
7. Space available in the test booklet could be used for rough work, if required. No separate sheet will be provided.
8. At the end of the written test, booklet shall be returned to the invigilator.

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**WRITTEN TEST FOR NON-FACULTY RECRUITMENT**

**Part-1: General Intelligence (Objective Type) (Max. Marks: 40)**

**1. Who was the first Vice-President of India?**

- (a). Dr. Zakir Hussain (b). Dr. S. Radhakrishnan  
(c). V. V. Giri (d). G. S. Pathak

**2. What is the minimum age in number of years prescribed for membership to the Lok Sabha?**

- (a). 21 (b). 25  
(c). 30 (d). 35

**3. The draft of the preamble was prepared by**

- (a). Rajendra Prasad (b). Jawahar Lal Nehru  
(c). Dr. B. R. Ambedkar (d). none of these

**4. The first General Elections in India took place in**

- (a). 1948 (b). 1950  
(c). 1952 (d). 1954

**5. Which state has become the India's first state to setup family welfare committee?**

- (a). Maharashtra (b). Rajasthan  
(c). West Bengal (d). Tripura

**6. A and B are brothers. C & D are sisters. A's son is D's brother. How is B related to C?**

- (a). Uncle (b). brother  
(c). grandfather (d). father

**7. Amit said – "This girl is the wife of the grandson of my mother." How is Amit related to the girl?**

- (a). Grand Father (b). Brother  
(c). Husband (d). Father-in-law

**8. Analogy**

**Scale : Fish**

- (a). Lady : Dress (b). Bird : Feather  
(c). Skin : Man (d). Bear : Fur

**9. Analogy**

**Monday : April :: Friday : ?**

- (a). July (b). Saturday  
(c). August (d). Tuesday

10. Analogy

Disease : Health :: Freedom : ?

- (a). Slavery (b). Pleasure  
(c). Plight (d). Beauty

11-15. I. A Six People C, D, E, F, G, and H are standing in a straight line facing north not necessarily in the same order.

II. D is second to the right of F.

III. C is standing fourth to the left of H and H is not standing on the extreme end of the line.

IV. E is standing second right of D.

11. What is the position of G with respect to E?

- (a). Immediate left (b). Second to the left  
(c). Third to left (d). Third to right

12. Which of the following pairs represents the people standing at the extreme ends of the line?

- (a). FH (b). CE  
(c). DE (d). DH

13. Who is standing second to the right of C?

- (a). F (b). D  
(c). G (d). E

14. Three of following four are alike in a certain way based on their positions in the above arrangement and so form a group. Which of the following does not belong to the group?

- (a). CG (b). GE  
(c). GH (d). DE

15. In all the people are asked to stand in an alphabetical order from left to right, the positions of how many will remain unchanged?

- (a). one (b). two  
(c). three (d). four

16. The question is based on establishing the relationship among various elements or terms of any series or sequence in the available data.

T, S, Q, N, J, ?

- (a). E (b). Q  
(c). L (d). S

17. The question is based on establishing the relationship among various elements or terms of any series or sequence in the available data.

5, 7, 12, 19, 31, 50, ?

- (a). 79 (b). 80  
(c). 81 (d). 92

18. If BRIDGE is written as EULGJH in a certain code, how will FRUIT be written in that code?

- (a). IUXLW (b). IVLXW  
(c). IUXVT (d). IUXVW

19. All alphabets are given a number value viz, A=1.....Z=26. On the basis of this, answer the following question.

What is the total value of "ANTICIPATION" which letter has the highest sum collective value?

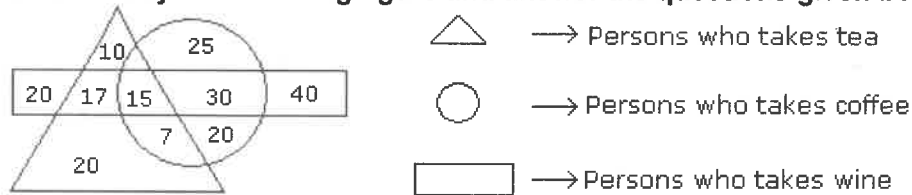
- (a). I (b). N  
(c). T (d). P

20. In a certain code Language  
134 means good and tasty  
478 means see good picture  
729 means picture are faint

Which number has been used here for faint?

- (a). 9 (b). 2  
(c). data inadequate (d). 7

21-25. Study the following figure and answer the questions given below



21. How many persons who take tea and wine but not coffee?

- (a). 20 (b). 17  
(c). 25 (d). 15

22. How many persons are there who take both tea and coffee but not wine?

- (a). 22 (b). 17  
(c). 7 (d). 20

23. How many persons take wine?

- (a). 100 (b). 92  
(c). 82 (d). 122

24. How many persons are there who takes only coffee?

- (a). 90 (b). 45  
(c). 25 (d). 20

25. How many persons takes all the three?

- (a). 20 (b). 17  
(c). 25 (d). 15

26-27. Spot out the errors in each of the following sentences. Errors, if any, are only in the *italicized* words. Choose the correct word out of the alternatives given below.

26. The choice lies *among* three candidates.

- (a). in (b). between  
(c). in between (d). on

27. She closely resembles to her mother in facial features.

- (a). with (b). unto  
(c). after (d). delete 'to'

28-29. Each of the following items suggest four possible ways of completing the sentence. Choose the correct way of completing the sentence.

28. I congratulated him

- (a). on his success (b). for his success  
(c). at his success (d). in his success

29. Would you mind

- (a). holding the bag for me? (b). to hold the bag for me?  
(c). if you hold the bag for me? (d). hold the bag to me?

30-31. In each sentence below two words are missing (left blank with \_\_\_\_\_ marks). Four alternative words are given. Find out and tick mark which two of them would complete the sentence grammatically correct.

30. His father was disgusted \_\_\_\_\_ his gross neglect \_\_\_\_\_ duty.

- (a). of, of (b). with, to  
(c). with, of (d). of, in

31. I don't get \_\_\_\_\_ very well \_\_\_\_\_ him.

- (a). on, with (b). along, with  
(c). help, from (d). go. about

32. If Rs 15000 amounts to Rs 16224 in 2 years compounded annually, find the rate of interest per annum.

- (a). 3% (b). 4%  
(c). 5% (d). 6%

33. When a plot is sold for Rs. 22500, the owner losses 20%. At what price must the plot be sold in order to gain 20%.

- (a). Rs. 34000 (b). Rs. 33750  
(c). Rs. 35000 (d). Rs. 32500

34. The average weight of a class of 20 students is 40 kg. if the weight of the teacher be included, the average rises by 2 kg. The weight of the teacher is.

- (a). 80 (b). 85  
(c). 82 (d). 75

35. How many days will 36 men take to complete a job to which 24 men take 48 days to finish?

- (a). 72 (b). 36  
(c). 32 (d). 18

**36. The brain of any computer system is**

- (a). ALU (b). Memory  
(c). CPU (d). Control unit

**37. WAN stands for**

- (a). Wap Area Network (b). Wide Area Network  
(c). Wide Array Net (d). Wireless Area Network

**38. The two kinds of main memory are:**

- (a). Primary and secondary (b). Random and sequential  
(c). ROM and RAM (d). All of above

**39. Graphical pictures that represent an object like file, folder etc are**

- (a). Task bar (b). Windows  
(c). Desktop (d). Icons

**40. The printed output from a computer is called**

- (a). Copy (b). Soft Copy  
(c). Hard Copy (d). Paper

**Part-2A: Domain Knowledge (Objective Type) (Max. Marks: 40)**

**1. CCA conduct rules came into force in**

- (a). 1965 (b). 1964  
(c). 1956 (d). none of these

**2. CCS conduct rules apply to**

- (a). every person appointed to a civil service (b). every civilian in defense service  
(c). both a & b (d). none of these

**3. Definitions are defined in \_\_\_\_\_ of CCS conduct rules.**

- (a). Section 2 (b). Section 3  
(c). Section 1 (d). Section 4

**4. General Financial Rules (GFRS) were issued for the first time in**

- (a). 1947 (b). 1950  
(c). 1990 (d). 2014

**5. Preparation and presentation of accounts shall be prepared**

- (a). every year (b). 6 monthly  
(c). quarterly (d). every month

6. \_\_\_\_\_ is necessary to draw the pay and allowance when a staff is transferred from one place to another.

- (a). service book (b). pay slip  
(c). LPC (d). none of these

7. The right of government servant to T.A. including daily allowance is forfeited or deemed to have been relinquished within \_\_\_\_\_ from the date on which it becomes due.

- (a). 1 month (b). 6 months  
(c). 3 months (d). 1 year

8. The government employee must submit his claim within \_\_\_\_\_ for reimbursement of the expenditure incurred on the journey if the advance has been drawn for availing LTC.

- (a). 3 months (b). 1 month  
(c). 2 months (d). 6 months

9. The Indian Stamp Act came into existence in the year

- (a). 1850 (b). 1899  
(c). 1898 (d). 1947

10. In case advance not drawn for LTC, the officials are liable to submit their claim within

- (a). 1 month (b). 2 months  
(c). 3 months (d). 1 year

11. If the govt. servant from whom a recovery is ordered, is transferred to the jurisdiction of disbursing officer

- (a). recovery should be made before his transfer (b). order of recovery should be passed on to that disbursing officer  
(c). recovery should be waived off (d). none of these

12. Reservation period for keeping service book after death, resignation or discharge of employee is

- (a). 1 year (b). 2 years  
(c). 5 years (d). 10 years

13. Earned Leave (EL) can be ordinarily combined with

- (a). casual leave, half pay leave, maternity leave (b). study leave, casual leave, maternity leave

- (c). study leave, half pay leave, maternity leave (d). casual leave, paternity leave, hospital leave

14. Earned Leave can be accumulated upto \_\_\_\_\_ days including the number of days for which encashment has been allowed along with LTC.

- (a). 300 (b). 315  
(c). 280 (d). No limit

**15. Which is not true for grant of sabbatical leave?**

- (a). can be granted to conduct research (b). to write text book  
(c). to visit or work in an university (d). medical reasons

**16. Leave not due can be granted for the following purposes:**

- (a). medical grounds (b). private affairs  
(c). both a & b (d). none of these

**17. CAT stands for**

- (a). Central Administrative Tribunal (b). Controlling Administrative Tribunal  
(c). Controlling Accounts Tribunal (d). none of these

**18. EOI is known as**

- (a). Execution Of Interest (b). Expression Of Interest  
(c). Establishment Of Interest (d). None of these

**19. If a contractor submits a bill of any amount higher than those due to rectification of obvious mistakes committed by him, in this case the bill should be**

- (a). passed (b). not to be passed  
(c). keep pending (d). returned

**20. An account in the books of the organization in which amounts are temporarily recorded before allocation to the correct or the final account is known as**

- (a). cash account (b). capital account  
(c). suspense account (d). credit account

**21. Which one is not a part of the conduct rules**

- (a). prohibition of dowry (b). prohibition of accepting gifts  
(c). criticism of govt. (d). all of these

**22. Relevant to noting and drafting, 'note' means**

- (a). remarks recorded on a case (b). collection of papers  
(c). lengthy summary of statements (d). minutes recorded on a case

**23. 'File' means a collection of papers, doesn't consist of any of the following**

- (a). notes (b). correspondence  
(c). appendix with notes (d). agenda

**24. Which term is not a part of noting and drafting.**

- (a). routine note (b). running summary of facts  
(c). comeback case (d). go back case

**25. The summary put up with every file clearly with all relevant facts is known as**

- (a). verbatim reproduction (b). self-contained summary  
(c). paper sender consideration (d). appendix

**26. 'FR' stands for**

- (a). First Report (b). Final Report  
(c). Fresh Receipt (d). none of these



**27. Oral instruction by a higher officer**

- (a). should be recorded (b). may be confined in meeting  
(c). junior should obtain written direction (d). all of these  
before carrying out oral instructions

**28. Promulgation of statutory rules and orders is known as**

- (a). order (b). office order  
(c). notification (d). all of these

**29. Inter-departmental note is generally used for obtaining**

- (a). advice (b). views  
(c). comment of other department (d). all of these

**30. 'e-mail' should be used in**

- (a). all the communications (b). where legal and financial implications are not involved  
(c). only legal implications are not involved (d). none of these

**31. RTI came into existence in the year**

- (a). 2005 (b). 2006  
(c). 2004 (d). 2008

**32. RTI Act is applicable to**

- (a). whole of India (b). whole of India except for the state of J&K  
(c). whole of India except for the states of north-eastern (d). whole of India except for the  
states of J&K and states of north-eastern

**33. Equality of status and opportunity for every person under the law is guaranteed by**

- (a). Article 14 (b). Article 15  
(c). Article 16 (d). Article 17

**34. Sexual harassment on a workplace (prevention, prohibition and redressal) Act came into existence in**

- (a). 2012 (b). 2013  
(c). 2014 (d). 2015

**35. Right to life and personal liberty to a procedure established by law is enshrined in constitution in**

- (a). Article 20 (b). Article 21  
(c). Article 19 (d). Article 22

**36. All internal complaint committee to tackle the cases of sexual harassment must have \_\_\_\_\_ % representation of women.**

- (a). 40 (b). 50  
(c). 70 (d). 25

**37. 'DO' is also known as**

- (a). Demi Official (b). District Official  
(c). Direct Official (d). District Officer

**38. On probation, the employer is free to terminate the services of the employee, if the appointment letter indicates the clause**

- (a). true (b). false  
(c). notice should be given (d). reason should be assigned

**39. Termination during probation is valid if it is**

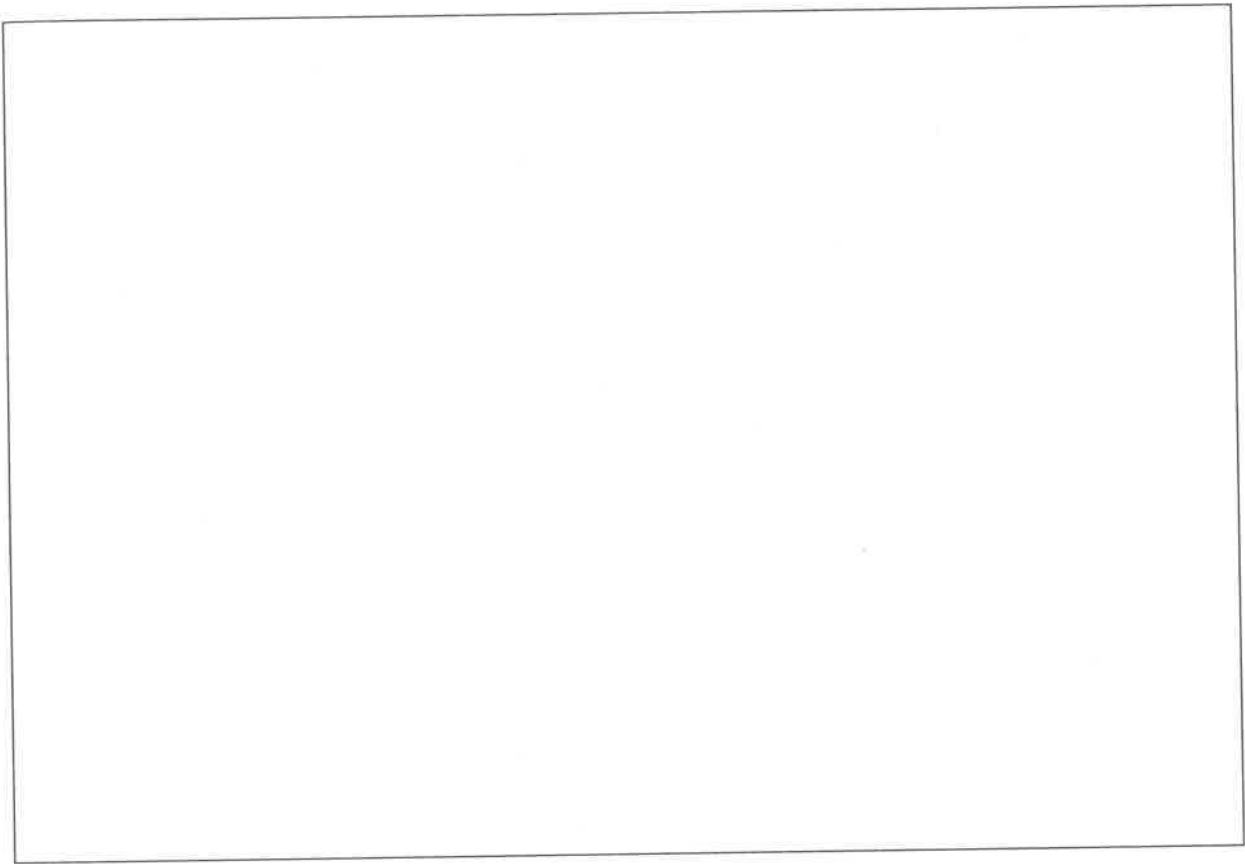
- (a). stigmatic (b). non-stigmatic  
(c). not valid in any case (d). employer's will

**40. Dismissal, removal or reduction in rank of persons employed in civil capacity under union or state is dealt in**

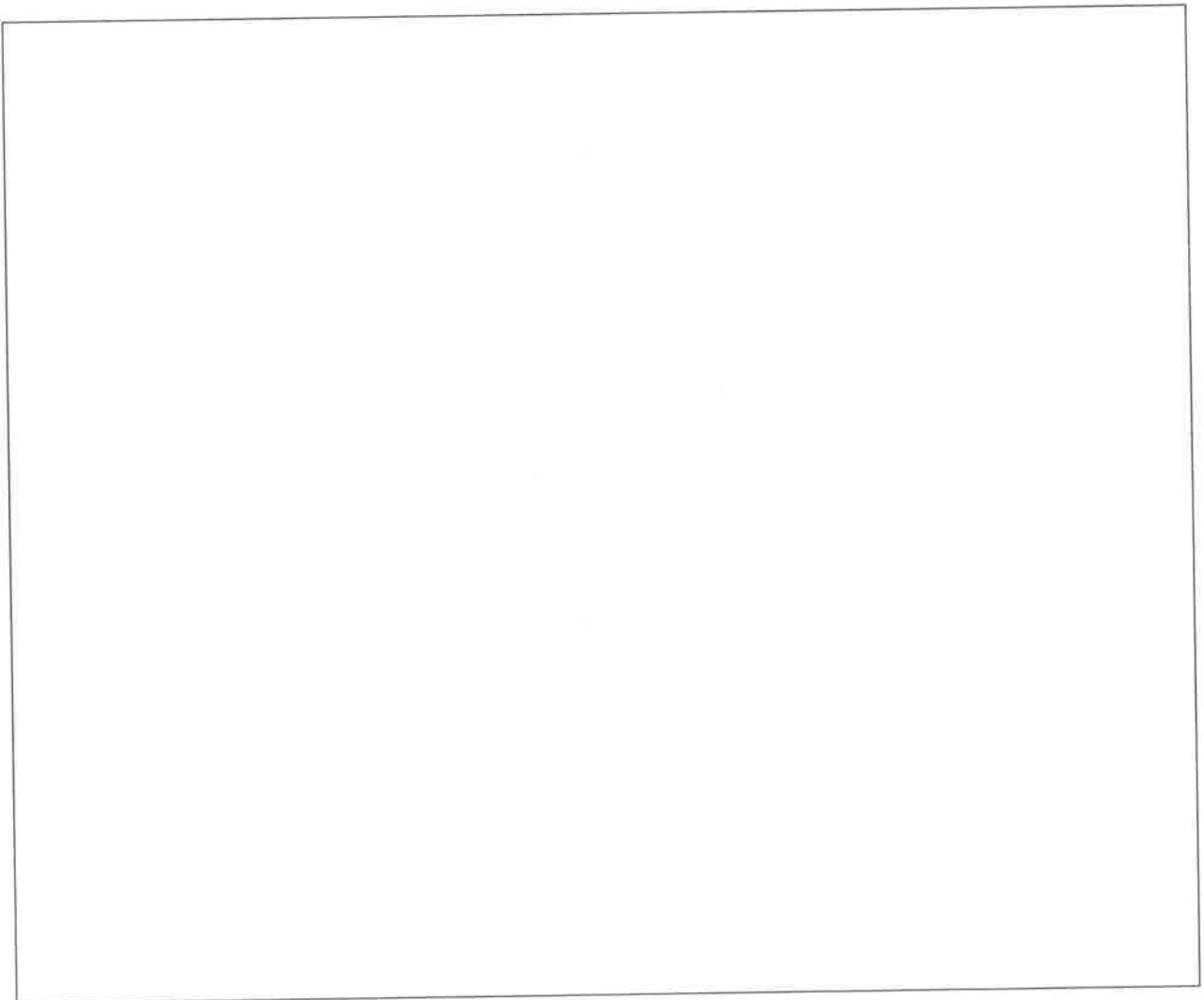
- (a). Article 310 (b). Article 311  
(c). Article 312 (d). Article 314

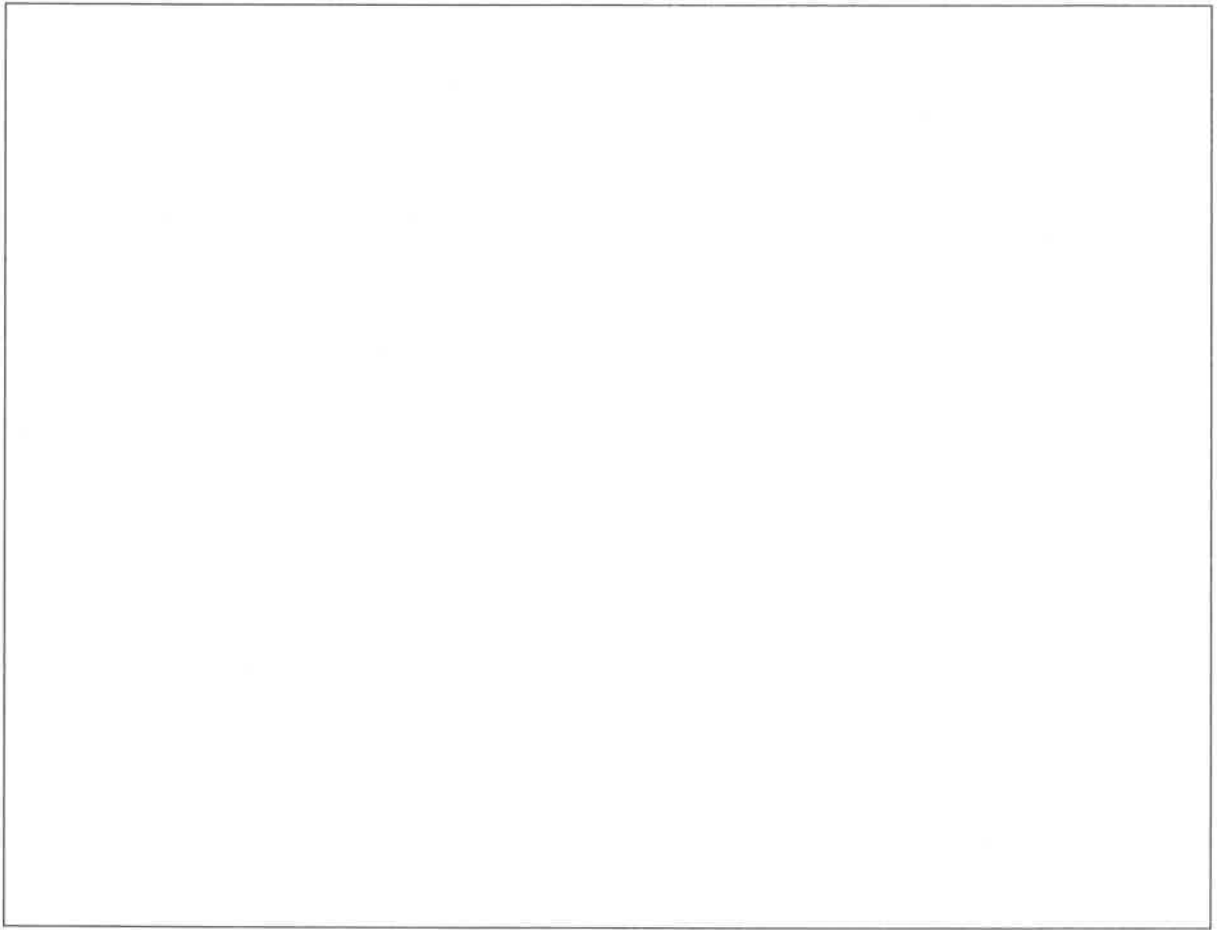
**Part-2B: Domain Knowledge (Descriptive Type) (Max. Marks: 20)**

**1. Write a warning letter to contractor for slow progress of construction work of the new administration block.**



**2. Write a paragraph on The Contract Labour (Regulation And Abolition) Act, 1970. (200 words)**





# Jr. Superintendent

## Part A Answers

1. B
2. B
3. B
4. C
5. D
6. A
7. D
8. C
9. C
- 10.A
- 11.C
- 12.B
- 13.C
- 14.B
- 15.A
- 16.A
- 17.C
- 18.A
- 19.C
- 20.C
- 21.B
- 22.C
- 23.D
- 24.B
- 25.D
- 26.B
- 27.D
- 28.A
- 29.A
- 30.C

31. A
32. B
33. B
34. C
35. C
36. C
37. B
38. C
39. D
40. C

## Part 2A Answers

1. D
2. C
3. A
4. A
5. A
6. C
7. D
8. B
9. B
10. C
11. B
12. C
13. C
14. A
15. D
16. C
17. A
18. B
19. D
20. C
21. D
22. A
23. D
24. D
25. B
26. C
27. D
28. C
29. D
30. B

31. A
32. B
33. A
34. B
35. B
36. B
37. A
38. A
39. B
40. B

