

WRITTEN EXAMINATION FOR THE POSTS OF UDC

Time: 2 hours

Max Marks 75

Note: All questions are Compulsory.

1. Write an essay in English about 250 words on any of the following topics: (20)
The happiest day in my life
or
Newspaper reading
2. Write a letter to the editor of a newspaper complaining against the nuisance of loudspeakers in your colony during examination days. (10)
3. What is Service Book? State briefly the rules and procedure for maintenance of Service Book. (5)
4. Distinguish between "Leave Not Due" and Commuted Leave. (5)
5. Explain the difference between dismissal from service and compulsory retirement. (10)
6. Correct the following sentences. (5)
 - (a) This book is quite different than that.
 - (b) He cut his throat by a knife
 - (c) She walked in the hall
 - (d) These three policemen quarrelled between them
 - (e) Open your book to page ten.
7. Use the correct form of verbs given in the bracket (1x5=5)
 - (a) She------(Play) with her toys.
 - (b) We------(Live) in Delhi for forty years.
 - (c) I------(plant) this tree when I was living there.
 - (d) I am -----(write) my lesson.
 - (e) Had they -----(win) the match?
8. बेटी बचाओ बेटी पढ़ाओ - हिंदी में निबंध लिखें। (15)

Written examination for the posts of
Office Assistant and Personal Assistant

Maximum Marks: 75

Time: 2 hours

Note: All questions are compulsory

20

1. Write an essay in English about 250 words on any of the followings:

Social Networking- Boon or bane to society

OR

Rural Migration- problems and Remedies

2. Draft a Dem-official letter on behalf of the Vice Chancellor to the Secretary UGC for the release of maintenance grants for the current financial year. (10)

3. Fill in the blank with the appropriate words from those given in brackets (10)

- (a) He is man of _____ words (Few, a few, little)
(b) Give me a book, _____ book will do. (some, any, many)
(c) Did you get _____ response? (some, many, any)
(d) _____ will be appointed when need arises. (Much, more, many)
(e) World expect _____ man to do his duty. (each, every)
(f) He answered _____ question confidently. (every, all)
(g) They already sold _____ property. (their, theirs)
(h) An uncle of _____ live in USA. (my, mine)
(i) How _____ people were there in the meeting. (much, many)
(j) Those books are _____ don't touch them. (her, hers)

4. Read the following paragraph and fill in the blank with the appropriate form of the verb given in the bracket. (5)

An angry bull _____ (create) panic yesterday morning in the narrow street of Madangir in Delhi. The bull _____ (can not) be controlled for two hours. Its first target _____ (be) a person who _____ lift high in the air before being _____ (throw) down on the ground. The attack _____ (not draw) attention due to early morning hours and lonely lanes. The bull _____ (notice) when it _____ (attack) another resident of the area. Several people _____ (take) refuse. (5)

5. Please describe briefly the process for sending E-mail texts along with enclosures with it. (5)

6. Choose a correct option from the following: (5)

- (i) MS -Word file is used to create
(a) Folder (b) Slide (c) database (d) document
(ii) Document having no text which is saved by default name in MS-Word2010
(a) my documents (b) Doc1 (c) document 1 (d) none
(iii) The default extension of a file in Ms-Word is
(a) .exe (b) .com (c) .docx (d) all
(iv) MS Word Package is known as
(a) System Software (b) Typing Software (c) Application Software (d) None
(v) When a text is aligned to both left and right margin it is called
(a) Equal aligning (b) Formatting (c) Equal spacing (d) justifying

7. In case of reduction of a government servant to a lower pay in the pay band, what are the point on which the competent authority should record his orders. (5)

8. Discuss the provisions available in the rules for a government servant retired from government service before attaining the age of superannuation and to get all pensionary benefits. (5)

9. Write a brief note on National Pension Scheme (NPS). (5)

10. Write a short note on "Qualifying Service". (5)