राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल
वरंगल – 506004, तेलंगाना, भारत
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506004, Telangana, INDIA

QUESTION BOOKLET – DESCRIPTIVE TEST FOR RECRUITMENT TO NON-ACADEMIC POSTS

Post:	**Senior Assistant**
Advt.:	01/2026 dated 09.01.2026
Date of Exam:	02-07-2026
Duration:	3 Hours
Total Marks:	100

INSTRUCTIONS TO THE CANDIDATES

1. This is a Descriptive Test to be conducted in pen-and-paper mode only.
2. The duration of the test is 3 hours.
3. Answers must be written using a blue or black ballpoint pen only. Use of pencils is not permitted.
4. Candidates must write their Roll Number, Post applied for, and other required details in the designated space on the Answer Booklet.
5. Do not write your name or make any identifying marks anywhere in the Answer Sheet/Booklet. Any such act will lead to cancellation of candidature.
6. Answers written on the Question Paper or on any sheet other than the Answer Booklet will not be evaluated.
7. Write answers neatly, legibly, and within the space provided in the Answer Booklet.
8. Clearly mention the question number before beginning each answer.
9. All answers must be written only in English.
10. If you wish to cancel any answer or portion of your work, draw a line across it or mark it as "Cancelled". Otherwise, it may be evaluated.
11. No candidate shall leave the examination hall during the test. However, candidates may be allowed to leave only in the last 30 minutes of the examination.
12. Candidates must remain seated until both the Question Paper and Answer Booklet have been collected by the Invigilator.
13. Any attempt to copy, use unfair means, or communicate with others will result in immediate disqualification.
14. The use of electronic gadgets, calculators, mobile phones, smart watches, or any written/printed material is strictly prohibited.
15. Rough work, if any, should be done only on the separate sheet provided for the purpose.
16. Ensure that the Answer Booklet is duly filled and handed over to the Invigilator before leaving the examination hall.
17. Failure to submit the Answer Booklet will result in cancellation of candidature.
18. All material provided, including rough sheets, must be returned before leaving the examination hall.

Q1.	In the area of procurement of goods, write the full form of the following: a) QCBS b) EOQ c) JIT d) LPC e) DDP	5 marks
Q2.	What is the difference between: a) Official letter and DO letter b) Removal and Dismissal c) Dearness Allowance and Dearness Relief d) Reporting Officer and Reviewing Officer e) Fee and Honorarium	5 marks
Q3.	Explain briefly the concepts of the following: (not more than 3 sentences each): a) PFMS b) TSA c) OH-36 (one of the grants given by Ministry of Education to NIT Warangal) d) Transaction Audit by CAG of India e) Utilization Certificate	5 marks
Q4.	Rewrite the sentences by identifying and correcting the errors: a) He do not attend the meeting regularly. b) Neither of the students were present. c) She is senior than her colleague. d) The information are very useful. e) I have been working here since five years.	5 marks
Q5.	Define "Information" under the RTI Act, 2005. What types of information can be sought?	5 marks
Q6.	Who acts as the custodian of records of the Institute? What are the other significant roles performed by him ?	5 marks
Q7.	Illustrate the relationship between the Act, Statutes, Ordinances, and Regulations in the governance of NIT Warangal.	5 marks
Q8.	Precis writing. Please use the following passage and write its summary in your own words. "English education and English language have done immense goods to India, in spite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for	5 marks

	mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future. English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English-is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw."	
Q9.	Name any three types penalties, under both major penalties and minor penalties. Write one sentence for each such penalty.	5 marks
Q10.	Distinguish between: (a) Trial Balance and Balance Sheet (b) Receipt & Payment vs Income & Expenditure	5 marks
Q11.	Draft a letter addressed to the Municipal Commissioner of the city requesting him to remove the encroachments surrounding the Institute campus.	5 marks
Q12.	List out the different types of leave available under the CCS (Leave) Rules. Mention the maximum ceiling under each category.	10 marks
Q13.	Calculate Pension payable, Retirement gratuity, Commutation of pension (40%), EL Encashment in case of a retired employee with following particulars: Date of Retirement: 30.06.2026 Qualifying Service: 33 years Last Basic Pay: ₹78,800 Dearness Allowance (DA): 55% Leave at Credit: 300 days Commutation Factor ≈ 8.194	10 marks
Q14.	Write English Essays on the following: Digital Transformation in Higher Education: Opportunities, Challenges, and the Way Forward	10 marks
Q15.	Do as directed for the following questions. (1M x 15 = 15 marks) a) Select the most appropriate option. Despite his injuries, he continued to _____ in the competition. i. Negotiate. ii. Persevere. iii. Procrastinate.	15 marks

b) Select the most appropriate phrasal verb from the given options.
Ten candidates _____ for the interview.
i. Turned down.
ii. Turned up.
iii. Turned out.

c) Select the most appropriate option.
The police were on high alert on account of the _____ convict who had killed many people.
i. Ran.
ii. Runaway.
iii. Run after.

d) Select the most appropriate word.
The strike in the paper mill has resulted in a _____ loss.
i. Voluminous.
ii. Comprehensive.
iii. Colossal.

e) Select the most appropriate synonym of the underlined word.
We'd better watch our step and not give him any excuse to harass us further.
i. Betray.
ii. Intimidate.
iii. Relish.

f) Give the meaning of the idiom/phrase – "storm in a teacup".

g) Give the direct speech of the following sentence.
"He said that something might be missing in there."

h) Identify the segment that contains a grammatical error.
It was / the very well-directed film / and / we enjoyed it.

i) Identify the correct spelling.
Getting a compliment from her friend was a rare _____ in her life.
i. Occurrence.
ii. Occurrance.
iii. Occurance.

	j) Give the antonym of the word "Optional". k) Repetition of words that begin with the same letter, syllable or sound is called _____. l) Give a one-word substitute for "a person who doesn't believe in God". m) Select the correct use of future tense from the following. i. By next December, I will have completed six years in this home. ii. By next December, I will have complete six years in this home. iii. By next December, I will have been completed six years in this home. n) Select the sentence in which the '-ing' form of verb expresses the continuity of an event. i. I am fond of reading science fiction. ii. Please don't disturb me. I am preparing for exams. iii. Reading novels is my favourite pastime. o) Write the following sentence in active voice. "All weapons were surrendered by them."	

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