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:	**Superintendent**
Advt.:	01/2026 dated 09.01.2026
Date of Exam:	03-07-2026
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.

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Q1.	**Answer the following.** **10x2M=20 Marks** **A.** As per the CCS (Conduct) Rules, is a Government servant permitted to accept and retain, without reporting, a gift received from a foreign dignitary during an official visit abroad? State the rule position. **B.** Mr. Rao, in Pay Level 11, undertakes a tour to a place situated more than 1500 km from his Headquarters and wishes to travel by air. State the general entitlement for travel by air on tour for an officer in Pay Level 11, and the documentary requirement for claiming such fare. **C.** As per GFR 2017, up to what monetary value may goods be procured by a purchase committee without inviting formal quotations or bids, and what is the prescribed manner of effecting such procurement? **D.** Under the RTI Act, 2005, within how many days is a Public Information Officer (PIO) required to furnish the information sought? What is the reduced timeline where the information concerns the life or liberty of a person? **E.** Describe the 'Child Care Leave (CCL)' under CCS (Leave) Rules, 1972. What are the maximum entitlement, conditions for sanction, and provisions for payment of salary while availing CCL. Can CCL be combined with maternity leave at NIT Warangal? **F.** As per the CCS (CCA) Rules, distinguish between a "minor penalty" and a "major penalty". **G.** What is difference between cash basis and accrual basis system of accounting? If NIT Warangal has collected Rs.25.00 Crores as Tuition Fees and Rs.50 Lakh as Examination Fees from the students for the period January to June-2026, how the same will be accounted in the Financial Statements of the Institute on 31.03.2026? **H.** As per the CCS (CCA) Rules, can a major penalty be imposed on a Government servant without holding a regular inquiry? State the rule position. **I.** As per the NITSER Act, 2007, what is the minimum quorum required for convening a meeting of the Board of Governors in a NIT? **J.** Name any two authorities and their functions of a National Institute of Technology established under the NITSER Act.	20 marks

Q2.	**Answer the following.** **4x5M=20 Marks** **A.** An employee in Pay Level 6 has completed 10 years of continuous service in the same Level without promotion, as on 01-04-2026. State whether he is eligible for the benefit of financial upgradation under the MACP Scheme, and also whether the length of service is the only criterion for upgradation, or some other criterion is to be considered. Additionally, briefly explain the manner in which his pay will be fixed on the grant of such upgradation. **B.** An officer drawing pay of Rs. 55,200 in Pay Level 7 with effect from 01-07-2025 is promoted to a post in Pay Level 8 with effect from 01-02-2026. Fix his pay in the new post and indicate the Date of Next Increment (DNI), if he opts for pay fixation in the new post with effect from the date of his promotion. **C.** An officer's pay as on 01.01.2026 was Rs. 71,100 in Pay Level 10, with his normal date of increment falling on 1st of July. He proceeded on Extraordinary Leave (EOL) on personal grounds, for 95 days from 01.03.2026 to 03.06.2026. Determine the revised Date of Next Increment and fix his pay accordingly, in light of the rule position on postponement of increment on account of EOL. **D.** An employee joined Government service on 15.07.2021. The following leave transactions occurred during 2025 and there were no other leave transactions before, in his service: • EL availed in February: 20 days • Commuted Leave availed in June: 20 days • EL availed in October: 12 days • Half Pay leave availed in December: 20 days Prepare the Earned Leave and Half pay Account and indicate the closing balance on 31.12.2025.	20 marks
Q3.	What do you understand by PFMS Accounting System? What is RBI – TS Account? What are the major components of a balance sheet? What is the difference between Receipts & Payments Account and Income & Expenditure Account?	5 marks
Q4.	What are the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013? Explain the constitution, powers and functions of the Internal Complaints Committee (ICC). What responsibilities does the institution have in creating a safe workplace for women?	5 marks

Q5.	What is the importance of preparation of budget and how is it made? What are the three important budget heads under which grants are released? What is bank re-conciliation statement? Suggest five measures to enhance Internal Revenue Generation.	5 marks
Q6.	**Prepare a Bank Reconciliation Statement based on the following inputs.** On 31st March 2021, the Pass Book of a trader showed a credit balance of ₹15,65,000/- but it differed from the Cash Book due to the following: • Cheques issued to X ₹60,000/- and to Y ₹3,84,000/- not yet presented. • Bank charged ₹350/- not recorded in Cash Book. • Z directly deposited ₹1,816/- not recorded in Cash Book. • Cheques received from A for ₹5,15,000/- and from B for ₹12,500/- deposited but collected in April. • Interest allowed by bank ₹4,500/-	5 marks
Q7.	What is a Ledger? Explain its importance in accounting. Also, define Posting and describe how journal entries are posted into the Ledger.	5 marks
Q8.	**Prepare a draft Office Memorandum on the following subject:** Case information: Mr. Suresh Pillai, a retired Senior Assistant drawing pension through the Institute, has failed to submit his Life Certificate for the current year despite two reminders sent to him, resulting in the suspension of further disbursement of his pension. He shall be informed of the requirement to submit the Life Certificate forthwith, and of the consequences of continued non-compliance. The O.M. shall be sent to him by Registered Post at his residential address as well as by e-mail (sureshp@@xyz.com). Instructions: Format: as per GOI Office Procedure used for 'Office Memorandum'. Punctuations shall be as per standard English grammar. Dates should be marked as Underlined.	5 marks
Q9.	Mr. X, working as an Assistant Registrar at the Institute, died in harness while in service. Calculate the Death Gratuity and the Family Pension (normal rate and enhanced rate, where applicable) admissible to his family. His particulars as per service record are as under:- Date of Birth: 12.03.1972	10 marks

	Date of Appointment: 15.06.2000 Date of Death (while in service): 20.11.2024 Total qualifying service rendered: 24 years, 05 months, 05 days Last Basic Pay drawn: Rs. 78,800/- (Pay Level 10) Total emoluments for last ten months: Rs. 7,86,000/- DA rate applicable on the date of death: 50% Commutation of pension: Not applicable (death-in-harness case)	
Q10.	**Comment on the following with rule position, wherever possible** **5 x 2M = 10 marks** A. A female Govt. servant excluded her husband from her family for the purpose of GPF Rules (excluded his name in the nomination submitted by her). B. A Govt. servant who was transferred from one station to another in public interest was allowed only one day joining time on the grounds that it did not involve a change of residence. C. An officer has purchased certain goods costing ₹1,00,000/- directly by dispensing with the procedure of procuring through GeM Portal. D. A CPIO under RTI Act, 2005 denied to provide an Applicant, some of the personal data held by the Public Authority. E. A Govt. servant subscribing for NPS submitted a notice of one month in writing to the Appointing Authority, to retire from service. He rendered 20 years of regular service.	10 marks
Q11.	What do you understand by the terms GeM and CPPP? How is procurement of goods and services done in your institute and what are the limits for calling quotations and for tender process? How do you purchase a proprietary item?	10 marks

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