

Total No. of Printed Pages: 2]

Roll No: _____

ETO

Paper - A

Time Allowed - 3 Hours

Maximum Marks - 100

INSTRUCTIONS

- 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 question 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 should put a cross (×) on blank pages of answer script.
- ix) No blank page be left in between answer to various questions.

1. Define the following under Transfer of Property Act, Svt. 1977:
 - i) Attached to earth
 - ii) Actionable claim
 - iii) Transfer of property
 - iv) Living Person
 2. What is Mortgage and its types? Discuss Mortgagors power to lease and his Rights and Liabilities.
 3. What is a lease? Describe rights and liabilities of a lessor and lessee?
 4. Define Partnership, Partner, Firm and Firm name. What is Partnership at Will and Particular Partnership? What are mutual rights and liabilities of the partners?
 5. What is doctrine of Implied Authority? What are the Extensions available and Restrictions imposed on partners implied authority? What is partners authority in an emergency?
 6. What do you understand by Dissolution of a Firm? Describe the ways in which a firm can be dissolved? How are accounts settled between partners after dissolution of firm?
 7. What do you know by Co-parcener? What are the characteristic features of Mitakshara Co-parcenary under Hindu Law?
 8. Give an overview of Audit under the Companies Act 1956. How is Auditor appointed and reappointed? What are qualifications and disqualifications of Auditors?
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ETO

Paper - B

Time Allowed - 3 Hours

Maximum Marks - 100

INSTRUCTIONS

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- ii) The answer to each question or part thereof should begin on a fresh page.
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- iv) The part/parts of the same question must be answered together and should not be interposed between answers to other questions.
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- ix) No blank page be left in between answer to various questions.

1. Discuss the provisions of General Clauses Act, 1977 with regard to Orders, Rules and Byelaws.
 2. Discuss the provisions of General Clauses Act, 1977 with regard to :-
 - a) Duty to be taken pro-rata in enactments.
 - b) Gender and Number.
 - c) Substitution of functionaries.
 3. Briefly define following under Sale of Goods Act 1996:
 - a) Goods and Document of Title to Goods.
 - b) Sale and Agreement to Sell.
 - c) Ascertainment of Price and Agreement to sell at Valuation.
 - d) Sale by sample and Sale by Description.
 4. Distinguish between Condition and Warranty. Discuss Express and Implied Warranties under Sale of Goods Act 1996.
 5. Discuss the provisions with regard to Suits for Breach of Contract under Sale of Goods Act 1996.
 6. When is the property in the goods passed under Sale of Goods Act 1996? How does risk on property pass on?
 7. What is the relief under Court Fees Act, 1977 for probate of a will or letter of Administration where.
 - a) Too low a court fee has been paid?
 - b) Too high a court fee has been paid?
 8. What is 'Court Fee' under Court Fees Act 1977? Which documents are not chargeable with Court Fee under the Court Fees Act, 1977?
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ETO

Paper - C

Time Allowed : 3 Hours

Maximum Marks - 100

INSTRUCTIONS

- 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 question 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.*
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- ix) *No blank page be left in between answer to various questions.*

1. Who is entitled to Maternity Leave and Child Care Leave? Give brief account of both.
 2. Briefly describe the following as under J & K Civil Service Regulations;
 - a) Dies Non.
 - b) Quarantine Leave.
 - c) Deputation, Personal and Subsistence Allowances.
 - d) Charge Allowance.
 3. How is promotion of a Government servant carried out under J & K Classification, Control and appeal Rules? How is interse seniority determined in case of two or more persons appointed to same service, class, category or grade simultaneously?
 4. Who can suspend a Government servant? When is Government servant deemed to have been placed under Suspension? Discuss the circumstances considered appropriate to place a Government servant under suspension as per J & K Classification, Conduct and Appeal Rules, 1956?
 5. Enunciate the Principles of financial propriety, a Government servant has to adopt while incurring expenditure from revenues of the Government.
 6. Define the following under the Financial Code:
 - a) Book Transfer.
 - b) Detailed Contingent Bill.
 - c) Cheque.
 - d) Disbursing Officer.
 7. Does Stamp paper expire? What allowance and relief has been allowed in the Stamps Act, 1977 for misused or spoiled stamps and stamps not required for use?
 8. Define the following under the Stamps Act, 1977:
 - a) Conveyance.
 - b) Power of Attorney.
 - c) Settlement.
 - d) Receipt.
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ETO

Paper - D

Time Allowed - 3 Hours

Maximum Marks - 100

INSTRUCTIONS

- 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 question 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.
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- viii) Candidates should put a cross (×) on blank pages of answer script.
- ix) No blank page be left in between answer to various questions.

1. Public Administration is an Art of execution of Public Policies - Discuss.
 2. Define accountability in Public Administration. Discuss its nature and forms.
 3. Discuss Single Line Administration. Can adoption of Legislative Oriented Governance system overcome the shortcomings of Single Line Administration? Elaborate.
 4. Democracy is one of the effective ways of struggling against corruption. What other measures need to be adopted to weed out corruption? Discuss.
 5. Performance Appraisal of Government employees is a tool to improve efficiency? Discuss in the light of use of latest methods of Performance appraisal.
 6. What are the causes of Corruption in governance? What measures you suggest to arrest it?
 7. Explain the terms:-
 - a) Delegation of Authority.
 - b) Line and staff
 - c) Decision making.
 8. What is the procedure for removal of Sarpanch and Naib - Sarpanch as laid down in J&K Panchayati Raj Act, 1989.
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ETO

Paper - E

Time Allowed - 3 Hours

Maximum Marks - 100

INSTRUCTIONS

- 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 question must be answered together and should not be interposed between answers to other questions.*
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- ix) *No blank page be left in between answer to various questions.*

1. What are the differences between Fundamental rights and fundamental duties? And what is the relationship between them?
 2. What do you understand by Right to Constitutional Remedies? Describe in detail the various writs issued by Supreme Court for enforcing any Fundamental Right.
 3. On what occasions are joint sessions of two houses of Parliament held? When are they not held? Elaborate with reasons.
 4. Why do we need Public Safety Act - explain in detail.
 5. Write down the Preamble of Indian Constitution? Can it be amended? What Objectives and nature of Indian State does Preamble envisage?
 6. Write short notes on,
 - a) Vote on Account
 - b) Money Bill
 7. What is Doctrine of Basic Structure of the Constitution? Describe the power of Parliament to amend Constitution of India.
 8. What is the qualification for appointment as a judge of Supreme Court? Discuss the provisions related to various jurisdictions of Supreme Court.
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ETO

Paper-F(i)

Time Allowed - 1½ Hours

Maximum Marks- 50

INSTRUCTIONS

- i) *Attempt **all** 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 question 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.*
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- viii) *Candidates should put a cross (×) on blank pages of answer script.*
- ix) *No blank page be left in between answer to various questions.*

1. Explain the importance of tables in MS-Word. Write the steps for attaining the following tasks in tables.
 - (i) Creation of a table
 - (ii) Sorting and numbering cells.
2. How would you create a presentation in MS PowerPoint explaining the financial position of a company with a bar chart? Explain the various features and effects that may be incorporated in the presentation?
3. Differentiate between Internet and Intranet. Explain briefly why the Internet is called a “network of networks”?
4. In Excel we have three functions named as ROUND(), ROUNDDOWN(), ROUNDUP(). How these are different? Explain with examples?
5. Write a step by step procedure to set up a Screen Saver for WINDOWS. Also, mention how to set up selected wallpaper for the desktop of WINDOWS?

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ETO

Paper-F(ii)

Time Allowed - 1 Hour 30 Min.

Maximum Marks- 50

INSTRUCTIONS

- i) *Attempt any Four Questions including Q.No 1 which is compulsory.*
- 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 question 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.*
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- ix) *No blank page be left in between answer to various questions.*

1. What is planning? Discuss importance and features of planning. What are limitations of planning? **(20 Marks)**
 2. What is NITI Ayog? What are its objectives? How is it different from Planning Commission? **(10 Marks)**
 3. What is de-centralized planning? Discuss its importance and objectives. What recent developments have been initiated in J&K to strengthen de-centralized planning? **(10 Marks)**
 4. How is District plan formulated in J&K? What is the role of District Planning and Development Boards? **(10 Marks)**
 5. Write short notes on:
 - i) Finance Commission. **(5 Marks)**
 - ii) Convergence in Planning. **(5 Marks)**
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