

GOVERNMENT OF INDIA
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY (DeitY)
Limited Departmental Competitive Examination – 2013
for the post of Section Officer

Paper – I
Noting, Drafting and Precis Writing

Date: 06th January, 2014

Time Allowed: 3 Hours

Marks: 100 Marks

INSTRUCTIONS

- The question number 1 is compulsory and any four of the remaining questions.
 - Your name, roll number or address must not be disclosed while writing the answers.
 - Number of Marks allocated to the questions is indicated at the end of each question.
 - Answers must be written in English only.
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1. **Make a Precis of the following passage in about one-third (1/3rd) of its length and suggest a suitable title:**

(40 Marks)

No amount of improvement and reconstruction in education will bear much fruit if our schools and colleges are undermined by indiscipline. An impartial examination makes it clear that students and teachers alike need more of the spirit of discipline. If proper education is to be given, acts of indiscipline prevalent in our educational institutions have to be checked.

2. Indiscipline may take the shape of group indiscipline or individual indiscipline. Group indiscipline is the worse of the two. While as individual many of our students are as good as students elsewhere, the tendency to group indiscipline has increased in recent years. Many causes have led to this group indiscipline. For various reasons under a foreign regime, acts of indiscipline become frequent, often necessitated by the political activities, which were launched against a foreign Government. While there may have been justification for such indiscipline under different political circumstances, we feel that there is no justification for such acts of indiscipline after the attainment of independence. The democratic constitution which the country has adopted permits the redressing of grievances through democratic machinery. It would be against all principles of democracy if such acts of indiscipline were to continue.

3. The real purpose of education is to train youth to discharge the duties of citizenship properly. All other objectives are incidental. Discipline, therefore, should be the responsibility of parents, teachers, the general public and the authorities concerned. There are some positive factors promoting discipline. The Indian student's natural tendency is to be disciplined. It is only when forces act strongly on him that he may sometimes be led astray. He appreciates rules and is normally inclined to abide by them. Much can be done to encourage this trend in school and college life. Personal contact between teacher and pupil is essential. Emphasis is also to be laid on the role of the class teacher and pupils. Further a greater responsibility should devolve upon the students themselves in the maintenance of discipline. Nothing is more calculated to develop a proper sense of self-discipline and proper behaviour than their enforcement, not by any outside authority with any symbol of punishment but by the students themselves. They should choose their own representatives to see that proper codes of conduct are observed.

4. Another important method of bringing home to pupils the value of discipline is through group games. It is on the playing fields that the virtue of playing the game for its own sake and team spirit can be cultivated. Such extracurricular activities as Boy Scouts, Girl Guides the National Cadet Corps, Junior Red Cross and Social Service Activities will promote a proper spirit of discipline. The building up of a truly harmonious and united form of community life should be the endeavour of all progressive educational institutions.

5. Besides these positive factors, certain negative factors also promote discipline. The discipline of the youth of any country depends upon the discipline that is exercised by the elders. It is a well-known fact that in all democracies, election time is a time of feverish activity not always conducted in the healthiest spirit and the utilization by politicians of immature minds like students for purposes of electioneering campaigns with or without slogans attached thereto is not calculated to promote sound discipline among students. It should be considered an election offence for any member of party to utilize the services of pupils under the age of 17 in political or civic campaigns. Besides, while the educative value of leading politicians addressing our students from time to time may be readily admitted, the tendency often is for the leaders not to speak to the audience before them but to wider audience whose attention they wish to attract through the press. It is not necessary that every speech made by a politician should be a political speech.

6. Lastly, discipline among students can only be promoted if there is discipline among the staff. The teacher and the educational administrator should realize that their activities are all being watched by their pupils. To that extent, therefore, both in their personal conduct and in their general attitude to all problems concerning the country, they have to realize that there are limitations within which they must act for the best interests of education. Ultimately, it is the school or college atmosphere and the quality of the teachers there that ensure proper codes of conduct and discipline among our students.

(750 words – $1/3^{\text{rd}}$ = 250 words)

2. Draft communications as required:

(15 Marks)

Shri ABC, resident of Nangal Rai, New Delhi has sought information under the Right to Information (RTI) Act 2005, from the Central Public Information Officer (CPIO) of the Department of Electronics, Information & Technology (DeitY) regarding :

- i) Objectives of Setting up of National Knowledge Network (NKN)
- ii) Budget provisions kept during the years 2011-12; 2012-13
- iii) Approximate number of Virtual Class Room Set up by NKN UPTO 31-3-2012;
- iv) Number of links established upto 31-3-2012.

Note: Please provide approximate figures for query at ii) to iv).

In this background, prepare the following drafts on behalf of the Central Public Information Officer (CPIO):

- a) Prepare a note for approval/information of Secretary, Deity. (7.5 marks)
- b) Prepare a draft reply letter to Shri ABC for submission of desired information as per RTI Act, 2005 on behalf of CPIO. (7.5 marks)

3. It has been stipulated in the Central Civil Services (Leave) Rules, (CCS (LEAVE) Rules), 1972, that willful absence from the duty after the expiry of leave renders a Government Servant liable to disciplinary action. Shri ABC, designation Scientist 'C' of NIC State Unit, HP-Shimla, has been absent without leave from 1-4-2013. Draft an "Order", informing him of the proposal to take action against him under Rule 16 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 and giving him an opportunity to make such representation as he wishes to make against the proposed action.

(15 marks)

4. The Secretary, Deity during the course of discussions with various Heads of Attached Offices; Statutory Organisations; Societies/Autonomous bodies under Deity, expressed his concern over the declining rate of productivity in Deity Offices and asked them to tone up the efficiency by taking suitable measures. Write a letter (appropriate communication) on behalf of Secretary, Deity to all Group Heads to take steps to improve the existing state of affairs. Some of the items on which stress should be laid are given below:

- Maximum use of e-file system (using digital signature) for electronically disposal of cases, in place of physical files.
- Maximum use of e-File Tracking System (FTS) for digitally tracking files.
- Digitization (Scanning) of Records/Files/Reports etc. available in various sections/divisions and keeping them in Central Repository.
- Laying down the various levels for disposal of particular categories of work.
- Cutting down the number of superfluous periodical reports and returns which have been prescribed.
- Laying down the time-limit for disposal of work.

(15 marks)

5. The Office of Controller of Certifying Authority (CCA) has six posts of Scientist 'B' in the grade pay of Rs. 5400/- to be filled on deputation/direct recruitment basis, by experienced men. Candidates must be B.Tech. in IT, Computer Science, Electronics & Telecommunications, MCA of a recognized University, have worked in a Govt. Department for at least two years as an Scientific Officer "SB" (in the grade pay of Rs.4800/-) or five years as Scientific Technical Assistant "A" (in the grade pay of Rs.4200/-). Selected candidates will be required to attend an interview in New Delhi at their own expenses. Applications alongwith two sets of testimonials must be submitted. Pay & allowances at prescribed rates of Central Government with grade pay of Rs. 5400/-. Convassing will disqualify. Age between 23-30 years for General/OBC Candidates and relax able for 5 years in case of SC/ST.

- Prepare an Office Memorandum for circulation to all Ministries and Departments of the Government of India.

(15 marks)

6. A Staff Car (Ambassador) of the Department which is 1992 model has logged 96,000 Kms. The Car was recently involved in an accident and an estimate of Rs.40,000/- has been received for its repairs. Examine the case and put up a note to the competent authority exploring the various options including declaring the car as BER and replacing the same.

(15 Marks)

7. Prepare a draft note to the Secretary seeking his approval for installation of a Biometric attendance system in the Department. The note should bring out in detail the need for the system, the features of the system, the available options and the financial proposal.

(15 Marks)