



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
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ROLL NUMBER

WRITTEN TEST FOR THE POST OF EXECUTIVE ASSISTANT- A TO B

DATE: 26.03.2025

TIME: 9.30 AM To 10.30 AM

DURATION: 60 MINUTES

Total Marks: 50

INSTRUCTIONS TO THE CANDIDATES

1. Write your Roll Number on the top of the Question Booklet and in the answer sheet.
2. Each question carries 1 mark.
3. There will not be any Negative Marking.
4. Write legibly the alphabet of the most appropriate answer (A, B, C or D) in the separate answer sheet provided.
5. Over-writing is not permitted.
6. Candidate should sign in the question paper and answer sheet.
7. No clarifications will be given.
8. Candidate should hand over the answer sheet to the invigilator before leaving the examination hall.

0/c

[Handwritten signature]
MS-26/3/25

Signature of the Candidate

MFCP EXECUTIVE ASSISTANT 'A' TO EXECUTIVE ASSISTANT 'B' – MARCH, 2025

1. Which of the following activities require permission/sanction as per CCS (Conduct) Rules?
 - i. To participate in sports activities as an amateur.
 - ii. To undertake occasional work of literary, artistic or scientific character.
 - iii. To accept International Awards.
 - iv. To accept fee for work done for any private or public body or person.

A. i & ii B. iii & iv C. i & iii D. ii & iv
2. In accordance with Rule ----- 'every Government servant shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person'
 - A. 22 of the Income Tax Act, 1961
 - B. 23 of the Income Tax Act, 1961
 - C. 17 of the CCS (Conduct) Rules, 1964
 - D. 18 of the CCS (Conduct) Rules, 1964
3. Which of the following statement is not correct with respect to Child Adoption Leave to the female employees of the Institute?
 - A. The adopted child should be below two years old
 - B. A female employee with less than two surviving children is eligible
 - C. Child Adoption leave is adopted in the Institute with effect from 06.10.2021.
 - D. Granted for a period of 180 days immediately after the date of valid adoption.
4. If within half an hour of the time for holding the Governing Body meeting, quorum is not present, the meeting shall be stand adjourned to another day at the same place and the adjourned meeting shall be held within the -----days of the date on which it was originally proposed to be held.
 - A. ten B. twelve C. fourteen D. fifteen
5. In which of the following statutory committee, Head, Biomedical Technology Wing is not a member?
 - A. Academic Committee
 - B. Building Committee
 - C. Finance Committee
 - D. Technology Development Committee
6. As per Section----- of the RTI Act, providing the information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes is exempted.
 - A. 8(1)(f)
 - B. 8(1)(g)
 - C. 8(1)(h)
 - D. 8(1)(i)

7. Leave on duty for PDF to attend the conference abroad is days.
- A. 10
 - B. 7
 - C. 5
 - D. 15
8. Which pay level in the pay matrix shall be allowed travel in Executive/AC first class in Premium trains like Shatabdi, Rajadhani, Duranto, Thejus express, Vande Bharat and Humsafar express trains while on LTC.
- A. Level 12 and above
 - B. Level 10
 - C. Level 6 to 9
 - D. Level 5 and above
9. is a file maintained by a section to which another section sends its file for advise/clarification etc.
- A. Guard File
 - B. Index File
 - C. Shadow File
 - D. Running File
10. The order of the tribunal is final and binding on both parties. It should be complied within the time limit prescribed by the order or within of the receipt of the order, if no time limit is prescribed.
- A. 12 months
 - B. 6 months
 - C. 3 months
 - D. 2 months
11. of the Constitution of India gives Parliament the power to add or remove tribes or part of tribes, from the list of scheduled tribe.
- A. Article 341 (1)
 - B. Article 341(2)
 - C. Article 342(1)
 - D. Article 342(2)
12. Writ petition in India is issued by Supreme Court for enforcement of any of the Fundamental Rights under which article of Constitution of India
- A. Article 148
 - B. Article 226
 - C. Article 32
 - D. Article 51
13. What is the age criteria for woman undergoing IVF treatment to be eligible for reimbursement under CS(MA) Rules
- A. Between age of 21 and 29 years
 - B. Between age of 21 and 39 years
 - C. Between age of 30 and 40 years
 - D. Between age of 25 and 45 years

14. Are the children of a widowed daughter or widowed sister covered in the definition of family for LTC.
- A. Not covered in the definition of family for LTC
 - B. Children of widowed sister only eligible
 - C. Children of widowed daughter only eligible
 - D. Children of both are eligible
15. When does the Bhartiya Nyaya Samhita, 2023 come into force ?
- A. Immediately after the assent of the President
 - B. On a date specified by the Supreme Court
 - C. On a date specified by the Central Government by notification in the Official Gazette
 - D. One year after publication of the Official Gazette
16. Protection of interest of minorities is emphasized in which article of Constitution
- A. 14
 - B. 29
 - C. 32
 - D. 19
17. GSTR Annual returns form is
- A. GSTR 7
 - B. GSTR 3
 - C. GSTR 5
 - D. GSTR 9
18. e-way bill is required for carrying any consignment of goods of value exceeding as mandated by the Government in terms of Section 68 of the Goods and Services Tax Act read with Rule 138 of the rules framed thereunder.
- A. Rs.1 lakh
 - B. Rs. 5 lakh
 - C. Rs. 50000
 - D. Rs. 75000
19. Which section in Income Tax provides for tax deductions with respect to donations made by taxpayers towards political parties or any electoral trusts.
- A. Sec 80 G
 - B. Sec 80 GGA
 - C. Sec 80 D
 - D. Sec 80 GGC
20. What is working capital ?
- A. Current Asset minus Current Liabilities
 - B. Assets minus Liabilities
 - C. Current Liabilities minus Current Assets
 - D. Cash at bank
21. An intimation note sent to an individual dealing with the business stating that his account will be debited for the purpose indicated therein is called
- A. Debit Note
 - B. Credit Note
 - C. Letter of credit
 - D. Debit advice.

22. What is the running LTC block year
- A. 2021 - 2024 with grace period up to 31/12/2025
 - B. 2022 - 2025 with grace period up to 31/12/2026
 - C. 2023 - 2026 with grace period up to 31/12/2027
 - D. 2022-2025 with grace period up to 31/12/2025
23. What is the percentage of contribution made by the employer to the NPS Account of his employee in a month
- A. 14% of Basic pay
 - B. 14% of Basic pay plus NPA
 - C. 14% of Basic pay plus NPA plus DA
 - D. 14% of Basic pay plus DA
24. What is the validity period of a cheque or demand draft as per RBI notification w.e.f 1/4/2012
- A. Three months including the date bearing on the instrument
 - B. Three months excluding the date bearing on the instrument
 - C. 90 days excluding the date bearing on the instrument
 - D. 90 days including the date bearing on the instrument
25. Bank reconciliation is a statement prepared for
- A. Comparing the balance as per the accounting records and bank account balance
 - B. To verify the balance as per pass book
 - C. To arrive at the discrepancies in the accounting records
 - D. To finalize the accounting books
26. As per CSMA Rules, what is the eligibility of dependent son?
- A. Till he attains the age of 25 years or starts earning whichever is earlier
 - B. Till he starts earning or get married whichever is earlier
 - C. Till he attains the age of 24 years or starts earning whichever is earlier
 - D. There is no age limit but he become ineligible from the date he starts earning
27. Maximum subscription to a GPF account in one financial year is limited to
- A. Maximum upto the Basic pay of the employee
 - B. There is no maximum subscription in a financial year
 - C. Rs. 5 lakh
 - D. Rs. 5 lakh or the amount equivalent to basic pay for a year
28. For purchase of consumer durables, what is the limit of Advance from GPF?
- A. 75% of amount at credit
 - B. 90% of amount at credit
 - C. 75% of the amount at credit or 12 months pay whichever is less
 - D. 90% of the amount at credit or 12 months pay whichever is less
29. In selection of Consultancy Services, Weightage to technical parameters in no case shall exceeds
- A. 50%
 - B. 80%
 - C. 90%
 - D. 60%
30. Whether employee ineligible to travel by Air is required to book his ticket through authorised travel agent as notified by GoI
- A. Yes. Employee must book his ticket through authorised travel agent.
 - B. No. Employee ineligible to travel by Air can book ticket through any travel agent.
 - C. Yes. Authorised travel agency booking enable 100% reimbursement
 - D. No. Employee ineligible to travel by Air cannot claim the reimbursement for air travel

31. What is the percentage of NPA and the allowance attached to it?
- A. 25 %, DA and HRA
 - B. 20%, DA and HRA
 - C. 20%, DA
 - D. 25%, DA
32. Restoration of commutation of pension as on date is after how many years
- A. 12 years from the date of retirement
 - B. 15 years from the date of retirement
 - C. 12 years from the date of commutation
 - D. 15 years from the date of commutation
33. Enhanced rate of family pension is
- A. 30% of last pay drawn
 - B. 50% of last pay drawn
 - C. 30% of pension authorized
 - D. 50% of pension authorized
34. The online Portal for MSME sellers who are eligible to claim benefits by raising their applicable claims against the respective procuring authority.
- A. Udyam portal
 - B. Vivad Se Vishwas – 1
 - C. Credit Guarantee Scheme
 - D. Small Industry Cluster Development Program Scheme
35. If a bidder is from a country that shares a land border with India, they must be registered with and provide evidence of valid registration.
- A. Indian Institute of Foreign Trade
 - B. Indian Institute of Commerce
 - C. Department of Promotion of Industry and Internal Trade
 - D. National Institutes of Standards and Technology
36. The Purchaser reserves the right to increase or decrease the quantity to be ordered upto 25 percent of bid quantity at the time of placement of contract. It is included in the GEM Bid/Contract as,
- A. Fall Clause
 - B. Option Clause
 - C. Force Majeure Clause
 - D. Dispute Resolution
37. Specification Development Committee with External Expert is required for procurement value above
- A. Rs.10 Lakh
 - B. Rs.30 Lakh
 - C. Rs.50 Lakh
 - D. Rs.60 Lakh
38. In case of goods procured via GEM Portal, 100% payment will be released within how many days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills unless otherwise specified in STC / ATC.
- A. 15 days
 - B. 5 days
 - C. 10 days
 - D. 7 days

39. All sellers on GeM are required to deposit a one-time amount as caution money deposit based on turnover. If the seller turnover is less than one crore, the caution money deposit will be
- A. Rs.5000/-
 - B. Rs.2000/-
 - C. Rs.3000/-
 - D. Rs.7500/-
40. Reverse Auction should be conducted amongst all the technically qualified bidders except the Highest quoting bidder in case of 'Bid to RA with H-1 elimination rule'. However, H-1 will be allowed to participate in RA in which of the following cases,
- A. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non- MII L-1
 - B. If number of technically qualified bidders are 4 to 5
 - C. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 25% of Non-MSE L-1.
 - D. In no circumstances, H1 will not be allowed to participate in RA.
41. The Central Govt., through administrative instructions, has reserved all items of hand spun and hand woven textiles (Khadi goods) for exclusive purchase from khadi village Industries Commission(KVIC)
- A. Rule 153(i) of GFR 2017
 - B. Rule 153(ii) of GFR 2017
 - C. Rule 156 of GFR2017
 - D. Rule 158 of GFR 2017
42. In the case of partnership MSE, the SC/ST or women partners hold at least-----share.
- A. 25%
 - B. 30%
 - C. 50%
 - D. 51%
43. The Govt. of India set up the Bureau of Energy Efficiency (BEE) on ----- under the provisions of the Energy Conservation Act 2001, with the primary objective of reducing the energy intensity of the Indian Economy.
- A. March 15, 2001
 - B. March 1, 2002
 - C. March 10, 2002
 - D. March 6, 2002
44. A bid shall remain valid for the period mentioned in the Tender Documents, _____ if not so specified.
- A. 180 days
 - B. 120 days
 - C. 90 days
 - D. 45 days
45. Rule 169 , GFR 2017 deals with
- A. Performance Security
 - B. Buy back Offer
 - C. Framing of Contract
 - D. Annual Maintenance Contract.

46. As per SCTIMST Annual Report 2023-2024 number of Indian patent filed -----
A. 53
B. 29
C. 10
D. 12
47. The finder of lost goods is
A. Bailee
B. Bailor
C. Owner
D. Creditor
48. Under EPF, the contributions are payable on maximum wage ceiling of -----
A. Rs.21000/-
B. Rs.22000/-
C. Rs.14000/-
D. Rs.15000/-
49. Which of the following keeps a record of receipt, issue and running balance of stock-items.
A. Stock items
B. Bin Card
C. Quantity Account
D. Value Account
50. 800 units of certain items of stock are needed over each year period. If the unit cost is 400, cost of each order is 150 and the carrying cost is 1.5%, then the EOQ will be
A. 120
B. 160
C. 200
D. 240

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MFCP EXECUTIVE ASSISTANT 'A' TO EXECUTIVE ASSISTANT 'B' – MARCH, 2025

Answer Key

1	B	26	A
2	D	27	C
3	A	28	C
4	C	29	B
5	C	30	B
6	B	31	C
7	B	32	D
8	A	33	B
9	C	34	B
10	B	35	C
11	D	36	B
12	C	37	C
13	B	38	C
14	A	39	B
15	C	40	A
16	B	41	A
17	D	42	D
18	C	43	B
19	D	44	C
20	A	45	D
21	A	46	B
22	B	47	A
23	C	48	D
24	C	49	B
25	A	50	C

Handwritten signature
Ms. 2/3/25