



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM—695 011, INDIA.

(An Institute of National Importance under Govt. of India)

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ROLL NUMBER

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

DATE: 13/03/2023

TIME: 1 Hr.

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.

Signature of the Candidate

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13/3/2023

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MCQ-MFCP-Executive Assistant -2023

1. An employee availed 40 days of Extraordinary leave (EOL) on Personal Ground and 21 days of EOL on Medical Ground during the period from 01.07.2022 to 31.12.2022. On account of this, his/her Earned Leave Credit for the 1st half of 2023 will be regulated as:
 - a. 15
 - b. 9
 - c. 11
 - d. 13
2. The Deputation Allowance eligible for of a Central Govt Employee, if he/she is in deputation to other Central Govt Department, within the same station:
 - a. 5% of Basic Pay subject to maximum of Rs.4,500/-p.m.
 - b. 10% of Basic Pay subject to maximum of Rs.9,000/- p.m.
 - c. 3% of Basic Pay subject to maximum of Rs. 7,500/- p.m.
 - d. 11% of Basic Pay subject to maximum of 12,000/- p.m.
3. Partial withdrawal from NPS is allowed for the following purposes except,
 - a. Higher education of children
 - b. Marriage of children
 - c. For the purchase/construction of residential house
 - d. For treatment of specified illness suffered by non-dependent parents.
4. For the Central Government Public Authorities, a request for obtaining information under RTI Act should be accompanied by an application fee of Rs.10/-. Which of the following mode of payment is not acceptable?
 - a. Demand Draft
 - b. Indian Postal Order
 - c. Online (if the RTI application is filed online through RTI portal.)
 - d. Court fee stamp
5. The Central Information Commission (CIC) has created which of the following designation to implement the pro-active disclosure by the public authorities and improve the record maintenance practice.
 - a. Principal public Information Officer
 - b. Transparency Officer
 - c. First Appellate Authority
 - d. Chief Public Information Officer
6. For availing House Building Advance, if the employee is retiring within 10 years, the repaying capacity of the said employee will be computed on which of the following basis:
 - a. Up to 50% of basic pay. DCR Gratuity up to 75% can be adjusted
 - b. Up to 40 % of basic pay. DCR Gratuity up to 75% can be adjusted
 - c. Up to 40 % of basic pay. DCR Gratuity up to 65 % can be adjusted

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- d. Up to 50% of basic pay. DCR Gratuity up to 65 % can be adjusted
7. Being a Central Government employee, which of the following political activities are considered not objectionable as per CCS (Conduct) Rules?
- Proposing or seconding the nomination of a candidate at an election
 - Acting as election agent, polling agent or counting agent of a candidate at election
 - Occasional attendance in political meetings
 - Displaying on his person, vehicle or residence of any electoral symbol in connection with an election.
8. For journey on LTC between places not connected by any Public/Government means of transport, reimbursement as per entitlement for a maximum of how many kilometres for a to and fro journey be allowed?
- 100 kms
 - 150 kms
 - 200 kms
 - 250 kms
9. How is the eligibility of parents of a Central Government employee determined with reference to the income limit, for availing medical benefits
- The income limit is Rs.9,000/- plus Dearness Relief drawn as on the date of consideration
 - The income limit is Rs.4,500/-plus Dearness Relief drawn as on the date of consideration
 - No income limit prescribed
 - The income limit is Rs.12,000/- plus Dearness Relief drawn as on the date of consideration
10. The Government servant retiring while departmental or judicial proceedings are pending, is entitled to which of the following
- Retirement Gratuity
 - Commutation of Provisional Pension
 - Encashment of leave on retirement
 - Commutation of Full eligible pension
11. "No person who is a member of a civil service of the Union or an all-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed." –which of the following Articles of Indian Constitution deals with such provision.
- Article 310
 - Article 311
 - Article 312
 - Article 313
12. Any transactions in movable property by the Government servant either in his own name or in the name of any member of his family should be reported to the prescribed authority within one month of such transaction, if the value of such property,

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- a. Exceeds two months basic pay of the Government servant
 - b. Exceeds six months basic pay of the Government servant
 - c. Exceeds Rs.50,000/- by a Group A/B officer and Rs.25,000/- in case of Group C/D employee
 - d. Exceeds Rs.1,00,000/- irrespective of the category of the employee.
13. The age limit for claiming Children Education Allowance for Divyaang children and their amount of eligibility
- a. 22 years , Rs.54,000/-
 - b. 22 years, Rs.27,000/-
 - c. 20 years, Rs.54,000/-
 - d. 20 years, Rs.27,000/-
14. Which of the following statements regarding the standing committees of the Institute as per SCTIMST Act, 52 of 1980 & Rules and Regulations is not true
- a. The Technology Development Committee shall meet at least once in every year.
 - b. The Academic Committee shall meet at least once in three months.
 - c. Financial Advisor of the Institute is the ex-officio convenor of the Building Committee of the Institute.
 - d. There are six standing Committees as per the Schedule II, Regulation 21
15. How many times can a Government servant avail computer advance _____
- a. 5 times in his entire service
 - b. 3 times in his entire service
 - c. 1 time in his entire service
 - d. 10 times in his entire service
16. Prevailing HRA Rate applicable wef 01.07.2021 for cities classified as Y is _____
- a. 27 %
 - b. 16%
 - c. 18%
 - d. 9 %
17. The income tax slab rates under the new income tax regime for above Rs 15 lakhs is _____
- a. 30 % Tax rate
 - b. 20 % Tax rate
 - c. 15 % Tax rate

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d 10 % Tax rate

18. LTC to home town is admissible once in a block of _____
- Three Calendar years
 - Two Calendar years
 - Four Calendar years
 - Five Calendar years
19. Transport Allowance applicable to pay level 9 and above for Thiruvananthapuram is Rs _____
- Rs. 3600 + DA
 - Rs. 1800 + DA
 - Rs. 900 + DA
 - Rs. 1350 + DA
20. Interest on Government of India Grant-in-aid is refunded to _____
- State bank of India
 - Reserve Bank of India
 - Consolidated fund of India
 - Central Bank of India
21. Treasury Single Account of central Government is operated through _____
- State Bank of India
 - Central Bank of India
 - Reserve bank of India
 - Bank of India
22. The products & services networking (GSTN) performs the following activities...
- Facilitating registration
 - Returning the package to the federal and state governments.
 - GST calculation and settlement
 - All of the above
23. Which Entry of Union List gives the power to Parliament to levy tax on incomes?
- Entry 81 of List I to Seventh schedule
 - Entry 81 of List II to Seventh schedule
 - Entry 82 of List I to Seventh schedule

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d. Entry 82 of List II to Seventh schedule

24. What duties are taxes on intra-State supplies?

- a. CGST
- b. SGST
- c. CGST and SGST
- d. IGST

25. Who will announce the rate of taxation to be imposed under the CGST Act?

- a. The Federal Government
- b. State Administration
- c. GST Commission
- d. Central And state, following the GST Council's proposals

26. Which one of the following does not contribute to overall revenue?

- a. Goods or trade supplies that are exempt, or both
- b. Export of commodities, services, or a combination of the two
- c. Supply of commodities or services between states, or both
- d. The value of inbound services on which reverse fee tax is charged

27. What is the full form of EMD under procurement?

- (A) Earnest Money Deposit
- (B) Eligible Money Deposited
- (C) Earnest Money Drawal
- (D) Early Money Drawal

28) The Ministries /Departments have been delegated powers to make their own arrangements for procurement of goods under?

- (A) Schedule of Administrative Powers
- (B) Delegation of Financial Power Rules
- (C) General Financial Rules, 2017
- (D) Manual on policies and procedures for purchase of goods and services

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29. Which among the following should be incorporated in the tender enquiry in clear terms?

- (A) Deadline for submission of tenders; date, time & place of public opening of tenders
- (B) Requirement of earnest money and performance security
- (C) Parameters for determining responsiveness of tenders
- (D) All the above

30) Term 'goods' used in Manual on purchase of goods and services does not include?

- (A) livestock
- (B) furniture
- (C) industrial plant
- (D) books, publications, periodicals, etc. for a library

31. When acceptable offers are received against an ad-hoc requirement of unreserved goods from various categories of suppliers, including Large Scale Sector, Public Sector Undertakings and Small Scale Sector, who will get price preference upto 15% over the others?

- (A) Large Scale Sector
- (B) Public Sector Undertakings
- (C) Small Scale Sector
- (D) None of the above

32. Negotiations with the tenderers must be severely discouraged. In exceptional circumstances, where price negotiations are considered unavoidable, the same may be resorted to, but only with?

- (A) lowest evaluated responsive tenderer
- (B) responsive tenderer having high quality
- (C) highest evaluated responsive tenderer
- (D) any responsive tenderer which the tender opening committee deems fit

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33. For revision, interpretation, clarification and issues relating to this manual, the Procurement Policy Division,, Ministry of Finance would be the nodal authority.

- a) Department of Expenditure
- b) Department of revenue
- c) Department of economic affairs
- d) department of finance

34. There are how many fundamental principles of public

procurement as defined in Manual for Procurement of Goods 2017?

- (A) Three
- (B) Ten
- (C) Five
- (D) Seven

35. Under Holiday listing (Temporary debarment or suspension), in less serious cases, a supplier (including their related entities) may be temporary debarred from the Procuring Entity's procurements for short periods up to _ months, without the firm's name being removed from the list of registered vendors?

- (A) 3 months
- (B) 2 months
- (C) 6 months
- (D) 12 months

36. Under Open Tender Enquiry, the due date fixed for opening of the tender shall be minimum _____ days from the date of advertisement?

- (A) 30 days
- (B) 21 days
- (C) 45 days
- (D) 7 days

37. Ideally all IEMs of an organization should meet once everymonths to take stock of ongoing tendering process. The IEMs would examine all complaints received by them and

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give their recommendations/views to the designated officer of the Procuring Entity, at the earliest.

- A) 2
- B) 3
- C) 4
- D) 6

38. Choose incorrect

- A) "Procuring authority" means the officer who finally approves as well as those officials and committee members who submit the notes/reports for the approval for any decision.
- B) "Procuring Entity" means any Ministry or Department of the Central Government or a unit thereof or its attached or subordinate office to which powers of procurement have been delegated.
- C) "Prospective bidder" means anyone likely or desirous to be a bidder.
- D) none

39. Currently, at SCTIMST, work order is awarded for existing/fresh Annual Maintenance Contracts for a period of years at a stretch on the rates and conditions in the purchase order.

- a. 3 years
- b. 1 year
- c. 5 years
- d. 2 years

40. As per MPG 2017 guidelines on e-Auction, earnest money deposit (EMD) is payable within..... calender days from the date of closing of the e-auction (excluding the date of closing) by the successful bidder.

- a. 7
- b. 14
- c. 30
- d. 5

41. Who is eligible for 50% reduction of the treatment expenses at SCTIMST?

- a. AB PMJAY /KASP card holders
- b. NPHH(APL) ration card holders
- c. PHH(BPL) ration card holders

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d. AAY ration card holders

42. The socio economic classification and assessment of Scheduled Tribe (ST)

patients are done based on:

- a. Ration card status
- b. Ration card and community certificate
- c. Ration card and income certificate
- d. Community certificate and income certificate

43. Who is the present Dean of the Institute?

- a. Dr. Kesavadas
- b. Dr. Harikrishnan
- c. Dr. Roy Joseph
- d. Dr. Mala Ramanathan

44. Affiliated Programs of SCTIMST are conducted at all of the following EXCEPT:

- a. National Institute of Epidemiology, Chennai
- b. Christian Medical College, Vellore
- c. Indian Institute of Information Technology and Management Kerala (IITMK)
- d. Indian Institute of Information Technology and Management, Bengaluru

45. Screening test and personal interview for Joint Programs of SCTIMST with IIT Madras and CMC Vellore will be conducted at:

- a. SCTIMST
- b. IIT Madras
- c. CMC Vellore
- d. IITMKerala

46. Post-Doctoral Fellowship Programs are offered at SCTIMST only for those who have:

- a. MD/MS or equivalent qualification
- b. DM/Mch or equivalent qualification
- c. PhD
- d. Post-Doctoral Certificate Course (PDCC)

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47. She her husband for 15 minutes

- a. is beating
- b. has been beating
- c. has been beaten
- d. beats

48. Our Armed forces are those of any other country in the world.

- a. Superior than
- b. Superior to
- c. Superior from
- d. Superior of

49. I am a doctor my wife is a nurse.

- a. when
- b. while
- c. so
- d. because

50. If you work hard, you _____ good marks.

- a. would get
- b. would got
- c. will get
- d. will got

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

Answer Key, Executive AssistantA to B - March 13, 2023

Rupa Seedhar