



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 UPPER DIVISION CLERK – A To B

DATE: 19/03/2024

TIME: 9.30 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.

Signature of the Candidate

Kant
19/3/24

MFCP OF UDC 'A' to UDC'B' MARCH-2024

- 1) The essential document for processing payment of supplier bill
 - a) Purchase order
 - b) Tax invoice
 - c) Receipt voucher
 - d) All the above
- 2) Annual Maintenance Contract of equipment is
 - a) Capital expenditure
 - b) Revenue expenditure
 - c) Deferred revenue expenditure
 - d) All the above
- 3) Financial Propriety as per GFR envisages to ensure that
 - a) Strict vigilance is applied in spending public money
 - b) Expenditure is not more than what it is worth of
 - c) Sanction should not be directly or indirectly for own advantage
 - d) All the above
- 4) TDS of Income tax deductible from a contractor with PAN "AAAPS1007M" is
 - a) 2%
 - b) 1%
 - c) 10%
 - d) 20%
- 5) Income tax TDS under Section 194Q to be deducted by buyer if supplier furnish PAN
 - a) 5%
 - b) 1%
 - c) 0.1%
 - d) 10%
- 6) What is an example of lapsed deposits/time barred deposit
 - a) Security deposit not claimed for more than 1 year
 - b) Caution deposit not claimed for more than 3 years
 - c) Caution deposit not claimed for more than 2 years
 - d) Security deposit not claimed for more than 5 years
- 7) Reimbursement of food bill eligible to an employee of pay level 9 is
 - a) Rs. 1000 per day
 - b) Rs.900 per day
 - c) Rs.800 per day
 - d) Rs.750 per day
- 8) Family pension payable, if the employee dies while in service
 - a) 50% of pay till the employee would have attained the age of 67 years
 - b) 50% of pay
 - c) 50% of pay for 10 years
 - d) 50% of pay for 7 years
- 9) Annual maintenance charges of an equipment for the year second half of financial year 2022-23, but paid during the first quarter of financial year 2023-24 is
 - a) Prepaid expenditure
 - b) Prior period expenditure
 - c) Advance
 - d) Deferred revenue expenditure
- 10) Imprest Advance means
 - a) Advance for settling long term liabilities
 - b) Advance for purchase of small equipment
 - c) Advance for a specific program or event
 - d) Advance for routine expenditure
- 11) The president may, at any time, call a meeting of the Institute and shall do so if a requisition for that purpose is presented to him in writing by not less than -----members specifying the subject of the meeting proposed to be called.
 - a) Seven
 - b) Eight
 - c) Nine
 - d) Ten

- 12) The rent of Guest House at Kumarapuram campus w.e.f 01.03.2024 is -----
 a) Rs. 410/- c) Rs. 440/-
 b) Rs. 430/- d) Rs. 450/-
- 13) As per SPCR, re-employment in service beyond the date of normal retirement is not sanctioned beyond -----years after the date of normal retirement.
 a) One c) three
 b) two d) No re-employment
- 14) A Second Advance for the purchase of a personal computer cannot be granted before the expiry of years from the date of drawal of earlier advance.
 a) Two c) Four
 b) Three d) Five
- 15) An academic staff who avails study leave for 42days to 6 months shall execute a bond for an amount of Rs. -----
 a) Two lakhs c) five lakhs
 b) three lakhs d) ten lakhs
- 16) In case where no charge-sheet is issued, the total period under suspension or deemed suspension, as the case may be, including any extended period shall not exceed, -----days from the date of order of suspension, if disciplinary proceedings is contemplated or is pending against the government servant.
 a) 270 c) 180
 b) 220 d) 90
- 17) Which of the following statement is **not** correct for "Family" with regard to claiming Leave Travel/Home Travel Concession? Family means
 a) Wife /husband wholly dependent of the employee
 b) Two unmarried children or stepchildren wholly dependent on the employee
 c) Sisters and brothers residing with and wholly dependent on the employee
 d) Widowed sisters residing with wholly dependent, provided their parents are not alive or are themselves wholly dependent on the employee.
- 18) The chairperson of the Public Grievance Committee of the Institute is
 a) Dr. Harikrishna Varma c) Dr. Thomas Koshy
 b) Dr. Anil Kumar T.V. d) Dr. Narayanan Namboodiri
- 19) No business shall be transacted at a meeting of the Governing Body unless at least ----- members are present.
 a) Three c) Seven
 b) Five d) eight
- 20) As per CCS (Conduct Rules) which of the following activity does not require permission/sanction of the prescribed authority?
 a) To undertake honorary work of a social or charitable nature.
 b) To participate in sports activities as an amateur.
 c) To publish a book himself or through a publisher, in the bona fide discharge of his duties.
 d) To accept membership of Book Clubs run by Foreign Agencies.
- 21) Retainer fee for Standing Counsel in District and Subordinate Court is
 a) 3000
 b) 4000
 c) 6000
 d) 9000

- 3
- 22) How many schedules does the 'RTI Act, 2005' have?
- One
 - Two
 - Three
 - Four
- 23) With effect from, uniform allowance and washing allowance have been subsumed in a single dress allowance.
- 01.01.2016
 - 01.07.2016
 - 01.07.2017
 - 01.01.2017
- 24) Observance of Government's policies is defined in of CCS Conduct rules
- Section 3-A
 - Section 3-B
 - Section 3-C
 - Section 3-D
- 25) Internal Complaints Committee should submit its report within how many days from the date of completion of the inquiry as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013?
- 7 days
 - 20 days
 - 10 days
 - 30 days
- 26) The time limit for submission of claims for TA on retirement is within.....days succeeding the date of completion of journey.
- 120 days
 - 240 days
 - 60 days
 - 180 days
- 27) DA rate as on 01.07.2021
- 34%
 - 36%
 - 31%
 - 38%
- 28) As per SPCR, Chapter IV, members of the academic staff are permitted to accept assignment as Visiting Professors /Visiting Scientists in Universities in India or abroad for periods not exceeding months once inyears.
- 12 months, 2 years
 - 6 months, 2 years
 - 18 months, 5 years
 - 12 months, 5 years
- 29) What is the time limit fixed to produce the outward journey tickets after drawl of advance while availing LTC ?
- Within 45 days
 - Within one month
 - Within 2 weeks
 - Within 10 days

- 30) Which of the following statement is incorrect with respect to Child Adoption Leave?
- Admissible for valid adoption of a child below the age of one year.
 - Leave salary will be equal to the pay drawn immediately before proceeding on leave.
 - This cannot be combined with leave of any other kind.
 - Not admissible to the female employee already having two surviving children.
- 31) Section 12 of SCTIMST Act 1980 (No.52 of 1980) deals with
- Meeting of Institute
 - Functions of Institute
 - Staff of Institute
 - Objects of Institute
- 32) What is Rule-151 of GFR-2017
- Debarment from bidding
 - Enlistment of Indian Agent
 - Purchase of goods by purchase committee
 - Purchase of goods without quotation.
- 33) Which among the following is the international standard meeting the quality system implemented by the Biomedical Technology wing, accredited by Le Comite Francais d'Accreditation (COFRAC), France
- ISO/IEC 17005
 - ISO/IEC 27001
 - ISO/IEC 17025
 - ISO/IEC 17065
- 34) Who can reject the item received against a GeM contract in the GeM portal.
- Buyer
 - Consignee
 - Indenter
 - Pay and accounts officer
- 35) What is meant by Prospective Bidder?
- Bidder who is likely to be awarded the contract
 - Bidder who is L1.
 - Anyone likely or desirous to be a bidder.
 - The only bidder who had participated in a tender.
- 36) Minimum period of service required for permitting higher studies (Ph.D) for non-academic staff of the Institute is years including period of probation
- One
 - Three
 - Two
 - Five
- 37) What is the indicative time line for finalising of contracts under open tender/e-tender for indigenous items as per MPG-2022:-
- 60 days
 - 90 days
 - 45 days
 - 30 days.

- 38) What is the expansion of PPP-MII
- Public Private Partnership (Preference to Make in India), Order
 - Public Procurement Partnership(Preference to Make in India), Order
 - Product Procurement(Preference to Make in India), Order
 - Public Procurement(Preference to Make in India), Order
- 39) What is the Public Procurement Cycle of activities.
- Need assessment-Bid invitation-Bid evaluation-Contract execution-Disposal of scrap.
 - Bid invitation-Bid evaluation-Need assessment-Contract execution-Disposal of scrap.
 - Bid evaluation-Bid invitation- Need assessment -Contract execution-Disposal of scrap.
 - Need assessment-Contract execution- Bid invitation-Bid evaluation -Disposal of scrap.
- 40) What is the threshold Star Rating prescribed by Ministry of Finance regarding energy efficiency labelling program under Bureau of Energy Efficiency for Ceiling Fans.
- 2
 - 3
 - 4
 - 5
- 41) Who nominates the Independent External Monitors (IEMs) to be appointed in the institute.
- Dept. of Science and Technology
 - Central Vigilance Commission
 - Vigilance Officer of the institute
 - Director of the institute
- 42) The Pharmaceuticals Purchase Policy ,2013 issued by Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers is intended to ensure
- Optimum utilization of the installed capacity and to provide necessary fillip in reviving these ailing pharmaceuticals CPSEs
 - Availability of quality medicines at low prices to the masses.
 - Drug security of the nation.
 - All of the above.
- 43) What is the expansion of UAM
- Udyam Aadhaar Memorandum
 - Unified Aadhaar Memorandum
 - United Aadhaar Memorandum
 - User Aadhaar Memorandum
- 44) What is meant by "inventory"?
- Any material, component or product that is held for use at a later time.
 - Any material, component or product that is consumed immediately.
 - Any material, component or product that is intended to be procured at a later date.
 - Any material, component or product that is scrapped after use .
- 45) Basic Aims of procurement-There are theR' of procurement.
- Three
 - Four
 - Six
 - Five
- 46) What will be the normal validity of the bids for Open Tender Enquiry(OTE)/ Global Tender Enquiry(GTE).
- 75/90 days
 - 90/90 days
 - 45/60 days
 - 60/60 days

- 47) What is the normal period of rate contract for stable technology products.
- a) Three years
 - b) One Year
 - c) Five years
 - d) Four year
- 48) Which rule of GFR-2017 refers to Buy Back offer.
- a) Rule 176
 - b) Rule 173
 - c) Rule 169
 - d) Rule 163
- 49) The term of the **Institutional Biosafety Committee (IBSC)** of the Institute is
- a) 4 years
 - b) 2 years
 - c) 3 years
 - d) 5 years
- 50) The Post-Doctoral Certificate Course not conducted by SCTIMST
- a) Transfusion Transmitted Disease Testing
 - b) Neuroanaesthesia
 - c) Hospital Infection Control
 - d) Neuropathology

MFCP OF UDC 'A' to UDC'B' MARCH-2024**Answer Key**

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

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19/3/24