



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: 28/09/2023

TIME: 10 To 11

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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MCQ-MFCP-Executive Assistant -September 2023

1. As per RTI Act the information sought for concerns the life or liberty of a person, the same shall be provided within of the receipt of the request.
 - a. 5 days
 - b. 72 Hrs.
 - c. 48 Hrs.
 - d. 1 day
2. With effect from.....the annual ceiling for reimbursement of CEA for differently abled children is fixed to Rs.54000/-
 - a. 01/01/2016
 - b. 01/07/2016
 - c. 01/07/2017
 - d. 01/08/2017
3. Which of the activity not requiring permission as per CCS(Conduct) Rules.
 - a. To enroll as member of St.Johns Ambulance Brigade
 - b. To join Home Guard Organization
 - c. To join Educational Institution or course of studies for University Degree
 - d. To participate during spare time in 'Shramdhan' organized by Bharat Sewak Samaj.
4. For a period ofafter a decision in proven case of sexual harassment, a watch should be kept to ensure that she is not subjected to vendetta.
 - a. 5 years
 - b. 2 years
 - c. 1 year
 - d. 6 months
5. Leave with medical certificate HRA admissible up to.....months.
 - a. 2 Months
 - b. 6 Months
 - c. 8 Months
 - d. 12 Months
6. Rate of Leave salary contribution as per CCS (Leave) Rule is
 - a. 11%
 - b. 14%
 - c. 18%
 - d. 24%
7. Leave not Due may be granted to a permanent Govt. Servant with noleave at credit.
 - a. Earned Leave
 - b. Half Pay Leave
 - c. Baby Care Leave
 - d. Commuted Leave
8. An alteration of date of birth in the service record can be made an employee makes a request in this regard withinof his entry into Government Service
 - a. 2 year
 - b. One year

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- c. 6 months
 - d. 5 years
9. GPF recovery to be stopped before retirement on superannuation.
- a. One year
 - b. 6 months
 - c. 3 months
 - d. 2 months
10. Revision of Income criteria for creamy layer from 6 Lakhs to 8 Lakhs per annum for determining creamy layer amongst the other backward classes takes effect from.....
- a. 01/01/2016
 - b. 01/09/2017
 - c. 01/07/2017
 - d. 01/07/2016
11. Compassionate appointments can be made only up to.....of Direct Recruitment vacancies for Group 'C' that has arisen in the year
- a. 5%
 - b. 2%
 - c. 3%
 - d. 6%
12. Minimum amount of any class of pension will be Rs. 9000 per month with effect from.....
- a. 01/01/2006
 - b. 01/07/2006
 - c. 01/07/2016
 - d. 01/01/2016
13. Appellate authority of Executive Assistant as per SPCR is
- a. Director
 - b. Institute Body
 - c. Governing Body
 - d. Medical Supdt.
14. Section 32 of SCTIMST Act 52 of 1980 deals with
- a. Power to make regulations
 - b. Power to make Rules
 - c. Power to remove difficulties
 - d. Pension and Provident Fund
15. The tax which was not merged into GST
- a. Countervailing duty
 - b. Excise Duty
 - c. Basic Customs Duty
 - d. Purchase Tax
16. TDS for Payment to contractor /sub-contractor/ Advertisement /Transporter comes under which section of IT ACT
- a. Section 194C
 - b. Section 194J
 - c. Section 194H
 - d. Section 194I

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17. Physical verification of all stores should be made at least
- Once in three years
 - Once in six months
 - Once in a year
 - Once in two years
18. Which of the following sector is not covered in the Make in India programme?
- Automobiles
 - Biotechnology
 - Media and entertainment
 - Education
19. The RTI application is addressed to
- The President of India
 - Chief Commissioner
 - Public Information officer
 - Chief Justice
20. When was Make in India programme launched
- September 25, 2014
 - October 2nd 2014
 - October 11, 2016
 - July 15, 2015
21. Maximum amount of partial withdrawal under NPS
- 50% of Employee contribution
 - 25% employer contribution
 - 50% of both employee and employer contribution
 - 25% of employee contribution
22. Which of the following income is fully exempted while computing income from salary?
- Bonus
 - Commuted value of Pension
 - Leave salary
 - Reimbursement of Tuition Fee
23. HSN code stands
- History of System of
 - of Nomenclature
 - Harmonized System of Nomenclature
 - Harmonized System of Nature
24. On 10th of every month which GST return is filed
- GSTR #B
 - GSTR 1

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- c. GSTR 7
- d. GSTR 2A

25. TDS deductible on the sum paid exceeding Rs. 50 lakhs during a financial year for goods or services purchased is @ _____ %

- a. 0.1 %
- b. 1.0 %
- c. 2.0 %
- d. 0.2 %

26. The Non-Tax Receipt Portal (NTRP) gateway for making online payments to Government of India by Ministries, Departments and Autonomous bodies is _____

- a. Bharat Kosh
- b. P F M S
- c. Direct Benefit Transfer (DBT)
- d. Comprehensive e filing

27. What is Rule-151 of GFR-2017?

- a. Debarment from bidding
- b. Enlistment of Indian Agent
- c. Purchase of goods by purchase committee
- d. Purchase of goods without quotation.

28. What is Rule-154 of GFR-2017?

- a. Purchase of goods without quotation
- b. Electronic Reverse Auction
- c. Maintenance contract
- d. Performance security

29. Who can reject the item received against a GeM contract in the GeM portal.

- a. Buyer
- b. Consignee
- c. Indenter
- d. Pay and accounts officer

30. What is meant by Prospective Bidder?

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- a. Bidder who is likely to be awarded the contract
- b. Bidder who is L1.
- c. Anyone likely or desirous to be a bidder.
- d. The only bidder who had participated in a tender.

31. Which rule of GFR-2017 refers to the Contents of Bidding Documents

- a. Rule-168
- b. Rule-268
- c. Rule-159
- d. Rule-170

32. What is the indicative time line for finalising of contracts under open tender/e-tender for indigenous items as per MPG-2022:-

- a. 60 days
- b. 90 days
- c. 45 days
- d. 30 days.

33. What is the expansion of PPP-MII

- a. Public Private Partnership (Preference to Make in India), Order
- b. Public Procurement Partnership (Preference to Make in India), Order
- c. Product Procurement (Preference to Make in India), Order
- d. Public Procurement (Preference to Make in India), Order

34. What is the Public Procurement Cycle of activities.

- a. Need assessment-Bid invitation-Bid evaluation-Contract execution-Disposal of scrap.
- b. Bid invitation-Bid evaluation-Need assessment-Contract execution-Disposal of scrap.
- c. Bid evaluation-Bid invitation- Need assessment -Contract execution-Disposal of scrap.
- d. Need assessment-Contract execution- Bid invitation-Bid evaluation -Disposal of scrap.

35. What is the threshold Star Rating prescribed by Ministry of Finance regarding energy efficiency labelling program under Bureau of Energy Efficiency for Ceiling Fans.

- a. 2

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b. 3

c. 4

d. 5

36. Who nominates the Independent External Monitors (IEMs) to be appointed in the institute.

a. Dept. of Science and Technology

b. Central Vigilance Commission

c. Vigilance Officer of the institute

d. Director of the institute

37. The Pharmaceuticals Purchase Policy, 2013 issued by Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers is intended to ensure

a. Optimum utilization of the installed capacity and to provide necessary fillip in reviving these ailing pharmaceuticals CPSEs

b. Availability of quality medicines at low prices to the masses.

c. Drug security of the nation.

d. All of the above.

38. What is the expansion of UAM

a. Udyam Aadhaar Memorandum

b. Unified Aadhaar Memorandum

c. United Aadhaar Memorandum

d. User Aadhaar Memorandum

39. Best method in controlling the total purchase and maintenance cost of an equipment while tendering is

a. Negotiation with the participated vendors.

b. Including AMC charges also in the L1 calculation.

c. Putting ceiling on AMC rate.

d. AMC charges should not be considered for L1 calculation.

40. As per National Institutional Ranking Framework (NIRF) -2023, SCTIMST is in position under Medical Category.

a. 7th

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b. 8th

c. 9th

d. 10th

41. is an assurance scheme of the State Government which provides financial aid for poor people suffering from serious ailments, by raising funds through Kerala lottery.

a. Karunya Benevolent Fund

b. Thalolam

c. Hridyam

d. Ayushman Bharat

42. Regarding purchase of drugs, which one of the following is done to meet an emergency situation?

a. Local Purchase

b. Purchase through a contract

c. Purchase through competitive negotiation

d. Purchase through bids

43. Chitra Dhvani is an e-magazine of SCTIMST which is published

a. Annually (1 per year)

b. Biannually (2 per year)

c. Triannually (3 per year)

d. Quarterly (4 per year)

44. Which one of the Following Post Doctoral Programs is NOT on offer presently?

a. DM Cardiology

b. DM Neurology

c. DM Neuro Imaging and Interventional Neuroradiology

d. DM Critical Care

45. What is the age limit to join the PhD program offered by SCTIMST?

a. 35 years

b. 40 years

c. 45 years

d. No age limit

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46. Which one of the following Post-Doctoral fellowship Programs (PDF) are NOT offered by SCTIMST for the January 2023 session?

- a. Adult Neuroanaesthesia
- b. Cardiac Electrophysiology
- c. Stroke
- d. Pediatric Cardiac Anaesthesia

47. Select the option that is the passive form of the given sentence.

Abhay will arrange the rack.

- a. The rack will be arranged by Abhay.
- b. The rack would be arranged by Abhay.
- c. The rack can be arranged by Abhay.
- d. The rack was arranged by Abhay.

48. Select the misspelled word.

- a. Vicious
- b. Conscience
- c. Panicy
- d. Repetition

49. Terry sleeps in the afternoon. He considers it a waste of time.

- a. usually
- b. often
- c. sometimes
- d. never

50. Mary has finished her work, now she is _____ home.

- a. going
- b. going to
- c. going to the
- d. going towards the

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Answer Key MFCP-Executive Assistant -September 2023

Q.NO	Ans	Q.NO	Ans	Q.NO	Ans	Q.NO	Ans	Q.NO	Ans
1	c	2	c	3	d	4	a	5	c
6	a	7	b	8	d	9	c	10	b
11	a	12	d	13	c	14	a	15	c
16	a	17	c	18	d	19	c	20	a
21	d	22	b	23	c	24	c	25	a
26	a	27	a	28	a	29	b	30	c
31	a	32	c	33	d	34	a	35	d
36	b	37	d	38	a	39	b	40	d
41	a	42	a	43	d	44	d	45	d
46	a	47	a	48	c	49	d	50	a

Reya Sreedhar
28/9/2023