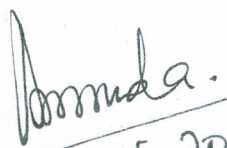


**WRITTEN TEST FOR VOP TO ASSISTANT OFFICER (25/06/2015)**

1. Special Disability leave that can be granted to an employee during the entire service is
  - A. one year
  - B. Two Years
  - C. 240 days
  - D. 180 days
2. In which case the single tender enquiry is to be adopted?
  - A. If only a particular firm is the sole manufacturer of goods
  - B. In case of emergency
  - C. On the advice of a competent technical expert
  - D. in the case of repeated orders
3. Bid security is also known as .....
  - A. Earnest money
  - B. Caution deposit
  - C. Performance security
  - D. Performance Guarantee
4. What should be refunded to the successful bidder on receipt of performance security?
  - A. Bid security
  - B. Security deposit
  - C. Contractual deposit
  - D. Margin money
5. What is the period of validity of performance security beyond all contractual obligations?
  - A. 15 days
  - B. 20 days
  - C. 30 days
  - D. 60 days
6. What is the main condition imposed for making advance payment?
  - A. Fixed deposit receipt should be produced
  - B. Bank guarantee should be obtained
  - C. Cash deposit should be collected
  - D. An undertaking should be given
7. For procurement of goods of estimated value of Rs.50 lakh and above which method is to be followed?
  - A. Limited Tender enquiry
  - B. Global tender enquiry
  - C. Single tender enquiry
  - D. Short Tender Enquiry
8. A receipts and Payments account is
  - A. Part of balance sheet
  - B. A statement where excess of Income over Expenditure is calculated
  - C. A statement where opening and closing cash balances are shown
  - D. A statement where Profit/Loss is calculated
9. Demurrage is paid for
  - A. Delayed delivery of goods
  - B. Delayed collection of goods
  - C. Prompt collection of goods
  - D. Delayed payment to customers
10. The Annual Accounts of the Institute is audited by
  - A. Chartered Accountant
  - B. Internal auditor of DST
  - C. C&AG of India
  - D. Controller of Accounts

  
25.6.2015

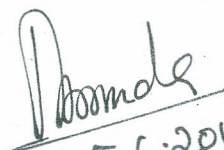
**WRITTEN TEST FOR VOP TO ASSISTANT OFFICER (25/06/2015)**

11. New Pension Scheme came into operation w.e.f  
A. 1-03-2004  
B. 1-04-2004  
C. 1-01-2004  
D. 1-01-2005
12. The assistance under Children Educational Allowance is admissible only if children study in  
A. Any School  
B. Central (KVS) School  
C. Government school  
D. A recognized school
13. The water charges @ --- percentage shall be recovered on gross amount of the work done.  
A. one                      B. two                      C. half                      D. three
14. Choose the **incorrect** statement  
In the case of foreign quote the prices quoted should be  
A. FOB in foreign currency by Ocean Freight/Air Freight  
B. FOR Trivandrum for delivery at our Institute in INR, if the tenderer prefers to quote in INR.  
C. FOB in Indian currency  
D. FOB in foreign currency and agency commission if any should be shown in Indian Rupee
15. In the case of import of items which document is not required for negotiation of documents.  
A. Airway bill.  
B. Certificate of Origin issued by or certified by local chamber of commerce.  
C. Packing list and Invoice  
D. Copy of Purchase Order
16. If an employee avails 'Leave not Due, it shall be debited against-----account  
A. Half Pay Leave                      B. Earned Leave  
C. Casual Leave                      D. None of these
17. Choose the **correct** statement  
A. The fee charged by SCTIMST for Tender form is Rs.525  
B. The fee charged by SCTIMST for Tender form is Rs.625/  
C. The fee charged by SCTIMST for Tender form is Rs.325/  
D. The fee charged by SCTIMST for Tender form is Rs.225/
18. Members of the academic staff are permitted to accept as Visiting Professor for period not exceeding 12 months once in -----years  
A. Four                      B. Five                      C. Six                      D. Seven
19. Choose the **correct** statement  
The Annual increment is 3% of pay in the running Pay Band and corresponding Grade Pay rounded off to the next multiple of 10. While rounding off  
A. Any amount more than Rs. 5 will be rounded off to 10  
B. Any amount less than Rs. 5 will be ignored  
C. Paisa more than 50 will be rounded off to next rupee  
D. Paisa should be ignored but any amount of a rupee or more should be rounded off to next multiple of Rs.10



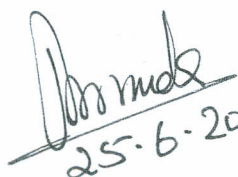
**WRITTEN TEST FOR VOP TO ASSISTANT OFFICER (25/06/2015)**

20. ----- is not exempted from tax in the case of Govt. Servant  
A. Cash equivalent of leave Salary paid on quitting service  
B. Commuted Value of Pension  
C. Advance Salary  
D. Death Cum Retirement Gratuity
21. The time limit prescribed for applying for conversion of one kind of leave to a different leave at a later date is  
A. 20 days                      B. 30 days                      C. 45 days                      D. 60 days
22. Alteration of Date of Birth of an Employee can be done with the sanction of Ministry/ Dept. if the employee makes a request in this regard within a period of ----- years of his entry into Govt. Service  
A. One                      B. Two                      C. Four                      D. Five
23. The President of the Institute is appointed by  
A. Central Government  
B. Governing Body  
C. Institute Body  
D. DST
24. What is the maximum Penalty under RTI ACT  
A. Rs 50,000  
B. Rs. 25,000  
C. Rs10,000  
D. Rs.15.000
25. RTI Act is not applicable to :-  
A. Jammu and Kashmir  
B. New Delhi  
C. Tamil Nadu  
D. Andhra Pradesh
26. What is the maximum amount of gratuity payable to an employee on his retirement?  
A. Rs-12 lakh  
B. Rs-10 lakh  
C. Rs. 15 lakh  
D. No limit
27. When an official is due to retire on superannuation his recovery of GPF will stop  
A. One month before retirement  
B. Two months before retirement  
C. Three months before retirement  
D. Four months before retirement
28. When a subscriber dies while in service and if nominee is minor who will collect due amount from GPF ?  
A. Minor  
B. natural guardian of minor  
C. Relatives of the minor  
D. None of these
29. What is meant by FRSR?  
A Financial Rule and Service Rule  
B. Fundamental Rules and Service Rules  
C. Fundamental Rules and Supplementary Rules  
D. Financial Rule and Supplementary Rules

  
25.6.2015

30. The term of Office of the member of Institute Body is  
A. 2 years  
B. 3 years  
C. 4 years  
D. 5 years
31. Minimum period of service required for getting pension is  
A. 5 years  
B. 10 years  
C. 15 years  
D. 20 years
32. An academic staff is entitled for sabbatical leave for a maximum period of  
A. 6 months  
B. 1 year  
C. 2 years  
D. 3 years
33. What is the normal term of payment for purchase agreement?  
A. 20 days after receipt and acceptance of material  
B. 30 days after receipt and acceptance of material  
C. 30 days after receipt and acceptance of material or installation and satisfactory trial run  
D. 45 days after receipt and acceptance of material or installation and satisfactory trial run
34. In which journal/Publication the advertisement in respect of advertised tender enquiry is to be published?  
A. Indian Trade Journal and one national daily  
B. Any one National daily  
C. Gazette of India  
D. Two local dailies
35. Who is the Chairman of SSSC  
A. The President of the Institute  
B. The Director of the Institute  
C. Head BMT wing  
D. The Secretary to DST
36. Choose the **correct** answer  
A. PFRDA refers to Pension and Family Pension Regulatory and Development Authority Bill, 2011  
B. PFRDA refers to Pension Fund Regulatory and Development Authority Bill, 2011  
C. PFRDA refers to Pension Fund Restructuring and Development Authority Bill, 2011  
D. PFRDA refers to Pension Fund Regulatory and Development Agency
37. What are the two bids to be obtained for procuring services?  
A. Technical bid and financial bid  
B. Physical and financial bid  
C. Economical and competitive.  
D. Technical and Competitive bid
38. In the NPS whether individual is entitled for leave encashment on Retirement?  
A. Yes  
B. No  
C. The matter is referred to Ministry  
D. 50% can be encashed

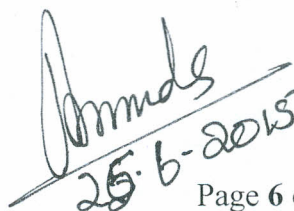
39. When the employee is on EOL NPS contribution
- A. will be deducted from the employer
  - B. will be deducted from the employee
  - C. will be deducted from the employer and employee
  - D. need not be collected either from employer or employee
40. Cash Book is used to record
- A. All cash receipts only
  - B. All cash payments only
  - C. All bank payments only
  - D. All receipts & payment of cash
41. Which of the following is not a Balance Sheet item
- A. Sundry Creditors
  - B. Cash and Bank balance
  - C. Rent paid
  - D. Goodwill
42. Rate of service tax applicable with effect from 01.06.2015 is
- A. 12% + 2%
  - B. 10% + 4 %
  - C. 14%
  - D. 13% + 1%
43. Rate of TDS for Professional fees under section 194J is
- A. 11%
  - B. 12% + 3%
  - C. 13 %
  - D. 10%
44. E- TDS return under Income Tax Act/Rules is to be filed
- A. Monthly
  - B. Half yearly
  - C. Yearly
  - D. Quarterly
45. IT deduction under section 80E stands for
- A. Interest on loan taken for higher education
  - B. Repayment of principal amount on vehicle loan
  - C. Repayment of interest on housing loan
  - D. Expenses incurred for acquisition of house
46. IT deduction for NPS comes under which section
- A. Section 80CCD
  - B. Section 80E
  - C. Section 80G
  - D. Section 80M

  
25.6.2015



**WRITTEN TEST FOR VOP TO ASSISTANT OFFICER (25/06/2015)**

47. The meeting of the Governing body can be convened if the same is requested in writing by at least
- A. 5 members of the GB
  - B. 7 members of the GB
  - C. 3 members of the GB
  - D. 4 members of the IB
48. LTC by air is allowed to non-entitled Government employees limited to entitled class by train by
- A. Air India
  - B. Indian Airlines
  - C. Private Airlines if economical than national carriers.
  - D. All of the above.
49. Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years without cumulative effect and not affecting his pension is
- A. Major penalty
  - B. Minor penalty
  - C. Major and/or minor penalty
  - D. Major and Minor penalty
50. Penalty of compulsory retirement, removal or dismissal from service should be imposed only by
- A. Controlling officer
  - B. Presenting Officer
  - C. Appointing authority
  - D. Any officer

  
25.6.2015