

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

1. As per the recommendations of Sixth Pay Commission, what is the possible date of next increment at the time of promotion if the official opts to get his pay fixed in the higher grade from the date of his promotion?
A) Date of promotion
B) 1st July of next year
C) 1st January of next year
D) 30th June of next year
2. Employees drawing grade pay of Rs.5,400/- and above are entitled to Transport Allowance of Rs.3,200/- plus DA thereon. When the Government employee is absent from Headquarters of posting for a full calendar month, he will be entitled to –
A) Half transport allowance
B) Full transport allowance
C) Nil transport allowance
D) 3/4th transport allowance
3. License fee is related to
A) Government Accommodation
B) Education
C) Government vehicle
D) Retirement
4. Service book is to be shown to the official concerned in
A) Every six months
B) Every three months
C) Every block of years
D) Every year
5. As per recommendations of 6th CPC, the Non-practising Allowance (NPA) is to be paid subject to condition that Basic Pay plus NPA does not exceed Rs.....
A) Rs.75000
B) Rs.85000
C) Rs.95000
D) Rs.55000
6. At present amount of increment is to be rounded off to –
A) One
B) Multiple of five
C) Multiple of Ten
D) Nearest of five
7. For the purposes of travelling allowance, employees are divided into five categories on the basis of –
A) Pay Band
B) Grade pay
C) Pay Band + Grade Pay
D) Pay band + Grade Pay + Applicable DA

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8. For the purposes of Daily Allowance calculation of a Government Employee, absence from Head Quarters is counted –
 - A) Noon to Noon
 - B) 6.15 pm to 6.15 pm of next day
 - C) 8.00 am to 8.00 am of next day
 - D) Midnight to Midnight
9. Which of the following expenditure is not included for daily allowance –
 - A) Food bills
 - B) Travel Charges for travel within the city/town
 - C) Stay in Government guest house/hotel etc.
 - D) Registration fee
10. 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
11. 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
12. 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.
13. 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
14. 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
15. EOQ in inventory system means
 - A) Economic offer quantity
 - B) Efficient order quantity
 - C) Economic order quantity
 - D) Efficient order quantity

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16. High sea sales is
- A) A sale carried out by the document consignee to another buyer while the goods are on high seas or after their dispatch from the port of origin and before their arrival at the port of destination
 - B) A sale carried out by the carrier to another buyer while the goods are landed in the port
 - C) A sale carried out by the agent to another agent while the goods are in the foreign port
 - D) None of the above
17. The authority to approve indigenous purchase indents/proposals upto Rs. 1 lakh for consumable items concerning project requirements
- A) Med supdt
 - B) Deputy Medical supdt
 - C) Associate Dean
 - D) Director
18. The central agency controlling all government purchase operations
- A) DGHS
 - B) DGS&D
 - C) DGFT
 - D) DIT
19. The type of inventory analysis is based on the movement of materials.
- A) VED analysis
 - B) FSN ANALYSIS
 - C) ABC ANALYSIS
 - D) NONE OF THE ABOVE
20. The Director is competent to make purchases in cash/cheque payment basis without inviting quotation or tender in emergent situations for value upto
- A) Ten lakhs
 - B) One lakh
 - C) Five thousand
 - D) Fifty thousand
21. The requirement of preaudit in SPP is.
- A) Applicable to books and journals
 - B) Applicable to only books
 - C) Not applicable to books
 - D) Not applicable to books and journals
22. Global tenders are floated when the estimated value of an indent is
- A) Above 5 Lakhs
 - B) 25 lakhs and above
 - C) Above 50 lakhs
 - D) 50 lakhs and above
23. 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
24. Fall clause in the purchase orders is made applicable in respect of
- A) Price of the item
 - B) Quantity of the item
 - C) Delivery schedule
 - D) Insurance

Sharma
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25. As per the store purchase procedure of the Institute the external expert for the technical committee is nominated by
- A) President of the Institute
 - B) Director of the Institute
 - C) Director of Health Services
 - D) Secretary to the DST
26. 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
27. The statutory document for paying customs duty
- A) Cargo Arrival notice
 - B) Invoice
 - C) Bill of Entry
 - D) Bill of materials
28. The requirement of the departments for inventory is raised in the form of
- A) Receipt Voucher
 - B) Cash Voucher
 - C) Indent
 - D) tender
29. Special Disability leave that can be granted to an employee during the entire service is
- A) one year
 - B) Two Year
 - C) 240 days
 - D) 180 days
30. 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
31. 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
32. ----- levied by Central Govt.
- A. VAT
 - B. Service tax
 - C. Land Tax
 - D. Professional Tax

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33. Choose the **wrong** statement

The exemption of HRA will be available up to the minimum of the following

- A) Actual house rent allowance received
- B) Actual house rent paid minus 10% of basic salary
- C) Actual house rent paid
- D) 50% of basic salary if you live in a metro or 40% of your basic salary if you live in a non metro

34. 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

35. The President of the Institute is appointed by

- A) Central Government
- B) Governing Body
- C) Institute Body
- D) DST

36. An Employee who resigned or quit service on his own accord can encash earned leave

- A) upto a maximum of 300 days
- B) Total number of EL to his credit without any limit
- C) Half of EL at his credit subject to a maximum of 150 days
- D) Not eligible for any encashment

37. What is the maximum Penalty under RTI ACT

- A) Rs 50,000
- B) Rs. 25,000
- C) Rs10,000
- D) Rs.15,000

38. RTI Act is not applicable to :-

- A) Jammu and Kashmir
- B) New Delhi
- C) Tamil Nadu
- D) Andhra Pradesh

39. 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

40. 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

Abhinav
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41. The term of Office of the member of Institute Body is
A) 2 years B) 3 years
C) 4 years D) 5 years
42. Minimum period of service required for getting pension is
A) 5 years B) 10 years
C) 15 years D) 20 years
43. 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
44. 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
45. As per Stores Purchase procedure of the Institute Who is authorized to sanction payment of customs duty and advance to the concerned consolidator / clearing agent for the purpose of clearance of any imported consignment for which Purchase Order was issued by the competent authority?
A) Purchase Officer Gr.I,
B) Medical Supdt.
C) FA
D) Director
46. 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
47. What is the additional quantum of Pension applicable at the age of 92 as per VI th CPC
A) 30%
B) 40%
C) 50%
D) 60%
48. The minimum residency period in the grade of Engineer –F is -----years for considering for FCP to Engineer –G
A) 4 B) 5 C) 6 D) 7
49. Special casual leave for -----days may be allowed to an employee starting from the 8th day of onset of Measles in the index case.(i.e. the first family member who contracts the disease)
A) 4 B) 5 C) 6 D) 7
50. IT deduction for NPS comes under which section
A) Section 80CCD
B) Section 80E
C) Section 80G
D) Section 80M

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