



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

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

Thiruvananthapuram - 695 011, Kerala, India

Phone-(91)0471-2443152 Fax-(91)0471-2446433,2550728

Email-sct@sctimst.ac.in Web site - www.sctimst.ac.in

Written test for selection to the post of Assistant Officer

VOP

ROLL NO:

Date:19.12.2020

Time:10.00A.M

Duration: 60 Minutes

Total Marks: 50

INSTRUCTIONS TO THE CANDIDATE

1. Write your Roll Number in Question Booklet and answer sheet.
2. Each question carries 1 mark.
3. There will not be any Negative Marking.
4. Each question carries 4 options i.e., A, B, C & D. The most appropriate option has to be written against the corresponding question number in the answer sheet.
5. Marking more than one answer will invalidate the answer.
6. Candidate should sign in the answer sheet.
7. Candidate should hand over the answer sheet to the Invigilator before leaving the examination hall.

Rupa Sreedhar
19/12/2020.

Vacancy Oriented Promotion as Assistant Officer December 2020

1) Apart from Demand Draft & Bank guarantee what is the mode for collecting Earnest Money Deposit (EMD) from bidders?

- A) Cash
- B) National Electronic Fund Transfer (NEFT)
- C) Cheque
- D) Fixed Deposit Receipt

2) What is the maximum percentage of liquidated damages that can be deducted for delayed delivery from a supplier?

- A) 5%
- B) 10%
- C) 15%
- D) 2.50%

3) What is the essential document required to be submitted by an agent if the agent is participating in a tender?

- A) Manufacturing Certificate
- B) Manufacturing Licence
- C) Manufacturer's Authorisation Certificate
- D) Manufacturer's Goods and Services Tax (GST) Certificate

4) As per the recent amendment in Rule 161(iv) of General Financial Rules (GFR) 2017, no Global Tender Enquiry shall be invited for tenders up to _____ and the relaxation in exceptional cases needs the approval of _____

- A) Rs.200 crores, Secretary (Coordination) of Cabinet Secretariat.
- B) Rs.100 crores, Finance Secretary of Department of Expenditure.
- C) Rs.100 crores, Secretary (Coordination) of Cabinet Secretariat.
- D) Rs.200 crores, Finance Secretary of Department of Expenditure.

5) In a foreign transaction apart from Letter of Credit what is the other form of payment transfer to the supplier?

- A) Demand Draft
- B) Direct Credit
- C) Wire Transfer
- D) NEFT

6) What is the percentage of security deposit collected from the supplier against award of contract?

- A) 2% of order value
- B) 10% of order value
- C) 15% of order value
- D) 25% of order value

7) What is the Expansion of MSME?

- A) Medium Small Micro Enterprises
- B) Medium Small Medium Enterprises
- C) Medium Small Mid Enterprises
- D) Micro Small Medium Enterprises

8) What is meant by FOB?

- A) Freight on Board
- B) Free on Bank
- C) Free on Board
- D) Freight on Bank

9) Open tenders shall be mandatorily published in CPPP. What is CPPP?

- A) Central Procurement Public Portal
- B) Central Public Procurement Portal
- C) Centralised Public Procurement Portal
- D) Complete Public Procurement Portal

10) What is the maximum percentage of liquidated damages that can be deducted for delayed delivery from a supplier?

- A) 5%
- B) 10%
- C) 15%
- D) 2.50%

11) What is the limit up to which the Purchase Officer can issue the purchase orders?

- A) Up to Rs 15.00 Lakhs
- B) Up to Rs 5.00 Lakhs
- C) Up to Rs 1.00 Lakhs
- D) Up to Rs 10.00 Lakhs

12) What is meant by CVC?

- A) Central Vacancy Commission
- B) Central Vigilance Commission
- C) Cabinet Vigilance Commission
- D) Customer Vigilance Commission

13) Schedule 8 in the Annual Accounts of the Institute represents _____

- A) Grants
- B) Other income
- C) Hospital services
- D) Fixed assets

14) The Rules made under Section 31 of the SCTIMST Act provide for the following **EXCEPT**:

- A) The control and restrictions in relation to the constitution of standing committees.
- B) The form in which and the time at which the budget shall be prepared.
- C) The procedure to be followed by the Governing Body (GB) in the conduct of their business.
- D) The number of employees that may be appointed by the Institute.

15) Where a request for information under Right to Information (RTI) Act 2005 has been rejected, the Public Information Officer shall communicate to the applicant the following **EXCEPT**:

- A) The reason for such rejection.
- B) The details of the other party who held the information.
- C) The particulars of the appellate authority.
- D) The period within which an appeal may be made.

16) Casual vacancy in the Institute Body shall be filled by:

- A) Member of Legislative Assembly
- B) Central Government
- C) Governing Body
- D) State Government

17) As per the Central Civil Services (Conduct) Rules 1964, which of the following statements relating to 'prohibition of sexual harassment of working women' is

INCORRECT:

- A) The Complaints Committee should be headed by a woman.
- B) At least half of the members of the Committee should be women.
- C) The Chairperson of the Committee should be senior in rank to the charged officer.
- D) The workplace includes a dwelling place or a house.

18) Resignation of a member of the Institute Body is to be addressed to:

- A) Director
- B) President
- C) Central Government
- D) Secretary of the Institute Body

19) Selection committee constituted for the post of Director shall have the following members a) Secretary, Department of Science and Technology b) Director General of Indian Council of Medical Research c) President of the Institution of Engineers (India) d) Director of All India Institute of Medical Sciences, New Delhi

A) a, b, d

B) a, b, c

C) b, c, d

D) a, c, d

20) The President shall call a meeting of Institute Body upon requisition in writing by not less thanmembers specifying the subject of the meeting proposed to be called

- A) 7
- B) 5
- C) 9
- D) 6

21) How many are the number of schedules to SCTIMST Regulations?

- A) 3
- B) 2
- C) 4
- D) 5

22) As per the Central Civil Services (Conduct) rules, a Group B Government Servant accepting gifts on the occasion of weddings shall make a report to the Government, if the value exceeds -----

- A) 7500
- B) 10,000
- C) 25000
- D) 15000

23) In the Central Civil Services (CCS) Rules, CCA stands for:

- A) Classification, Control & Appeal Rules
- B) Classification, Correspondence & Appeal Rules
- C) Classification, Control & Appointing authority Rules
- D) Classification, Correspondence & Appointing Authority Rules

24) Documents not to be given to third party under Right to Information Act include:

- A) File notings
- B) Attendance details
- C) Minutes of Meetings
- D) Annual Confidential Report

25) The term of office of a member nominated or elected to fill a casual vacancy of an Institute body member shall be:

- A) for a term of five years from date of nomination/ election
- B) for a term so long as he holds his office by virtue of which he is such a member
- C) for the remainder of the term of the member in whose place he is nominated or elected
- D) for a term upto the next Institute body Meeting

26) Of the following, which Ministry DOES NOT have representative in the Institute Body?

- A) Health
- B) Finance
- C) Education
- D) Law

27) The Mandatory deadline for submission of approved Annual Accounts of the Institute to the Statutory Auditors is.....

- A) 31st of October every year
- B) 30th of June every year
- C) 31st of August every year
- D) 14th of September every year

28) Income and Expenditure account is prepared on _____

- A) Cash basis
- B) Accrual basis
- C) Recurring basis
- D) Revenue basis

29) Capital receipts accruing during the process of construction of a project, shall be classified as:

- A) Revenue receipt
- B) Reduction of capital expenditure
- C) Miscellaneous receipt
- D) Contribution

30) The remission of disallowances by Audit and writing off of overpayments made to Government servants by competent authorities shall be in accordance with the provisions of:

- A) General Financial Rules (GFR) 2017
- B) Receipt and Payment Rules 1983
- C) Delegation of Financial Powers Rules 1978
- D) Fundamental rules and Supplementary rules (FR & SR)

31) The accounts of a grantee Institution 'X' for the Financial Year 2017-18 was audited by the Comptroller and Auditor General of India based on the conditions for attracting audit under Section 14 of the Duties, Powers and Conditions of Service (DPC) Act 1971. In the subsequent year, the conditions under Section 14 were not satisfied. In such a situation, the Comptroller and Auditor General C&AG:

- A) Will conduct the audit of 'X' for the succeeding 3 years also from 2018-19.
- B) Will conduct the audit of 'X' for the succeeding 2 years also from 2018-19.
- C) Will conduct the audit of 'X' for all the succeeding years.
- D) Cannot conduct the audit for the succeeding years.

32) The 'extra work allowance' adopted by the Institute based on the 7th CPC recommendation can be drawn by an employee for a maximum period of _____ and there should be a minimum gap of _____ before the same employee can be deployed for similar duty again.

- A) Two years, One year
- B) One year, Two years
- C) Two years, One year
- D) One year, One year

33) Which of the following statement is not correct regarding 'Direct procurement without quotation':

- A) It is the fastest mode of procurement for items worth Rs 4000
- B) It provides better value for money than the 'Direct procurement by Purchase Committee'.
- C) It is applicable for off-the-shelf goods of simple and standard specifications that do not exceed Rs.25000/-.
- D) It is used for urgent requirement upto Rs.25000/- which was not covered in the procurement plan.

34) Rule 21 of General Financial Rules (GFR) 2017 provides that "No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage". This is one of the:

- A) Transparency Principle
- B) Standards of financial propriety
- C) Anti Corruption Principle
- D) Public Accountability Principle

35) Academic Allowance and Learning Resource Allowance eligible for academic staff after implementation of 7th CPC report are respectively:

- A) Rs.125000 per annum and Rs.25000 per month
- B) Rs.25000 per month and Rs.125000 per annum.
- C) Rs.22500 per month and Rs.150000 per annum.
- D) Rs.150000 per annum and Rs.22500 per month.

36) To claim tax relief under Section 89(1) of the Income Tax Act, the assessee has to mandatory file:

- A) Form 10A
- B) Form 10B
- C) Form 10E
- D) Form 10 C

37) What is the rate of Composite Transfer Grant in the case of employees, who on retirement, settled down at places other than the last station of their duty located at a distance of more than 20 km?

- A) 80% of the last month's basic pay
- B) 70% of the last month's basic pay
- C) 75% of the last month's basic pay
- D) 100% of the last month's basic pay

38) As per Section 192(2C), the responsibility of providing correct and complete particulars of perquisites or profits in lieu of salary given to an employee is vested with:

- A) The person responsible for deducting the tax
- B) The Head of the Institution
- C) The employee itself
- D) Both the employee and the employer

39) 'Unity of command' is not followed in which type of organisation?

- A. Military organisation
- B. Scalar organisation
- C. Matrix organisation
- D. Hospitals

40) Which one of the following is not a type of leadership?

- A. Authoritarian
- B. Laissez-faire
- C. Democratic
- D. Automated

41) 'Span of control' refers to

- A. Number of bosses an employee report to
- B. Number of subordinates under an employee
- C. Managerial Information System
- D. Time period of a project

42) Which one of the following is not part of Fayol's principles of management?

- A. Esprit de Corps
- B. Division of work
- C. Remuneration
- D. Penal action

43) What is meant by CAMC?

- A) Comprehensive Annual Maintenance Contract
- B) Complete Annual Maintenance Contract
- C) Care and Maintenance Contract
- D) Complete Assured Maintenance Contract

44) What is the amount of bid security required to be submitted by a bidder in a tender?

- A) 2 to 5% of estimated value
- B) 6 to 10% of estimated value
- C) 0.2 to 0.5% of estimated value
- D) 10 to 15% of estimated value

45) The implementing agency of Rashtriya Bal SwasthyaKaryakram (RBSK) scheme is:

- A) Ministry of Social Justice
- B) National Health Mission
- C) Health Minister's Office
- D) Social Security Mission

46) As per patient categorisation scheme, Above Poverty Line (APL) patients are put under which category at present?

- A) A
- B) B
- C) C
- D) D

47) In India, the Official Language Act first came into effect in:

- A) 1950
- B) 1963
- C) 1976
- D) 1993

48) Which Institution conducts joint academic program with SCTIMST?

- A) IIT Delhi
- B) CMC Vellore
- C) AIIMS Raipur
- D) PGIMER, Chandigarh

49) The only MD course conducted by SCTIMST is in:

- A) Pathology
- B) Microbiology
- C) Transfusion Medicine
- D) Biochemistry

50) Which one of the following courses is not conducted by SCTIMST?

- A) Master of Public Health
- B) Diploma in Public Health
- C) MPhil Degree course in Biomedical Technology
- D) Master of Veterinary Science

Key assistant officer	
Sl.No	Key
1	D
2	B
3	C
4	A
5	C
6	B
7	D
8	C
9	B
10	B
11	B
12	B
13	D
14	C
15	B
16	B
17	C
18	C
19	B
20	A
21	C
22	D
23	A
24	D
25	C
26	D
27	B
28	B
29	B
30	C
31	B
32	D
33	B
34	B
35	C
36	C
37	A
38	A
39	C
40	D
41	B
42	D
43	A
44	A
45	B

Rupa Sreedhar
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46	D
47	B
48	B
49	C
50	D