

WRITTEN TEST FOR VOP OF EXECUTIVE ASSISTANT

1. Interest rate of Advance in connection with Medical Treatment
 - a. 8.5%
 - b. 2%
 - c. Same as that of GPF interest rate
 - d. Interest free
2. Cost of the House to be built/purchased (excluding the cost of plot) should not exceedtimes of the Basic pay of the employee subject to a maximum of 1 Crore only.
 - a. 134
 - b. 139
 - c. 137
 - d. 138
3. Basic Pay + Deputation Allowance shall not exceeds Rs.....
 - a. 2,25,000/-
 - b. 2,00,000/-
 - c. 2,05,400/-
 - d. 1,82,200/-
4. Among the following deduction which one is optional in the case of suspended Officer.
 - a. Recovery to loss to Government
 - b. CGHS contribution
 - c. PLI premia
 - d. Amount due to court attachment.
5. The aggregate amount of deductions under Section 80C, 80CCC and sub-section (1) of 80CCD should not exceeds.....
 - a. Rs. 2 Lakhs
 - b. Rs. 2.5 Lakhs
 - c. Rs. 1 Lakh
 - d. Rs. 1.5 Lakhs
6. Surcharge at the rate of of Income Tax of person having total income exceeding Rs.1 Crore
 - a. 30%
 - b. 20%
 - c. 15%
 - d. 10%
7. LTC journey is proposed to be undertaken by Sea. The time limit for drawing LTC advance shall remaindays only.
 - a. 90 days
 - b. 125 days
 - c. 65 days
 - d. 30 days



8. Medical Advance to be released within days of receipt of request.
- 7 days
 - 10 days
 - 3 days
 - 15 days
9. A lumpsum incentive of Rs..... for acquiring Phd. in the field of relevant to discharge of higher official work
- 8000/-
 - 10,000/-
 - 4,000/-
 - 15,000/-
10. If the house for which GPF withdrawal has been availed is sold, should the amount withdrawn be deposited back.
- YES
 - YES with interest
 - NO
 - YES with penal interest.
11. % of reservation of Ex-service man in direct recruitment of Group 'C' post is
- 7
 - 10
 - 7.5
 - 15
12. Fraction of 3 months in the qualifying service for Pension/Gratuity calculation is
- ignored
 - taken for commutation calculation
 - One half year
 - None of the above
13. At place where no specific rate for Car/Taxi for running Kilometers have been prescribed by the Directorate of Transport of the concerned State or of the neighbouring State, Mileage allowance for the journey performed in own Car is calculated at the rate of Rs...../Km.
- 16
 - 12
 - 24
 - 15
14. Statutory frame work governing Public Procurement is
- Article 19 of the Constitution of India
 - Article 299 of the Constitution of India
 - Article 21 of the Constitution of India
 - Article 300 of the Constitution of India

15. Limited Tender enquiry, the estimated value of procurement is
- Above 2.5 Lakhs
 - Between 5 Lakhs to 25 Lakhs
 - Between 2.5 Lakhs to 25 Lakhs
 - Between 2.5 Lakhs to 10 Lakhs
16. At the time of awarding the Contract the tendered quantity can be increased or decreased by for ordering provided it may be mentioned in the Tender document.
- 50%
 - 35%
 - 25%
 - 100%
17. In case book value is not available or has become insignificant, the reserve price may be based on of the original or market cost of the new item.
- 2.5 %
 - 3 %
 - 5 %
 - 5.5%
18. The Director shall be the Chief Academic and Executive Officer of the Institute and shall exercise such powers and discharge such functions as are specified in of SCTIMST Act of 1980.
- Schedule I
 - Schedule III
 - Schedule II
 - Schedule IV
19. The standing Technology Development Committee shall meet at least to consider Technology policies of the Institute and make recommendations to the Governing Body.
- Once every six months
 - Once every three months
 - Once Every year
 - Once Every two year
20. License fee per month with effect from 01.07.2017 for 'A' Type three bed room Flat quarters at BMT wing , Poojappura
- Rs. 1305/-
 - Rs. 1270/-
 - Rs. 1065/-
 - Rs. 1560/-
21. Which one of the following acts is not considered to be Sexual Harassment according to CCS(Conduct) Rules.
- Physical conduct and advances
 - A demand or request for sexual favours
 - Sexually coloured remarks
 - Greeting a working women on any special occasion or her birthday



22. What is the time limit for forwarding appeals to the appellate authority under SPCR ?
 - a. 60 days
 - b. 45 days
 - c. 30 days
 - d. 50 days
23. What is quantum of Transport Allowance eligible to a Government Servant placed under suspension from 01.10.2017 to 31.12.2017
 - a. 50% of eligible Transport Allowance
 - b. 100% of eligible Transport Allowance
 - c. 1/3rd of eligible Transport Allowance
 - d. Not eligible Transport Allowance
24. Home declaration should be kept in of the Government Servant.
 - a. Personal File
 - b. Service Book
 - c. APAR
 - d. A separate guard Book.
25. How many financial upgradations can be granted to SCTIMST employees (Non-academic) under MFCP Scheme.
 - a. 3
 - b. 2
 - c. 4
 - d. 1
26. Age limit for claiming Children Education Allowance for Child other than disabled children is
 - a. 18 years
 - b. 20 years
 - c. 21 years
 - d. 17 years
27. Monthly rate of Leave Salary Contribution in respect of Group 'A' class of Government Servant governed by the CCS (Leave) Rules is of Basic Pay drawn in Foreign Service.
 - a. 10%
 - b. 18%
 - c. 11%
 - d. 12%
28. Maximum age limit in case of appointment by Deputation/Deputation (including short term contract) for post below SAG level.
 - a. Not exceeding 58 years
 - b. Not exceeding 56 years
 - c. Not exceeding 52 years
 - d. Not exceeding 55 years

29. LTC during Special Casual Leave
- Can be availed
 - Cannot be availed
 - Can be availed by combining with Casual Leave and regular leave
 - None of the above
30. Air Travel for LTC is admissible from Pay Level
- Level 6
 - Level 8
 - Level 9
 - Level 10
31. Transfer of GPF on Technical Resignation would be governed by Rule of the General Provident Fund (Central Service) Rules 1960.
- 16
 - 19
 - 33
 - 35
32. Performance Security is to be furnished generally..... Days after placing Purchase Order.
- 30
 - 60
 - 15
 - 14
33. An employee has the right to retire and got Pensionary Benefits by giving 3 months notice to the Appointing Authority. A Group 'A' Officer who had entered in service before attaining the age of 35 years has the right to retire after attaining the age of
- 58 years
 - 55 years
 - 50 years
 - 56 years
34. Rate of Dearness Relief as on 01/07/2017
- 2%
 - 5%
 - 7%
 - 4%
35. Additional quantum of Family Pension eligible for a Family Pensioner having age above 90 years but less than 95 years.
- 30% of Basic Family Pension
 - 20% of Basic Family Pension
 - 50% of Basic Family Pension
 - 40% of Basic Family Pension



36. Procurement through GeM has been authorized as per GFR 2017 Rule
 - a. 149
 - b. 150
 - c. 160
 - d. 164
37. Paternity Leave should be availed
 - a. Within 15 days from the date of delivery
 - b. Within 3 months from the date of delivery
 - c. Within 6 months from the date of delivery
 - d. Before 15 days from the date of delivery
38. Special Disability Leave cannot be combined with any kind of leave other than
 - a. EL & Commuted Leave
 - b. EOL
 - c. EL + EOL
 - d. HPL + EOL
39. Fixed medical allowance of the Pensioner is
 - a. 500/-
 - b. 1000/-
 - c. 2000/-
 - d. 2500/-
40. What is the date of Retirement of a Government Servant whose date of birth fall on 1st June, 2017
 - a. 31st May, 2017 AN
 - b. 30th June, 2017 AN
 - c. 1st June, 2017 FN
 - d. 1st June, 2017 AN
41. Which is the Standing Committee as per the provision of SCTIMST ACT ?
 - a. Hospital Management Committee
 - b. Building Committee
 - c. Minor Works Committee
 - d. Technical Committee
42. Minimum amount of subscription to General Provident Fund is fixed at of emolument.
 - a. 10%
 - b. 8.33%
 - c. 8%
 - d. 6%
43. Maximum Half Pay Leave at credit admissible is
 - a. 240 days
 - b. 300 days
 - c. 360 days
 - d. No limit



44. TDS for Payment to contractor /sub contractor/ Advertisement /Transporter comes under which section of IT ACT
- Section 194C
 - Section 194J
 - Section 194H
 - Section 194I
45. Which of the following income is fully exempted while computing Income from Salary?
- Bonus
 - Leave Salary
 - Reimbursement of Tuition Fee
 - Commuted Value of Pension
46. Bill of Lading is the Term used in connection with
- Import of Goods
 - Purchase of Heavy equipment
 - Inter-state Purchase
 - Bill for delayed supplies
47. GST first introduced in which Country ?
- Japan
 - China
 - France
 - India
48. Of the following which is a Capital Expenditure ?
- Freight and Carriage
 - Salary
 - Pension
 - Repairs and maintenance of equipments
49. Concession in Treatment admissible to B1 Category patients of SCTIMST is
- 70%
 - 60%
 - 30%
 - 20%
50. Right to Information Act came into existence in the year
- 2002
 - 2005
 - 2008
 - 2004



EXECUTIVE ASSISTANT ANSWER KEY

1	D
2	B
3	A
4	C
5	D
6	C
7	C
8	B
9	B
10	C
11	B
12	C
13	C
14	B
15	C
16	C
17	C
18	B
19	C
20	D
21	D
22	C
23	D
24	B
25	C

26	B
27	C
28	B
29	A
30	C
31	D
32	D
33	C
34	B
35	D
36	A
37	C
38	A
39	B
40	A
41	B
42	D
43	D
44	A
45	D
46	A
47	C
48	D
49	B
50	B

