

Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum
Written test : VOP – Executive Assistant

30th December, 2014

Roll No.

1. The annual financial statement of Autonomous Body does not consists
 - A. Balance Sheet
 - B. Income and Expenditure account
 - C. Receipts and Payments account
 - D. Profit and Loss account
2. Licence fee for the Technology transfer is
 - A. One time fee for the know-how provided
 - B. Annual fees based on sale of the product
 - C. Percentage of profit to be paid to the Institute
 - D. As decided by the Institute every year.
3. Air Way Bill is one of the document relating to
 - A. Goods
 - B. Shipment
 - C. Payment
 - D. Foreign Exchange Regulation
4. Appointment to the post of Head of the Biomedical Technology wing of the Institute shall be made by ----- on the basis of the recommendation of a selection committee
 - A. President of the Institute
 - B. Central Government
 - C. Institute Body
 - D. Governing Body
5. ----- is classifications of inventory control is attempted on the basis of value of items in store
 - A. VED
 - B. ABC
 - C. JIT
 - D. HML
6. Earmarked Endowment funds will appear in
 - A. Liability side
 - B. Asset side
 - C. Bank account
 - D. Income side of Income and Expenditure account
7. Which of the following error will affect Trial Balance
 - A. Repair to building wrongly debited to Building account
 - B. Freight paid on new Machinery debited to freight account
 - C. Rent paid was omitted to record
 - D. Total of purchase journal cast short by Rs. 1000
8. Which of the following is a non current liability

- A. Outstanding expenses
 - B. Amount payable to suppliers
 - C. Accrued income
 - D. Reserves and Surplus
9. Printing the value of postage is the function of ____
- A. PBX
 - B. Franking machine
 - C. Hectograph
 - D. Pigeonholes
10. Price variation clause can be provided only for
- A. long term contracts, when the delivery period exceeds 18 months
 - B. the price agreed upon should specify the base level
 - C. when cut of date for material and labour is specified
 - D. all of these
11. Permanent members of academic staff who have on the date of application, put in not less than ---- years of continuous service as a member of the academic staff will be eligible for sabbatical leave
- A. One year
 - B. 4 years
 - C. 6 years
 - D. 2 years
12. At the time of allotment of the residence the employees concerned shall be required to pay a caution deposit of ----- months licence fee applicable to the residence allotted to him/her
- A. 2
 - B. 3
 - C. 6
 - D. 4
13. Which of the following is not correct in respect of NPS
- A. Employees contribution under Tier I shall be 10% of pay in pay band+GP+DA
 - B. Contribution starts from the salary of the month of joining service
 - C. Contribution under Tier II is optional and rate can be fixed by employee
 - D. Withdrawal is not permissible from Tier I
14. In the case of a female individual, who is of 59 years of age, what is the maximum exemption limit for the assessment year 2014-15
- A. Rs. 500000
 - B. Rs. 250000
 - C. Rs. 150000
 - D. Rs. 200000
15. The amount of Motor car advance shall be recovered in equal installment not exceeding ---- in number
- A. 150
 - B. 100
 - C. 200
 - D. 240
16. Who can seek information under RTI Act 2005

- A. A group of persons
- B. A registered Company
- C. An individual
- D. An association/Society

17. The maximum period of continuous leave to be granted to an employee of this Institute is limited to -----

- A. One year
- B. Two years
- C. 18 months
- D. Three years

18. Mr. X joined the Institute on Nov 1st 2013. He is eligible for ---- days Earned Leave during this year?

- A. 4 days
- B. 5 days
- C. 6 days
- D. 2.5 days

19. When a fixed asset is obtained as a gift, the account to be credited is _____

- A. Goodwill. A/c
- B. Capital Reserve A/c
- C. Donor's A/c
- D. General Reserve A/c

20. When the goods are returned to a supplier

- A. A debit note is sent to him
- B. An account sale is sent to him
- C. A receipt is sent to him
- D. A credit note is sent to him

21. Present liability of uncertain amount, which can be measured reliably by using a substantial degree of estimation is termed as

- A. Contingent liability
- B. Liability
- C. Provision
- D. Reserve

22. Rate of TDS in the case of payment to any individual resident contractor for works is

- A. 2%
- B. 5%
- C. 1%
- D. 10%

23. Surcharge @10% is to be collected if income of an assessee exceeds

- A. Rs. 10,00,000
- B. Rs. 20,00,000
- C. Rs. 5,00,000
- D. Rs. 1,00,00,000

24. Inventory is a part of

- A. Current assets
 - B. Fixed assets
 - C. Liquid asset
 - D. Absolute liquid asset
25. The Appellate Authority of Director in the matter of disciplinary action is
- A. The Institute Body
 - B. Governing Body
 - C. President of the Institute
 - D. Central Government
26. The President of the Institute may, at any time, call a meeting of the Institute and shall do so if a requisition for that purpose is presented to him in writing by not less than ____ members specifying the subject of the meeting proposed to be called.
- A. Seven
 - B. Three
 - C. Eight
 - D. Two
27. A line of authority from the highest executive to the lower one, the purpose of communication refers to ____
- A. Unity of command
 - B. Unity of direction
 - C. Scalar chain
 - D. Esprit de Corps
28. Which of the following is not a function of management
- A. Co-ordination
 - B. Planning
 - C. Direction
 - D. Co-operation
29. A company adopts same accounting principles, policies, methods and practice from year to year. Such a practice is said to follow
- A. Vertical consistency
 - B. Horizontal consistency
 - C. Third dimensional consistency
 - D. Strategic consistency
30. Cost of receiving and inspecting the materials relate to
- A. Ordering cost
 - B. Carrying cost
 - C. Storage cost
 - D. Inventory Service cost
31. Bank Reconciliation Statement is prepared
- A. to rectify the mistake in the cash book
 - B. to rectify the mistake in the bank statement
 - C. to arrive at the cash balance
 - D. to bring out the reasons for the difference between the balance as per cash book and the balance as per bank statement
32. Cost of experiment with a new product that did not result in success is ____
- A. Capital expenditure

- B. Revenue expenses
 - C. Deferred revenue expenses
 - D. Capital loss
33. Which of the following is not shown in the Balance Sheet
- A. Capital reserve
 - B. Secret reserve
 - C. Revenue reserve
 - D. Provision for taxation
34. Contingent Liabilities are shown as an item in
- A. Income and Expenditure Account
 - B. Balance Sheet
 - C. Receipt and payments account
 - D. Notes on account
35. An employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding _____ hours shall be deemed to have suspended with effect from the date of detention by an order of competent authority
- A. 12
 - B. 24
 - C. 48
 - D. 6
36. In case of advertised or limited tender enquiry, bid security ordinarily be
- A. 5% to 10 % of the estimated value of goods to be procured
 - B. 1% of the estimated value of goods to be procured
 - C. 10% of the estimated value of goods to be procured
 - D. Between 2% and 5% of the estimated value of goods to be procured
37. Repeat orders can be placed within _____ from the date of original order
- A. One year
 - B. 2 year
 - C. Six months
 - D. 3 years
38. Lead time is one of the problems relating to
- A. Production planning
 - B. Materials planning
 - C. Procurement of materials
 - D. Labour recruitment
39. Safety stock is also known as
- A. Minimum inventory
 - B. Danger level
 - C. Maximum level
 - D. RE-order level
40. Letter of credit is arranged through banks for payment of
- A. Material supplied
 - B. Imported items
 - C. High value items
 - D. Items after inspection/installation

- 123
41. The systematic evaluation of the individual's performance on the job is ____
- A. Performance appraisal
 - B. Job evaluation
 - C. Job analysis
 - D. Job description
42. DCRG admissible for an official who dies while in service after having put in four years of service is
- A. 4 times of emoluments
 - B. 6 times of emoluments
 - C. 8 times of emoluments
 - D. 12 times of emoluments
43. For procurement of goods of estimated value of Rs.25 lakh and above which of the following method is to be adopted?
- A. Limited tender enquiry
 - B. Advertised tender enquiry
 - C. Single tender enquiry
 - D. Short tender enquiry
44. Average pay means ____
- A. One month pay
 - B. Average of monthly pay earned during the 12 complete months
 - C. Average of monthly pay drawn during the last ten months of service.
 - D. Pay drawn in the month in which last increment was drawn
45. Monthly grant made to a Govt. Employee who is not in receipt of pay or leave salary is ____
- A. Subsistence Allowance
 - B. Substantive Allowance
 - C. Personal Allowance
 - D. Temporary Allowance
46. A Govt. employee will be eligible for increment on 1st July, if he completes his service for ____
- A. More than one financial year.
 - B. More than one calendar year
 - C. Six months and above
 - D. At least three months
47. License fee is related to ____
- A. Government vehicles
 - B. Government accommodation
 - C. Education cess
 - D. House tax of employee
48. If a Government employee acquires Ph.D. in the field relevant to the function of the Government employee and useful in the discharge of higher official work, the lump sum one-time incentive admissible is ____
- A. Rs.12,000/-
 - B. Rs.10,000/-
 - C. Rs.8000/-
 - D. Rs.6000/-

49. What is maximum admissible percentage of the strength of officers in the eligible Pay Band for grant of higher rate of 4% of increment?

- A. 10%
- B. 15%
- C. 20%
- D. 25%

50. The rate of increment from 1.1.2006 is to be calculated on the ____

- A. Pay of Pay Band
- B. Pay of Pay Band and Grade Pay
- C. Grade Pay of the Pay Band
- D. Pay of Pay Band plus Grade Pay and Special Pay

30.12.2014. Answer key

1	D	11	C	21	C	31	D	41	A
2	A	12	A	22	C	32	B	42	B
3	B	13	B	23	D	33	B	43	B
4	D	14	D	24	A	34	D	44	B
5	B	15	C	25	D	35	C	45	A
6	A	16	C	26	A	36	D	46	C
7	D	17	B	27	C	37	A	47	B
8	D	18	B	28	D	38	C	48	B
9	B	19	B	29	B	39	A	49	C
10	A	20	A	30	A	40	B	50	B