

**WRITTEN TEST FOR THE POST OF EXECUTIVE ASSISTANT ON 30/12/2015 (VOP)**

- (1) Reimbursement cost of scientific books for improving academic/research/and clinical services of concerned officers of the Institute is referred as \_\_\_\_\_  
(A) Academic Allowance (B) Dearness Allowance  
(C) Learning Resource Allowance (D) Special Allowance
- (2) A statement showing the items of difference between the Bank balance and the Pass book balance is called \_\_\_\_\_  
(A) Bank Book Statement (B) Bank Reconciliation Statement  
(C) Cash Book with bank columns statement (D) Bank Statement
- (3) The two aspects in double entry book-keeping is \_\_\_\_\_  
(A) Assets, Liabilities (B) Debit, Credit  
(C) Income, Expenditure (D) Profit, Loss
- (4) Statement prepared to ascertain the financial position of the Institute is \_\_\_\_\_  
(A) Balance sheet (B) Income and Expenditure account  
(C) Profit and Loss account (D) Receipts and Payment of account
- (5) Income generated by a school/college or University is called \_\_\_\_\_  
(A) Profit (B) Deficit (C) Gain (D) Surplus
- (6) The present annual ceiling fixed for Children's Education Allowance under 6<sup>th</sup> CPC is \_\_\_\_\_  
(A) Rs. 18,000/- per child (B) Rs. 12,000/- per child  
(C) Rs. 24,000/- per child (D) Rs. 36,000/- per child
- (7) Which one of the following is an Interest-free advance?  
(A) Motor Cycle Advance (B) Advance for purchase of house  
(C) Advance of LTC (D) Advance for purchase of personal computer
- (8) The current rate of Dearness Allowance (DA) of G O I employees (wef 01/07/2015) is \_\_\_\_\_  
(A) 113% (B) 119% (C) 35% (D) 44%
- (9) Income tax rate for the assessment year 2016-17 is Zero (Nil) for an individual up to a net income of \_\_\_\_\_  
(A) Rs. 1,60,000/- (B) Rs. 1,90,000/- (C) RS 2,40,000/- (D) Rs. 2,50,000/-
- (10) The rating for 'Good' in ACR is -----  
(A) 1 mark (B) 1.5 marks (C) 2marks (D) 2.5 marks
- (11) General Provident Fund rules are applicable to those Central Government employees who have been appointed \_\_\_\_\_  
(A) On or before 31/12/2003 (B) On or before 01/01/2010  
(C) on or before 31/12/2014 (D) on or before 31/12/2000

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- (12) On retirement, encashment of earned leave is limited to \_\_\_\_\_ days in addition to the number days, for which encashment was availed along with L T C  
(A) 100 (B) 150 (C) 200 (D) 300
- (13) Dearness Relief is paid to \_\_\_\_\_  
(A) Pensioners/Family pensioners (B) Contract employees  
(C) Apprentices (D) Confirmed regular employees
- (14) Last date for submission of Life certificate by a retired G O I employee/family pensioner is \_\_\_\_\_  
(A) December 31<sup>st</sup> every year (B) March 31<sup>st</sup> every year  
(C) Nov 30<sup>th</sup> every year (D) June 30<sup>th</sup> every year
- (15) National Pension System (N P S) is applicable for all Central Government servants who are appointed on or after \_\_\_\_\_  
(A) 01/01/2004 (B) 31/03/2004 (C) 31/12/2004 (D) 30/06/2004
- (16) Under N P S the employee and the Government contributes 10 % each of \_\_\_\_\_  
(A) Grade Pay (B) Basic pay + Grade pay  
(C) Band pay + Grade pay + NPA + DA (D) Band pay + DA
- (17) The delegation of power given to Financial Advisor/Chief Accounts Officer for cheque signing as single signatory is limited to \_\_\_\_\_  
(A) Rs. 50,000/- (B) Rs. 1,00,000/- (C) Rs. 30,000/- (D) Rs. 25,000/-
- (18) The revised rate of Service Tax wef 15/11/2015 inclusive of Swachh Bharat Cess of .5 % is \_\_\_\_\_  
(A) 14.5% (B) 12.36% (C) 10% (D) 14%
- (19) Income Tax exception u/s 80 G for donations to Patient Welfare Fund of SCTIMST is eligible up to \_\_\_\_\_  
(A) 100% of the donation (B) 25 % of the donation  
(C) 10% of the donation (D) 50% of the donation
- (20) Institutional Overhead in relation to a research project is \_\_\_\_\_  
(A) an income to the Institute for providing infrastructure ( room, telephone etc) for research  
(B) an expenditure to the Institute for getting the research grant  
(C) an allocation by the funding agency for contingency expenses  
(D) a fee paid to the Govt for carrying out the research work
- (21) Who among the following is not a member of Building Committee?  
(A) Head, BMT Wing (B) Medical Superintendent  
(C) A member of the Institute nominated by the GB (D) A Civil Engineer nominated by the GB

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(22) A higher rate of family pension is admissible, if the deceased had rendered not less than ----- years' continuous service

- (A) Five (B) Seven (C) Ten (D) Fifteen

(23) As per SPCR, advances for Leave Travel Concession can be drawn -----days before the date of commencement of the proposed journey.

- (A) 60 (B) 90 (C) 120 (D) 180

(24) Pension sanctioned by the competent authority on dismissal or removal in a case deserving of special concession is known as -----

- (A) Invalid pension (B) Compensation pension  
(C) Compulsory retirement allowance (D) Compassionate allowance

(25) If the Identity Card or the Smart Card is lost, a duplicate Smart Card will be issued on payment of Rs.-----

- (A) 20 (B) 100 (C) 150 (D) 200

(26) Rate of Transport Allowance of Rs. 1600+DA is payable to employees in SCTIMST who are drawing a grade pay of Rs.-----

- (A) 4200 and above (B) 4600 and above (C) 5400 and above (D) 6600 and above

(27) A non-academic employee who has been granted study leave has to serve the Institute for a period of --  
-----years after the expiry of the leave

- (A) Three (B) Four (C) Five (D) Six

(28) Secondment Leave will be granted to permanent faculty staff of the level of -----and above

- (A) Scientist 'C' (B) Scientist 'D' (C) Scientist 'E' (D) Scientist 'F'

(29) Which of the following is a **wrong** statement?

- (A) The term of office of a member of Parliament in IB ceases when he ceases to be a member of the House  
(B) The term of office of a member of Parliament in IB ceases when he becomes Speaker of the House of the People.  
(C) The term of office of a member of Parliament in IB ceases when he becomes Deputy Speaker of the House of people  
(D) None of these

(30) The Central Government appoints-----as the date on which Sree Chitra Tirunal Institute for Medical Sciences and Technology , Trivandrum Act 1980 (Act 52 1980) come into force

- (A) 1<sup>st</sup> March 1981 (B) 7<sup>th</sup> March 1981 (C) 4<sup>th</sup> December 1980 (D) 14<sup>th</sup> December 1980

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- (31) Chairman of the Selection Committee for the post of Head BMT Wing is  
(A) Secretary, DST of GOI (B) Director of the Institute  
(C) President of the Institute (D) Director General of the Indian Council of Medical Research
- (32) The proceedings of every meeting of Governing Body shall be circulated to the members of the GB within ----- of the meeting  
(A) Two weeks (B) Three weeks (C) Four weeks (D) Five weeks
- (33) Honorarium payable to the IB and GB members per sitting is Rs  
(A) 1500 (B) 2000 (C) 3000 (D) 4000
- (34) Maximum number of special casual leave admissible for an employee for undergoing antirabic treatment is  
(A) 10 days (B) 12 days (C) 14 days (D) 15 days
- (35) Compensatory off working on Sunday should be availed within -----  
(A) Two weeks (B) One week (C) One month (D) Two months
- (36) The upper limit of notifying short open tender is  
(A) Rs. 40 lakhs (B) Rs. 49,99,999.00 (C) Rs. 50 lakhs (D) Above Rs. 10 lakhs
- (37) The Director may nominate an external expert in the technical committee of an equipment if the estimated cost exceeds  
(A) 20 lakhs (B) 50 lakhs (C) 10 lakhs (D) 5 lakhs
- (38) The freight of an import item of purchase order on Ex-works is born by-----  
(A) consignor (B) consignee (C) dealer (D) Agent
- (39) The procedure for execution of civil works costing Rs.5,00,000 to 20,00,000 in SCTIMST is  
(A) Through petty contract with the approval of Medical Superintendent  
(B) By publishing tender notices in two Malayalam dailies in Trivandrum edition only observing 10 days period  
(C) By limited tender from among the panel of contractors  
(D) By publishing tender notices in two Malayalam dailies in Trivandrum edition only observing 7 days Period
- (40) The authority to approve indigenous purchase indents upto 7 lakhs  
(A) Director (B) Head, BMT Wing (C) Medical Superintendent (D) DMS
- (41) The type of inventory analysis based on the cost of materials  
(A) FSN analysis (B) VED analysis (C) ABC analysis (D) None of these
- (42) The purchase orders are preaudited by internal audit as per SPP for value.  
(A) above RS. 10 lakhs (B) Rs. 10 lakhs and above (C) Rs. 20 lakhs (D) Rs. 20 lakhs and above

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- (43) The competent authority to place purchase orders for books and periodicals  
(A) Medical Superintendent (B) Chairman of library committee  
(C) Dean (D) Librarian
- (44) When the indenter is unable to agree with the views of the internal audit the case shall be referred for final decision to  
(A) Medical Superintendent (B) Head, BMT Wing (C) Director (D) Indenter
- (45) The authority to approve purchase proposal of cost difference of 20% with L1 is  
(A) Indenter (B) Competent authority to approve the indent  
(C) Medical Superintendent (D) Director
- (46) The supplementary indents are raised for  
(A) modification of the annual indent (B) modification in the rate contract  
(C) emergent indent (D) proprietary indent
- (47) The purchase of stores for project in the Institute are governed by the rules of the  
(A) GFR (B) Store purchase procedure of the Institute  
(C) Public Procurement Policy (D) None of the above
- (48) In an open tender of two bid system the technical bid does not contain the following  
(A) Technical parameters (B) catalogue (C) warranty and AMC (D) VAT and freight
- (49) The current store purchase procedure of the Institute came into force with effect  
(A) 1.6.1996 (B) 8.4.1996 (C) 1.1.2000 (D) 25.8.2002
- (50) The pre qualification is carrying out in the case of fabrication orders  
(A) for physical inspection of the premises of the suppliers by a team constituted for the purpose  
(B) for inspection of the documents for submission after the award of the work order  
(C) for verification of the samples produced  
(D) for verification of the progress of the item under manufacture

**EXECUTIVE ASSISTANT (VOP)-ANSWER KEY (30/12/2015)**

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