



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

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

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Written test for selection to the post of Executive Assistant 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 Executive Assistant December 2020

1. Which is the Government online portal available for purchase of goods and services?
 - A) Government e-Marketplace (GEM)
 - B) Directorate General of Supplies and Goods(DGS&D)
 - C) Central Public Procurement Portal (CPPP)
 - D) National Informatics Centre (NIC)

2. What is the threshold limit for issuing Limited Tender Enquiry?
 - A) Upto Rs 5.00 Lakhs
 - B) Upto Rs 20.00 Lakhs
 - C) Upto Rs 25.00 Lakhs
 - D) Upto Rs 50.00 Lakhs

3. In SCTIMST draft Purchase order above Rs 10.00 lakhs has to be vetted by:
 - A) Financial Advisor
 - B) External auditor
 - C) Legal advisor
 - D) Internal Auditor

4. What is the monetary limit for issuing purchase order by Medical Superintendent?
 - A) Up to Rs 5.00 Lakhs
 - B) Up to Rs 15.00 Lakhs
 - C) Up to Rs 10.00 Lakhs
 - D) Up to Rs 25.00 Lakhs

5. What is the essential document required for sending tender enquiry to only one bidder?
 - A) Proprietary Supplier Certificate
 - B) Proprietary Article Certificate
 - C) Proprietary Manufacturing Certificate
 - D) Proprietary Method Certificate

6. How is the custom duty paid for imported goods in SCTIMST?
 - A) Supplier pays and claims
 - B) Clearing agent pays and claims

- C) Indian agent of supplier pays and claims
- D) SCTIMST pays.

7. What is the expansion of MPG-2017?

- A) Method of Procurement of Goods-2017
- B) Medium of Procurement of Goods-2017
- C) Manual for Procurement of Goods-2017
- D) Material and Procurement of Goods-2017

8. What is meant by EOI

- A) Extension of Interest
- B) Expression of interest
- C) Entering of Interest
- D) Evaluation of income

9. What is the threshold limit for Direct Procurement without Quotation?

- A) Upto Rs 5,00,000
- B) Upto Rs 1,00,000
- C) Upto Rs 50,000
- D) Upto Rs 25,000

10. What is the applicable Goods and Services Tax (GST) slabs as on today?

- A) 5%,12%,18% & 28%
- B) 5%,12% & 28%
- C) 5%,18% & 28%
- D) 5%,12%,15% & 18%

11. What is meant by NEP?

- A) No Equipment Purchase
- B) Next Equipment Purchase
- C) No Equipment Procurement
- D) New Equipment Purchase

12. Advance payment to a private supplier is limited to:

- A) 90% of contract value
- B) 75% of contract value
- C) 50% of contract value
- D) 30% of contract value

13. For an employee in receipt of hostel expenditure allowance for his three children, the maximum annual allowance exempt under Section 10(14) of the Income Tax Act is:

- A) Rs.3600
- B) Rs.2400
- C) Rs.7200
- D) Rs.10800

14. One of the conditions for attracting audit of accounts of grantee Institutions by Comptroller and Auditor General of India is that the grants or loans in a Financial Year are not less than _____ and also not less than _____ of the total expenditure of the Institution.

- A) Rs.50 lakh, 50%
- B) Rs.25 lakh, 75%
- C) Rs.1 crore, 50%
- D) Rs.1 crore, 50%

15. The maximum advance that can be drawn under GPF Rules 1960 is upto _____ of pay or upto _____ of the amount at one's credit, whichever is less.

- A) 6 months, one-half
- B) 12 months, three-fourth
- C) 6 months, three-fourth
- D) 12 months, one-half

16. What percent of the amount standing to the credit can be withdrawn within two years before the date of retirement on superannuation, without linking to any purpose, as per General Provident Fund (GPF Rules) 1960

- A) 80%
- B) 90%
- C) 100%
- D) 75%

17. Dearness Allowance (DA) rate for foreign travel of Government employees will be regulated based on the rates prescribed by:

- A) Ministry of Finance
- B) Ministry of External Affairs
- C) Department of Personnel and Training (DOPT)
- D) Department of Expenditure

18. The income limit of dependency of a family member (other than spouse) as per Central Services(Medical Attendance) Rules, subsequent on implementation of 7th Central Pay Commission (CPC) is:

- A) Rs.9000 plus the amount of dearness relief on basic pension of Rs.9000

- B) Rs.3500 plus the amount of dearness relief on basic pension of Rs.3500
- C) Rs.8000 plus the amount of dearness relief on basic pension of Rs.8000
- D) Rs.6000 plus the amount of dearness relief on basic pension of Rs.6000

19. Allocation of Institutional Overhead in research projects is an

- A) Income to the Funding Agency
- B) Income to the Grantee Institution
- C) Expense to Grantee Institution
- D) Income to the Principal Investigator

20. Donations to Prime Minister's National Relief Fund qualifies for:

- A) 100% deduction from the taxable income
- B) 50 % deduction from the taxable income
- C) 80 % deduction from the taxable income
- D) 25 % deduction from the taxable income

21) Receipt and Payment Account is prepared on:

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

22) Daily Allowance is not admissible on tour station for a continuous halt beyond:

- A) 180 days
- B) 90 days
- C) 30 days
- D) 60 days

23) Medical Insurance Premium paid is eligible for Income Tax Deduction under Section .

- A) 80 C
- B) 80 CCC
- C) 80 D
- D) 80F

24) As per the Central Civil Services (CCS) Pension Rules 1972, an employee who has completed five years of qualifying service is eligible for:

- A) Service Gratuity alone and not Retirement Gratuity.
- B) Service Gratuity and Retirement Gratuity.
- C) Pension and Retirement Gratuity.
- D) Retirement Gratuity alone and not Service Gratuity.

25) The Statutory Audit of the Annual Accounts of SCTIMST is done by:

- A) Comptroller and Auditor General of India
- B) Chartered Accountants
- C) Department of Science & Technology's Internal Audit Wing
- D) Internal Audit Division of the Institute

26) Who is the Chairman of Institute's Governing Body?

- A) Director of the Institute
- B) President of the Institute
- C) Central Minister
- D) Secretary of Department of Science & Technology

27) "Become a Global Leader in Medical Devices Development, High quality patient care, and Health Science Studies" is a:

- A) Mission of the Institute
- B) Aim of the Institute
- C) Objective of the Institute
- D) Vision of the Institute

28) The Central Information Commission falls under:

- A) Ministry of Home Affairs
- B) Ministry of Personnel & Training
- C) Ministry of Human Resources
- D) Ministry of Law

29) Sectionof the SCTIMST Act deals with control by Central Government for the efficient administration of the Act:

- A) 24
- B) 25
- C) 26
- D) 30

30) Power to make regulations under the SCTIMST Act is vested with:

- A) Institute body
- B) State Government
- C) Governing Body
- D) Central Government

31) The Annual Statement of Accounts together with audit report shall be forwarded to the Central Government before the end of.....of the following financial year.

- A) June
- B) September
- C) December
- D) August

32) As per the Service and Personnel Conduct Rules re-employment in service beyond the date of normal retirement will be for a maximum period of

- A) 1 year
- B) 2 year
- C) 3 year
- D) 4 year

33) The maximum number of half pay leaves that may be allowed to be commuted on account of study leave utilized for an approved course of study as per Service and Personnel Conduct Rules are:

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

34) Rule 13-A of the Central Civil Service (Conduct) rules deals with:

- A) Private Trade or Employment
- B) Movable property
- C) Dowry
- D) Immovable property

35) The half pay leave shall be credited to the leave account at the rate of ----- days for each completed calendar month of service.

- A) 5/3
- B) 2.5
- C) 1/18
- D) 1/10

36) The First Appellate Authority under Right to Information Act (RTI) should decide on first appeal:

- A) within 15 days
- B) within 30 days from the receipt of the first appeal
- C) within 45 days from the date of receipt of the appeal if the reasons are recorded
- D) In lesser number of days than the number of days which the Public Information Officer (PIO) concerned took to make a decision on the application.

37) Annual Report of the Institute shall be laid before the table of

- A) Lok Sabha
- B) Lok Sabha and Rajya Sabha
- C) Rajya Sabha
- D) Department Science and Technology

38) SCTIMST rules shall provide for a) Creation of posts b) summoning and holding of meetings c) Appointment of Director d) form in which budget shall be prepared by the Institute

- A) a,c,d
- B) a,b,c
- C) b,c,d
- D) a,b,d

- 39) Under Comprehensive Health Care Project for Scheduled Tribes, when treatment expense exceeds Rs 50,000, obtain sanction from:
- A) Director SCTIMST
 - B) Schedule Tribe Department, Government of Kerala
 - C) Hospital Development
 - D) Finance Committee
- 40) Rashtriya Arogya Nidhi (RAN) fund is limited to patients who are:
- A) Below 18 years of age
 - B) Suffering from cardiac ailments
 - C) Below poverty line
 - D) Not eligible for Rashtriya Bal Swasthya Karyakram (RBSK)
- 41) Thalolam scheme offers cashless treatment for:
- A) For both outpatient and inpatient
 - B) For cardiac diseases only
 - C) Patient whose domicile is Kerala only
 - D) For surgical procedures only
- 42) At SCTIMST, patients belonging to B category are eligible for concession of----treatment expenses.
- A) 40%
 - B) 60%
 - C) 50%
 - D) 30%

43) Who is the recommending authority for the formulation of standards and procedures for the selection of students for the postgraduate course?

- A) Director
- B) Dean
- C) Academic Committee
- D) Registrar

44) Who is the Chairman/Chairperson of the official language implementation committee of SCTIMST?

- A) Registrar
- B) Director
- C) Dean
- D) Administrative Officer Grade I

45) What is the age limit for admission to the PhD Program in SCTIMST?

- A) 35 years
- B) 40 years
- C) 45 years
- D) No age limit

46) Which of the following is **NOT TRUE** regarding admission of foreign nationals for academic programs at SCTIMST?

- A) The Institute accepts foreign nationals for various courses.
- B) There is reservation of seats for foreign nationals
- C) The candidates need to be sponsored and supported by Government or intergovernmental agencies.
- D) Foreign nationals are required to apply through the Indian Council of Cultural Relations and Ministry of External Affairs, Government of India

- 47) The building has been built _____ the new plan.
- A) accordance to
 - B) in accordance with
 - C) for
 - D) about
- 48) These differences between the two photographs ---- with the help of Photoshop.
- A) should remove
 - B) must have removed
 - C) have to remove
 - D) could have been removed
- 49) With this comprehensive report, the Institute's position in the regional and global arena -
..... with measurable criteria.
- A) is to identify
 - B) shall identifies
 - C) will be identified
 - D) is going to identify
- 50) If you would like to know what ---- in the project so far, you ---- the full report at our website.
- A) completed / will be found
 - B) will be completed / should be found
 - C) was completed / had been found
 - D) has been completed / can find

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

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