



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM—695 011, INDIA.

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

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ROLL NUMBER

**WRITTEN TEST FOR THE POST OF EXECUTIVE ASSISTANT- A**

DATE: 05/11/2024

TIME: 9.30 To 10.30

DURATION: 60 MINUTES

Total Marks: 50

**INSTRUCTIONS TO THE CANDIDATES**

1. Write your Roll Number on the top of the Question Booklet and in the answer sheet.
2. Each question carries 1 mark.
3. There will not be any Negative Marking.
4. Write legibly the alphabet of the most appropriate answer (A, B, C or D) in the separate answer sheet provided.
5. Over-writing is not permitted.
6. Candidate should sign in the question paper and answer sheet.
7. No clarifications will be given.
8. Candidate should hand over the answer sheet to the invigilator before leaving the examination hall.

Signature of the Candidate

o/c Han

5.

10.

11.

12.

13.

14.

15.

16.

17.

**VOP – UDC to EXECUTIVE ASSISTANT , NOVEMBER, 2024**

1. Which of the following certificate is required from the Competent Authority for availing reservation for Economically Weaker Sections
  - a. Non-creamy Layer Certificate
  - b. Cast Certificate
  - c. Income and Cast Certificate
  - d. Income and Asset Certificate
2. Which of the following statement is not correct with respect to granting permission to Non-academic staff for Advisory Board Membership outside SCTIMST?
  - a. The ordinary period of membership should not exceed 3 years
  - b. Employees must share royalty from authoring books of scientific or literary nature with the individuals as 1/3<sup>rd</sup> to individuals and 2/3<sup>rd</sup> to the Institute.
  - c. The honorarium received by the staff for attending Advisory meeting is to be treated entirely as income of the employee and tax laws would apply.
  - d. Non-academic employee shall be in Group'B' and above and on minimum pay level 7 or above/supervisory capacity.
3. As per CCS(CCA Rules) an order of suspension made shall not be valid after a period of ----- days unless it is extended after review.
  - a. 30
  - b. 45
  - c. 90
  - d. 120
4. Special allowance for child care for women with disability is paid from the time of the .....
  - a. Child's birth till the child is one year old.
  - b. Child's birth till the child is 2 years old.
  - c. Child's birth till the child is 3 years old.
  - d. Child's birth till the child is 4 years old.
5. As per FR&SR verification of services of the Government Servant should be completed on completion of ..... years of service or ..... years before retirement and a certificate in the prescribed Format 4 issued to him.
  - a. 20, 5
  - b. 20, 2
  - c. 18, 5
  - d. 18, 2
6. The proceedings of the Institute shall be circulated to the members within ..... of the meeting.
  - a. 4 weeks
  - b. 3 weeks
  - c. 14 days
  - d. 7 days

*Kavya*



7. Which of the following statement is false?

The Institute body shall consist of the following members namely:

- a. The Director General of Health Service, Government of India.
- b. 3 Scientists of whom 2 shall be Medical Scientists and one shall be a Social Scientist to be nominated by the Central Government in the manner prescribed by the rules.
- c. 3 representatives of the Medical Faculties of Indian Universities to be nominated by the Central Government in the manner prescribed by rules.
- d. 2 Scientists representing Engineering and Technology to be nominated by the Central Government in the manner prescribed by rules.

8. As per SPCR, 3 months maternity leave will be granted to those who have worked for a period of .....year/s in a project.

- a. One
- b. Two
- c. Three
- d. Four

9. As per CCS(CCA Rules) Major penalty proceedings should be completed within ..... From the date of issue of charge sheet to charged officer.

- a. 12 months
- b. 14 months
- c. 18 months
- d. 24 months


10. Under mission Karmayogi, a platform..... was launched which is a comprehensive online learning portal designed to enhance the skills and knowledge of Government Employees.

- a. Comprehensive Government online training
- b. Integrated Government online training
- c. In-service Government online training
- d. Hybrid Government online training

11. The Chief information Commissioner shall hold office for a term of ..... from the date on which he enters upon his office.

- a. 5 years
- b. 4 years
- c. 3 years
- d. till the age of 70years



12. Medical Advance to be released ..... of receipt of the request for advance by the Administrative Department/Ministry/Office
- immediately
  - within 10 days
  - within 14 days
  - within 7 days
13. Which of the following statement is not correct?
- 'Work Place' includes any place visited by the Employee arising out of or during the course of employment including Transportation provided by the employer for undertaking such journey.
  - Not less than half of Internal Committee should be women.
  - Internal committee should be headed by a women.
  - Leave granted to the aggrieved women up to a period of 3 months will be deducted from her leave account.
14. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least .....Kms from the residence of the Government Servant.
- 60
  - 75
  - 50
  - 25
15. Special Casual Leave may be granted for blood donation or for aphaeresis at licensed Blood Bank on a working day up to a maximum of ..... times in a year on submission of valid proof of donation
- 5
  - 4
  - 3
  - 2
16. A machine was brought for Rs.3Lakhs, Its Customs Duty is Rs.3000/-. Freight Rs.2000/- , Cost of the Painting the corner of the room where the machine is installed is Rs.5000/- What is the amount of capital expenditure booked ?
- Rs. 3,00,000/-
  - Rs. 3,03,000/-
  - Rs. 3,05,000/-
  - Rs. 3,10,000/-
17. Period of validity of Vote on Account.
- 12 months
  - 2-4 months
  - One month
  - 2 months
- 



18. What is the maximum amount of Retirement Gratuity as per CCS Rule after the enhancement of DA beyond 50% as on 01/07/2024,
- Rs. 20 Lakhs
  - Rs. 25 lakhs
  - Rs. 30 lakhs
  - Rs. 15 lakhs
19. Basic Accounting Equation is
- $\text{Asset} = \text{Liabilities} + \text{Equity}$
  - $\text{Asset} = \text{Liabilities} - \text{Equity}$
  - $\text{Equity} = \text{Assets} + \text{Liabilities}$
  - $\text{Equity} = \text{Liabilities} - \text{Asset}$
20. How can you best define the word 'Depreciation' in Accounting.
- It is the deduction in the value of assets.
  - Wear and tear of assets due to usage.
  - An accounting method used to allocate the cost of tangible asset over its useful life.
  - To calculate value of assets over the year of its useful life.
21. What is the main objective of auditing
- To give a true and fair view of the affairs of the Institution as at the end of the Financial year.
  - To detect misappropriation over a period of time.
  - To see if rules are followed during a given period.
  - To certify the Annual Accounts to be published
22. What is the amount of Lump sum withdrawal from NPS on superannuation and the age upto which an NPS subscriber defer his/her lump sum withdrawal?
- 40% of accumulated wealth and 75 years of age
  - 40% of accumulated wealth and no deferment
  - 60% of accumulated wealth and 75 years of age
  - 60% of accumulated wealth and 65 years of age
23. What is the amount of partial withdrawal from NPS and how many times partial withdrawal can be done ?
- 25% of accumulated wealth and 3 times during the entire service.
  - 25% of own contributions and 3 times during the entire service
  - 25% of own contributions and 5 times during the entire service
  - 25% of NPS contributions and 3 times during the entire service



24. Which of the following enable the employee to avail LTC for the block year 2022-25
- Employee should start his onward journey on or before 31/12/2026
  - Employee should started his own journey or before 31/12/2025
  - Employee should perform his return journey on or before 31/12/2026
  - Employee should perform his return journey on or before 31/12/2025
25. Capital Budgeting means
- Budget for the smooth functioning for a particular financial year
  - Method of budgeting the income and expenditure for a financial year
  - A long term plan for enhancement of capital
  - A long term plan for procurement of major equipments.
26. Leap year has 366 days. Which of the following is a leap year?
- 2022
  - 2024
  - 2018
  - 2026
27. An employee who has Rs.9,00,000 Lakhs as annual income (excluding employer contribution) during 2024-25 is liable to pay how much income tax under new tax regime (Cess applicable is 4% on Tax)
- Rs. 39,000/-
  - Rs. 33,800/-
  - Rs. 40,000/-
  - Rs. 41,600/-
28. What is the amount of NPA (Non Practicing Allowance) eligible to an employee is his Basic Pay Rs.2,05,600/-
- Rs.41120/-
  - Rs.31,900/-
  - Rs.51,400/-
  - Rs.19,400/-
29. Entitlement of an employee for food charges/Lump sum amount if he/she proceeds on official travel at 5PM from his/her home to Railway station and the train starts at 06.10PM
- 30% of his/her eligible amount according to pay level
  - 100% of his/her eligible amount according to pay level
  - 70% of his/her eligible amount according to pay level
  - 50% of his/her eligible amount according to pay level

*Handwritten signature*



30. The Family of Central Government Civilian employees whose death occurring during enemy action in War or such War like engagements, which are specifically notified by Ministry of Defence and death occurring during evacuation of Indian Nationals from a Warzone zone in foreign country.
- a. 35 Lakhs
  - b. 45 Lakhs
  - c. 25 Lakhs
  - d. 30 Lakhs
31. It is obligatory to make payment without any delay for purchase made on GeM. The timelines after consignee receipt and acceptance certificate (CRAC) issued online and digitally signed by consignee will be ..... working days for buyer, ..... working days for concerned DDO and ..... Working days for concerned PAO for triggering payments through PFMS for crediting to the suppliers account.
- a. 2, 1, 2
  - b. 1, 2, 2
  - c. 2, 2, 2
  - d. 1, 1, 2
32. As per MPG 2024, disposal of scrap goods, successful tenderers, herein after referred to as purchasers, shall have to submit a security deposit @.....% of the total sale value of the contract within ..... calendar days of the issue of the acceptance letter/sale order excluding the date of issue.
- a. 10, 10
  - b. 5, 7
  - c. 25, 10
  - d. 10, 7
33. Rule 173 (xiv) of GFR, 2017 deals with .....
- a. Negotiation
  - b. Lack of competition
  - c. Timely processing of tenders
  - d. Insurance

*Handwritten signature*



34. As per MPG 2024, in tenders with deliveries longer than ..... months, a Price Variation Clause (PVC) may be provided to protect the purchaser's interest, particularly for high value (more than Rs. 3 crore) procurements.
- a. 3  
b. 6  
c. 8  
d. 12
35. A Force Majeure (FM) means extra ordinary events or circumstances beyond human control such as an event described as an act of God. If the performance in whole or in part of any obligation under this contract is prevented for delayed by any reason of FM for a period exceeding .....days, either party at its option terminate contract without any financial repercussions on either side.
- a. 180  
b. 90  
c. 120  
d. 360
36. Which of the following is not true as in Limited Tender Enquiry (LTE)
- a. LTE procedures shall be the default mode of procurement when the estimated value of procurement is between Rs.5Lakhs to Rs.50Lakhs  
b. Normally the minimum no. of bidders to whom LTE should be sent is more than 3  
c. In domestic Tenders, any bid in foreign currency should be summarily rejected.  
d. The provision of LTE is stated in Rule 156 of GFR, 2017
37. For procurements valuing above Rs..... While procuring through GeM should be from the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids using online bidding or reverse auction bid provided on GeM.
- a. 10,00,000/-  
b. 25,00,000/-  
c. 50,00,000/-  
d. 5,00,000/-
38. To ensure due performance of contract, performance security (or PBG or Security Deposit) is to be obtained from the successful bidder, awarded the contract. Performance security should be for an amount of .....% to .....% in the case of work
- a. 3 to 5  
b. 3 to 10  
c. 5 to 10  
d. 2.5 to 5

39. The new academic programmes started in 2023 include:
- MCh Neurooncology
  - DM Paediatric Surgery
  - PDCC in basic sciences
  - MD Biochemistry
40. The Academic Committee of the Institute consists of :
- Director, Head BMT Wing, Dean, Professors, Scientists and external members
  - Dean, Registrar and Associate Deans
  - Director, Dean , MS and Associate Deans
  - President, Director, Dean and Associate Deans
41. Arterial Septal Defect Closure (Occluder) Device, a collaborative venture with CSIR-NAL, Bangalore is transferred to M/s Biorad Medisys in the year
- 2022
  - 2023
  - 2019
  - 2020
42. Which of the following MD-PhD integrated programme is not conducted by the Institute.
- Integrated DM (Paediatric Neurology)-PhD
  - Integrated DM (Paediatric Cardiology)-PhD
  - Integrated DM (Neuro Imaging and Interventional Neuroradiology)-PhD
  - Integrated DM (Cardiothoracic and Vascular Anaesthesia)-PhD
43. Pick the correct spelling:
- Plagiarism
  - Plagarism
  - Plagiarisum
  - Plagarisem
44. Rema said to her mother "Please give me milk". How will you report this?
- Rema told her mother to give me milk
  - Rema asked her mother to give her milk
  - Rema requested her mother to take milk
  - Rema said to her mother to drink milk
45. \_\_\_\_\_ farsightedness, she built a new India.
- Possessed with
  - Endowed with
  - Blessed in
  - Conferred in

*Kan*



46. Fill with the correct preposition: Which day \_ the year were you born?
- on
  - in
  - of
  - by
47. Which of the following is NOT typically included in a Service Level Agreement (SLA) for maintenance contracts?
- Guaranteed levels of service parameters, such as uptime percentages
  - A channel for escalating service requests
  - Non-degradation in performance levels after maintenance
  - Payment terms for additional services rendered
48. When incorporating a maintenance contract into the procurement of equipment, which of the following is essential for evaluating the offers?
- Only the initial purchase price of the equipment
  - The total cost of purchase and maintenance over the contract period
  - The brand reputation of the manufacturer
  - The payment terms for the maintenance contract
49. Under the Ayushman Bharat scheme, which of the following costs is typically covered for eligible patients?
- OP charges incurred by the patient
  - Diet charges during hospitalisation
  - Charges of consumables like diapers, under pads etc
  - Medicines prescribed at discharge
50. What kind of subsidy(in % of total charges) does the Institute offer to all patients who come for treatment here after categorisation, at present?
- A-Free, B-30%, C-60%, D-Full payment
  - D-Free, C-50%, A-Full payment
  - D-Full payment, B -30%, A1-50% , A-Free
  - A-Free, B-50%, D-full payment

*hang*





**ANSWER KEY**  
**VOP UDC to EXECUTIVE ASST-A**  
**NOVEMBER, 2024**

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

*Kay*  
MS 4/11/24

