



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: 26/12/2023

TIME: 10 To 11

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

Rupa Sreedhar
26/12/2023

Executive Assistant - Question Paper 26th December 2023

1. What special facility is available to a single handicapped employee with regard to LTC.
 - a. LTC is admissible to an escort subject to condition
 - b. He can travel by Air by availing All India LTC
 - c. He can avail LTC by travelling in Private Car
 - d. There is no special concession
2. How many times will personal computer advance be granted to Central Government Staff
 - a. Once in the entire service
 - b. 3 times in the entire service
 - c. 4 times in the entire service
 - d. 5 times in the entire service
3. As per the order of retention and weeding out of office records of SCTIMST what is the period of retention of carbon copies of [Cash & Bank] Receipt vouchers
 - a. 5 years from the end of relevant financial year
 - b. 10 years from the end of relevant financial year
 - c. 7 years from the end of relevant financial year
 - d. 3 years from the end of relevant financial year
4. Employer's ESI contribution percentage 2023 is Percentage of the wage payable to the employee
 - a. 3.25%
 - b. 4.75%
 - c. 0.75%
 - d. 3%
5. RTI Act, 2005 was enacted by Parliament in the year of Republic of India
 - a. 50th year
 - b. 55th year
 - c. 56th year
 - d. 57th year

Rupa Bredha
26/12/2023

6. As per GoI order dated 18th October, 2023, in case of Central Government Retirees under the NPS, an amount equivalent toof the last Basic Pay as drawn at the time of retirement shall be deducted from the last Basic pay and the resultant amount shall be the fixed monthly amount as remuneration.

- a. 50%
- b. 40%
- c. 30%
- d. 25%

7. The term of Scientific Review Committee of SCTIMST is

- a. 5 years
- b. 3 years
- c. 2 years
- d. 4 years

8. What is the minimum age limit for an apprentice as per apprentice act, 1961

- a. 21
- b. 14
- c. 18
- d. 16

9. Verification of service of the Government Servant should be completed on completion of years of service or 5 years before date of retirement.

- a. 20 years
- b. 15 years
- c. 10 years
- d. 18 years

10. Under Article of Constitution, the Commission for SC has been appointed to safeguard their interest while in service.

- a. Article 338
- b. Article 16
- c. Article 16(A)
- d. Article 335

Purna Kishor
26/12/2023

11. As per CCS (CCA) Rules, all Ministries/Departments should ensure that all major penalty proceedings against Government Servant under their control are completed and final orders are passed by the concerned Disciplinary Authority within from the date of delivery of charge sheet on the delinquent Government Servant.

- a. 6 months
- b. 12 months
- c. 18 months
- d. 24 months

12. In cases of sexual harassment of working women, if the charged officer admits the charges clearly and unconditionally, there will be no need for a formal enquiry against him and further action may be taken as per

- a. Rule 14, CCS (CCA) Rules
- b. Rule 13-A, CCS (CCA) Rules
- c. Rule 18(4), CCS (CCA) Rules
- d. Rule 15, CCS (CCA) Rules

13. For TB where the duration of treatment is more than 3 months medical advance is limited to of the estimated cost or Rs..... whichever is less

- a. 80%, 36000/-
- b. 60%, 36000/-
- c. 75%, 25000/-
- d. 90%, 40000/-

14. SPCR, Chapter VI Rule 27 deals with

- a. Obligation during working hour
- b. Employees grievance arising out of his/her employment
- c. Employee seeking job elsewhere
- d. Award.

15. GST Return GSTR 9 is

- a. Quarterly Return
- b. Half yearly Return
- c. Annual Return

Rupe Sreedhar
26/12/2023

d. GST Registration Form

16. Capital expenditure is generally met from Capital Receipts as per the provision of GFR

- a. Rule 98
- b. Rule 88
- c. Rule 96
- d. Rule 90

17. How many divisions are available in the Consolidated Fund of India

- a. Four Divisions
- b. Six Divisions
- c. Eight
- d. Two Divisions

18. Fee for filing of E-TDS Returns depends on

- a. Total amount paid
- b. Number of challans used
- c. Number of records
- d. Tax deducted

19. Interest for Failure to deduct TDS comes under section.

- a. 21A
- b. 22B
- c. 21B
- d. 31D

20. Who is the Chief Accounting Authority:

- a. CA
- b. CGA
- c. CAG
- d. Finance Secretary

Rupa Sreedhar
26/12/2023

21. Business transactions are recorded: -
- in chronological order
 - weekly
 - at the end of the month
 - Annually
22. Which of these items would be accounted for as an expense?
- Repayment of a bank loan
 - Dividends to stockholders
 - The purchase of land
 - Payment of the current period's rent
23. Which of the following equations properly represents a derivation of the fundamental accounting equation?
- $\text{Assets} + \text{liabilities} = \text{owner's equity}$
 - $\text{Assets} = \text{owner's equity}$
 - $\text{Cash} = \text{assets}$
 - $\text{Assets} - \text{liabilities} = \text{owner's equity}$
24. SGST is applicable when.
- Goods are sold within a state.
 - Goods are sold from one GST dealer to a customer.
 - Goods are sold by a GST dealer to another GST dealer.
 - Interstate Supply
25. The tax which was not merged into GST is the
- Countervailing duty
 - Excise Duty
 - Basic Customs Duty
 - Purchase Tax

Reepa Sreedhar
26/12/2023

26. Which of the following income is fully exempted while computing income from salary?

- a. Bonus
- b. Commuted value of Pension
- c. Leave salary.
- d. Reimbursement of Tution Fee

27. What is the meaning of "Atmanirbhar Bharat"

- a. Economically grown India
- b. Self-sufficient India
- c. Self-reliant India
- d. Self-defendant India.

28. Which one is not a type of tender system

- a. Single Envelope tender
- b. Global tender
- c. Limited tender
- d. Confidential Envelope tender.

29. Which one is NOT a purpose of depositing EMD

- a. Reducing unnecessary competition
- b. Reducing non genuine suppliers from participating
- c. Punishment to incompetent firm
- d. Source of generating revenue

30. When two or more parties have a common intention for development of obligation between them it is known as

- a. Agreement
- b. Tender
- c. Letter of acceptance
- d. Letter of intent

Rupa Seethan
26/12/2023

31. Tender system adopted for inviting offers in most open public manner possible is known as

- a. Open tender
- b. Limited tender
- c. Proprietary tender
- d. Special limited tender

32. In two packet tender system

- a. Technical bid is opened first
- b. Commercial bid is opened first
- c. Both are opened at the same time
- d. No order (sequence) for opening of the bids

33. The tender system in which tender is sent only to approved vendors is called

- a. Open tender
- b. Global tender
- c. Limited tender
- d. Quotation cases

34. Which one of the below information is NOT necessarily required in tender notice

- a. Name of work with its location
- b. Approximate cost of the work
- c. Bid security amount
- d. Name of approving authority.

35. Which steps is NOT pertaining to tender processing

- a. Tender should have clear description of work
- b. Tender must be received on specific date and time
- c. Tender must be accompanied with requisite earnest money
- d. There should be provision for revision of budget.

36. The contract in which Institute can procure any number of specified items at fixed unit rate during the period of currency of contract is called

- a. Lump sum contract
- b. Rate contract
- c. One delivery contract
- d. Deposit contract

Rupa Freedman
20/12/2023

37. The contract in which the amount to be received by contractor depends upon overall completion of work is called

- a. Lump sum contract
- b. Rate contract
- c. Deposit contract
- d. Maintenance contract

38. When is the security amount refunded to the work awarded firm?

- a. After completion of work
- b. After completion of warranty obligations
- c. Immediately after award of work
- d. After completion of work and approval by competent authority.

39. Snehasanthwanam scheme is for:

- a. Anthyodaya Anna Yojana (AAY) ration card holders
- b. Scheduled Tribe Below Poverty Line Patients of Kerala Domicile
- c. Endosulfan victims
- d. Destitute patients or children below 18 years of age who have lost both parents.

40. Presently the socio-economic categorization in SCTIMST has four categories

- a. D, B, A1 and A.
- b. A, B, C, D
- c. A, B, B1, D
- d. A, B, C, D

41. Sometimes, the maintenance contractor may have to take the goods or some components of the goods to his factory for repair. On such occasions, before handing over the goods or components, valuing more than Rupees One Lakh, is to be obtained from the firm to safeguard the purchaser's interest

- a. a suitable bank guarantee
- b. Performance Security
- c. a Service Level Agreement
- d. a Memorandum of Understanding

42. Regarding Medicine Purchase Procedure ,choose the correct statement.

- a. drugs can be procured via GeM
- b. drugs can be procured only via single tender
- c. drugs can be procured only via limited tender
- d. drugs can be procured only via direct purchase

Deepa Sreedhar
26/12/2023

43. One of the routine functions of the Hindi cell is to organize Hindi Workshop once
- in every three months and train the officers and staff of the Institute during the workshop.
 - in every four months and train the officers and staff of the Institute during the workshop.
 - in every twelve months and train the officers and staff of the Institute during the workshop
 - in every six months and train the officers and staff of the Institute during the workshop
44. Which one of the following is NOT an Affiliated Program of SCTIMST conducted at Christian Medical College, Vellore?
- Master of Science (Biomedical Sciences)
 - PhD (Bioengineering)
 - Master of Public Health (MPH)
 - PhD (Health Sciences)
45. Which one of the following statements is NOT true regarding post-doctoral courses (DM and MCh) admissions?
- Kerala Medical Commission/Travancore Cochin Medical Council Registration is mandatory
 - Upper age limit is 40 years. Age relaxation of 10 years is applicable for SC/ST candidates, sponsored candidates and for qualified Ex-service personnel with a service of not less than 5 years.
 - Selection for the course is through the counselling based on the rank list of the entrance examination of the Institutes of National Importance-Super Specialty
 - In addition to the stipend the candidates who undergo these courses obtain HRA, NPA, DA & DA on TA.
46. PG Diploma is offered by SCTIMST in all of the following EXCEPT:
- Cardiac Laboratory Technology
 - Clinical Perfusion
 - Physiotherapy
 - Medical Records Science

47. Fill in the blanks.

Right now, an important meeting during which the committee the future of the project.

- has been held / decides
- is being held / is going to decide
- is holding / decides
- was held / is deciding

Reena Sreedhar
26/12/2023

48. Fill in the blank. Babies when they are hungry.
- a. cry
 - b. cries
 - c. cried
 - d. are crying
49. Fill in the blank. It looks like I have seen you
- a. Somewhere
 - b. Nowhere
 - c. Anywhere
 - d. Everywhere
50. Lekshman decided to set some time every day for prayers.
- a. aside
 - b. up
 - c. in
 - d. on

Papa Sreedhan
26/12/2023

Answer keys for Executive Assistant 26/12/2023

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

Rupa Freedman
26/12/2023