

**WRITTEN TEST FOR THE POST OF EXECUTIVE ASSISTANT-A (VOP)**

**26.06.2020**

1. In Global Tender Enquiry (GTE), the agency commission should be stated in which currency
  - A. Indian Rupee
  - B. US Dollar
  - C. Any currency
  - D. Same currency quoted for the goods
  
2. Definition of 'Goods' as per GFR 2017 does not include
  - A. Livestock
  - B. Intangible product like technology transfer
  - C. Works and services which are incidental or consequential to the supply of such goods
  - D. Books, publications, periodicals, etc. for library
  
3. From FY 2020-21, an Individual who opt for the new tax regime under Section 115BAC of the Income Tax Act cannot claim which of the following exemption / deduction
  - A. Interest paid on housing loan for rented house under section 24(b)
  - B. Interest paid on housing loan for self-occupied houses under section 24(b)
  - C. Transport allowance in the case of a differently abled employee
  - D. Employer contribution to NPS account under 80CCD(2)
  
4. In the context of procurement of goods, a contract that may include the manufacture, supply, assembly, installation / commissioning of equipment and some incidental works or services is called
  - A. Entire contract
  - B. Parallel contract
  - C. Turnkey contract
  - D. Severable contract

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5 The present four-year block for LTC is

- A. 2017-2020
- B. 2018-2021
- C. 2019-2022
- D. 2020-2023

6 As per the Income Tax provisions, the Assessment Year for the Financial Year 2020-21 is

- A. 2019-20
- B. 2020-21
- C. 2021-22
- D. 2018-19

7 Reserves and surplus are shown in the

- A. Asset side of the Balance Sheet
- B. Income side of the Income and Expenditure account
- C. Notes on accounts
- D. Liability side of the Balance sheet

8 A certificate signed by the appropriate authority for procurement of goods only from the Original Equipment Manufacturers

- A. Purchase Committee Certificate
- B. manufacturer's authorisation certificate
- C. Manufacturer's guarantee certificate
- D. Proprietary Article Certificate

9 Which of the following allowance is Non-taxable as per the Income Tax provisions

- A. Dearness allowance
- B. Allowances paid to Government of India servants while serving abroad

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- C. Non practicing allowance
  - D. Overtime allowance
- 10 What is the percentage of security deposit collected from the supplier against award of contract
- A. 2% of order value
  - B. 10% of order value
  - C. 15% of order value
  - D. 25% of order value
- 11 In SCTIMST draft Purchase order above Rs 10.00 lakhs had to be vetted by whom
- A. Financial Advisor
  - B. External auditor
  - C. Legal advisor
  - D. Internal Auditor
- 12 What is the Expansion of MSME
- A. Medium Small Micro Enterprises
  - B. Medium Small Medium Enterprises
  - C. Medium Small Mid Enterprises
  - D. Micro Small Medium Enterprises
- 13 What is the maximum percentage of liquidated damages that can be deducted for delayed delivery from a supplier.
- A. 5%
  - B. 10%
  - C. 15%
  - D. 2.50%

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- 14 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
- 15 What is meant by CAMC
- A. Comprehensive Annual Maintenance Contract
  - B. Complete Annual Maintenance Contract
  - C. Care And Maintenance Contract
  - D. Complete Assured Maintenance Contract
- 16 What is the essential document required to be submitted by an agent if the agent is participating in a tender
- A. Manufacturing Certificate
  - B. Manufacturing Licence
  - C. Manufacturer's Authorisation Certificate
  - D. Manufacturer's GST Certificate
- 17 What is the meaning of CIP
- A. Cost and Insurance paid
  - B. Carriage and Insurance paid
  - C. Cost Inside Port paid
  - D. Cost and Inventory paid
- 18 What is the threshold limit for issuing Limited Tender Enquiry
- A. Up to Rs 5.00 Lakhs
  - B. Up to Rs 20.00 Lakhs
  - C. Up to Rs 25.00 Lakhs

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D. Up to Rs 50.00 Lakhs

19 According to GFR, e-procurement means

- A. Procurement of computer related goods
- B. Use of information and communication technology in the procurement process
- C. Payment for procurement being made Online
- D. Procurement only through foreign sources

20 Which Rule in GFR, speaks about transparency, competition, fairness and elimination of arbitrariness in the procurement process?

- A. Rule 174
- B. Rule 173
- C. Rule 175 (1)
- D. Rule 175 (2)

21 PFMS is used for

- A. Bill processing and receipt management
- B. Financial reporting
- C. Fund flow management
- D. All the above

22 The tax which was not merged into GST

- A. Countervailing duty
- B. Excise Duty
- C. Basic Customs Duty
- D. Purchase Tax

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- 23 When a GST dealer in Kerala sells a product to a GST dealer or customer in Tamil Nadu, the tax collected is
- A. SGST
  - B. CGST
  - C. Integrated GST
  - D. UTGST
- 24 The time period between placing an order to its receipt of stock is known as
- A. Lead time
  - B. Carrying time
  - C. Shortage time
  - D. Over time
- 25 Cost of Insurance and taxes are included in
- A. Cost of ordering
  - B. set up cost
  - C. Inventory carrying cost
  - D. Cost of shortage
- 26 Seniority of employees in each category shall be determined by the
- A. Order of merit
  - B. Date of joining
  - C. Age
  - D. All the above
- 27 Promotion to higher post/ higher grade in the Institute is
- A. Automatic
  - B. Based on merit
  - C. Based on seniority

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D. Based on merit and seniority

- 28 The number of vacancies for Scientist G/ Engineer G (Senior Grade) will be .....% of Scientists in the Grade G
- A. 15
  - B. 22
  - C. 25
  - D. 30
- 29 Zone of consideration of vacancy-oriented promotion is restricted to .....
- A. 12
  - B. 8
  - C. 14
  - D. 15
- 30 An employee shall not be granted leave of any kind for a continuous period of ..... Years
- A. 2
  - B. 3
  - C. 2.5
  - D. 4
- 31 The application for conversion of one kind of leave into other kind should be received within ....days of employee joining his duties on expiry of the relevant spell of leave availed by him
- A. 45
  - B. 30
  - C. 60
  - D. 90

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- 32 Which of the following is not correct in respect of 'Secondment Leave'
- A. Maximum period of leave is one year once in four years
  - B. During the leave period they can accept the pay and allowances from the foreign employer
  - C. During the leave period they cannot accept the pay and allowances from the foreign employer
  - D. They shall not be entitled to receive pay and allowances from the Institute during the leave period
- 33 As per Section 32(1) of SCTIMST Act 1980, the power to make Regulation vests with the Institute with the previous approval of the Central Government. The Regulation may provide for the following except
- A. The powers and functions to be exercised and discharged by the Governing Body
  - B. The powers and functions to be exercised and discharged by the Director
  - C. The salaries and allowances to be paid to the Director and other officers and employees of the Institute.
  - D. Management of the properties of the Institute
- 34 Which of the following statements is not correct as per CCS(Pension) Rules 1972
- A. An employee retiring before completing qualifying service of 10 years is eligible for Service Gratuity
  - B. The DA admissible on the date of retirement is also treated as emoluments for the purpose of Service Gratuity and Retirement Gratuity.
  - C. Fraction of a year equal to three months and above shall be treated as a completed one half-year and reckoned as qualifying service for Service Gratuity and Retirement Gratuity.
  - D. An employee who has completed five years of qualifying service and become eligible for service gratuity is not eligible for Retirement Gratuity

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- 35 Payment of family pension at enhanced rates will be payable for a period up to
- A. 5 years or up to age of 65 years for those whose age of superannuation is 60 years
  - B. 10 years or up to age of 70 years for those whose age of superannuation is 60 years
  - C. There is no provision to pay enhanced rate of family pension
  - D. 7 years or up to age of 67 years for those whose age of superannuation is 60 years
- 36 While affording credit of Earned Leave, fraction of a day
- A. Shall be rounded off to the next day
  - B. Not to be rounded off
  - C. Shall be rounded off to the nearest day
  - D. Fraction should be avoided
- 37 Which of the following is a major penalty under CCS(CCA) Rules 1965 / SPCR
- A. Withholding of promotion
  - B. Withholding of increments
  - C. Compulsory retirement
  - D. Censure
- 38 Which of the following statements is not appropriate while preparing notes and drafts
- A. Relevant extracts of a rule or instruction must be placed on the file and attention to it must be drawn in the note with proper referencing.
  - B. Notes and orders will normally be recorded on the notes portion of the file and must be serially numbers
  - C. It is always necessary to await the approval of the proposed line of action and the draft letter cannot be put up simultaneously along with the notes.
  - D. A draft should carry the message sought to be conveyed in a language that is clear, concise, and incapable of misconstruction.

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- 39 What is the salutation and subscription in the 'Memo'
- A. Dear Sir, Yours sincerely
  - B. Sir, Yours sincerely
  - C. Sir, your faithfully
  - D. No salutation and subscription
- 40 The Executive Committee of the Institute as per the SCTIMST Act 1980 is
- A. Finance Committee
  - B. Governing Body
  - C. The Director
  - D. Institute Body
- 41 As per the 7th CPC, in the case of medical posts, the sum of basic pay and NPA shall be limited to
- A. Rs.2,50,000
  - B. Rs.2,25,000
  - C. Rs.2,37,500
  - D. Rs.2,25,500
- 42 Appointment to the post of Head of the Biomedical Technology Wing of the Institute shall be made by
- A. President of the Institute
  - B. Governing Body
  - C. Central Government
  - D. Institute body
- 43 Proceedings of the Institute shall be circulated among the members within \_\_\_\_\_ of the meeting
- A. 04 weeks

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- B. 21 days
- C. 02 weeks
- D. 30 days

44 Maximum half pay leave at credit admissible is

- A. 240 days
- B. 360 days
- C. 300 days
- D. No Limit

45 Daily Allowance is not admissible at tour station for a continuous halt beyond

- A. 180 days
- B. 30 days
- C. 90 days
- D. 240 days

46 CPPP stands for

- A. Central Public Procurement Portal
- B. Centralized Purchase & Payment Portal
- C. Common Public Procurement Portal
- D. Common Purchase & Payment Portal

47 In case of advance payment to private firms, it should not exceed

- A. 10% of contract value
- B. 20% of contract value
- C. 30% of contract value
- D. 50% of contract value

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- 48 Where needed the procuring agency shall require the successful bidder to furnish a performance guarantee which should not exceed \_\_\_\_ of the contract amount
- A. 5%
  - B. 10%
  - C. 7.50%
  - D. 125%
- 49 Transportation Allowance of Mr X who is drawing a pay of Rs.24900/- in pay level I of pay matrix is
- A. Rs.900/- + DA
  - B. Rs.3600/- + DA
  - C. Rs.1800/- + DA
  - D. 1350/ + DA
- 50 The following is not a kind of Travelling Allowance
- A. Conveyance Allowance
  - B. Actual cost of Travelling
  - C. Daily Allowance
  - D. Compassionate Allowance

## Key to QP Executive Assistant

Sl.no	Key
1	A
2	D
3	B
4	C
5	B
6	C
7	D
8	D
9	B
10	B
11	D
12	D
13	B
14	D
15	A
16	C

17	B
18	C
19	B
20	B
21	D
22	C
23	C
24	A
25	C
26	D
27	D
28	C
29	B
30	A
31	B
32	C
33	C

34	D
35	D
36	C
37	C
38	C
39	D
40	B
41	C
42	B
43	A
44	D
45	A
46	A
47	C
48	B
49	C
50	D