

ADVT. No.: NFC(1) 2019-20

DEPUTY REGISTRAR

IISER, Mohali

Time allowed: 60 Minutes

Max Marks 100

Instructions:

- 1) This Question paper has NINE pages and consists of two parts. Part I contains 2 descriptive questions (10 marks each) and Part II contains 40 MCQs (2 marks for each correct answer, and negative (-) 0.5 marks for each incorrect answer).
- 2) Answers of descriptive questions (Part I) should be written on the provided answer sheet(s). Answers of MCQs (Part II) should be written in the space provided against each question, and please choose only ONE answer for a question.

Part I (Descriptive Questions)

Q.No. 1 What is Bank Reconciliation Statement and why it is prepared? Explain some of the important items included in the Bank Reconciliation Statement. (10 marks)

Q. No. 2 Write short notes on the following:

- a) Cash Base Accounting Vs Accrual Base Accounting (5 marks)
- b) Standards of financial propriety (5 marks)

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PART II (MULTIPLE CHOICE QUESTIONS)

1. Permanent post means a post carrying _____ sanctioned without limit of time

- (a) A permanently fixed rate of pay
- (b) A definite rate of pay
- (c) A variable rate of pay
- (d) None of the above

Ans. _____

2. Where the existing emoluments exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as-

- (a) Advance increment
- (b) Personal Pay
- (c) Special pay
- (d) Not allowed at all

Ans. _____

3. The maximum amount of leave (of all kinds) that a Government servant can normally avail in continuity is –

- (a) 300 days
- (b) 1 year
- (c) 3 years
- (d) 5 years

Ans. _____

4. The estimates for expenditure for which vote of Lok Sabha is required shall be in the form of –

- (a) Financial Bill
- (b) Appropriation Bills
- (c) Demand for Grants
- (d) Supplementary Grants

Ans. _____

5. The responsibility and accountability for financial management of a Ministry or Department vests with –

- (a) The Chief Accounts Officer concerned
- (b) The Secretary of the Ministry/Department concerned
- (c) The Minister concerned
- (d) None of the above

Ans. _____

6. DGS&D stands for –

- (a) Director General (Security & Defence)
- (b) Director General (Supplies & Disposal)
- (c) Director General (Stores & Disposal)
- (d) None of the above

Ans. _____

7. Purchase of goods may be made on the recommendations of a duly constituted Local Purchase Committee, if the value of goods is _____

- (a) Above Rs. 15,000 and up to Rs. 50,000
- (b) Above Rs. 15,000 and up to Rs. 1,00,000
- (c) Above Rs. 25,000 and up to Rs. 1,00,000
- (d) Above Rs. 25,000 and up to Rs. 2,50,000

Ans. _____

8. Performance Security should remain valid for a period of _____ beyond the date of completion of all contractual obligations of the supplier including warranty obligations

- (a) 30 days
- (b) 45 days
- (c) 60 days
- (d) 90 days

Ans. _____

9. Advance payment to a supplier should not be made in case of –

- (a) Maintenance contracts for servicing of air-conditioners, computers, other costly equipment, etc.
- (b) Fabrication contracts, turnkey contracts, etc.
- (c) Contracts for supply of any ordinary goods
- (d) Contracts of any kind awarded to a private firm

Ans. _____

10. Contingent liability appears as a footnote in the balance sheet. This is in accordance with the accounting principle.

- (a) Consistency
- (b) Disclosure
- (c) Conservatism
- (d) Materiality

Ans. _____

11. Which one of the following is an example of current asset?

- (a) Land and Machinery
- (b) Motor Car
- (c) Patents
- (d) Prepaid expenses

Ans. _____

12. The declared purpose of the RTI Act is to –

- (a) provide information to public with regard to actions of a public authority
- (b) Promote transparency and accountability in the working of every public authority
- (c) Enable public to act as a watch-dog
- (d) Repeal Official Secrets Act – 1923

Ans. _____

13. An appeal against the decision of Central Public Information Officer may be submitted to the appellate authority within a period of

- (a) Fifteen days
- (b) Thirty days
- (c) Seven days
- (d) Ten days

Ans. _____

14. The term Audit is derived from a Latin word audire which means _____

- (a) To inspect
- (b) To examine
- (c) To hear
- (d) To investigate

Ans. _____

15. 'Part file' is opened

- (a) Only if the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return
- (b) When main file becomes bulky
- (c) To keep annexures etc
- (d) When contents of the main file are confidential and can not to be revealed to the consulting section

Ans. _____

16. As per Manual of Office Procedure the primary responsibility for expeditious disposal of work and timely submission of arrear and disposal statements rests with

- (a) The Section Officer
- (b) The Joint Secretary
- (c) The Deputy Secretary
- (d) The Under Secretary

Ans. _____

17. Identify the missing words

ac___ cab___ baca___ aba___ acac

- (a) aacb
- (b) acbc
- (c) babb
- (d) bcbb

Ans. _____

18. Which letter will be sixth to the right of the third letter from left of the letter which is exactly in the middle of the letters in the series given below?

A B C D E Z Y X W V Q R S T U F G H I J K L M N O P A

- (a) F
- (b) G
- (c) Q
- (d) R

Ans. _____

19. If ROSE is coded as 6821, CHAIR is coded as 73456 and PREACH is coded as 961473, what will be the code for SEARCH?

- (a) 246173
- (b) 214673
- (c) 214763
- (d) 216473

Ans. _____

20. In a row of boys. If A who is 10th from the left and B who is 9th from the right interchange their positions, A becomes 15th from the left. How many boys are there in the row?

- (a) 23
- (b) 31
- (c) 27
- (d) 28

Ans. _____

21. Two bus tickets from city A to B and three tickets from city A to C cost Rs. 77 but three tickets from city A to B and two tickets from city A to C cost Rs. 73. What are the fares for cities B and C from A?

- (a) Rs. 4, Rs. 23
- (b) Rs. 13, Rs. 17
- (c) Rs. 15, Rs. 14
- (d) Rs. 17, Rs. 13

Ans. _____

22. Which of the following is true when a debtor pays his dues?

- (a) The asset side of the balance sheet will decrease
- (b) The asset side of the balance sheet will increase
- (c) The liability side of the balance sheet will increase
- (d) There is no change in total assets or total liabilities

Ans. _____

23. An order of penalty withholding 'next increment' for a specified period implies –

- (a) One increment falling next due is to be withheld for the specified period
- (b) All the increments falling due during the specified period shall be withheld
- (c) Only one of the increments falling due during the specified period shall be withheld
- (d) None of the above

Ans. _____

24. In case of transfer of a Government servant, his family may travel to the new station either within 6 months after the transfer or within _____ months before the transfer

- (a) One
- (b) Two
- (c) Three
- (d) Six

Ans. _____

25. Holiday(s) can be prefixed to joining time

- (a) True
- (b) False
- (c) True but the number of holiday(s) should not exceed 2 days
- (d) None of the above

Ans. _____

26. Procedure for imposing major penalties is prescribed in the _____ of CCS (CCA) Rules

- (a) Rule 14
- (b) Rule 15
- (c) Rule 16
- (d) Rule 17

Ans. _____

27. According to the Going Concern Concept

- (a) Assets are recorded at cost and are depreciated over their useful life
- (b) Assets are valued at their market value at the year-end and are recorded in the books of account
- (c) Assets are valued at their market value, recorded in the books and depreciation is charged on the market value
- (d) None of the above

Ans. _____

28. The preparation of Trial Balance helps in

- (a) Judging the Financial Position
- (b) Locating Errors of All Types
- (c) Preparation of Final Accounts
- (d) None of these

Ans. _____

29. Diminishing Value Method means a method by which

- (a) The rate of Depreciation falls year by year
- (b) The amount on which Depreciation is calculated falls year by year
- (c) The rate as well as the amount to which it is applied fall year by year
- (d) None of the above

Ans. _____

30. Errors not shown by Trial Balance are

- (a) Error of Principle
- (b) Compensating Errors
- (c) Errors of Complete Omission
- (d) All of the above

Ans. _____

31. Unearned income means

- (a) Income received in advance
- (b) Income earned but not received
- (c) Income of the firm in the year of receipt
- (d) None of the above

Ans. _____

32. A Government servant can hold lien on the post in his parent department, while getting employed in other department, for a period of –

- (a) One year
- (b) Two Year
- (c) Three years
- (d) Five years

Ans. _____

33. The return journey must be performed within _____ of outward journey

- (a) 30 days
- (b) 60 days
- (c) 90 days
- (d) Six months

Ans. _____

34. If a Government servant comes late to the office due to unavoidable reasons, the competent authority can condone late attendance up to-

- (a) Half-an-hour, not more than twice in a month
- (b) One hour, not more than once in a month
- (c) One hour, not more than twice in a month
- (d) Two hours, not more than once in a month

Ans. _____

35. The principle amount of HBA shall be recovered in maximum-

- (a) 60 instalments
- (b) 120 instalments
- (c) 180 instalments
- (d) 240 instalments

Ans. _____

36. Advances for following purposes have been discontinued w.e.f. 7.10.2016

- (a) Purchase of a conveyance
- (b) Festival advance
- (c) Warm Clothing advance
- (d) All of the above

Ans. _____

37. A transaction in movable property by a Government servant should be reported to the prescribed authority-

- (a) Before entering into the transaction
- (b) Within 15 days of entering into the transaction
- (c) Within one month of entering into the transaction
- (d) Within three months of entering into the transaction

Ans. _____

38. An employee under suspension may be granted-

- (a) Earned Leave
- (b) Half-pay Leave
- (c) Casual Leave
- (d) No kind of leave

Ans. _____

39. CCS (Pension) Rules, 1972 are applicable to all employees who joined Government service on or before

- (a) 31.12.2003
- (b) 31.12.2004
- (c) 31.12.2005
- (d) 31.12.2006

Ans. _____

40. In case the gross amount of claim of a deceased Government servant exceeds _____, the Head of Office may make payment only on the execution of an indemnity bond in Form GAR 26

- (a) Rs. 5,000
- (b) Rs. 10,000
- (c) Rs. 15,000
- (d) Rs. 20,000

Ans. _____