

Paper - Senior Assistant (Accounts)**Maximum Marks: 30****Time: 1 Hour**

Name: _____

Instructions:

1. Attempt any 20 questions from Part – A
2. Part – B is compulsory (To be answered on this paper itself)

Part – A**Study the following statements and encircle/write your response clearly on this sheet itself**

- 1.) Preparation of Trial Balance is:
 - a) Compulsory
 - b) Optional
 - c) Compulsory or Optional
 - d) None of these
- 2.) Purchase of Office furniture worth Rs. 2,00,000/- has been debited to the General Expenses account. It is:
 - a) A clerical error
 - b) An error of principle
 - c) An error of omission
- 3.) Depreciation is provided on:
 - a) Current Assets
 - b) Intangible Assets
 - c) Tangible fixed assets
- 4.) Prepaid Rent is shown as:
 - a) An asset
 - b) A liability
 - c) An expense
- 5.) Contingent Liabilities should be:
 - a) Shown on the Liability side of the balance sheet
 - b) Shown as expense in profit and loss account
 - c) Shown in notes to account of the balance sheet
 - d) Shown as income in profit and loss account
- 6.) Deduction under Section 80C of Income Tax Act in respect of tuition fee is allowed to an individual for:
 - a) Any of his children
 - b) Any two children of such an individual
 - c) Any two minor children of such an individual
 - d) Any two dependent children of such an individual

- 7.) The aggregate amount of deductions under Sections 80C, 80CCC and 80CCD should not exceed:
- Rs. 1,00,000/-
 - Rs. 1,35,000/-
 - Rs. 1,50,000/-
 - Rs. 2,00,000/-
- 8.) Consultancy Fee received appearing in the trial balance is shown:
- On the debit side of Income & Expenditure Account
 - On the credit side of Income & Expenditure Account
 - On the asset side of the Balance sheet
- 9.) What is the main purpose of Bank Reconciliation
- To locate cashier's mistake
 - Reconciliation of the cash book and bank balances
 - To find out bank balances
 - To find out cash balances
- 10.) The pay of Medical Officer for the purpose of working out NPS contribution is
- Pay in the pay band
 - Pay + Grade Pay
 - Pay + Grade Pay + NPA
 - None of the above
- 11.) The General Provident Fund Rules are applicable to those Central Govt. Employees who appointed on or before
- 1.1.2004
 - 1.1.2005
 - 1.1.1996
 - 31.12.2003
- 12.) Expand PAN
- Personal Account Number
 - Provisional Account Number
 - Professional Account Number
 - Permanent Account Number
- 13.) Expand TAN
- Tax Account Number
 - Tax Deduction Account Number
 - Taxation Accounting Number
 - None of the above
- 14.) State whether the following is true or false
- Accrual Concept implies accounting on cash basis. False
 - The receipts and payments account records receipts and payments of revenue nature only. True
 - LTC can be availed during Special Casual Leave. True
 - LTC is not admissible to the family members of an official who is under suspension. False
 - Children Education Allowance is not admissible for children studying through Correspondence/distance learning. False
 - Children Education Allowance is not admissible for the period under suspension. False

15.) For availing leave encashment during LTC, the balance of credit should be _____ days after deducting the total leave availed

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

16.) Under New Pension Scheme, Government Servant have to contribute _____ and Employer have to contribute _____ percent from the Salary.

- a) 10%, 20%
- b) 20%, 10%
- c) 10%, 10%
- d) 5%, 5%

20. Second hand furniture worth Rs 6000/- was purchased. It was repaired for Rs 600 and installed by workmen to whom Rs 200 was paid as wages. The furniture should be capitalized for :

- a) Rs 5400
- b) Rs 5600
- c) Rs 6800
- d) Rs 6200
- e) None of the above

21. As per leave rules of IIT Ropar, leave except casual leave should be applied at least _____ days in advance.

- a) 5
- b) 7
- c) 10
- d) 15

22. Leave sanctioning authority (Except Casual Leave) in case of Director is

- a) Dean (FAA)
- b) Director
- c) Registrar
- d) Chairperson BoG

23. Leave can be claimed as a matter of right true or false

True False

24. No. of days of various kinds of leave entitlement of staff of IIT Ropar

Casual Leave	<input type="text"/>
Special Casual Leave	<input type="text"/>
Earned Leave	<input type="text"/>
Paternity Leave	<input type="text"/>
Maternity Leave	<input type="text"/>
Child Care Leave	<input type="text"/>

17-11-2017

C (2 pm to 3 pm)

25. Statutory bodies of IIT

- a) _____
- b) _____
- c) _____
- d) _____

- a) 60
- b) 45
- c) 30

Under New Pension Scheme, Government servant have to contribute _____ percent from the salary.

- a) 10%
- b) 20%
- c) 10%
- d) 5%

Second hand furniture worth Rs 6000- was purchased. It was repaired for Rs 600 and installed by workmen to whom Rs 300 was paid as wages. The furniture should be capitalized for:

- a) Rs 6000
- b) Rs 5600
- c) Rs 6300
- d) Rs 6200
- e) None of the above

As per leave rules of IIT Ropar, leave except casual leave should be applied at least _____ days in advance.

- a) 5
- b) 7
- c) 10
- d) 15

Leave sanctioning authority (except casual leave) in case of Director: a) Dean (AA) b) Director c) Registrar d) Chairperson

Leave can be claimed as a matter of right true or false

True False

No. of days of various kinds of leave entitlement of staff of IIT Ropar

Casual leave	<input type="text"/>
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Paternity leave	<input type="text"/>
Maternity leave	<input type="text"/>
Child Care leave	<input type="text"/>

Part – B

1. IIT Ropar plans to install facilities for digital payments for students, faculty and staff at various locations in the campus. Write a letter to a Bank requesting for their support for implementation of the payment portals.

