

1. The person appointed as Cashier has to furnish adequate security in the form of.....
 - a) Bank Guarantee
 - b) Fidelity Bond
 - c) Security Deposit
 - d) Performance Security

2.should be prepared in r/o bills paid from Imprest.
 - a) FVC bill
 - b) Voucher
 - c) Bill
 - d) Receipt

3. All corrections in the cheque shall be attested by.....
 - a) signing authority only
 - b) countersigning authority only
 - c) the cheque writer and FAO
 - d) signing and countersigning authorities

4. Cash payments to staff, if any, on the pay-day shall be reflected.....in the Cash Book.
 - a) name-wise
 - b) as a single lump-sum for all bills
 - c) as a single entry in r/o of each bill
 - d) None of the above.

5. Identify the asset from the following:
 - a) Cash and cash equivalent
 - b) Creditors
 - c) Notes payable
 - d) Bank loan

6. Single entry and double entry are the methods of.....
 - a) materials management
 - b) maintaining the Cash book
 - c) book keeping
 - d) none of the above

7. How much in liquid assets an organisation has to build its business, is called.....
 - a) cash available.
 - b) working capital.
 - c) liquid capital
 - d) none of the above

8. Current assets do not include....
- a) accounts receivable
 - b) securities
 - c) real estate
 - d) inventories
9.is not an example of intangible assets.
- a) Trademark
 - b) Goodwill
 - c) Patents
 - d) None of the above
10. Which of the following would not be included on a balance sheet?
- a) Accounts receivable
 - b) Accounts payable
 - c) Sales
 - d) Cash
11. Which of the following is not an asset?
- a) Debtors
 - b) Cash balance
 - c) Buildings
 - d) None of the above
12. Which of the following is correct?
- a) Profit increases capital
 - b) Profit reduces capital
 - c) Profit does not alter capital
 - d) None of the above
13. Is it true that the trial balance totals should agree?
- a) Yes, except where the trial balance is extracted at the year end
 - b) Yes, always
 - c) No, at times they may differ
 - d) No. Because it is not a balabce-sheet.
14. The basic purpose of accounting system is to.....
- a) meet an organization's need for accounting information as efficiently as possible
 - b) develop financial statements in conformity with generally accepted accounting principle
 - c) provide as much useful information to decision makers as possible, regardless of cost
 - d) None of the above

15. Commercial accounting is based on.....
- a) single entry book keeping
 - b) double entry book keeping
 - c) both single and double entry book keeping
 - d) cash basis of book keeping
16. Which of the following entry will be recorded, if a cheque deposited is dishonored by bank?
- a) Debtor's Account (Dr.) and Bank Account (Cr.)
 - b) Bank Account (Dr.) and Debtor's Account (Cr.)
 - c) Creditor Account (Dr.) and Bank Account (Cr.)
 - d) None of the above
17. Book keeping is mainly concerned with which part of the accounting process?
- a) Analysing
 - b) Preparing financial statements
 - c) Recording financial information
 - d) Auditing the books of accounts
18.is the first phase of accounting cycle.
- a) Identifying an economic event or transaction
 - b) Preparing journals/ledgers
 - c) Posting entries to ledgers
 - d) None of the above
19. Liabilities are which of the following?
- a) Resources
 - b) Obligations
 - c) Future resources
 - d) Expenses
20.is the gross inflow of economic benefits.
- a) Assets
 - b) Liabilities
 - c) Income
 - d) Expenses
21. Identify the nominal account?
- a) Machinery account
 - b) Building account
 - c) Creditors account
 - d) Rent expenses account

22. The closing balance of petty cash book is considered.....
- a) asset
 - b) income
 - c) cash balance
 - d) none of the above
23. Cash book records.....
- a) cash payments
 - b) cash receipts
 - c) cash receipts and payments
 - d) cash payments and bank balance
24. _____ is the common base for preparing a trial balance
- a) Balance sheet
 - b) Ledger accounts
 - c) Cash book
 - d) None of the above
25. Favourable balance of cash book implies.....
- a) credit balance of cash book
 - b) debit balance of cash book
 - c) bank overdraft
 - d) adjusted balance of cash book
26. _____ are Cheques that are presented to bank but not yet credited by the bank.
- a) Unpresented cheques
 - b) Uncredited cheques
 - c) Outstanding cheques
 - d) None of the above
27. Net profit is computed in which of the following?
- a) Balance sheet
 - b) Income statement
 - c) Cash flow statement
 - d) None of the above
28. In income statement, gross profit is always equal to.....
- a) Sales - cost of goods sold
 - b) Sales - expenses
 - c) Income- expenses
 - d) Sales - selling costs

29. How often the accounts of CSIR Society are to be audited?
- a) Every five years
 - b) Every two years
 - c) Annually
 - d) As and when required
30. What is the rank/status of the present Vice-President of CSIR?
- a) Cabinet Minister
 - b) Minister of State
 - c) Deputy Minister
 - d) None of the above
31. Who audits the accounts of CSIR Society?
- a) Comptroller & Auditor General of India
 - b) Indian Audit & Accounts Department
 - c) Internal audit team of CSIR HQrs
 - d) None of the above
32. Who was the first Director of CSIR?
- a) Hon'ble Shri NR Sarkar
 - b) Dr SS Bhatnagar
 - c) Dr MN Saha
 - d) None of the above
33. Which of the following is CORRECT about Conversion of leave?
- a) leave of one kind can be converted into another
 - b) leave of one kind can be converted into another even after retirement
 - c) leave of one kind can be converted into another at the will of the employee any time
 - d) None of the above
34. In which of the following circumstances, leave at credit does not lapse?
- a) Dismissal
 - b) Removal
 - c) Resignation
 - d) Technical resignation
35. Which of the following periods does not count as qualifying service for pension?
- a) deputation and foreign service
 - b) suspension followed by minor penalty
 - c) suspension followed by major penalty
 - d) EOL on medical certificate

36. In which situation only half of the period will count as qualifying service?
- a) service as SAS apprentice
 - b) if initially paid from contingencies and then the service is regularised
 - c) dies-non
 - d) service rendered before 18 years of age.
37. Qualifying service is calculated in six monthly periods for the purpose of.....
- a) leave encashment
 - b) only gratuity
 - c) only pension
 - d) both pension and gratuity
38. If the period of service is 29 yrs 06 months and 15 days, then the qualifying service will becompleted half-yearly/six-monthly periods.
- a) 30
 - b) 59
 - c) 58
 - d) 58 and half
39. Average emoluments is the average of the emoluments drawn during the last.....of service.
- a) 6 months
 - b) 10 months
 - c) 12 months
 - d) 16 months
40. When gratuity is calculated on the basis of 'average emoluments'?
- a) if the emoluments have been reduced during the last 10 months due to penalty
 - b) if the emoluments have been reduced during the last 10 months otherwise than due to penalty
 - c) if the employee has sought VR
 - d) if the employee has been retired prematurely
41. Compassionate Allowance is sanctioned if the employee
- a) has died in harness
 - b) has been removed from service
 - c) has retired voluntarily
 - d) has retired while under suspension
42. What is the additional quantum of pension payable on attaining the age of 75 years?
- a) 20% of basic pension
 - b) 30% of basic pension
 - c) 40% of basic pension
 - d) basic pension will remain the same

43. Wef 01-01-2006, full pension is admissible to an employee with minimum qualifying service of not less than Yrs.
- a) 25
 - b) 15
 - c) 12
 - d) 10
44. Rs. Ten lakhs, as the amount of retirement gratuity, is payable if the employee superannuates after completingyears of service.
- a) 33 years
 - b) 30 years
 - c) 10 years
 - d) None of the above
45. Which of the following statements about gratuity is CORRECT?
- a) it is not based on the emoluments last drawn
 - b) there is no Income Tax on gratuity
 - c) recoveries from gratuity are not permissible even with the consent of employee
 - d) gratuity is liable to be attached by a court order
46. What portion of the pension can be restored on the expiry of 15 yrs.?
- a) Withheld portion
 - b) Withdrawn portion
 - c) Commuted
 - d) None of the above
47. Thirty percent of which of the following can be sanctioned as family pension?
- a) Last pay drawn
 - b) Average emoluments of last six months
 - c) Average emoluments of last ten months
 - d) None of the above
48. Leave salary is the amount.....
- a) paid to an employee while on Leave
 - b) of leave encashment on superannuation
 - c) of leave encashment for LTC
 - d) None of the above
49. What is meant by 'Personal pay'?
- a) The pay drawn by a person
 - b) The additional pay sanctioned for some hard/special work
 - c) The additional pay granted to save an employee from loss of substantive pay
 - d) The pay granted to an employee for additional responsibility

50. What is 'Presumptive pay' of a post?
- The pay which an employee would have drawn had he held that post
 - The pay an employee would draw in a foreign service
 - The pay an employee draws on a temporary post
 - The pay sanctioned to an identified casual worker
51. What is 'Special pay' ?
- An addition to pay for additional work or responsibility
 - The pay sanctioned to an employee to save him from loss of substantive pay
 - The pay sanctioned to an employee while on training
 - The pay granted to an employee on foreign service
52. A 'Temporary post' is one which.....
- is on contract for a brief period
 - is created for a short time for some specific work on daily wages
 - is for unlimited time and carries a definite rate of pay
 - is for a limited time and carries a definite rate of pay
53. A 'Tenure post' means.....
- a temporary post for a definite period.
 - a permanent post to be held for a limited period
 - a temporary post to be held for at-least 5 yrs
 - None of the above
54. Drawal of pay and allowances in r/o fresh appointment may be allowed in relaxation of FR-10 for a period of
- six months
 - four months
 - three months
 - two months
55. What is 'Lien'?
- the right to draw pay and allowances of the post to which one is appointed
 - the title to pension on completion of prescribed length of service
 - the title to leave salary while on leave
 - the title to hold a post to which one is appointed substantively
56. The principle of 'no work, no pay' is enunciated in FR-
- 7 (1)
 - 17(1)
 - 27(1)
 - 17-A

57. Which of the following disabilities are NOT attached with the 'Interruption or Break-in-service'?
- LTC
 - Eligibility for appearing in depttl. Exam.
 - Quasi-permanency
 - Promotion
58. On promotion pay of an employee is usually fixed under -
- SR-22(I)(a)(1)
 - FR-22(I)(a)(1)
 - FR-21
 - FR-22(2)(a)(1)
59. Which FR empowers the competent authority to sanction advance increments?
- FR-17
 - FR-22
 - FR-27
 - FR-35
60. What does 'withholding the next increment' for a period of 3 years implies?
- It means that one increment shall not be drawn for next 3 years
 - It means that all the increments during the period of 3 yrs shall be withheld
 - It means that one increment shall be given only after 3 yrs.
 - None of the above
61. The special increment granted for adopting small family norms is to be treated as.....
- special pay
 - personal pay
 - presumptive pay
 - a separate element of pay
62. The Govt. may fix the pay of an officiating employee at an amount less than that admissible under the Rules. However, this restriction shall not be applied where
- one is appointed to a higher grade in one's own cadre
 - one is appointed to a higher grade in another cadre
 - the promotee fulfills the eligibility conditions in RRs
 - None of the above
63. Which of the following statement is NOT correct about Subsistence allowance?
- It can be enhanced by an amount not exceeding 50% of the allowance
 - It can be reduced by an amount not exceeding 50 % of the allowance
 - It can be increased by another 50% on completion of 6 months of suspension
 - To whom the reasons for prolonged suspension are attributable will decide whether the allowance should be increased or decreased

64. The 'Next Below rule' is applicable in case of
- a) reversion of an employee to a lower post
 - b) promotion while the employee is on foreign service
 - c) stepping up of pay vis-à-vis the junior employee
 - d) none of the above
65. Which of the following is not a Grade Pay in Pay Band-4?
- a) 10000
 - b) 8900
 - c) 8800
 - d) 8700
66. Which of the following periods is not counted for earning increment?
- a) EOL without MC for higher studies
 - b) Period of training
 - c) Service in an ex-cadre post
 - d) Overstayal of leave
67. In which situation full encashment of Earned leave is not allowed?
- a) Premature retirement
 - b) Compulsory retirement
 - c) On transfer to industrial establishment
 - d) On resignation.
68. If you are appointed on deputation at the same level and at your present place of posting, then you may be entitled to the Deputation (Duty) allowance @.....of the basic pay..
- a) 5%
 - b) 10%
 - c) 11%
 - d) 12%
69. In case of foreign service, Children Education Allowance shall be regulated with mutual consent of-
- a) the lending organisation and the employee
 - b) the borrowing organisation and the employee
 - c) the borrowing and lending organisations
 - d) None of the above
70. As per General Financial Rules,2005 the 'Public Works' means-
- a) civil works and electrical works
 - b) any work undertaken by CPWD or PWD
 - c) civil works, irrigation, navigation, embankment and drainage works
 - d) civil works and drainage works excluding navigation, irrigation and embankment

71. Reappropriation means-
- a) transfer of funds from contingency fund to local govt.
 - b) approval of parliament to spend govt. funds
 - c) transfer of budgetary grant from HQrs to its local units
 - d) transfer of funds from one budget sub-head to another
72. As per GFR-21, expenditure from public funds should not be incurred for the benefit of a particular person or a section of the people, unless.....
- a) it is demanded
 - b) it is in pursuance of a policy or custom
 - c) it is available
 - d) a claim for it is submitted within the permissible time-limit
73. Original works does not include-
- a) additions to existing works
 - b) alterations to existing works
 - c) special repairs and remodelling of buildings
 - d) repair works to maintain buildings
74. Administrative control of works does not include -
- a) responsibility for upkeep of buildings
 - b) responsibility for proper utilisation of buildings
 - c) assumption of full responsibility for construction
 - d) None of the above
75. As per GFRs, open tenders shall be called for works costing Rs....
- a) two lakhs to five lakhs
 - b) five lakhs to seven lakhs
 - c) five lakhs to ten lakhs
 - d) ten lakhs and above
76. As per GFRs, limited tenders shall be called for works costing Rs.....
- a) less than five lakhs
 - b) less than 2.5 lakhs
 - c) less than three lakhs
 - d) less than ten lakhs
77. Which of the following statements is correct?
- a) Debits always go on the right, credits always go on the left.
 - b) Debits usually go on the right, credits usually go on the left.
 - c) Debits always go on the left, credits always go on the right
 - d) Debits usually go on the left, credits usually go on the right.

78. Which of the following is not a liability?
- a) Mortgage
 - b) Accounts receivable
 - c) Overdraft
 - d) Loan
79. Which one of the following accounts would usually have a debit balance?
- a) Cash
 - b) Creditors
 - c) Accounts payable
 - d) Salary expenses
80. Depreciation is based on-
- a) Economic life of assets
 - b) Normal life of assets
 - c) Life of assets declared by suppliers
 - d) None of the above
81. All the direct expenses are charged to....
- a) Balance sheet
 - b) Profit & Loss account
 - c) Trading account
 - d) None of the above
82. Which is the mostly likely purpose of budgeting?
- a) Preparation of five-year business plan
 - b) Planning and control of an organisation's income & expenditure
 - c) Company valuation
 - d) To assess the performance of an organisation
83. During passing of budget in the Parliament 'Guilotine' is applied to those demands which are—
- a) discussed and approved
 - b) discussed but not approved
 - c) discussed and reduced
 - d) not discussed for want of time
84. Which of the following is not a part of direct cost?
- a) Salaries of project staff
 - b) Salaries of adm. Staff
 - c) Research materials
 - d) None of the above

85. As per GFRs EMD should bepercent of the estimated value of the stores to be purchased.
- a) one
 - b) two
 - c) two and a half
 - d) three
86. As per GFRs the ceiling for the amount of EMD is Rs.....
- a) one lakh
 - b) one lakh and fifty thousand
 - c) two lakhs
 - d) two lakhs and fifty thousand
87. A Bank Guarantee (BG) should be valid forbeyond the validity period of the offer..
- a) 45 days
 - b) 60 days
 - c) 90 days
 - d) one year
88. As per GFRs, the quantum of performance security shall bepercent of the value of the contract.
- a) two
 - b) two to five
 - c) five to ten
 - d) twenty-five
89. GFR-159(1) provides that advance payment to a private firm for supplies should not exceed.....percent of the contract value.
- a) 20
 - b) 25
 - c) 30
 - d) 40
90. Online payment of bills is example of -
- a) online investment
 - b) online settlement
 - c) modern mode of procurement
 - d) e-payments
91. In case of R&D related items costing upto Rs.....procurement may be made without inviting quotations.
- a) 10000
 - b) fifty thousand
 - c) Seventy five thousand
 - d) None of the above

92. Which allowance is not admissible if an employee is provided with transport facility by the Lab./Institute?
- a) Conveyance allowance
 - b) Transport allowance
 - c) Mileage allowance
 - d) None of the above
93. Which of the following two allowances are granted at the same rate?
- a) Tribal area allowance and Bad climate allowance
 - b) Tribal area allowance and Hard area allowance
 - c) Hard area allowance and Bad climate allowance
 - d) None of the above
94. Maximum how many days of Child Care Leave (CCL) is admissible to a female employee ?
- a) 760
 - b) 730
 - c) 700
 - d) None of the above
95. Child Care Leave cannot be granted for a period of less than days.
- a) 15
 - b) 14
 - c) 10
 - d) 7
96. Which benefit cannot be availed during Child Care Leave?
- a) LTC
 - b) Transport allowance
 - c) Mileage allowance
 - d) None of the above
97. Pay + NPA should not exceed Rs.....
- a) 90000
 - b) 85000
 - c) 80000
 - d) 75000
98. At present, an employee usually gets his/her annual increment on.....
- a) 01st January of the year
 - b) 01st July of the year
 - c) the date of his appointment
 - d) None of the above

99. The income criteria for dependency is.....

- a) income of Rs.5000 pm
- b) income of Rs.2500 pm
- c) minimum amount of Family Pension and dearness relief thereon
- d) None of the above

100. What is the amount of Fixed Medical Allowance payable per month to a pensioner in CSIR?

- a) Rs.500
- b) Rs.400
- c) Rs.300
- d) Rs.200