



Tripura University

Suryamaninagar-799022, Tripura (W)

Name of the Examination

Written Test for the post of PERSONAL ASSISTANT

Name of the Candidate: _____

Registration No. _____

Roll No. _____

Date of Birth (in figure) : _____

(in word) _____

Signature of the Candidate _____

Date : _____

Signature of the Superintendent

Signature of the Invigilators

INSTRUCTIONS TO THE CANDIDATES

1. This exam is of 120 minutes duration and the Test Booklet cum answer sheet contains 68 questions. All questions are compulsory.
2. These 68 questions are divided into four sections (A, B, C and D) as per the details given below:
 - i. Section A consists of 50 (fifty) multiple-choice questions (four options with a single correct answer) (Question no. – 01 to 50). For each correct answer, the candidate will get 1 mark. No negative marking.
 - ii. Section B consists of 10 (Ten) questions (Question no. – 51 to 60): Very Short Answer Type Questions (Answer in one word/one sentence) = 10 Questions (2 marks each)
 - iii. Section C consists of 05 (five) questions (Question no. – 61 to 65) Short Answer Type Questions (Answer within 50 words) (3 marks each)
 - iv. Section D consists of 03 (Three) questions (Question no. – 66 to 68) Descriptive Answer Type Questions (Answer within 100 words) (5 marks each)
3. Maximum marks are 100.
4. Use a Blue/Black ballpoint Pen (as provided by the Centre) only for writing particulars on this page/marking answers on the Test Booklet cum Answer Sheet.
5. Rough work is to be done in the space provided for this purpose in the Test Booklet only. No additional sheets would be provided.
6. On completion of the exam, the candidate must hand over the Test Booklet cum Answer Sheet to the Invigilator before leaving the room/hall.
7. The candidates should ensure that the Test Booklet cum Answer Sheet is not folded. Do not make any stray marks on it. Do not write your Roll No. anywhere else except in the specified space in the Test Booklet cum Answer Sheet. The use of white fluid for correction is NOT permissible on it.
8. Each candidate must show on-demand his/her Admit Card to the Invigilator.
9. No candidate, without special permission of the Centre Superintendent or Invigilator, would leave his/her seat.
10. Use of an Electronic/Manual Calculator or Smart watch or any other electronic gadget is strongly prohibited.
11. The candidates are governed by all Rules and Regulations of the examination with regard to their conduct in the Examination Room/Hall. All cases of unfair means will be dealt with as per Rules and Regulations of this examination.
12. No part of the Test Booklet cum Answer Sheet shall be detached under any circumstances.
13. The candidates will write the Correct Test Booklet Number and Code as given in the Test Booklet cum Answer Sheet in the Attendance Sheet.

Section - A

Note: Attempt all MCQ type questions, each question carries 1 mark.

1. Annual property return due date on every year is:
(a) February 28 (b) January 31
(c) June 30 (d) March 31

2. With effect from 1.1.2006, the minimum service is required for pension is:-
(a) 33 year (b) 20 year
(c) 15 year (d) 10 year

3. Which institution is on the top spot in the National Institute Ranking Framework, 2024 overall category?
(a) IIT Delhi (b) IIT Madras
(c) IIT Bombay (d) IISc Bengaluru

4. Project "SWAYAM" of Education Ministry provides one integrated platform and portal for online courses, SWAYAM refers:
(a) Study Webs of Active Learning for Young Anglo-Indian Minds
(b) Study Webs of Active Learning for Young Aspiring Minds.
(c) Study Webs of Active Learning for Young Artificial-intelligence Minds
(d) Study Webs of Active Learning for Youth Aspiring Minds

5. In a group of 50 students, 30 students play football, 20 students play basketball, and 15 students play both. How many students play neither sport?
(a) 5 (b) 10
(c) 25 (d) 15

6. Which protocol is used to securely transfer files over the internet?

- (a) FTP (b) HTTP
(c) HTTPS (d) SMTP

7. In a relational database, what does SQL stand for?

- (a) Standard Query Language
(b) Structured Query Language
(c) Structured Query Logic
(d) Simple Query Language

8. Which Excel function is used to look up and retrieve data from a specific column in a table based on a matching value in the first column?

- (a) LOOKUP (b) VLOOKUP
(c) INDEX (d) MATCH

9. What is the purpose of the 'Conditional Formatting' feature in Excel?

- (a) To apply the same format to all cells in a worksheet
(b) To format cells based on specific criteria
(c) To print the worksheet with specific margins
(d) To protect cells from being edited

10. As per CCS (Leave) rule, the leave account of every government servant (other than a military officer) who is serving in a department other than a vacation department, shall be credited with earned leave, in advance, in two installments of ___ days each on first days of January and July of every calendar year.

- (a) 10 (b) 5
(c) 15 (d) 30

11. Which of the following is not a penalty?

- (a) Pre-mature retirement (b) Withholding of promotion
(c) Compulsory retirement (d) Censure

12. Which book is known as total of debit and credit?

- (a) Balance sheet (b) Journal
(c) Ledger (d) Trial balance

13. How many schedules does the 'RTI Act, 2005' have?

- (a) 5 (b) 10
(c) 2 (d) 8

14. What is reverse auction?

- (a) In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.
(b) In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically increase as the sellers underbid each other.
(c) In a reverse auction, the buyers compete to obtain business from the seller and prices will typically increase as the sellers underbid each other.
(d) In a reverse auction, the buyers compete to obtain business from the seller and prices will typically decrease as the sellers underbid each other

15. The advantage(s) of GST is/are:

- (i) GST regime has eliminated the tax on tax.
(ii) All activities of GST are done online.
(iii) It has helped in widening the tax base in India.
(iv) GST being a nation-wide tax having a centralized surveillance system, its evasion is curbed.

Choose the correct option.

- (a) Only i), ii) & iii) are correct
- (b) Only ii), iii) & iv) are correct
- (c) Only i), iii) & iv) are correct
- (d) All i), ii), iii) & iv) are correct

16. The circumstances under which a government servant may be placed under suspension are enumerated in the following rules ?

- (a) Rule 10 of CCS (CCA) rules 1965
- (b) Rule 14 of CCS (CCA) rules 1965
- (c) Rule 20 of CCS (CCA) rules 1965
- (d) Rule 16 of CCS (CCA) rules 1965

17. What is the role of a consignee in GeM portal?

- 1) Receipt of equipment or goods
- 2) Creation of PRC (Provisional Receipt Certificate)
- 3) Creation of CRAC (Consignee report & Acceptance Certificate)

Which of the above statements is/ are incorrect: -

- (a) Only 2
- (b) Only 3
- (c) 2 & 3
- (d) All of the above statements

18. Consignee generate Consignee Receipt and Acceptance Certificate (CRAC) within ___ receipt of stores

- (a) 5 days
- (b) 7 days
- (c) 10 days
- (d) 12 days

19. When NPS subscriber retired at the time of superannuation then minimum annuitization is _____ of accumulated wealth ?

- (a) 40% (b) 60%
(c) 75% (d) 80%

20. How many times can hometown be changed during the entire service under LTC rules?

- (a) Thrice (b) Twice
(c) Once (d) Four times

21. What are the allowances admissible during suspension?

- (a) DA & HRA
(b) DA, HRA & Transport Allowance
(c) None of these
(d) HRA only

22. The debts which are to be repaid within a short period (year or less) are known as:

- (a) Fixed liabilities
(b) Contingent liabilities
(c) Current liabilities
(d) All of the above

23. Which of the following are not objectives of auditing?

- (a) Ascertain the profit and preparation of P/L Account, Balance sheet.
(b) Detection and prevention of frauds and errors.
(c) Give a true and fair view of financial amount.
(d) To submits the accounts to Government of India.

24. The first indigenous bank which came into existence in 1894 was

- (a) Central Bank of India
- (b) Reserve Bank of India
- (c) Punjab National Bank
- (d) Imperial Bank of India

25. The H.C.F of two numbers is 11 and their L.C.M is 7700. If one of these numbers is 275, then find the other number.

- (a) 308
- (b) 803
- (c) 203
- (d) 108

26. A man spends Rs 1,800 per month on an average for the first four months and Rs 2,000 per month for the next 8 months and saves Rs 5,600 a year. What is his average monthly income?

- (a) Rs 2,400
- (b) Rs 2500
- (c) Rs 2600
- (d) Rs 1200

27. If A, B and C together can finish a piece of work in 4 Days , A alone in 12 days and B in 18 Days, then C alone can do it in

- (a) 21 days
- (b) 15 days
- (c) 12 days
- (d) 9 days

28. What is the area of a triangle with base 10 cm and height 6 cm?

- (a) 30 cm²
- (b) 60 cm²
- (c) 50 cm²
- (d) 20 cm²

29. The average of 5 consecutive numbers is 12. What is the sum of these numbers?

- (a) 60
- (b) 50
- (c) 40
- (d) 45

30. If the price of an article is increased by 20%, and then decreased by 10%, what is the overall percentage change in the price?

- (a) 10% increase (b) 8% increase
(c) 5% decrease (d) 6% decrease

31. If the length of a diagonal of a square is 8 cm, then the area of the square is:

- (a) 16 cm² (b) 32 cm²
(c) 64 cm² (d) 24 cm²

32. If the probability of an event is $\frac{3}{4}$, what is the probability of the event not happening?

- (a) $\frac{1}{4}$ (b) $\frac{1}{3}$
(c) $\frac{1}{2}$ (d) $\frac{1}{5}$

33. The sum of the first 25 natural numbers is:

- (a) 310 (b) 325
(c) 310 (d) 335

34. A boy was asked to multiply a number by 12. But he multiplied by 21 and got his answer 63 more than the correct answer. The number to be multiplied was?

- (a) 7 (b) 9
(c) 8 (d) 12

35. In a poultry farm having hens and pigs, Rohan can see 84 heads and 282 legs. How many hens are there?

- (a) 54 (b) 30
(c) 27 (d) 57

36. Who was appointed as the new Chief Justice of India in 2024?
- (a) Dhananjaya Y. Chandrachud
- (b) Uday Umesh Lalit
- (c) Justice Sanjiv Khanna
- (d) S.A. Bobde
37. Who was appointed as the new CAG of India in November, 2024?
- (a) Girish Chandra Murm (b) K Sanjay Murthy
- (c) Shri Rajiv Gauba (d) T.V. Somanathan
38. Recently, which country won the 2024 ICC Under-19 World Cup?
- (a) Australia (b) India
- (c) South Africa (d) New Zealand
39. Who is the first Indian woman to win an Olympic silver medal?
- (a) Saina Nehwal (b) P.V. Sindhu
- (c) Rituparna Das (d) Tanvi Lad
40. Which schedule was added by the 1st Amendment to the Constitution of India?
- (a) 7th Schedule (b) 8th Schedule
- (c) 9th Schedule (d) 10th Schedule
41. Robin Hood effect is related to which of the following?
- (a) Income and consumption
- (b) Income generation
- (c) Income redistribution
- (d) Proportional tax

42. What is 'INDRA RV25: 240N', recently seen in the news?
- | | | | |
|---------------------------|--------------------------|---------------|--------------------------|
| (a) Micro turbojet engine | <input type="checkbox"/> | (b) Satellite | <input type="checkbox"/> |
| (c) Asteroid | <input type="checkbox"/> | (d) Exoplanet | <input type="checkbox"/> |
43. Who is the chief guest for India's 2024 Republic Day celebrations?
- | | | | |
|--------------------------|--------------------------|-----------------|--------------------------|
| (a) Abdel Fattah el-Sisi | <input type="checkbox"/> | (b) Rishi Sunak | <input type="checkbox"/> |
| (c) Emmanuel Macron | <input type="checkbox"/> | (d) Joe Biden | <input type="checkbox"/> |
44. Which Union Ministry is implementing the 'PM Vishwakarma Scheme'?
- | | |
|--|--------------------------|
| (a) Ministry of Education | <input type="checkbox"/> |
| (b) Ministry of Skill Development and Entrepreneurship | <input type="checkbox"/> |
| (c) Ministry of Women and Child Development | <input type="checkbox"/> |
| (d) Ministry of MSME | <input type="checkbox"/> |
45. What is the theme of 'National Science Day' 2024?
- | | |
|--|--------------------------|
| (a) Women in Science | <input type="checkbox"/> |
| (b) Future of STI: Impact on Education Skills and Work | <input type="checkbox"/> |
| (c) Integrated Approach in S&T for Sustainable Future | <input type="checkbox"/> |
| (d) Indigenous Technologies for Viksit Bharat | <input type="checkbox"/> |
46. Which among following is not a Fish?
- | | | | |
|-----------------|--------------------------|----------------|--------------------------|
| (a) Cuttle Fish | <input type="checkbox"/> | (b) Gold Fish | <input type="checkbox"/> |
| (c) Dog Fish | <input type="checkbox"/> | (d) Zebra Fish | <input type="checkbox"/> |
47. When is the 'National Voters' Day' observed every year?
- | | | | |
|----------------|--------------------------|----------------|--------------------------|
| (a) 24 January | <input type="checkbox"/> | (b) 25 January | <input type="checkbox"/> |
| (c) 26 January | <input type="checkbox"/> | (d) 15 January | <input type="checkbox"/> |

48. Which one of the following is a fast growing tree?

(a) Teak

(b) Eucalyptus

(c) Banyan

(d) Coconut

49. Who is the author of recently released the book titled “Why Bharat Matters”?

(a) Amit Shah

(b) Nirmala Sitharaman

(c) S. Jaishankar

(d) Rajnath Singh

50. In which city of India “2024 Women's Asian Champions Trophy” held in November, 2024?

(a) Ranchi

(b) Rajgir

(c) Patna

(d) Lucknow

TOTAL NUMBER OF MCQs ATTEMPTED:

- IN FIGURE.....
- IN WORDS.....

Personal Assistant Answer Key

1.	B
2.	D
3.	B
4.	B
5.	D
6.	A
7.	B
8.	B
9.	B
10.	C
11.	D
12.	D
13.	C
14.	A
15.	D
16.	A
17.	D
18.	C
19.	A
20.	C
21.	A
22.	C
23.	A
24.	D
25.	A

26.	A
27.	D
28.	A
29.	A
30.	B
31.	B
32.	A
33.	B
34.	A
35.	C
36.	C
37.	B
38.	A
39.	B
40.	C
41.	C
42.	A
43.	C
44.	B
45.	D
46.	A
47.	B
48.	B
49.	C
50.	B