

BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT
Senior Assistant

(under Baba Farid University of Health Sciences, Faridkot)

QUESTION BOOKLET NC

OMR ANSWER SHEET NC

ROLL NO:

SSION OF THE CANDIDATE

FULL SIGNATURE OF THE CANDIDATE

FULL SIGNATURE OF INVIGILATOR

Maximum Marks: 100

Time Allowed: 2:00 Hours (2:00 PM to 4:00 PM)

1. Use BLACK FINE TIP BALL PEN only. Use of pencil is not allowed.
2. Write your Roll number on the OMR answer-sheet and also on the question-booklet only in the space provided for the purpose and at no other place in the question booklets and Answer-sheet
3. Enter the Question Booklet Set and Number on the OMR Answer-sheet and also darken the corresponding bubbles with BLACK FINE TIP BALL PEN.
4. Do not put any marks anywhere in the Question booklet /on the OMR Answer-sheet.
5. **There are 100 objective type questions in all of 1 Mark each.** Before attempting the questions, check that the Question-booklet is complete. In case any question/part of question or page is missing, inform the Centre Superintendent within 5 minutes of the start of the examination. After that no claim will be entertained.
6. **Each question is followed by four alternative responses listed as A), B), C) and D) out of which only one is correct / most correct. In case, all the ovals are left blank, there will be deduction of marks @ 0.25 mark for each such unattempted question. Fifth oval 'E' (introduced for security purpose) is to be darkened in case you do not want to attempt the question to avoid negative marking.**
7. To open the question booklet, remove the seal gently when asked to do so. Handover the OMR Answer-sheet to the officer on duty on the completion of the time before you leave the examination hall.
8. **The candidates are permitted to carry his/her question booklet after completion of the examination but OMR Sheets are compulsory required to be deposited with the invigilator.**
9. A candidate who create disturbance of any kind or changes his/her seat or is found in possession of any paper possibility of any assistance to him/her or unfair means will be expelled from the examination by the Centre superintendent/Observer, whose decision shall be final. ("Expulsion" for this purpose would mean cancellation of the entire examination of the candidate).
10. **THE CANDIDATES ARE NOT PERMITTED TO CARRY ANY TELECOMMUNICATION EQUIPMENT SUCH AS WATCH, CELLULAR PHONE, WIRELESS SET, SCANNER ETC. INSIDE THE EXAMINATION HALL.**
11. For rough work, use only the blank space of the Question booklet.
12. The candidates will not be allowed to leave the examination hall during the examination.
13. Borrowing any material is not allowed.
14. The answer-sheet is designed for Computer evaluation. If the instructions are not followed properly, the candidate alone shall be responsible for the resultant loss.
15. Smoking/Refreshment shall not be allowed in the Entrance Test Centre/Hall.
16. Male candidates shall affix their Left Thumb Impression (LTI) while Female candidates shall affix Right Thumb Impression (RTI) at the prescribed place on the OMR answer sheet, Question Booklet and attendance sheet. The Centre superintendent shall also obtain and retain it for record.
17. The candidate must fill both the question booklet number and OMR answer sheet number on the attendance sheet.
18. No candidate shall be allowed to leave the centre before **4:00 PM.**

1. In a Word table, pressing Tab in the last cell will:
 - A) Insert a new row
 - B) Move to the next row
 - C) Move to the top row
 - D) Exit the table
2. Which of the following is NOT a valid view in Word?
 - A) Draft
 - B) Outline
 - C) Web Layout
 - D) Show
3. What is the use of "Ctrl + Shift + Space" in Word?
 - A) Insert Em dash
 - B) Non-breaking space
 - C) Double space
 - D) Thin space
4. To create a cross-reference in Word, you must first use:
 - A) Bookmarks
 - B) Footnotes
 - C) Hyperlinks
 - D) Page Numbers
5. What does the dollar sign (\$) do in an Excel cell reference?
 - A) Makes it an relative reference
 - B) Makes it an absolute reference
 - C) Rounds currency
 - D) Adds a currency symbol
6. What function would you use to count only numeric values in a range?
 - A) =COUNTIF()
 - B) =COUNTA()
 - C) =COUNT()
 - D) =SUM()
7. Which Excel function returns the number of characters in a string?
 - A) =STRING()
 - B) =CHAR()
 - C) =TEXT()
 - D) =LEN()
8. Which shortcut opens the Format Cells dialog box?
 - A) Ctrl + 1
 - B) Ctrl + F
 - C) Ctrl + Shift + F
 - D) Alt + F1
9. What will be the result of the formula =IF(A1>100,"High","Low") if A1 = 80?
 - A) High
 - B) Low
 - C) Error
 - D) 0
10. Which feature allows users to create multiple summaries from large data sets?
 - A) AutoFilter
 - B) Goal Seek
 - C) PivotTable
 - D) Data Validation
11. Which function is best to search and return a value from a vertical list?
 - A) INDEX
 - B) SEARCH
 - C) HLOOKUP
 - D) VLOOKUP
12. Which type of chart best shows trends over time?
 - A) Bar Chart
 - B) Pie Chart
 - C) Line Chart
 - D) Column Chart
13. What is the keyboard shortcut to recalculate formulas in Excel?
 - A) F5
 - B) F2
 - C) F9
 - D) Shift + Enter
14. Which of the following is a valid file path in Windows?
 - A) D:\Files\Report.docx
 - B) D:/Files\Report.docx
 - C) D: Files\Report.docx
 - D) D: Files/Report.docx
15. What does BCC stand for in email?
 - A) Blind Carbon Copy
 - B) Back Copy Count
 - C) Broadcast Channel Copy
 - D) Backup Carbon Code
16. What is the default port for SMTP (sending emails)?
 - A) 21
 - B) 25
 - C) 80
 - D) 110
17. Which file format supports macros in Excel?
 - A) .xlsx
 - B) .csv
 - C) .pdf
 - D) .xlsm
18. Which tool allows you to take a screenshot on Windows?
 - A) Paint
 - B) File Explorer
 - C) Snipping Tool
 - D) Device Manager

19. In a web browser, what does Ctrl + T do?

- A) Prints the page
- B) Opens a new window
- C) Closes the browser
- D) Opens a new tab

20. Which of the following is least likely to help protect a system from viruses?

- A) Running programs in a sandbox environment
- B) Frequently switching between browsers
- C) Using digital signatures to verify software sources
- D) Avoiding admin-level privileges for daily use

21. 2, 12, 36, 80, 150, ?

- A) 216
- B) 248
- C) 252
- D) 246

22. If 421 means "hot summer day", 632 means "pleasant day ahead", 153 means "hot coffee ahead", then what is the code for "ahead"?

- A) 2
- B) 3
- C) 1
- D) 5

23. Pointing to a photograph, Seema said, "He is the only son of the father of my sister's brother." How is the person related to Seema?

- A) Cousin
- B) Brother
- C) Father
- D) Uncle

24. After going 5 m North, Ram turns right and walks 10 m. He then turns right again and walks 5 m. Then he turns left and walks 10 m. How far is he from the starting point?

- A) 5 m
- B) 10 m
- C) 15 m
- D) 20 m

25. If an input is: 9@1#5, the output is 159#@, what's the rule?

- A) Sort numbers and symbols by ASCII in ascending order
- B) Numbers reversed, symbols at end
- C) Remove symbols and placed randomly
- D) Random placed

26. Five people A, B, C, D and E are of different heights. C is taller than only A. D is shorter than E but taller than B. Who is the tallest?

- A) E
- B) D
- C) B
- D) C

Direction: (27 - 31): Read the statement carefully and answer the following questions:

Six people — A, B, C, D, E and F — are sitting in a straight line, facing north, but not necessarily in this order.

- 1. A is sitting third to the right of B.
- 2. C is sitting at one of the ends.
- 3. Only one person is sitting between C and D.
- 4. E is sitting second to the left of A.
- 5. F is not a neighbour of E

27. Who is sitting at the extreme left end?

- A) A
- B) B
- C) F
- D) E

28. How many people are sitting between A and E?

- A) 4
- B) 1
- C) 2
- D) 3

29. Who is sitting immediately to the right of E?

- A) A
- B) B
- C) C
- D) D

30. Who are the immediate neighbours of D?

- A) E and A
- B) D and C
- C) B and D
- D) A and B

31. What is the position of B from the left end?

- A) 1st
- B) 2nd
- C) 3rd
- D) 4th

32. The Income - Tax Bill 2025 has been introduced in the Lok Sabha on 12th Aug. The Bill aimed to simplify the tax system and is built on these core 'SIMPLE' principles.

- (i) S: Streamlined structure & Language
- (ii) I: Integrated & concise
- (iii) M: Minimized litigation
- (iv) P: Practical & Transparent
- (v) L: Learn & Adapt
- (vi) E: Effective payments

Which of these principles is wrongly abbreviated here?

- A) (i) and (ii)
- B) (iii) and (v)
- C) (vi)
- D) (iv)

33. What is the name of the counter-terrorism operation in which Indian Security Forces neutralised three Lashkar-e-Taiba terrorists near Dachigam National Park?

- A) Operation Vijay
- B) Operation Sindoor
- C) Operation Parle G
- D) Operation Mahadev

34. NISAR is a collaborative satellite project between ISRO and which foreign space agency?
 A) Japan Aerospace Agency
 B) Roscosmos
 C) NASA
 D) None of these
35. Who won the FIDE Women's Chess World Cup 2025 by defeating Koneru Humpy in the final?
 A) R. Vaishali
 B) Harika Dronavalli
 C) Anna Ushenina
 D) Divya Deshmukh
36. Who became the first Indian batter to score four centuries in a debut Test series as captain?
 A) Shubman Gill
 B) Virat Kohli
 C) Babar Azam
 D) Joe Root
37. Who among the following introduced Shaka era?
 A) Ashoka
 B) Kanishka
 C) Rudraraman
 D) Bimbisara
38. Which among the following is India's deepest landlocked and protected port?
 A) Vishakhapatnam
 B) Chennai
 C) Paradeep
 D) Kandla
39. Which one of the following is the smallest endocrine gland in human body?
 A) Pancreas
 B) Thyroid
 C) Pituitary
 D) Adrenal
40. The first Rajiv Gandhi Khel Ratna Award was given to whom?
 A) Virat Kohli
 B) Abhinav Bindra
 C) Sachin Tendulkar
 D) Viswanathan Anand
41. In case of promotion, the employee may opt to get his pay fixed from the date of promotion or from the date of next increment. The option is to be exercised-
 A) Within one month from the date of promotion
 B) Within 10 days of receipt of order of promotion
 C) On the date of promotion
 D) On the date of taking charge of the promotion post
42. Earned Leave can be accumulated up to what maximum limit, beyond which it lapses?
 A) 240 days
 B) 300 days
 C) 270 days
 D) 360 days
43. Under the revised pay structure, the minimum basic pay and the maximum basic pay are-
 A) Rs.18,000 and Rs.2,25,000
 B) Rs. 18,000 and Rs.2,50,000
 C) Rs.25,500 and Rs.2,25,000
 D) None of the above
44. What does Revised emoluments mean?
 A) Existing emoluments multiplied by the fitment factor
 B) Sum of existing emoluments multiplied by the fitment factor and one increment
 C) Pay in the level of a government servant in the revised pay structure
 D) None of the above
45. Which of the following conditions leads to superannuation retirement as per Punjab CSR (Except Group D)?
 A) Completion of 25 years of service with adverse entries
 B) Reaching 58 years
 C) Reaching 55 years
 D) Failure in promotion test twice
46. Under office procedure rules, a file can be destroyed if it is classified as:
 A) Routine
 B) B-class
 C) Confidential
 D) 'C' Category in retention schedule
47. In a medical college office, the file noting should be done using which of the following practices?
 A) Summary at top
 B) In chronological order with initials and date
 C) Short forms allowed
 D) Typed only
48. The audit objection regarding leave encashment of a retiring employee is resolved by:
 A) DDO with Finance concurrence
 B) Accountant
 C) Senior Assistant
 D) Clerk

49. Post Sanction Register must be reconciled with which of the following?
 A) Attendance Register in office
 B) Budget Allotment for employees
 C) Bill Book
 D) Sanctioned Strength Letter from Department
50. In disciplinary proceedings under CSR, which of the following is NOT part of natural justice?
 A) Right to cross-examine witnesses
 B) Right to present evidence
 C) Delay in charge-sheet
 D) Personal hearing before punishment
51. Which article of the Constitution of India provides protection against arbitrary dismissal?
 A) Article 14 B) Article 309
 C) Article 311 D) Article 320
52. How is without pay leave treated for the purpose of qualifying service?
 A) Counts if sanctioned on medical grounds
 B) Fully counts if approved by DDO
 C) Counts if less than 30 days
 D) All of these
53. Who is the competent authority to sanction all leaves in a medical college?
 A) Clerk
 B) Director Medical Education (DME)
 C) Principal
 D) Health Secretary
54. Temporary post is a post carrying -
 A) A definite rate of pay sanctioned for a limited time
 B) A variable rate of pay sanctioned for a limited time
 C) A variable rate of pay sanctioned without limit of time
 D) None of the above
55. In Punjab CSR Vol I Part I, the rule governing the record of service is:
 A) Rule 6.4 B) Rule 8.10
 C) Rule 12 D) Rule 7.3
56. What is the standard procedure for reporting missing pages in a service book?
 A) Note in margin
 B) Police complaint and attested report
 C) Fresh book entry
 D) All of the Above
57. In official correspondence, the term 'issue number' refers to:
 A) Diary number B) Dispatch number
 C) File number D) Subject code
58. Which of the following is not a valid class of government record under Punjab Record Retention Schedule?
 A) Provisional - Subject to review
 B) Permanent - Microfilmed
 C) Permanent - Not microfilmed
 D) Temporary - Limited Period
59. What is Supernumerary Post?
 A) Ad hoc post B) Temporary Post
 C) Permanent Post D) Ex-cadre Post
60. An employee holds lien on a post:
 A) While on Foreign Service
 B) During joining time on transfer to another post
 C) While under suspension
 D) All of the above
61. Under latest Punjab CSR, Rule 8.119 pertains to:
 A) Half Pay and Commuted Leave
 B) Increments
 C) Suspension orders
 D) Disciplinary proceedings
62. 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 years
 C) Five years D) Ten years
63. Personal pay means additional pay granted to a Government servant-
 A) To save him from a loss of substantive pay due to revision of pay
 B) To save him from a loss of substantive pay due to reduction of substantive pay for any reason except disciplinary action
 C) In exceptional circumstances, on other personal considerations
 D) All of the above
64. The concept of Time-Scale pay (or Pay Scales) has been discontinued w.e.f.:
 A) 1.1.2006 B) 1.4.2006
 C) 1.1.2016 D) 1.4.2016

65. Leave salary during study leave while study in India is:
 A) No Pay
 B) Only Basic Pay
 C) Basic Pay with DA
 D) Basic Pay with DA & HRA
66. TA on retirement journey is admissible for:
 A) Whole family
 B) Employee and spouse
 C) Employee only
 D) None
67. Appeal against suspension order can be made to:
 A) Head Clerk
 B) Superintendent
 C) Vigilance
 D) Appellate Authority
68. Rule 8.127 of Punjab CSR deals with:
 A) TA during training
 B) Maternity Leave
 C) Leave without pay
 D) Encashment of HPL
69. Level in the Pay Matrix in the revised pay structure determined as Level corresponding to:
 A) The existing Scale of Pay
 B) The existing Pay Band and Grade Pay
 C) Both option A) and B)
 D) None of these
70. Permission for acquiring property is governed by:
 A) CSR 8.17
 B) Rule 5.3
 C) Conduct Rule 18
 D) None of these
71. Commuted leave requires certification by:
 A) ACR reviewer
 B) Head Assistant
 C) Drawing Officer
 D) Competent Medical Authority
72. Which of the following is not included in existing pay structure?
 A) Dearness allowance
 B) Non-practicing allowance
 C) House rent allowance
 D) All of the above
73. Monthly grant made to a Government servant who is not in receipt of pay or leave salary is-
 A) Substantive grant
 B) Subsistence grant
 C) Grant-in-aid
 D) Personal grant
74. Special pay or special allowance is an addition to the emoluments of a post or of a Government servant for-
 (i) Special achievements of the Government servant
 (ii) Specially arduous nature of duties
 (iii) Specific addition to the work or responsibility
 Which of these options is correct:
 A) Option (i) and (ii)
 B) Option (ii) and (iii)
 C) Option (i), (ii) and (iii)
 D) None of the above
75. Personal pay means additional pay granted to a Government servant-
 A) To save him from a loss of substantive pay due to revision of pay
 B) To save him from a loss of substantive pay due to reduction of substantive pay for any reason except disciplinary action
 C) In exceptional circumstances, on other personal considerations
 D) All of the above
76. The auto-generation of payslip in HRMS, Punjab occurs after which action?
 A) Processing by AG
 B) Salary bill approved by treasury
 C) Monthly attendance closure
 D) All of the above
77. Provisional pension can be sanctioned under Rule:
 A) 2.1
 B) 6.4
 C) 9.6
 D) 8.21
78. A DDO in PFMS mistakenly selects the wrong component head while making a payment. What is the protocol for correction?
 A) Cancel payment and edit bill
 B) Contact PFMS admin to remap
 C) Submit revised sanction through competent authority
 D) Reverse entry in AG ledger

79. A government employee can appeal against a major penalty within how many days?

- A) 30 days
- B) 45 days
- C) 60 days
- D) 90 days

80. Which of the following qualifies as a 'major penalty' under Punjab CSR?

- A) Censure
- B) Withholding promotion
- C) Withholding increments of pay without cumulative effect
- D) Removal from service

81. What does the "SNA Dashboard" in PFMS primarily display?

- A) Pending leave requests
- B) Summary of salary bills
- C) Grant releases and utilization by Implementing Agencies
- D) Employee service history

82. As per CSR, if a government servant dies while in service, which component is NOT included in the death gratuity calculation?

- A) Basic Pay
- B) Dearness Allowance
- C) Special Allowance
- D) All of the above

83. In HRMS Punjab, if the leave balance shown is incorrect due to old manual data, correction can be done by:

- A) DDO only
- B) NIC
- C) HRMS Central Team
- D) Employee himself

84. In HRMS Punjab, an employee's pay revision requires:

- A) NIC-level intervention
- B) Re-validation of pay matrix
- C) Manual order upload only
- D) None of these

85. What is the minimum notice period under CSR for voluntary retirement after completing 20 years of service?

- A) 3 months
- B) 6 months
- C) 2 months
- D) 1 months

86. Duration of a permanent employee (upto 25 years of service) on foreign assignment on Government to Government basis to developing countries of Asia, Africa and Latin America, may be extended up to-

- A) Two Years
- B) Three Years
- C) Five Years
- D) Ten Years

87. Lien on a post shall stand terminated if the employee-

- A) Acquires lien on a permanent post outside his parent cadre
- B) Proceeds on immediate absorption basis to a post / service outside his service / cadre / post
- C) Overstays at foreign service / deputation beyond the maximum permissible period
- D) All of the above

88. Which Rule of Punjab CSR governs drawal of pay and allowances during dismissal?

- A) Rule 2.59
- B) Rule 8.3
- C) Rule 7.1
- D) Rule 9.1

89. Substantive pay means pay other than -

- A) Special pay
- B) Emoluments classed as pay
- C) Personal pay
- D) All of the above

90. Which field in HRMS is critical for auto-increment calculation post confirmation of probation?

- A) Designation
- B) Aadhaar Number
- C) Department Code
- D) Date of Confirmation

91. In HRMS Punjab, what is the first step required to initiate the retirement process for an employee?

- A) Creation of Service Verification Module
- B) Entry of retirement order
- C) Entry of last working date
- D) None of the above

92. In HRMS, Punjab how is the earned leave encashment processed during retirement?

- A) Manually via treasury
- B) Generated as a separate bill in HRMS and then pushed to PFMS
- C) Through PFMS interface only
- D) It is not processed through HRMS

93. Which of the following tasks is NOT permitted for clerk in HRMS Punjab?
- Drafting salary bill
 - Generating pay-slip
 - Approving the salary bill
 - Verifying service book entries
94. Which of the following is a mandatory requirement while creating a new beneficiary in PFMS?
- IFSC Code
 - PAN Number
 - Aadhaar Card
 - Mobile number
95. What is the T+1 principle followed in PFMS processing?
- Transaction day + 1 working day for settlement
 - Transaction and payment within 1 hour
 - Treasury + 1 accountant involvement
 - None of the above
96. In case of discrepancy in PFMS ledger balance and physical cashbook, what is the first recommended action?
- Inform Finance Department
 - Manually adjust cashbook
 - Delete the voucher
 - Reconcile with bank statement and PFMS report
97. Which PFMS user role is responsible for digitally signing payment files?
- Data Entry Operator
 - Approver
 - Admin
 - All of the above
98. Which digital platform is mandatory for final submission of salary bills in HRMS Punjab?
- Class-II Digital Signature
 - Class-III Digital Signature
 - Biometric
 - OTP via mobile
99. The integration of HRMS with IFMS ensures:
- Direct credit of salary into employee account
 - Auto-updation of leave records
 - Streamlined promotion procedures
 - Digital attendance tracking
100. Service book in HRMS, Punjab is verified by which officer before retirement processing?
- Clerk
 - DDO
 - Treasury Officer
 - Deputy Commissioner

ANSWER KEY							
Recruitment test conducted on 19/08/2025 for post of Senior Assistant under BFUHS, Faridkot							
1	A	26	A	51	C	76	B
2	D	27	C	52	A	77	C
3	B	28	B	53	C	78	A
4	A	29	D	54	A	79	B
5	B	30	A	55	C	80	D
6	C	31	B	56	B	81	C
7	D	32	C	57	B	82	C
8	A	33	D	58	A	83	A
9	B	34	C	59	D	84	B
10	C	35	D	60	D	85	A
11	D	36	A	61	A	86	C
12	C	37	B	62	B	87	D
13	C	38	A	63	D	88	C
14	A	39	C	64	C	89	D
15	A	40	D	65	C	90	D
16	B	41	A	66	A	91	D
17	D	42	B	67	D	92	B
18	C	43	D	68	B	93	C
19	D	44	C	69	C	94	A
20	B	45	B	70	C	95	A
21	C	46	D	71	D	96	D
22	B	47	B	72	D	97	B
23	B	48	A	73	B	98	D
24	D	49	D	74	B	99	A
25	A	50	C	75	D	100	B