



Society for Promotion of Vocational & Technical Education [SOVTECH]

DBRAIT Campus, Port Blair

Dated 8th August, 2024

NOTICE

This is with reference to **Advertisement No.** A-12024/2/2022-EO-SOVTECH-SOV_AN/I/113913/2024 **dated 14.06.2024** regarding vacancies in SOVTECH.

The key for the written examination for the post of Accounts Assistant is enclosed herewith.

Claims and Objections, if any, may be submitted online at the email pmsdcand.and@gov.in or sovtech.and@nic.in on or before 12.08.2024 by 12:30 PM.

Executive Officer

A. GENERAL ENGLISH (20 MARKS)**I. Choose the correct Synonym****1. MASSIVE:**

- a) Lump sum
- b) Strong
- c) Gaping
- d) Huge

Answer: d**2. DEFER :**

- a) Indifferent
- b) Defy
- c) Differ
- d) Postpone

Answer: d**3. CEASE:**

- a) Begin
- b) Stop
- c) Create
- d) Dull

Answer: b**4. PIOUS:**

- a) Religious
- b) Sympathetic
- c) Afraid
- d) Faithful

Answer: a**5. ABANDON :**

- a) Forsake
- b) Keep
- c) Cherish
- d) Enlarge

Answer: a

6. PROHIBIT :

- a) Prescribe
- b) Forfeit
- c) Forbid
- d) Provide

Answer: c

7. Synopsis :

- a) Index
- b) Mixture
- c) Summary
- d) Puzzle

Answer: c

8. SECURITY :

- a) Boldness
- b) Safety
- c) Fearlessness
- d) Confidence

Answer: b

9. PREDOMINANT :

- a) Lovable
- b) Important
- c) Vague
- d) Assurance

Answer: b

10. ESSENTIAL :

- a) Desirable
- b) Advisable
- c) Beneficial
- d) Unavoidable

Answer: d

II. Find the word spelt correctly

11.

- a) Treatmeant
- b) Bitterment
- c) Efficient
- d) Employble

Answer c

12.

- a) Recommandation
- b) Recommendation
- c) Recomendations
- d) Reccomendation

Answer b

III. Fill in the blanks:

13. You must ensure the correctness of the information before _____ to conclusion.

- a) drawing
- b) enabling
- c) leaning
- d) jumping

Answer: d

14. I always fall _____ old friends in times of need

- a) over
- b) through
- c) back on
- d) off

Answer: c

15. I sensed the _____ of the argument.

- a) beautiful
- b) beautifully
- c) beauty
- d) beautification

Answer: c

16. You must refrain _____ such an act.

- a) to
- b) at
- c) with
- d) from

Answer: d

17. He is very good making stories.

- a) in
- b) about
- c) at
- d) for

Answer: c

III. Directions:

In the following questions, one part of the sentence may have an error. Find out which part of the sentence has an error and choose the option corresponding to it. If the sentence is free from error, choose "No error".

18. They will (1)/ leave the office at six and (2)/ reach at home by seven. (3)/ No error (4)

- a) They will
- b) leave the office at six and
- c) reach at home by seven.
- d) No error

Answer: c

19. The new lecturer (1)/ seems to be very popular with (2)/ most of the class. (3)/ No error (4)

- a) The new lecturer
- b) seems to be very popular with
- c) most of the class.
- d) No error

Answer: d

20. Mothers keep on (1)/ to encouraging their children (2)/ to study. (3)/ No error (4)

- a) Mothers keep on
- b) to encouraging their children
- c) to study.
- d) No error

Answer: b

B. GENERAL KNOWLEDGE (20 MARKS)

1. What is the name of the island that is located between India and Sri Lanka?

- a) Majuli
- b) Kachchatheevu
- c) Chorao
- d) Munroe

Answer: b

2. Below are the Indian States/Union territories and their capitals. Select the mismatched pair from the following alternatives.

- a) Telangana - Hyderabad
- b) Assam - Dispur
- c) Lakshadweep - Kavaratti
- d) Madhya Pradesh - Lucknow

Answer: d

3. Which planet in the solar system is known as the "Red Planet"?

- a) Venus
- b) Earth
- c) Mars

d) Jupiter

Answer: c

4. Which river is the longest in the world?

- a) Amazon
- b) Mississippi
- c) Nile
- d) Yangtze

Answer: c

5. What is the name of the process by which plants convert sunlight into energy?

- a) Respiration
- b) Photosynthesis
- c) Oxidation
- d) Evolution

Answer: b

6. What is the name of the weak zone of the earth's crust?

- a) Seismic
- b) Cosmic
- c) Formic
- d) Anaemic

Answer: a

7. The father of Indian missile technology is _____?

- a) Dr Homi Bhabha
- b) Dr Chidambaram
- c) Dr U.R. Rao
- d) Dr A.P.J. Abdul Kalam

Answer: d

8. At which place on earth are there days & nights of equal length always?

- a) Equator
- b) Poles
- c) Prime Meridian
- d) Nowhere

Answer: a

9. The Union Territory of Andaman and Nicobar islands comes under the jurisdiction of a:

- a) Circuit bench of the Bombay High Court at Port Blair
- b) Circuit bench of the Madras High Court at Port Blair
- c) Circuit bench of the Kolkata High Court at Port Blair
- d) Circuit bench of the Supreme Court at Port Blair

Answer: c

10. Who was the only Viceroy of India to be murdered in office by a Pathan convict in the Andamans in 1872?

- a) Lord Mayo
- b) Lord Northbrook
- c) Lord Lytton
- d) Lord Rippon

Answer: a

11. Which is the highest peak in Andaman and Nicobar islands?

- a) Mount Diavolo
- b) Mount Thuiller
- c) Saddle Peak
- d) Mount koya

Answer: c

12. Select the correct component of the Components of the Union (Central) Budget of India?

- a) Revenue Budget
- b) Capital Budget
- c) Expenditure Budget
- d) Both A & B

Answer: d

13. Which of the following is not the objective of the Indian Budget?

- I. To manage and properly distribute resources
- II. To reduce inequalities in income and wealth
- III. To achieve social stability

- a) Only I
- b) Only II
- c) Only III
- d) I, II & III

Answer: c

14. The authorization for the withdrawal of funds from the Consolidated Fund of India must come from:

- a) The President of India
- b) The Parliament of India
- c) The Prime Minister of India
- d) The Union Finance Minister

Answer: b

15. Which of the following social campaign of the Government of India aims to generate awareness and improve the efficiency of welfare services intended for girls?

- a) Beti Bachao, Beti Padhao
- b) Gender sensitisation
- c) Ladli
- d) Swachcha Bharat Mission

Answer: a

16. The Union Budget is presented in which house of the Parliament?

- a) Lok Sabha
- b) Rajya Sabha
- c) Both
- d) None

Answer: a

17. The Union Budget of India is also known as:

- a) Fiscal Statement
- b) Economic Plan
- c) Annual Financial Plan
- d) None of the above

Answer: c

18. In the Union Budget, what is the term used for the difference between total revenue and total expenditure?

- a) Fiscal Deficit
- b) Revenue Deficit
- c) Budget Deficit
- d) Economic Deficit

Answer: a

19. What is the proposed new name for the legal code for India, replacing Indian Penal Code (IPC)?

- a) Bharatiya Nyaya Sanhita
- b) Indian Nyaya Sanhita
- c) Nava Bharat Sanhita
- d) Bharat Penal Code

Answer: a

20. Which institution unveiled 'Talent Connect' portal, to bridge the gap between recruiters and digitally skilled candidates?

- a) NITI Aayog
- b) Nasscom
- c) CERT-In
- d) UGC

Answer: b

C. QUANTITATIVE APTITUDE (20 MARKS)

1. If Ram purchases 13 articles for Rs. 12 and sells all the articles at the rate of 12 articles for Rs. 13, the what will be the profit percentage?

- a) 19.47
- b) 17.36
- c) 11.11
- d) 12.50

Ans: b)

2. The selling price of an item is Rs 345 and a profit of 60% is made on the sale. Find the cost price of the item in (Rs.).

- a) 251.2
- b) 225.3
- c) 241.5
- d) 215.6

Ans: d)

3. The ratio of speed of cycle 12 km per hour to the speed of scooter 36 km per hour is

- a) 1:2
- b) 1:3
- c) 1:4
- d) None of the above

Ans: b)

4. The percentage of 1:4 is:

- a) 75%
- b) 50%
- c) 25%
- d) 100%

Ans: c)

5. The price of a motorcycle was Rs. 34,000 last year. It has increased by 20% this year. The price of motorcycle now is:

- a) Rs. 36000
- b) Rs. 38800
- c) Rs. 40800
- d) Rs. 32000

Ans: c)

6. A boy goes to his school from his house at a speed of 3 km/hr and returns at a speed of 2 km/ hr. If he takes 5 hours in going and coming, the distance between his house and school is:

- a) 1 km
- b) 3 km
- c) 5 km
- d) 6 km

Ans: d)

7. 1 cm is equal to how many millimetres?

- a) 10
- b) 100
- c) 1/10
- d) 1/100

Ans: a)

8. 1 litre is equal to how many cubic centimetres?

- a) 10 cu. cm
- b) 100 cu. cm
- c) 1000 cu. cm
- d) 10000 cu. cm

Ans: c)

9. The ratio of 10m to 10 km is:

- a) 1/10
- b) 1/100
- c) 1/1000
- d) 1000

Ans: c)

10. An item marked at Rs. 840 is sold for Rs. 714. The discount % is:

- a) 10%**
- b) 15%**
- c) 20%**
- d) 25%**

Ans: b)

11. Waheeda bought an air cooler for Rs. 3300 including a tax of 10%. The price of the air cooler before VAT was added is:

- a) Rs. 2000
- b) Rs. 3000
- c) Rs. 2500
- d) Rs. 2800

Ans: b)

12. The number 2146587 is divisible by:

- a) 7
- b) 3
- c) 11
- d) None of the above

Ans: b)

13. Find the radius of a circle whose circumference is given to be 95 cm (take $\pi = 3.14$).

- a) 18.32
- b) 14.91
- c) 15.13
- d) 15.41

Ans: c)

14. The number of pairs of identical faces in a cuboid.

- a) 3
- b) 4
- c) 2
- d) 5

Ans: a)

15. A person sold a stove for Rs. 423 and incurred a loss of 6%. At what price would it be sold so as to earn a profit of 8%?

- a) 486
- b) 490
- c) 380
- d) 386

Ans: a)

16. A fruit seller buys lemons at 2 for a rupee and sells them at 5 for three rupees. His gain percent is:

- a) 10%
- b) 15%
- c) 20%
- d) 25%

Ans: c)

17. The ratio of cost price and selling price is 4:5. The profit percent is:

- a) 10%
- b) 20%

- c) 25%
- d) 30%

Ans: c)

18. A person multiplied a number by $\frac{3}{5}$ instead of $\frac{5}{3}$, What is the percentage error in the calculation?

- a) 56%
- b) 46%
- c) 64%
- d) 50%

Ans: c)

19. Three students contested an election and received 1000, 5000 and 10000 votes, respectively. What is the percentage of the total votes the winning student gets?

- a) 62.5%
- b) 52.6%
- c) 50%
- d) 69.5%

Ans: a)

20. For a student to clear an examination, he must score 55% marks. If he gets 120 and fails by 78 marks, what is the total marks for the examination?

- a) 260
- b) 360
- c) 450
- d) 630

Ans: b)

D. COMMERCIAL ACCOUNTING (40 MARKS)

1. Long term borrowings maturing in the current year are shown in the balance sheet under which head?
- a) Current assets
 - b) Fixed assets
 - c) Long term liabilities
 - d) Current liabilities

Ans: d)

2. Furniture purchased from Ramesh for personal use, which of the two accounts will be affected?
- a) Both Real accounts
 - b) Both Personal accounts
 - c) One Personal account and one Real account
 - d) One Real account and one Nominal account

Ans: b)

3. Which of the following statement is true in respect of Income & Expenditure account?
- a) It does not show non-cash items
 - b) It contains only the items of revenue nature of current accounting period only
 - c) It follows cash system of accounting
 - d) It is a real account

Ans: b)

4. Gross Book Value of a fixed asset is its
- a) Cost less depreciation
 - b) Historical cost
 - c) Fair market value
 - d) Realisable value

Ans: b)

5. Gross profit is
- a) Sales - Purchases
 - b) Sales - Cost of products sold
 - c) Cost of products sold + Opening stock

d) Net benefit - costs

Ans: b)

6. Copyrights, Patents, and Trademarks are instances of

- a) Fixed Resources
- b) Current resources
- c) Investments
- d) Intellectual Property

Ans: d)

7. Accounting gives information or data on

- a) Financial states of the organisations
- b) Company's assessment obligation for a specific year
- c) Income and Cost for the supervisors
- d) All the above mentioned

Ans: d)

8. _____ is a record of assets and liabilities of any firm

- a) Bill File
- b) Balance of Payment
- c) Balance Sheet
- d) Bank Bailout

Ans: c)

9. Which of the following Stock Exchanges has its index named as "Sensex" ?

- a) India Commodity Exchange Ltd.
- b) Bombay Stock Exchange (BSE)
- c) Calcutta Stock Exchange
- d) National Stock Exchange (NSE)

Ans: b)

10. Quick Ratio can be computed as under:

- a) Quick assets/Quick Liabilities
- b) Quick Liabilities/ Quick assets
- c) Current assets/current liabilities
- d) None of the above

Ans: c)

11. Sales budget must be prepared:

- a) Independently

- b) Depending on production capacity
- c) Based on Sales forecasts of market
- d) None of the above

Ans: c)

12. Retained Earning is synonymous to:
- a) Accumulated Profit & Loss Account
 - b) Profit for the year
 - c) Purchase of assets for the year
 - d) None of the above

Ans: a)

13. The assets that can be easily converted into cash within a short period, i.e., 1 year or less are known as
- a) Current assets
 - b) Fixed assets
 - c) Intangible assets
 - d) Investments

Ans: a)

14. Net profit is calculated in which of the following account?

- a) Profit and loss account
- b) Balance sheet
- c) Trial balance
- d) Trading account

Ans: a)

15. Which of this best explains fixed assets?

- a) Are bought to be used in the business
- b) Are expensive items bought for the business
- c) Are items which will not wear out quickly
- d) Are of long life and are not purchased specifically for resale

Ans: d)

16. The charges of placing commodities into a saleable condition should be charged to

- a) Trading account
- b) P & L a/c
- c) Balance Sheet
- d) None of the above

Ans: b)

17. Sales invoices are first entered in

- a) The Cash Book
- b) The Purchases Journal
- c) The Sales Journal
- d) The Sales Account

Ans: c)

18. Discounts received are

- a) Buyer of goods granted discount by seller
- b) Deducted when we receive cash
- c) Given by us when we sell goods on credit
- d) None of these

Ans: a)

19. At the balance sheet date, the balance on the Accumulated Provision for Depreciation Account is

- a) Simply deducted from the asset in the Balance Sheet
- b) Transferred to Profit and Loss Account
- c) Transferred to the Asset Account
- d) Transferred to Depreciation Account

Ans: a)

20. If a trial balance totals do not agree, the difference must be entered in

- a) The Profit and Loss Account
- b) A Nominal Account
- c) The Capital Account
- d) A Suspense Account

Ans: d)

21. Prepare Receipt and Payment Account of Geeks Organisation from the following information given:

1. Opening balance on 1.4,2021

- Cash in Hand ₹36,400
- Bank overdraft ₹9,020

2. Subscriptions:

- 2020-21 ₹32,000
- 2021-22 ₹1,15,500
- 2022-23 ₹17,500

3. Expenses made by Organisations during the year ₹30,900(including ₹1,600 salary unpaid on 31.3.2021 and ₹2,200 salary unpaid on 31.3.2022) for Salary, ₹2,350 for Postage and Stationery, ₹5,600 for Electricity charges, ₹7,070 on purchase of periodicals and ₹950 on advertisement.

4. Incomes of the Organisation during the year ₹1,900 for sale of old newspaper, ₹8,500 for interest on investment, ₹11,000 for Donations.

5. ₹4,200, which were bad debts in the year 2019-20, realized 75% from his state this year.

6. Grants of ₹4,030 and Legacies of ₹7,770 received.

7. Purchased furniture for ₹25,555.

8. ₹28,080 received on account of donations for building.

9. The Organisation received ₹96,400 as Entrance Fees and ₹1,30,500 as Life Membership fees.

10. ₹27,000 was paid as Audit fees for this year's audit of books of accounts and ₹18,405 for Rates and Taxes.

11. Closing Balance of Cash at Bank was ₹1,66,600.

Solution:

Geeks Organisation			
Receipts and Payment Account			
(for the year ended on 31.3.2022)			
Dr.			Cr.
Receipts	Amount (₹)	Payments	Amount (₹)
To Balance on b/d:		By Bank Overdraft (Opening Balance)	9,020
Cash in Hand	36,400	By Furniture	25,555
To Donations for Building	28,080	By Sundry Expenses:	
To Sundry Receipts:		Salary	30,900
Sale of Old Newspapers	1,900	Postage and Stationery	2,350
Interest on Investment	8,500	Electricity Charges	5,600
Donations	11,000	Purchase of Periodicals	7,070
To Entrance Fees	96,400	Advertisement	950
To Bad Debts Recovered	3,150	By Audit fees	27,000
To Grants	4,030	By Rates and Taxes	18,405
To Legacies	7,770	By Balance b/d:	
To Subscriptions:		Cash in Hand (Balancing figure)	59,280
2020-21	32,000	Cash at Bank	3,06,600
2021-22	1,15,500		3,65,880
2022-23	17,500		
To Life Membership Fees	1,30,500		
Total	4,92,730	Total	4,92,730

22. From the following Receipts and Payment Account and additional information, prepare Income and Expenditure Account of GFG Organisation:

Geeks Organisation			
Receipts and Payment Account			
(for the year ended on 31.3.2022)			
Dr.			Cr.
Receipts	Amount (₹)	Payments	Amount (₹)
To Balance on b/d:		By Bank Overdraft (Opening Balance)	9,020
Cash in Hand	36,400	By Furniture	25,555
To Donations for Building	28,080	By Sundry Expenses:	
To Sundry Receipts:		Salary	30,900
Sale of Old Newspapers	1,900	Postage and Stationery	2,350
Interest on Investment	8,500	Electricity Charges	5,600
Donations	11,000	Purchase of Periodicals	7,070
To Entrance Fees	96,400	Advertisement	950
To Bad Debts Recovered	3,150	By Audit fees	27,000
To Grants	4,030	By Rates and Taxes	18,405
To Legacies	7,770	By Balance b/d:	
To Subscriptions:		Cash in Hand (Balancing figure)	59,280
2020-21	32,000	Cash at Bank	3,06,600
2021-22	1,15,500		
2022-23	17,500		
To Life Membership Fees	1,30,500		
Total	4,92,730	Total	4,92,730

Additional information:

On 1st April, 2021 ₹740 were unpaid subscriptions and ₹1,220 were unpaid on 31.3.2022. Rent Outstanding in the beginning as well as at the end of year was ₹3,400. Depreciation is to provided on Furniture of ₹1,750 (in the beginning of the year, it was worth ₹33,000) and on Books ₹1,890 (in the beginning of the year, it was worth ₹22,020). Salaries outstanding on 31.3.2022 was ₹1,200.

Solution:

GFG Organisation
Income and Expenditure Account
(for the year ending on 31.3.2022)

Dr.

Cr.

Expenditure		Amount (₹)	Income		Amount (₹)
To Rent	9,400		By Subscriptions Received:	31,050	
Add: Outstanding at the end	3,400		Add: Outstanding at the end	1,220	
Less: Outstanding in the beginning	(3,400)	9,400	Less: Outstanding in the beginning	(740)	31,530
To Salaries	12,000		By Sale of Stationery		6,400
Add: Outstanding	1,200	13,200	By Donations		11,100
To Depreciation:			By Interest		4,500
Furniture	1,750		By Locker Rent		5,220
Books	1,890	3,640			
To Office Expenses		4,100			
To Repairs and Renewals		850			
To Charity		550			
To Printing and Stationery		1,070			
To Surplus transferred to Capital Fund		25,940			
Total		58,750	Total		58,750