

Accounts Assistant

Sample Paper

Training Provider		Training Center	
Center SPOC		Batch Id	
Center SPOC Contact No		Assessment date	
Candidate Name		Trainer Name	
Candidate Contact No		Trainer Contact No	
Candidate Signature		Trainer Signature	

Q1. What is the full form of PAN?

- a) Permanent Account Number
- b) Personal Account Number
- c) Public Account Number
- d) Primary Account Number

Q2. Which portal is used for TDS-related activities?

- a) GST Portal
- b) TRACES Portal
- c) MCA Portal
- d) UDYAM Portal

Q3. Which document is mandatory for filing Income Tax Return?

- a) Passport
- b) Aadhaar
- c) Driving License
- d) Ration Card

Q4. Which skill is important for an actor?

- a) What does EPFO stand for?
- b) Employee Pension Fund Office
- c) Employees' Provident Fund Organisation
- d) Employee Payroll Finance Office

Q5. Which register is prepared during payroll processing?

- a) Purchase Register
- b) Stock Register
- c) Payroll Register
- d) Sales Register

Q6. ESIC mainly provides which benefit to employees?

- a) Loan Facility
- b) Medical Benefits
- c) Tax Refund
- d) Investment Advice

Q.7 What is prepared to compare bank balance with cash book balance?

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|------------------|------------|
| a) Trial Balance | b) Ledger |
| c) BRS | d) Invoice |

Q8. Which voucher is used for recording payments?

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|--------------------|--------------------|
| a) Receipt Voucher | b) Journal Voucher |
| c) Payment Voucher | d) Contra Voucher |

Q9. Which accounting record summarizes all ledger balances?

- | | |
|------------------|------------------|
| a) Invoice | b) Trial Balance |
| c) Purchase Book | d) Cash Memo |

Q10. Which register records all credit sales?

- | | |
|-------------------|----------------------|
| a) Sales Register | b) Purchase Register |
| c) Cash Book | d) Journal |

Q11. Which document is issued before dispatch of goods?

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|----------------|---------------------|
| a) Ledger | b) Delivery Challan |
| c) Salary Slip | d) Debit Note |

Q12. Cost of Goods Sold is mainly used to calculate?

- | | |
|------------------|-----------------|
| a) Tax Liability | b) Gross Profit |
| c) Net Salary | d) Depreciation |

Q13. Which financial statement shows company assets and liabilities?

- | | |
|--------------------------|--------------|
| a) Profit & Loss Account | b) Cash Book |
| c) Balance Sheet | d) Journal |

Q14. Depreciation is recorded in which type of statement?

- a) Financial Statement
- b) Attendance Register
- c) Sales Invoice
- d) Purchase Order

Q15. Notes to Accounts are prepared for?

- a) Entertainment
- b) Additional Financial Information
- c) Salary Calculation
- d) Banking Only

Q16. Professional communication should be?

- a) Rude
- b) Transparent
- c) Aggressive
- d) Casual

Q17. What should an employee do after receiving negative customer feedback?

- a) Ignore it
- b) Delete it
- c) Escalate to reporting authority
- d) Argue with customer

Q18. Data integrity means?

- a) Data duplication
- b) Accurate and complete data
- c) Data deletion
- d) Data sharing

Q19. What should be done if a workplace hazard is identified?

- a) Ignore it
- b) Report it
- c) Hide it
- d) Continue working

Q20. Which waste should be deposited at a recycling location?

- a) Hazardous Waste
- b) Recyclable Material
- c) Medical Waste
- d) Food Waste