

FINAL ANSWER KEY

Paper: 026 - The Kerala PSC Office Manual
Date of Test 24-04-2023

Question1:-The term Persons with Disability (differently abled) means a person suffering from not less than ____ % of any kind of disability specified in the person with Disabilities Act, 1995.

- A:-45
- B:-40
- C:-50
- D:-30

Correct Answer:- Option-B

Question2:-The basis of award of weightage marks to Ex-Servicemen as per the length of service shall be _____ for every two years of service subject to a maximum of ten marks.

- A:-One mark
- B:-two marks
- C:-five marks
- D:-two and a half marks

Correct Answer:- Option-A

Question3:-For Online Examination, candidates with _____ shall only be permitted to enter the examination hall.

- A:-Admission ticket
- B:-Aadhar card
- C:-Access card
- D:-Self-declaration

Correct Answer:- Option-C

Question4:-When a current file is closed, the nature of disposal and the date shall be entered in red ink in the _____ column of the personal Register.

- A:-First
- B:-8th
- C:-2nd
- D:-last

Correct Answer:- Option-D

Question5:-For official correspondence _____ colour of ink shall be used by the secretary.

- A:-Turquoise
- B:-Blue
- C:-Pink
- D:-Black

Correct Answer:- Option-C

Question6:-The aim of a _____ shall be to present in the most intelligible, condensed and convenient form, the facts of the case to be dealt with

- A:-Note
- B:-Correspondence
- C:-Draft
- D:-Current

Correct Answer:- Option-A

Question7:-When it is proposed to address the Government _____ form shall invariably be used

- A:-Letter
- B:-Memorandum
- C:-Demi Official
- D:-Proceedings

Correct Answer:- Option-A

Question8:- _____ disposals are those that are to be destroyed after 3 years

- A:-R
- B:-K
- C:-D
- D:-N

Correct Answer:- Option-B

Question9:- _____ will be held responsible for any paper found pending in his section without sufficient grounds for more than five days.

- A:-Assistant
- B:-Section officer
- C:-Under Secretary
- D:-Assistant and Section officer

Correct Answer:- Option-B

Question10:-There is a housekeeping section in _____ wing

- A:-Recruitment
- B:-Public Relations
- C:-R and A
- D:-Establishment

Correct Answer:- Option-D

Question11:- _____ is the software for loading and processing both online and conventional applications

- A:-ToMySQL
- B:-VPN System
- C:-iREACT
- D:-K-DOCMAN

Correct Answer:- Option-C

Question12:-In phase 1 of computerisation, _____ was the main objective

- A:-Post exam work
- B:-Modernization of KPSC
- C:-Pre examination work
- D:-None of the above

Correct Answer:- Option-C

Question13:-If vacancies reported as anticipated, arise on a particular day and if some existing vacancies for the same post is received on the same date itself, then _____ for working out the rotation.

- A:-anticipated vacancies will be considered first
- B:-existing vacancies will be considered first

C:-Vacancies will be arranged as per the order of receipt

D:-both vacancies shall be considered as a single entity

Correct Answer:- Option-D

Question14:-For OMR/online examinations the register number will start from _____ onwards

A:-100001

B:-201

C:-1

D:-10001

Correct Answer:- Option-A

Question15:-The original mark list shall be sealed and kept in the safe custody of _____ after the approval of the short list

A:-Secretary

B:-Additional Secretary (Exams)

C:-Controller of Exams

D:-Additions Secretary (Recrutt)

Correct Answer:- Option-B

Question16:-NCC cadets possessing B certificate should be given weightage mark at the rate of _____ %

A:-2

B:-5

C:-4

D:-3

Correct Answer:- Option-D

Question17:-When there are several points to be submitted for the orders of the commission which can be more conveniently dealt with separately than in a continuous note, _____ are prepared

A:-Separate files

B:-Extracts

C:-Sectional notes

D:-Separate notes

Correct Answer:- Option-C

Question18:-If the number of vacancies reported is more than the number of candidates included in the Ranked List, then the turns written as a unit/fraction of unit and the _____ turns are filed up first.

A:-BC

B:-OC

C:-PH

D:-None of the above

Correct Answer:- Option-B

Question19:-On applications which are proposed to be rejected, final orders shall be passed by _____

A:-Under Secretary

B:-Section Officer

C:-Deputy Secretary

D:-Joint Secretary

Correct Answer:- Option-A

Question20:-_____ is the process of attaching to the top of papers put up for reference in a case, slips marked with alphabet or Arabic or Roman numerals.

A:-Drafting

B:-Referencing

C:-Linking

D:-Flagging

Correct Answer:- Option-D

Question21:-_____ refers to the interconnection of all the computers in the office through network cables to form a group which can be assessed only by the staff and members of the commission

A:-Server

B:-"LAN"

C:-"K-DOCMAN"

D:-"KSWAN"

Correct Answer:- Option-B

Question22:-_____ is a statement of final decision of the commission or any competent authority on any matter submitted for information or order

A:-Disposal

B:-Drafting

C:-Filing

D:-Registry

Correct Answer:- Option-A

Question23:-The marks to be awarded to individual events representing the University in All India University Game (Inter zone) is _____ % extra.

A:-30

B:-20

C:-15

D:-10

Correct Answer:- Option-C

Question24:-The first step towards filling up of vacancies is to verify whether any candidates is available in the _____ register

A:-NCA

B:-TPO

C:-NJD

D:-Thrown out

Correct Answer:- Option-D

Question25:-From the date of publication to the date of cancellation, there shall be _____ selection year/s.

A:-2

B:-3

C:-1

D:-4`1/2`

Correct Answer:- Option-C

Question26:-As per Circular no 04/2014, any request for relinquishment received within _____ days after the publication of the Ranked List also shall be considered in cases where there are vacancies which were received before the finalization of the Ranked List are pending

A:-20

B:-15

C:-30

D:-45

Correct Answer:- Option-B

Question27:-If the proforma is received within the date of validity of the Ranked List and the clarification is received after the expiry of the Ranked List, then the date of receipt of proforma shall be taken as _____

A:-Last day of the validity of the Ranked List

B:-The date of receipt of the proforma

C:-The date of receipt of the clarification

D:-The date of the letter forwarding the proforma

Correct Answer:- Option-A

Question28:-The photograph of a candidate uploaded satisfying all the conditions shall have _____ years validity from the date of photography

A:-5

B:-7

C:-2

D:-10

Correct Answer:- Option-D

Question29:-It is the duty of the _____ to install and maintain computers and other peripherals at different sections as directed by the J.S(R&A)/the System Manager/ The Hardware engineer.

A:-Assistant

B:-Section Officer

C:-Technical Assistant

D:-Programmer

Correct Answer:- Option-C

Question30:-_____ deals with the disciplinary cases relating to the members of the staff of the commission

A:-Establishment

B:-Secret Section 1

C:-Advice (Litigation)

D:-R & A

Correct Answer:- Option-B

Question31:-The main function of the _____ wing is the coordination, planning and monitoring of selection with a view to improve the quality of work and to minimize the delay at different stages of recruitment.

A:-Advice wing

B:-Inspection wing

C:-Recruitment wing

D:-Research and Analysis wing

Correct Answer:- Option-D

Question32:-_____ shall plan and co-ordinate activities such as installing and upgrading software and programming, the implementation of Computer Networks and development of Internet and Intranet sites.

A:-System Manager

B:-Hardware Engineer

C:-System Analyst

D:-Programmer

Correct Answer:- Option-A

Question33:-Final admission of application on absolute basis through OTR software shall be done only after _____

A:-OMR Test

B:-Submitting selection proposal

C:-OTR verification

D:-Shortlisting for interview

Correct Answer:- Option-C

Question34:-The qualification of experience prescribed for any post shall unless otherwise be specified, one gained _____ the basic qualification.

A:-Before acquiring

B:-After acquiring

C:-Along with

D:-Before or after acquiring

Correct Answer:- Option-B

Question35:-Persons belonging to _____ community is exclude from creamy layer

A:-Viswakarma

B:-SIUC Nadar

C:-Other Xian

D:-Kudumbi

Correct Answer:- Option-D

Question36:-For meritorious sportsmen, the maximum extra marks that can be awarded for all the items put together shall be _____ percent of the total marks.

A:-35

B:-30

C:-25

D:-20

Correct Answer:- Option-A

Question37:-Weightage mark to Ex-Servicemen for Gallantry Award 'Asoka Chakra' is _____

A:-10

B:-5

C:-4

D:-2

Correct Answer:- Option-C

Question38:-The facing sheet of a Ranked List shall be prepared _____

A:-as a single one

B:-in triplicate

C:-in duplicate

D:-none of the above

Correct Answer:- Option-B

Question39:-The process of computerization in PSC started in ____

A:-2000

B:-1998

C:-2004

D:-1999

Correct Answer:- Option-D

Question40:-All office correspondence is carried on in the designation and on the responsibility of the _____

A:-Chairman

B:-Secretary

C:-Additional Secretary

D:-Controller of Examination

Correct Answer:- Option-B

Question41:-A member of a Public Service Commission shall hold office for a term of _____ years of until he attains, in the case of a State Commission, the age of sixty two, whichever is earlier

A:-7

B:-10

C:-5

D:-6

Correct Answer:- Option-D

Question42:-Subject to the provisions of Article _____, there shall be public service commission for the Union and a Public Service Commission for each State.

A:-315

B:-317

C:-319

D:-318

Correct Answer:- Option-A

Question43:-For Online Examination, in the admission ticket, the reporting time shall be recorded as _____ prior to the examination.

A:-1/2` hour

B:-1 1/2` hour

C:-1 hour

D:-45 minutes

Correct Answer:- Option-C

Question44:-For written test, the code number allotted for each centre of Kozhikode District is in between _____ to _____

A:-00001-00100

B:-00301-00500

C:-00801-01000

D:-01701-10900

Correct Answer:- Option-B

Question45:-In some cases, when rotation is worked out, _____ turns are to be temporarily kept aside for keeping the 50% rule and shall be filled up later

A:-NJD

B:-OC

C:-Thrown out

D:-BC

Correct Answer:- Option-D

Question46:-When more than one NJD turns are to be compensated, the order of preference is the order in which _____

A:-the ranked list expires

B:-it is transferred to records section

C:-a scrutiny is necessary by the inspection wing

D:-2 years passed from the publication of R/L

Correct Answer:- Option-A

Question47:-The original Ranked List, interview sheet, etc. kept in sealed cover shall be opened only when _____

A:-the ranked list expires

B:-it is transferred to records section

C:-a scrutiny is necessary by the Inspection wing

D:-2 years passed from the publication of R/L

Correct Answer:- Option-C

Question48:-On receipt of answer scripts, the Under Secretary of _____ section concerned, after examining the content card shall intimate the number of candidates appeared for the examination to the Recruitment section

A:-EF

B:-EP

C:-ER

D:-ES

Correct Answer:- Option-B

Question49:-Whenever a requisition is received, it should be entered in the personal Register in the order of _____

A:-the date of the requisition

B:-the date of receipt in the section

C:-the Tappal number affixed on it

D:-None of the above

Correct Answer:- Option-C

Question50:-as per Cir. _____, even though the NJD vacancies are not reported in the prescribed proforma, advice shall be made against it, provided that the required details are available in the requisition letter

A:-14/2014

B:-16/2014

C:-34/03

D:-25/03

Correct Answer:- Option-D

Question51:-The Ranked list shall be allotted a number by the _____ section

A:-Secret

B:-Recruitment

C:-Examination

D:-R and A

Correct Answer:- Option-A

Question52:-For the Ranked List published from Pathanamthitta District Office, the code number given is _____

A:-DOT

B:-DOH

C:-DOA

D:-DOJ

Correct Answer:- Option-B

Question53:-All the vacancies reported for direct recruitment (except those earmarked for Differently Abled and LPE quotas) should be filled up in accordance with Rules _____ of the Kerala State and Subordinate service Rules, 1958

- A:-11 to 13
- B:-18 to 20
- C:-21 to 25
- D:-14 to 17

Correct Answer:- Option-D

Question54:-If no candidate is available in a Ranked List of Special Recruitment for differently abled backlog Vacancies, that vacancy shall be filled up by advising candidates from _____

- A:-Next R/L for differently abled
- B:-General category
- C:-General Ranked List
- D:-OBC Category

Correct Answer:- Option-C

Question55:-As and when candidates ousted for want of vacancies from the Department to which they were advised is reported, their name shall be entered in the _____ Register

- A:-Thrown out
- B:-Rotation
- C:-Recruitment
- D:-NCA

Correct Answer:- Option-A

Question56:-If the Appointing authority reports reduction in vacancies already reported or non-existence of vacancies after the advice on recruitment is made, then the advice already made _____ in normal circumstances.

- A:-Will be cancelled
- B:-Will be temporarily cancelled
- C:-Will not be cancelled
- D:-Will be postponed

Correct Answer:- Option-C

Question57:-Rule _____ of the Kerala State and Subordinate Service General Rules enables the Government to reserve specified number of posts in any service, class, category to be filled by direct recruitment exclusively from among the members of scheduled castes and scheduled Tribes

- A:-15
- B:-16 B
- C:-17 A
- D:-19

Correct Answer:- Option-C

Question58:-According to rules laid down in G.O. (P)21/76/PD dated 17th January 1976, _____% of vacancies earmarked for special Recruitment is reserved for scheduled Tribes

- A:-25
- B:-20
- C:-30
- D:-50

Correct Answer:- Option-B

Question59:-_____ section in the Head Office shall take steps to supply adequate quantity of stationary articles OMR answer sheets, packing covers etc. to the examination centers/District Officers as the case may be

- A:-ER
- B:-EP
- C:-EF
- D:-ES

Correct Answer:- Option-D

Question60:-In the case of _____ Disposals the gist or precise wording is important, a copy of which must be entered in the Disposal column of the Personal register

- A:-K
- B:-N
- C:-L
- D:-F

Correct Answer:- Option-B

Question61:-Sometimes the Commission calls for some reports from its subordinate officers. It need not be kept open for a long period and may be closed as soon as everything that immediately can be done has been and shall then be entered in the _____

- A:-Personal Register
- B:-Reminder Diary
- C:-Pending Statement
- D:-Call Book

Correct Answer:- Option-D

Question62:-No paper shall be kept in the office for more than _____ days without the permission of the under secretary or the deputy secretary as the case may be

- A:-10
- B:-5
- C:-7
- D:-15

Correct Answer:- Option-A

Question63:-As per Circular _____ al details of LA interpellations have to be sent via web mail from all the offices of the commission

- A:-2/2008
- B:-5/2009
- C:-3/2010
- D:-1/2005

Correct Answer:- Option-A

Question64:-Arrangements for the purchase and repair of furniture and the payments on that account shall be made by the _____ section

- A:-Accounts
- B:-Establishment
- C:-R and A
- D:-PR

Correct Answer:- Option-B

Question65:-The _____ shall keep a Register and shall record the names and particulars of visitors obtaining their signature.

- A:-Office superintendent

- B:-PRO
- C:-Enquiry officer
- D:-Sargent

Correct Answer:- Option-C

Question66:-The records Section is under the charge of a _____

- A:-Under Secretary
- B:-Deputy Secretary
- C:-Assistant Section Officer
- D:-Section Officer

Correct Answer:- Option-D

Question67:-If a file after its' disposal found to be of historical importance, it shall be transferred to the _____ for preservation after taking the orders of the commission

- A:-Establishment section
- B:-Secret Section
- C:-Archives
- D:-Secretary

Correct Answer:- Option-C

Question68:-When a case is finally disposed of, the disposals shall be docketed, and in case of R and D Disposals, they shall be put into _____ paper disposal jackets

- A:-Brown
- B:-Green
- C:-Yellow
- D:-Pink

Correct Answer:- Option-A

Question69:-_____ is the Drawing and disbursing officer in respect of all amounts drawn towards pay, allowance and the contingent expenditure of the Head Office

- A:-Secretary
- B:-Controller of Finance
- C:-A. S(Estt)
- D:-Controllor of Examination

Correct Answer:- Option-B

Question70:-_____ is the connecting link between SPARK and the Department

- A:-Cashier
- B:-Controller of Finance
- C:-Under Secretary (Accounts)
- D:-DMU

Correct Answer:- Option-D

Question71:-A period of _____ shall elapse between two temporary advances

- A:-One year
- B:-3 months
- C:-6 months
- D:-9 months

Correct Answer:- Option-C

Question72:-The cashier shall issue _____ for all revenue incomes such as sale of tender forms, hire charges of office vehicles etc.

- A:-TR5receipts
- B:-Chalans
- C:-DD
- D:-Vouchers

Correct Answer:- Option-A

Question73:-Two pension schemes exist-statutory pension scheme and _____

- A:-General pension scheme
- B:-Annual pension scheme
- C:-Insurance pension scheme
- D:-National pension scheme

Correct Answer:- Option-D

Question74:-The Internal Audit wing functions under the control of the Addl. Secretary in charge of _____ wing.

- A:-Recruitment
- B:-Secret
- C:-Inspection
- D:-Establishment

Correct Answer:- Option-C

Question75:-The Attendance of the staff of the commission is managed by the Attendance Management section under the _____ wing

- A:-Secret
- B:-Establishment
- C:-Accounts
- D:-Computer

Correct Answer:- Option-B

Question76:-One-Time Registration is one among the many modules in _____ software

- A:-Thulasi
- B:-OMRPro
- C:-Online Application System
- D:-Evacancy

Correct Answer:- Option-A

Question77:-All movements of the members if the staff out of their section shall be note in the _____ Register.

- A:-Personal
- B:-Casual leave
- C:-Movement
- D:-Early leave

Correct Answer:- Option-C

Question78:-Every member of the staff other than the last Grade, is supplied with a copy of _____ and shall make himself thoroughly conversant with the Rules and procedures contained therein

- A:-Government Orders
- B:-Office Manual
- C:-Proceedings
- D:-Circulars

Correct Answer:- Option-B

Question79:-A section in the _____ Wing is entrusted with the preparation of Agenda for the sitting of the Commission

- A:-Establishment
- B:-Secret
- C:-Chairman's office
- D:-R and A

Correct Answer:- Option-D

Question80:-Article 320(3)(2) of the constitution of India requires that the commission shall present annually to the _____ a report as to the work done by it.

- A:-Governor
- B:-Chief Minister
- C:-Cabinet
- D:-Chief Justice of Kerala

Correct Answer:- Option-A

Question81:-The Public Service Commission shall be consulted on _____

- A:-the creation and organization of services and posts and their designation
- B:-transfers of Government servants Foreign Service
- C:-the classification of services and posts
- D:-all matters relating to methods of recruitment to civil services and for civil posts

Correct Answer:- Option-D

Question82:-The _____ shall be deemed to be the Head of Department within the meaning of the definition under Article 56 in Chapter V of the Travancore Financial and Account Code in respect of all the members of the Commission

- A:-Secretary
- B:-Controller of Examinations
- C:-Chairman
- D:-Controller of Finance

Correct Answer:- Option-C

Question83:-The Kerala Public Service Commission (Additional Functions), Act _____ provide for the exercise of certain Additional functions in respect of appointments of officers and servants of the Kerala State Electricity Board and their conditions of service

- A:-1973
- B:-1982
- C:-1963
- D:-1971

Correct Answer:- Option-C

Question84:-_____ shall assist the system Analyst in carrying out the daily business regarding computer networks

- A:-Technical Assistants
- B:-Programmers
- C:-Assistants
- D:-Data Entry Operators

Correct Answer:- Option-B

Question85:-_____ Wing deals with the inspection of the financial transactions of the Head office, District Offices and Regional offices and checks whether they function in accordance with the relevant Government orders and office circulars

- A:-Accounts
- B:-Internal Audit
- C:-Inspection
- D:-Appointment verification and Audit

Correct Answer:- Option-B

Question86:-Under Article _____ of the Constitution of India an Act made by the Legislature of the State may provide for the additional functions by the commission regarding the services of the State and also regarding the services of any local authority or other body constituted by law or of any public institution.

- A:-321
- B:-311
- C:-310
- D:-320

Correct Answer:- Option-A

Question87:-Information intended for the public is supplied by means of _____ and public statements

- A:-Notification
- B:-Proceedings
- C:-Letters
- D:-Press releases

Correct Answer:- Option-D

Question88:-_____ Wing deals with the verification and regularization of all appointments made through the PSC

- A:-Appointment verification and Audit
- B:-Internal Inspection
- C:-Inspection
- D:-Secret

Correct Answer:- Option-A

Question89:-Three Regional Offices of the commission have been constituted for _____ state wide selections

- A:-Conducting
- B:-Identifying
- C:-Making advices for
- D:-De-centralising

Correct Answer:- Option-D

Question90:-A _____ of the commission is the District Officer

- A:-Under Secretary
- B:-Deputy Secretary
- C:-Joint Secretary
- D:-Additional Secretary

Correct Answer:- Option-B

Question91:-Papers requiring early or immediate attention should be so marked by the _____

- A:-Tappal Superintendent
- B:-Under Secretary
- C:-Section officer
- D:-Assistant Section officer

Correct Answer:- Option-C

Question92:- _____ will be the Administrator for Database, Network, IT security and monitor server security

- A:-System Manager
- B:-System Administrator
- C:-Secretary
- D:-Addl. Secretary (R & A)

Correct Answer:- Option-B

Question93:-A scribe shall be posted to assist candidates _____ under specific request and on production of a medical certificate

- A:-having cerebral palsy
- B:-those who are orthopedically challenged
- C:-those who are deaf
- D:-those who are dumb

Correct Answer:- Option-A

Question94:-The symbol given against the name of different abled under the category of 'Hearing Impairment' is _____

- A:-'O'
- B:-'B'
- C:-'D'
- D:-'H'

Correct Answer:- Option-C

Question95:-For meritorious sportsmen, the maximum marks that can be awarded to a candidate for all the items put together shall be _____ % of the total marks.

- A:-35
- B:-15
- C:-10
- D:-25

Correct Answer:- Option-A

Question96:-Those officers verifying the documents of the candidates at the time of interview should also cross check the _____ received from the candidates at the time of written test/practical test as a safeguard against impersonation

- A:-Declaration
- B:-Signature
- C:-Photo
- D:-Identification certificate

Correct Answer:- Option-D

Question97:-_____ quotas of reservation of Backward classes are fixed for direct recruitment to posts included in the last Grade Service and to posts other than those included in Last Grade Service

- A:-Separate
- B:-Same
- C:-More than 50%
- D:-Less than 40%

Correct Answer:- Option-A

Question98:-The reservation turns temporarily passed over if any, should be filled up _____

- A:-along with other OC turns
- B:-along with other BC turns
- C:-after the normal rotation
- D:-along with the pending NJD turns

Correct Answer:- Option-B

Question99:-The turns MR1 48 OX and MR11 48 OX are left unfilled for want of OX candidates for a post even after 2 re-notifications. Then as per Rule 15(a) and (b) the selection shall be made from _____

- A:-Next Ranked List
- B:-OC candidates
- C:-SC/ST candidates
- D:-OBC

Correct Answer:- Option-D

Question100:-When common tests for more than one selection for different posts are held, the candidates have to write _____ in the relevant space provided in the Answer Script

- A:-all the register numbers
- B:-First register number
- C:-last register number
- D:-any one register number

Correct Answer:- Option-A