

**DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE ASKED TO DO SO**

**T.B.C. : B-TP/MEDF-M-B**

**Test Booklet Series**

**Serial**

**1281**

**TEST BOOKLET  
Paper II**



**Categories I, IV, VIII & IX**

**Time Allowed : Two Hours**

**Maximum Marks : 150**

**INSTRUCTIONS**

1. IMMEDIATELY AFTER THE COMMENCEMENT OF THE EXAMINATION, YOU SHOULD CHECK THAT THIS TEST BOOKLET **DOES NOT** HAVE ANY UNPRINTED OR TORN OR MISSING PAGES OR ITEMS, ETC. IF SO, GET IT REPLACED BY A COMPLETE TEST BOOKLET.
2. Please note that it is the candidate's responsibility to encode and fill in the Roll Number and Test Booklet Series Code A, B, C or D carefully and without any omission or discrepancy at the appropriate places in the OMR Answer Sheet. Any omission/discrepancy will render the Answer Sheet liable for rejection.
3. You have to enter your Roll Number on the Test Booklet in the Box provided alongside.
4. This Test Booklet contains 120 items (questions). Each item is printed both in Hindi and English. Each item comprises four responses (answers). You will select the response which you want to mark on the Answer Sheet. In case, you feel that there is more than one correct response, mark the response which you consider the best. In any case, choose **ONLY ONE** response for each item.
5. You have to mark your responses **ONLY** on the separate Answer Sheet provided. See directions in the Answer Sheet.
6. **All** items carry equal marks.
7. Before you proceed to mark in the Answer Sheet the response to various items in the Test Booklet, you have to fill in some particulars in the Answer Sheet as per instructions sent to you with your Admission Certificate.
8. After you have completed filling in all your responses on the Answer Sheet and the examination has concluded, you should hand over to the Invigilator **only the Answer Sheet**. You are permitted to take away with you the Test Booklet.
9. Sheets for rough work are appended in the Test Booklet at the end.
10. **Penalty for wrong answers :**

**THERE WILL BE PENALTY FOR WRONG ANSWERS MARKED BY A CANDIDATE.**

- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, **one-third (0.33)** of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answers happens to be correct and there will be same penalty as above to that question.
- (iii) If a question is left blank, i.e., no answer is given by the candidate, there will be **no penalty** for that question.

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**ध्यान दें : अनुदेशों का हिन्दी रूपान्तर इस पुस्तिका के पिछले पृष्ठ पर छपा है।**

1. When a Money Bill has been passed by the Lok Sabha and it is transmitted to the Rajya Sabha for its recommendations, within what period is the latter required to return it to the Lok Sabha with its recommendations ?
  - (a) 30 days from the date of its receipt
  - (b) 15 days from the date of its receipt
  - (c) 7 days from the date of its receipt
  - (d) 14 days from the date of its receipt
2. When it is proposed to lay any paper on the table of Lok Sabha, otherwise than as a part of a reply to a question, how many days in advance should such paper, together with the prescribed number of copies, be sent to the Lok Sabha Secretariat ?
  - (a) At least 15 days in advance
  - (b) At least 10 days in advance
  - (c) At least 5 clear days before the date on which it is proposed to be laid on the table
  - (d) At least 2 clear days before the date on which it is proposed to be laid on the table
3. For asking a starred question in Parliament, how many days notice is ordinarily required to be given by a Member of Parliament to the Secretary General Lok Sabha/Rajya Sabha ?
  - (a) 5 days
  - (b) 7 days
  - (c) 10 days
  - (d) 15 days
4. What is the periodicity of submission of the Register of Parliamentary Assurances to the Branch Officer by his section when Parliament is in session ?
  - (a) Weekly
  - (b) Fortnightly
  - (c) Monthly
  - (d) Quarterly
5. How many days special casual leave is admissible to a Male Central Government Employee for undergoing recanalisation operation ?
  - (a) Maximum of 6 days
  - (b) Maximum of 7 days
  - (c) Maximum of 15 days
  - (d) Maximum of 21 days
6. A demi-official letter is generally used in correspondence between Government officers for
  1. an interchange or communication of opinion.
  2. information without the formality of prescribed procedures.
  3. bringing the matter to the personal attention of the officer concerned.

Which of the above statements are correct ?

- (a) 1 and 2 only
- (b) 1 and 3 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

7. In accordance with the provisions of Article 343 of the Constitution, Hindi became the official language of the Union with effect from

- 15<sup>th</sup> August, 1947
- 26<sup>th</sup> January, 1950
- 26<sup>th</sup> January, 1963
- 26<sup>th</sup> January, 1965

8. A department is sending a note for the consideration of a Cabinet Committee. How many copies of the note are required to be sent to the Cabinet Secretariat in English and Hindi ?

- 30
- 45
- 50
- 60

9. Which day of the week is to be observed as a meetingless day ?

- Monday
- Tuesday
- Wednesday
- Friday

10. All births, including still births, taking place in the families covered by the CGHS should invariably be reported by the beneficiary/his or her representatives to the dispensary in the prescribed form within

- 7 days of the actual occurrence
- 10 days of the actual occurrence
- 15 days of the actual occurrence
- 30 days of the actual occurrence

11. A sanction of an advance or a non-refundable part-withdrawal from Provident Fund, unless it is specifically renewed, lapses on the expiry of a period of

- 12 months
- 9 months
- 6 months
- 3 months

12. Which form of communication is used by the Ministry of External Affairs or other Ministries of the Government of India for correspondence with the Indian Diplomatic Missions abroad and vice-versa ?

- Note verbale
- Aide Memoire
- Chancery letter
- Demi-official letter

13. Communications meant for the Lok Sabha Secretariat requiring urgent or high level attention may be addressed to the

- Speaker
- Deputy Speaker
- Secretary
- Under Secretary

14. In the list of questions for oral answers for a day, the subject of Question No. 22 is same as that of Question No. 01. The procedure that could be followed by the Speaker in this regard is

- Both the Questions be answered separately as per the order number in the list
- Both the Questions be taken up together for answer
- Order for the oral answer to Question No. 01 and transfer Question No. 22 to the list of Questions for written answers
- Seek the opinion of the House to decide and act accordingly

15. Which one of the following statements is *not* correct in the context of the Public Accounts Committee ?

- It examines the report of the Comptroller and Auditor General.
- The Deputy Speaker can be appointed as Chairman of the Committee, if he is a member.
- It cannot examine the statement of accounts showing the income and expenditure of autonomous and semi-autonomous bodies, the audit of which may be conducted by the Comptroller and Auditor General.
- The Committee has no power to compel any administrative action to be taken on its observations.

16. A minute by the Prime Minister means

- A recommendation letter to the concerned Minister for favourable action
- A note recorded by him only
- A brief account of the meeting deliberations done at his office
- None of the above

17. A House of Parliament adjourned 'Sine die' means, adjourned

- Without any definite date fixed for the next sitting
- To the same day after the recess
- To a particular day
- To an hour

18. A House is said to be prorogued when

- It is adjourned by the Speaker
- It is adjourned by the Speaker with the consent of the majority of the members present on a particular day
- It is the termination of a session of that House by the President
- It is the dissolution of the House itself

19. Which of the following is/are *not* correct in the context of 'The Allocation of Business Rules' ?

- These Rules allocate business of the Government among its different Departments.
- These Rules permit the association of another Minister, or Dy. Minister to perform such functions as may be specifically assigned to them.
- These Rules seek to define the authority, responsibility and obligation of each Department in the matter of disposal of business allotted to it.

- 1 only
- 2 only
- 3 only
- 1, 2 and 3

20. The Files obtained by a section from the Departmental Record Room should normally be returned within

- 1 month
- 3 months
- 15 days
- 6 months

21. A question on a matter of public importance of an urgent nature when not accepted as such by the Minister concerned to be answered orally due to short notice may be admitted by the Speaker as a

- (a) Starred Question
- (b) Un-starred Question
- (c) Short Notice Question
- (d) None of the above

22. References to the Union Public Service Commission will normally be made in the form of

- (a) Inter-Departmental Note (Marked Confidential)
- (b) Office Memorandum
- (c) Letter
- (d) Notification

23. What is the minimum level at which a reply should be sent in case of a reference from an Ex-Member of Parliament ?

- (a) Joint Secretary
- (b) Under Secretary
- (c) Deputy Secretary
- (d) Director

24. Standing Guard File on a particular subject is useful because

- (a) It is a continuous note explaining the history and development of policy of a particular subject
- (b) It is useful for purposes of recording of files after action is completed
- (c) It gives a background of the Policy and procedure on the relevant subject
- (d) It contains standard forms of communication

25. Which of the following is *not* a Standing Committee of the Parliament ?

- (a) Public Accounts Committee
- (b) Estimates Committee
- (c) Committee on Welfare of SCs and STs
- (d) Complaints Committee

26. Which of the following components does *not* form part of a Citizen's charter ?

- (a) Details of customers/clients
- (b) Vision and Mission statement
- (c) Scales of pay of the officers working in the organization
- (d) Details of business transacted by the organization

27. The periodicity for inspection of each Section /Desk in the Department is

- (a) Once in two years
- (b) Once in a year
- (c) Half yearly
- (d) At frequent intervals

28. The form of communication generally used for corresponding with other departments and the attached and subordinate offices is

- (a) Demi-Official letter
- (b) Inter-Departmental Note
- (c) Office Memorandum
- (d) Office Order

29. Receiving, registering and distributing the dak meant for a department is the responsibility of

- (a) Departmental Record Officer
- (b) Central Registry
- (c) Desk functionary
- (d) Division

30. Only those cases can be transferred to Call Book on which no action can or need be taken to expedite its disposal, for a period of at least

- (a) 3 months
- (b) 6 months
- (c) 9 months
- (d) 12 months

31. Which of the following deductions is/are *not* permissible from Subsistence Allowance ?

- (a) Contribution under CGHS
- (b) Contribution towards CGEIS, 1977
- (c) Subscription to General Provident Fund (GPF)
- (d) Income tax

32. Which one of the following statements is *not* correct ?

- (a) Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.
- (b) The term 'age next birthday' is relevant in the context of commutation of pension.
- (c) Refusal to work overtime by a group of employees acting in combination, where such work is necessary in the public interest amounts to 'strike'.
- (d) The period of absence not covered by grant of leave is treated as 'dies-non'.

33. An officer has been appointed on a contract under the Central Government. The period of contract is for 3 years. What is the maximum earned leave for which encashment will be allowed to him at the time of termination of contract ?

- (a) 50 days
- (b) 75 days
- (c) 100 days
- (d) 125 days

34. Every Government servant shall retire on attaining the age of 60 years and no Government servant shall be granted extension in service beyond the age of retirement except under special circumstances. Which of the following constitute such special categories/circumstances ?

- (a) A particular Government servant is indispensable
- (b) His junior is not competent enough to take over the responsibilities
- (c) The superannuating official is very influential
- (d) A medical specialist or an eminent scientist may be granted extension of service up to the age of 62/64 years if such extensions are in public interest and grounds for such extension are recorded in writing

35. A female Central Government employee who undergoes a tubectomy operation will be eligible to be granted special casual leave not exceeding

- 14 days
- 15 days
- 30 days
- 45 days

36. What is the extent of special casual leave permissible to a male Government servant whose wife undergoes tubectomy operation ?

- 3 days
- 7 days
- 5 days
- 10 days

37. Which of the following conditions are *not* true insofar as treating of training of a Central Government servant within India as duty is concerned ?

- It is obligatory on the part of Government to send the person on such training.
- The training should not be in professional or technical subjects which are normally brought under the provisions relating to study leave.
- The training need not be connected to the post which the Government servant is holding at the time of placing him on training.
- The period of training should not exceed two years.

- 1 and 2
- 2 and 3
- 3 and 4
- 1 and 4

38. Husband of a female Central Government employee undergoes a vasectomy operation. The female employee is eligible to be granted special casual leave for attending to her husband. The number of days for which the female employee is entitled to the special casual leave will be

- 1 day, on the day of operation
- 2 days, including the day of operation
- 3 days, including the day of operation
- 7 days, including the day of operation

39. In which of the following cases, retention of 'lien' is *not* permissible ?

- While under suspension
- While on leave
- While on Foreign Service
- Where a Government servant has proceeded on immediate absorption basis to a post outside his service in the Government from the date of absorption

40. A post which an individual Government servant may not hold for more than a limited period is called

- Temporary post
- Permanent post
- Tenure post
- None of the above

41. A record of the service of a Gazetted Government servant will be kept in a format to be prescribed by which one of the following authorities ?

- DOPT
- Ministry of Finance
- The Public Accounts Committee
- The Comptroller and Auditor General of India

42. Which of the following is/are *not* true in the context of those Government servants who are transferred to Foreign Service in terms of provisions contained in Fundamentals Rules 109, 110 and 111 ?

- No Government servant may be transferred to Foreign Service against his will.
- For the purpose of Foreign Service rules, Nepal is to be treated outside India.
- Temporary Government servant cannot be transferred to Foreign Service.
- Transfer to Foreign Service outside India or in India may be sanctioned by the Central Government subject to any restriction, which it may deem fit to impose by general or specific order.

- 1 and 2
- 2 and 3
- 3 only
- 4 only

43. No Government servant shall be granted leave of any kind for a continuous period exceeding five years unless the Competent Authority, in view of the exceptional circumstances of the case, otherwise determines. Who is the Competent Authority in such cases ?

- Ministry of Finance
- Cabinet Secretariat
- Department of Personnel and Training
- The President

44. A person has rendered 35 years qualifying service. What would be the quantum of gratuity payable to him at the time of retirement ?

- 35 times of the emoluments
- $17\frac{1}{2}$  times of the emoluments
- $16\frac{1}{2}$  times of the emoluments subject to maximum amount of ₹ Ten Lakhs
- None of the above

45. Which of the following is categorized as a class of pension ?

- Subsistence allowance
- Compassionate allowance
- Deputation allowance
- Gratuity

46. Which of the following is *not* reckoned as emoluments for the purpose of retirement gratuity ?

- Basic pay
- Dearness allowance
- Transportation allowance
- All of the above

47. A Government servant in permanent employment whose services are required to be dispensed with on the abolition of his permanent post should be given a notice of at least

- (a) 1 month before his services are dispensed with
- (b) 3 months before his services are dispensed with
- (c) 6 months before his services are dispensed with
- (d) 12 months before his services are dispensed with

48. A Government servant re-employed in a civil service post had, before his re-employment, rendered military service. On his confirmation in the civil post, he has opted to count his previous military service as qualifying service towards his civil post. In this context, which of the following will **not** be required to be refunded by him ?

- (a) The pension drawn prior to the date of re-employment
- (b) The value received for the commutation of a part of military pension
- (c) The amount of retirement gratuity
- (d) None of the above

49. To which of the following categories the CCS (Pension) Rules do **not** apply ?

- (a) Employees who are put on induction training after their appointment prior to 01.01.2004 and were paid salary from that date
- (b) Members of All India Services
- (c) Temporary employees
- (d) All of the above

50. The minimum qualifying service for the voluntary retirement of a civilian Government servant under Rule 48-A of CCS (Pension) Rule, 1972 is

- (a) 33 years
- (b) 25 years
- (c) 20 years
- (d) At any time

51. Which of the following is **not** included in the expression 'gift' as per the CCS (Conduct) Rules ?

- (a) Free transport
- (b) Boarding
- (c) Lodging
- (d) Casual social hospitality by a person who is not a relative or a personal friend and has no official dealings with the Government servant

52. A Government servant who is arrested is not required to intimate the fact of his/her arrest and the circumstances connected therewith to the official superior if

1. the detention was preventive in nature.
2. he/she is released on bail within 48 hours.
3. the detention is on account of a non-cognizable offence.
4. he/she is let off with a warning after being detained.

Which of the above statement(s) is/are correct ?

- (a) 1 only
- (b) 1 and 3
- (c) 2 and 4
- (d) None of the above

53. The GCS (Conduct) Rules, 1964, apply to

1. Government servants appointed to a civil service or a post in connection with the affairs of the Union.
2. Civilians in Defence Services.
3. Members of All India Services.
4. A holder of any post under the administrative control of the Railway Board or of the Financial Commissioner of Railways.

Which of the above statements is/are correct ?

- (a) 1 and 2 only
- (b) 1 only
- (c) 3 and 4 only
- (d) 4 only

54. Consider the following statements :

1. Every Government servant holding a supervisory post shall take all possible steps to ensure integrity and devotion to duty of all Government servants for the time being under his control and authority.
2. In the performance of his/her official duties, no Government servant shall act in a discourteous manner.
3. Every Government servant shall, at all times, act in accordance with Government's policy regarding protection of cultural heritage.
4. The directions of the official superior shall ordinarily be in writing.

Which of the above statements are correct ?

- (a) 1 and 2 only
- (b) 2 and 3 only
- (c) 1, 2, 3 and 4
- (d) 3 and 4 only

55. Each communication received from a Member of Parliament, a member of the public, a recognized association or a public body, will be acknowledged within

- (a) 3 days
- (b) 7 days
- (c) 10 days
- (d) 15 days

56. A complaint of sexual harassment has been made by a female employee working in a Ministry against an officer of the level of Additional Secretary in the Ministry. Which among the following authorities is required to consider the complaint and recommend further action ?

- (a) The Departmental Complaints Committee headed by a woman officer of sufficiently higher rank
- (b) The Committee constituted in terms of Order No: 1 dated 26.9.2008 of Cabinet Secretariat
- (c) A Committee constituted by the Ministry of Women and Child Development in consultation with Department of Personnel and Training
- (d) A Committee constituted by the National Commission for Women in consultation with Ministry of Law

57. A Committee is required to be constituted for redressal of the complaint made by any victim of sexual harassment in the organization. Which of the following statements is *not* correct in this context ?

- (a) Such a committee should be headed by a woman
- (b) Not less than half of its members should be women
- (c) The complaints committee should involve a third party, which could also be an NGO
- (d) The Report of the Complaints Committee shall not be treated as an enquiry report

58. Which of the following acts of a Government servant may amount to misconduct in the context of the CCS (Conduct) Rules, 1964 ?

- 1. If the act is prejudicial to the reputation of the master
- 2. If the act is inconsistent or incompatible with the due discharge of his/her duty to the master
- 3. If the misconduct makes it unsafe for the employer to retain the Government servant in service
- 4. If the misconduct is so grossly immoral that all reasonable men will say that the employee cannot be trusted

- (a) 1 and 2 only
- (b) 2 and 3 only
- (c) 1, 2, 3 and 4
- (d) 3 and 4 only

59. The associations/unions may be allowed to display notices relating to matters of general interest to its members, provided such notices

- 1. are not in the nature of criticism.
- 2. are not subversive of discipline.
- 3. do not contain offensive language.
- 4. do not contain any direct attack on any individual.

Which of the above statements are *incorrect* ?

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

60. Under the CCS (Conduct) Rules, 'Strike' means

- 1. Mass abstention from work without permission, which is often described as 'mass casual leave'.
- 2. Refusal to work overtime even when it is in public interest.
- 3. Absence from work for participating in a 'Bandh'.
- 4. Attending the office but not doing any work as a mark of protest.

Which of the above statements are correct ?

- (a) 1 and 2 only
- (b) 2 and 3 only
- (c) 3 and 4 only
- (d) 1, 2, 3 and 4

61. Which of the following is *not* permissible for the Government servants under the CCS (Conduct) Rules ?

- (a) Flag Day collection
- (b) Collection of contribution for National Defence Fund
- (c) Collection of funds for Jawaharlal Nehru Memorial Fund
- (d) Fund raising for the National Foundation for Communal Harmony

62. An Under Secretary in a Ministry wanted to do a foreign language course being conducted by one Indo-Foreign cultural organization in Delhi. A colleague advised him to take prior permission of the competent authority. Some others advised that no such permission was necessary. What should the Under Secretary do ?

- (a) He need not take any prior permission
- (b) He may send intimation to his Head of Office
- (c) He should seek prior permission of the Ministry/Office in which he is serving
- (d) None of the above

63. What is the extent of Subsistence Allowance to which a Government servant under suspension is entitled during the first 3 months of the period of suspension ?

- (a) 75% of his normal pay and allowances
- (b) 75% of his leave salary, if he had been on leave on half pay
- (c) Leave salary which he would have drawn if he had been on leave on half pay
- (d) None of the above

64. What is the time span beyond which an order of suspension shall *not* be valid unless it is extended after review before expiry of such a time span ?

- (a) 60 days
- (b) 75 days
- (c) 90 days
- (d) 120 days

65. Under the provisions of the CCS (CCA) Rules, appeal shall lie against which of the following ?

- (a) Any order of interlocutory nature
- (b) Any order of the nature of a step-in-aid of the final disposal of disciplinary proceedings
- (c) Any order passed by an Inquiry Officer in the course of an inquiry under Rule 14 of the CCS (CCA) Rules
- (d) An order of suspension

66. After considering an appeal against an order imposing a minor or a major penalty, the Appellate Authority may

- (a) Confirm the penalty
- (b) Suspend the penalty
- (c) Enhance or reduce the penalty
- (d) Set aside the penalty

Which of the above is *not* correct ?

67. Where a departmental proceeding has been completed and it is considered that the officer concerned deserves to be penalized, what minimum penalty needs to be imposed ?

- (a) An oral warning
- (b) A written warning not forming part of character roll
- (c) Censure
- (d) None of the above

68. Additional quantum of family pension admissible to a family pensioner whose age is 92 years is

- (a) 30% of basic family pension
- (b) 40% of basic family pension
- (c) 50% of basic family pension
- (d) 100% of basic family pension

69. Internal work study units are under the charge of

- (a) Joint Secretary
- (b) Chief Vigilance Officer
- (c) Financial Adviser
- (d) Director (Coordination)

70. Single File System applies to which one of the following matters ?

- (a) Dealing with one particular subject and all related matters in the same file
- (b) Matters which have to be referred by a 'Non Secretariat Organization' to the Department for seeking a sanction/order i.e. a decision not within its own delegated powers
- (c) File referred by one Ministry to other Ministry for advice
- (d) File dealing with a confidential/secret matter

71. What is the stipulated time within which a Parliamentary Assurance is required to be fulfilled ?

- (a) 6 months
- (b) 45 days
- (c) 3 months
- (d) Before the close of the particular session

72. Identify the Authority to which the Council of Ministers is collectively responsible for its acts of Omission and Commission ?

- (a) President
- (b) Upper House of Parliament
- (c) Lower House of Parliament
- (d) All of the above

73. All sanctions of grant-in-aid issued by a Ministry/Department under Rule 20 of the Delegation of Financial Powers Rules (DFPRs), should include a suitable certificate that the pattern of assistance or rules governing such grant-in-aid have the prior approval of

- (a) Comptroller and Auditor General of India
- (b) Department of Revenue
- (c) Ministry of Finance
- (d) Cabinet Secretariat

74. Correspondence with the Lok Sabha and Rajya Sabha Secretariats requiring urgent or high level attention may be addressed to

- (a) The Speaker/Chairman
- (b) Dy. Speaker/Dy. Chairman
- (c) The Secretaries concerned
- (d) Any of the above

<p>75. Which of the following forms of communication is generally used for corresponding with other Departments or in calling for information from or conveying information to its employees ?</p> <p>(a) Inter-Departmental Note (b) Demi-official letter (c) Office Memorandum (d) None of the above</p> <p>76. 'Records Management' means which of the following activities ?</p> <p>(a) Storage of Records (b) Categorization of Files (c) Indexing and Weeding of Files (d) Recording, retention, retrieval and weeding out of Files</p> <p>77. In the 'Warrant of Precedence', the Chief Election Commissioner ranks higher than</p> <p>(a) Judges of Supreme Court (b) Chief Ministers of States (c) Chief of Staff holding the rank of a full General (d) Former Prime Minister</p> <p>78. The maximum period for which special disability leave may be granted to a Government servant for an injury intentionally inflicted on him in consequence of his official position shall be</p> <p>(a) 12 months (b) 15 months (c) 24 months (d) 30 months</p>	<p>79. What is the entitlement of maternity leave to a female Government servant who has less than two surviving children ?</p> <p>(a) 90 days (b) 120 days (c) 180 days (d) 150 days</p> <p>80. Which of the following are <i>not</i> true in the context of CCS (Leave) Rules, 1972 ?</p> <ol style="list-style-type: none"><li>1. Wilful absence from duty not covered by grant of leave is treated as 'dies non'.</li><li>2. Leave shall not be granted to a Government servant under suspension.</li><li>3. Leave Not Due (LND) will be debited against Earned leave that the Government servant earns subsequently.</li><li>4. Conversion of one kind of leave into a leave of different kind is permissible even after a Government servant ceases to be in service.</li></ol> <p>(a) 1 and 3 only (b) 3 and 4 only (c) 2, 3 and 4 (d) None of the above</p>
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81. In a particular case, where application of Leave Rules causes undue hardship, the option available for the Ministry or Department is

- No option except to apply the connected rules
- The competent authority may, by order, for reasons to be recorded in writing dispense with or relax the requirements of that rule, to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner
- As at (b) above but make such an order with the concurrence of the Ministry of Personnel, Public Grievances and Pensions
- To seek the permission of the concerned Ministry to relax the rules to suit the conditions favourably

82. What is the maximum limit up to which half pay leave can be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in public interest ?

- 90 days
- 150 days
- 180 days
- 300 days

83. When a Government servant dies while in service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed month of service up to

- the date of death of the Government servant.
- the end of the calendar month in which the Government servant died.
- the end of the calendar month preceding the calendar month in which the Government servant died.

Which of the above statements is/are correct ?

- 1 only
- 1 and 3 only
- 2 only
- 1, 2 and 3

84. Which of the following kinds of Leave is *not* recognized as 'Leave' under CCS (Leave) Rules, 1972 ?

- Leave Not Due
- Departmental Leave
- Child Adoption Leave
- Casual Leave

85. What is the maximum period up to which continuous leave of any kind can be granted to a Government servant ?

- 180 days
- 300 days
- 3 years
- 5 years

86. Advance of leave salary may be allowed to a Government servant when leave taken is not less than

- 30 days
- 45 days
- 60 days
- 90 days

87. In the case of an unmarried female Government servant, Maternity leave is

- Not admissible
- Admissible in the normal course as admissible to married female Government servants
- Admissible only if a certificate of child birth and a recommendation to grant leave from a duly constituted Medical Board is submitted
- Admissible at the discretion of the Head of the Department, if certified by an authorized medical practitioner

88. In case of delayed payment of gratuity due to administrative lapses, who is the competent authority to consider and sanction payment of interest for such delayed payments ?

- Head of Department
- Pension sanctioning authority
- Head of Office
- Secretary of the Administrative Ministry or the Department concerned

89. Which of the following retirement benefits are exempted from income tax ?

- Amount of commuted value of pension
- Amount of retirement gratuity
- Encashment of leave
- All of the above

90. The Head of Office after ascertaining and assessing the Government dues payable by the Government servant due for retirement, is required to furnish the particulars of such dues to the Accounts Office for recovery out of the gratuity before its payment is authorized. When is such intimation required to be sent ?

- 2 months before the date of retirement
- 3 months before the date of retirement
- 6 months before the date of retirement
- 8 months before the date of retirement

91. Who is the competent authority to withhold pension or gratuity or both in full or in part or withdrawing a pension in full or in part in the case of a pensioner held guilty for causing pecuniary loss to the Government ?

- The Minister concerned
- The Prime Minister
- The Home Minister
- The President of India

92. What type of pension will be granted to a Government servant who, having completed 20 years qualifying service, opts for voluntary retirement under Rule 48-A of CCS (Pension) Rules ?

- Superannuation Pension
- Retiring Pension
- Compensation Pension
- Compulsory retirement Pension

93. What is the rate of normal family pension with effect from 1.1.2006, subject to a minimum of ₹ 3500 pm ?

- 30% of pay
- 50% of pay
- 40% of pay
- 25% of pay

94. CCS (Conduct) Rules prohibit any act of sexual harassment of any woman at work-place. Sexual harassment includes

- Physical contact and advances.
- Sexually coloured remarks.
- Undue attention at work-place.
- Showing pornographic material.

Which of the above statements are correct ?

- 1, 2 and 4 only
- 2, 3 and 4 only
- 1, 3 and 4 only
- 1, 2, 3 and 4

95. Authority competent to impose the penalty of 'compulsory retirement' on a Group 'B' (Gazetted) Civilian Officer posted in Army Headquarters is

- (a) Joint Secretary (Establishment)
- (b) Additional Secretary
- (c) Dy. Chief of Army Staff
- (d) Defence Secretary

96. In a particular financial year, the same festival fell twice. A Government servant who had taken festival advance for the first time applied for this advance second time in the same financial year. Can the second advance be sanctioned ?

- (a) Yes, it can be sanctioned
- (b) Festival advance for the same festival can be drawn only once in a financial year
- (c) It can be sanctioned at the discretion of the competent authority
- (d) It can be sanctioned provided the Government servant undertakes to repay it with interest

97. How are the foreign currency transactions accounted for in the books of account of the Government ?

- (a) They are accounted for in a separate foreign exchange account with RBI
- (b) Such transactions are converted into Pound Sterling and accounted for in a special account maintained by RBI
- (c) Foreign currency transactions are accounted for after conversion into Indian Rupees
- (d) It is done in Dollar account maintained by RBI as it is the most stable currency in the world

98. A Central Government servant gets transferred to a new station because his headquarters gets shifted as a result of Government policy. He draws advance of pay which is equal to his two months pay. What is the maximum number of instalments permissible to him for recovery of the said advance ?

- (a) 3
- (b) 12
- (c) 24
- (d) None of the above

99. A Class-III Central Government servant gets posted to a hill station and he also belongs to hill tracts. This is his first appointment. What is the minimum period of stay required at the hill station before his Head of Office can sanction him an advance for purchase of warm clothing ?

- (a) 6 months
- (b) 9 months
- (c) 12 months
- (d) 15 months

100. Consider the following statements :

1. In the case of a temporary Government servant, surety from a permanent Government servant should be obtained before an advance in connection with a Natural Calamity is sanctioned.
2. It is also mandatory for the authority sanctioning an advance to a Quasi-permanent Government servant in connection with a Natural Calamity to insist for a surety from a permanent Government servant before doing so.

Which of the above statements is/are correct ?

- (a) Both 1 and 2
- (b) 1 only
- (c) 2 only
- (d) Neither 1 nor 2

**101.** A Head of Department or a Head of Office is empowered to sanction a lump sum advance for immediate financial relief to the family of a Government servant in permanent or temporary employ who dies while in service in order to enable the family to meet its immediate requirements. What is the maximum time span within which this advance is to be adjusted ?

(a) Within 3 months  
(b) Within 6 months  
(c) Within 9 months  
(d) Within 12 months

**102.** Consider the following statements :

1. A Head of Office, who has power to sanction an advance in lieu of leave salary to a Government servant who proceeds on leave for a period not less than one month/30 days, cannot sanction such an advance to himself.
2. A Head of Office may sanction an advance in connection with a law suit to which Government is a party.

Which of the above statements is/are correct ?

(a) Both 1 and 2  
(b) 1 only  
(c) 2 only  
(d) Neither 1 nor 2

**103.** Contingency Fund of India shall be held on behalf of the President by the

(a) Secretary to the Government of India, Ministry of Finance, Department of Economic Affairs  
(b) Ministry of Finance, Department of Expenditure  
(c) Ministry of Finance, Department of Revenue  
(d) C & AG of India

**104.** Which of the following is an interest free advance ?

(a) Advance of Pay on transfer  
(b) Advance of TA on tour  
(c) Festival advance  
(d) All of the above

**105.** Up to what percentage of the fare can be drawn as advance while availing LTC by an employee ?

(a) 100% of the fare  
(b) 90% of the fare  
(c) 80% of the fare  
(d) 75% of the fare

**106.** If the funds provided in the sanctioned budget are found to be insufficient during a financial year, additional sums are sought as

(a) Modified Appropriation  
(b) Vote on account  
(c) Excess Grant  
(d) Supplementary Grants or Appropriation

**107.** The Election Commission of India under its disciplinary functions over officers, staff and police deputed to perform election duties can

1. Suspend any officer/official/police personnel for insubordination or dereliction of duty.
2. Substitute any officer/official/police personnel by another such person, and return the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.

Which of the above statements is/are correct ?

(a) 1 only  
(b) 2 only  
(c) Neither 1 nor 2  
(d) Both 1 and 2

**108.** Which of the following shall amount to a penalty within the meaning of Rule 11 of CCS (CCA) Rules, 1965 ?

1. Withholding of an increment of a Government servant for his failure to pass a departmental examination in accordance with the rules governing his service.
2. Stoppage of a Government servant at the Efficiency Bar in the time scale of pay on the ground of his unfitness to cross the bar.
3. Withholding of increments of pay.
4. Non-promotion of a Government servant, after consideration of his case, to a service, grade or post for promotion to which he is eligible.

(a) 1 and 2  
(b) 2 and 3  
(c) 3 only  
(d) 4 only

**109.** A retired Government servant **cannot** act as Defence Assistant in more than the following number of cases at a time :

(a) 10 cases  
(b) 8 cases  
(c) 7 cases  
(d) 5 cases

**110.** What is the period of limitation of appeals provided in CCS (CCA) Rules, 1965 ?

(a) 30 days from the date of issue of the order  
(b) 45 days from the date on which a copy of the order is delivered  
(c) 60 days from the date of receipt of the order  
(d) 90 days from the date of issue of the order

**111.** CCS (CCA) Rules are applicable to

- (a) Locally recruited staff in Missions abroad
- (b) The members of All India Services
- (c) Civilian Government servants in the Defence Services
- (d) Any person in casual employment

**112.** Under CCS (CCA) Rules, a retired Government officer can be appointed as an Inquiry Officer in a disciplinary case, if he is not more than

(a) 65 years as on 1<sup>st</sup> July of the year of his empanelment  
(b) 70 years as on 1<sup>st</sup> July of the year of his empanelment  
(c) 75 years as on 1<sup>st</sup> July of the year of his empanelment  
(d) 63 years as on 1<sup>st</sup> July of the year of his empanelment

**113.** The provisions of the Delegation of Financial Power Rules, 1978 do **not** apply to the

(a) Department of Atomic Energy and Space  
(b) Department of Telecommunications  
(c) The Ministry of Defence and the authorities subordinate to it in relation to expenditure debitale to the Defence estimates  
(d) All of the above

**114.** A Department of Central Government may confer powers vested in that Department on the Head of Department, provided that no power so conferred shall be redelegated in respect of

(a) Creation of posts  
(b) Write-off of losses  
(c) Re-appropriation of funds in excess of 10% of original budget provision for either of the primary units of appropriation or sub-head  
(d) All of the above

115. A supernumerary post may be created

- (a) Only for periods not exceeding 3 months
- (b) Only for periods not exceeding 1 year
- (c) For a definite and fixed period sufficient for the purpose in view
- (d) Any indefinite period

116. Financial powers not specifically delegated to any authority under Delegation of Financial Powers Rules, 1978 shall vest in the

- (a) Head of Department in the organization
- (b) Financial Advisor of the Ministry
- (c) Minister-in-charge of the Ministry
- (d) Finance Ministry

117. Who are the other members of the Committee on Non-Plan Expenditure constituted under the Chairmanship of Secretary, Department of Expenditure under Rule 18 of DFP Rules, 1978 ?

- (a) Secretary, Planning Commission and Secretary of the Department concerned
- (b) Secretary, Department of Statistics and Secretary, Ministry of Labour and Employment
- (c) Comptroller and Auditor General of India and Secretary of the Department concerned
- (d) Secretary, Department of Agriculture and Secretary, Department of Economic Affairs

118. Which of the following statements is true in the context of insurance of Government property, both movable and immovable ?

- (a) Not to be insured unless the value exceeds ₹ one Crore
- (b) Can be insured only if it is located in Delhi/New Delhi
- (c) Shall not be insured at all
- (d) Not to be insured unless it is located in an area nearer to the sea coast prone to cyclones

119. The Detailed Demands for Grants follow a standard six-tiered system of classification. Which one of the following is *not* a valid tier ?

- (a) Major and sub-major Heads
- (b) Minor and sub-minor Heads
- (c) Locally and centrally controlled Heads
- (d) Detailed and object Heads

120. In the context of the Delegation of Financial Powers Rules, 1978, the term 'Department of the Central Government' includes the

1. Planning Commission.
2. President's and Vice-President's Secretariat.
3. Cabinet Secretariat.
4. Prime Minister's Office.

Which of the above are correct ?

- (a) 1, 2 and 3 only
- (b) 1, 2 and 4 only
- (c) 1, 2, 3 and 4
- (d) 2, 3 and 4 only

जब तक आपको यह परीक्षण पुस्तिका खोलने को न कहा जाए तब तक न खोलें

टी. बी. सी. : B-TP/MEDF-M-B

परीक्षण पुस्तिका अनुक्रम

परीक्षण पुस्तिका  
प्रश्न-पत्र II  
कोटि I, IV, VIII एवं IX



समय : दो घण्टे

पूर्णांक : 150

अनुदेश

- परीक्षा प्रारम्भ होने के तुरन्त बाद, आप इस परीक्षण पुस्तिका की पड़ताल अवश्य कर लें कि इसमें कोई बिना छपा, फटा या छूटा हुआ पृष्ठ अथवा प्रश्नांश, आदि न हो । यदि ऐसा है, तो इसे सही परीक्षण पुस्तिका से बदल लीजिए ।
- कृपया ध्यान रखें कि OMR उत्तर-पत्रक में, उचित स्थान पर, रोल नम्बर और परीक्षण पुस्तिका अनुक्रम (सीरीज कोड) A, B, C या D को, ध्यान से एवं बिना किसी चूक या विसंगति के भरने और कूटबद्ध करने की जिम्मेदारी उम्मीदवार की है । किसी भी प्रकार की चूक/विसंगति की स्थिति में उत्तर-पत्रक निरस्त कर दिया जाएगा ।
- इस परीक्षण पुस्तिका पर साथ में दिए गए कोष्ठक में आपको अपना अनुक्रमांक लिखना है । परीक्षण पुस्तिका पर और कुछ न लिखें ।
- इस परीक्षण पुस्तिका में 120 प्रश्नांश (प्रश्न) दिए गए हैं । प्रत्येक प्रश्नांश हिन्दी और अंग्रेजी दोनों में छपा है । प्रत्येक प्रश्नांश में चार प्रत्युत्तर (उत्तर) दिए गए हैं । इनमें से एक प्रत्युत्तर को चुन लें, जिसे आप उत्तर-पत्रक पर अंकित करना चाहते हैं । यदि आपको ऐसा लगे कि एक से अधिक प्रत्युत्तर सही हैं, तो उस प्रत्युत्तर को अंकित करें जो आपको सर्वोत्तम लगे । प्रत्येक प्रश्नांश के लिए केवल एक ही प्रत्युत्तर चुनना है ।
- आपको अपने सभी प्रत्युत्तर अलग से दिए गए उत्तर-पत्रक पर ही अंकित करने हैं । उत्तर-पत्रक में दिए गए निर्देश देखिए ।
- सभी प्रश्नांशों के अंक समान हैं ।
- इससे पहले कि आप परीक्षण पुस्तिका के विभिन्न प्रश्नांशों के प्रत्युत्तर उत्तर-पत्रक पर अंकित करना शुरू करें, आपको प्रवेश प्रमाण-पत्र के साथ प्रेषित अनुदेशों के अनुसार कुछ विवरण उत्तर-पत्रक में देने हैं ।
- आप अपने सभी प्रत्युत्तरों को उत्तर-पत्रक में भरने के बाद तथा परीक्षा के समापन पर केवल उत्तर-पत्रक अधीक्षक को सौंप दें । आपको अपने साथ परीक्षण पुस्तिका ले जाने की अनुमति है ।
- कच्चे काम के लिए पत्रक परीक्षण पुस्तिका के अंत में संलग्न हैं ।
- गलत उत्तरों के लिए दण्ड :  
उम्मीदवार द्वारा दिए गए गलत उत्तरों के लिए दण्ड दिया जाएगा ।
  - प्रत्येक प्रश्न के लिए चार वैकल्पिक उत्तर हैं । उम्मीदवार द्वारा प्रत्येक प्रश्न के लिए दिए गए एक गलत उत्तर के लिए प्रश्न हेतु नियत किए गए अंकों का एक-तिहाई (0.33) दण्ड के रूप में काटा जाएगा ।
  - यदि कोई उम्मीदवार एक से अधिक उत्तर देता है, तो इसे गलत उत्तर माना जाएगा, यद्यपि दिए गए उत्तरों में से एक उत्तर सही होता है, फिर भी उस प्रश्न के लिए उपर्युक्तानुसार ही उसी तरह का दण्ड दिया जाएगा ।
  - यदि उम्मीदवार द्वारा कोई प्रश्न हल नहीं किया जाता है, अर्थात् उम्मीदवार द्वारा उत्तर नहीं दिया जाता है, तो उस प्रश्न के लिए कोई दण्ड नहीं दिया जाएगा ।

जब तक आपको यह परीक्षण पुस्तिका खोलने को न कहा जाए तब तक न खोलें

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