

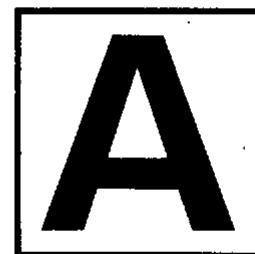
DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO

T.B.C. : B-RP/WX-O-BB



Test Booklet Series

Serial



**TEST BOOKLET
Paper II**

(Procedure and Practice, Categories I, IV, VIII and 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. **DO NOT** write *anything else* on the Test Booklet.
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 IN THE OBJECTIVE TYPE QUESTION PAPERS.

- (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** 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।

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| <p>1. What is the correct sequence of order in communication process ?</p> <p>(a) Decoding of message, Transmission, Encoding of message and Feedback</p> <p>(b) Encoding of message, Transmission, Decoding of message and Feedback</p> <p>(c) Decoding of message, Encoding of message, Transmission and Feedback</p> <p>(d) Encoding of message, Decoding of message, Transmission and Feedback</p> | <p>5. In cases where decision is required, a file should not pass through more than</p> <p>(a) 5 levels</p> <p>(b) 4 levels</p> <p>(c) 3 levels</p> <p>(d) 2 levels</p> |
| <p>2. In actual practice, the executive power of the Union resides with the</p> <p>(a) Prime Minister</p> <p>(b) President</p> <p>(c) Council of Ministers headed by the Prime Minister</p> <p>(d) Vice President</p> | <p>6. If any officer receives any oral instructions from the Minister, which are not in accordance with the norms, rules and regulations, the officer should</p> <p>(a) Not take any action</p> <p>(b) Seek further clear orders from the Secretary, about the line of action to be taken, clearly stating the situation</p> <p>(c) Postpone the action</p> <p>(d) Decide on his own</p> |
| <p>3. When the volume of work in a Ministry exceeds the manageable charge of a Secretary, one or more wings may be established under the charge of a</p> <p>(a) Deputy Secretary</p> <p>(b) Special Secretary/Additional Secretary</p> <p>(c) Under Secretary</p> <p>(d) Deputy Director</p> | <p>7. A declassified file considered fit for permanent preservation will be transferred to the</p> <p>(a) Old Records</p> <p>(b) National Archives</p> <p>(c) National documents</p> <p>(d) Permanent documents</p> |
| <p>4. Who among the following is responsible for shaping the overall policies of the Government in discharging its responsibilities ?</p> <p>(a) Ministers of State</p> <p>(b) Prime Minister</p> <p>(c) The Cabinet</p> <p>(d) Deputy Ministers</p> | <p>8. Consider the following statements : Any officials other than the Ministers and Secretaries, if approached by a representative of the press will normally</p> <p>1. Direct the representative of the press to the Press Information Bureau.</p> <p>2. Seek the permission of the Secretary of the Department before meeting the press.</p> <p>Which of the above actions should be taken ?</p> <p>(a) 1 only</p> <p>(b) 2 only</p> <p>(c) Either 1 or 2</p> <p>(d) Neither 1 nor 2</p> |

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| <p>9. Which day of the week should be observed strictly as a meetingless day to receive and hear grievances of the members of the public ?</p> <p>(a) Tuesday (b) Wednesday (c) Thursday (d) Friday</p> <p>10. What will be the date of restoration of commuted portion of pension ?</p> <p>(a) 5 years from the date of retirement (b) 10 years from the date of retirement (c) 15 years from the date of retirement (d) 20 years from the date of retirement</p> <p>11. A member of a group who influences his followers more than getting influenced by them is a</p> <p>(a) Head (b) Leader (c) Motivator (d) Manager</p> <p>12. Which of the following is true in the case of a Money Bill ?</p> <p>(a) The Rajya Sabha can make amendments in a Money Bill (b) The Lok Sabha has to return Money Bill to the Rajya Sabha within 30 days (c) The Speaker's decision on the subject of Money Bill is final (d) The Finance Minister's decision on the subject of Money Bill is final</p> | <p>13. Which of the following forms of communication is meant for the officers of equivalent level in the Central Secretariat ?</p> <p>(a) Letter (b) Demi-Official letter (c) Office Memorandum (d) Inter-Departmental Note</p> <p>14. Which of the following cases are known as 'No-Noting' cases ?</p> <p>(a) Routine or Repetitive cases (b) Action-in-Correspondence cases (c) Ephemeral cases (d) Problem Solving cases</p> <p>15. Consider the following characteristic features for an Administrator :</p> <ol style="list-style-type: none"> 1. Uses institutional resources more than personal resources. 2. Uses personal resources more than institutional resources. 3. Uses expensive resources. <p>Which of the above characteristic features is/are correct for a good Administrator ?</p> <p>(a) 1 and 3 only (b) 2 and 3 only (c) 1 only (d) 2 only</p> <p>16. Which one of the following has to give concurrence in case of financial sanctions involving Foreign Exchange ?</p> <p>(a) Department of Commerce (b) Ministry of External Affairs (c) Department of Economic Affairs (d) Department of Financial Services</p> |
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| <p>17. The Committee on Public Undertakings consists of</p> <ul style="list-style-type: none"> (a) 16 Lok Sabha Members and 06 Rajya Sabha Members (b) 14 Lok Sabha Members and 08 Rajya Sabha Members (c) 11 Lok Sabha Members and 11 Rajya Sabha Members (d) 15 Lok Sabha Members and 07 Rajya Sabha Members | <p>21. ESTOPPEL relates to</p> <ul style="list-style-type: none"> (a) Relitigation of the decided matter (b) A person going back on his own legal promise/statement (c) Scope of authority (d) Non-inclusion of essential parties |
| <p>18. The level of Desk Functionary should depend on</p> <ul style="list-style-type: none"> (a) Connectivity and coverage of work (b) Nature and complexity of work (c) Intelligence and hard work (d) Nature and comprehension of work | <p>22. Consider the following statements : An application to CAT against an executive order on service matters can be filed by</p> <ol style="list-style-type: none"> 1. The aggrieved individual only. 2. Heir of aggrieved individual. 3. Group of persons with a common interest in the matter with the permission of CAT. <p>Which of the above statements are correct ?</p> <ul style="list-style-type: none"> (a) 2 and 3 only (b) 1 and 2 only (c) 1 and 3 only (d) 1, 2 and 3 |
| <p>19. Consider the following statements : Space planning activity arises when</p> <ol style="list-style-type: none"> 1. A new or modified system or procedure is adopted. 2. An increase or decrease in either work or personnel is made. 3. Complaints from the employees are heard about their work areas. <p>Which of the above statements are correct ?</p> <ul style="list-style-type: none"> (a) 1 and 2 only (b) 1 and 3 only (c) 2 and 3 only (d) 1, 2 and 3 | <p>23. Termination of a session of the House is called</p> <ul style="list-style-type: none"> (a) Promulgation (b) Dissolution (c) Prorogation (d) Adjournment |
| <p>20. A compact machine which enables an officer to record dictation at his convenience without the aid of a Stenographer is</p> <ul style="list-style-type: none"> (a) MFD (b) Dictaphone (c) EPABX (d) Electronic Typewriter | |

24. Consider the following statements regarding a Parliamentary Committee :

1. Quorum of a Parliamentary Committee is nearly 1/3rd of the total number of members of the committee.
2. Members are liable to be discharged for being absent for two or more consecutive meetings.
3. The sittings of the Parliamentary Committee shall be held in private.
4. Irrespective of willingness, a member can be appointed to a Parliamentary Committee.

Which of the above statements are correct ?

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

25. Consider the following statements in the context of Guillotine :

1. It is not preceded by any motion.
2. It applies only to the Budget demands, Appropriation Bill and Finance bill.
3. It is provided under Rule 208 (2) of the Lok Sabha Rules of Procedure.

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

26. Consider the following statements in the context of various stages of Records Management :

1. Exercise judicious control over the creation of records.
2. Maintenance of the records.
3. Modification of records in accordance with circumstantial requirements.
4. Weeding out of the records that have outlived their utility.

Which of the above statements are correct ?

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

27. A Special Casual Leave is admissible to a Government servant for

1. Training and duty as a member of Home Guards.
2. Donating Blood at recognized Blood Banks on a working day.
3. Participation in the Republic Day Parade as a member of St. John Ambulance Brigade.
4. To exercise franchise during the elections of Panchayat/Local bodies.

Which of the above statements are correct ?

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

28. The Principal agency for undertaking work measurement studies in Government Offices is

- Staff Inspection Unit
- Internal Work Study Unit
- O & M Units
- Ministry of Labour

29. Consider the following statements :
The Supervisors are expected to motivate the junior employees by

- Setting a good example.
- Having regular informal meetings.
- Giving adequate incentives and rewards.
- Developing a team spirit.

Which of the above statements are correct ?

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

30. As per the dynamic features of non-verbal communication, kinesics refers to

- Tone, quality of voice and speed of speaking
- Gestures, facial configurations and other movements of the body
- Gestures, pitch of the voice and speed of speaking
- Tone of voice, body language and posture

31. In the context of referencing, 'PUC' indicates

- Promotion under consideration
- Paper under consideration
- Proposal under conclusion
- Property under charge

32. During suspension, a Government servant is entitled to subsistence allowance equal to

- 50% of the leave salary initially and then enhanced to 75% or reduced to 25% as the case may be
- 40% of the leave salary + DA initially and then enhanced to 60% or reduced to 20% as the case may be
- 60% of the leave salary + DA + HRA initially and then enhanced to 80% or reduced to 30% as the case may be
- Full leave salary

33. Consider the following :

- Accounts Officer
- Branches of Nationalized Banks
- Treasury including Sub-treasury

Which of the above are Pension Disbursing Authorities ?

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

34. Which of the following sports qualify for appointment of meritorious sportspersons ?

- Archery
- Atya-Patya
- Rowing

Select the correct answer by using the codes given below :

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

35. A Government servant who has acquired lien on a post retains the lien on that post.

1. While performing the duties of that post.
2. While on leave.
3. While under suspension.
4. While on Foreign Service.

Which of the above statements are correct ?

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

36. How many years are added to the length of qualifying service of a Government servant who is declared surplus and opts to retire voluntarily ?

- (a) 0
- (b) 5
- (c) 10
- (d) Number of years he served is doubled

37. During re-fixation of pay on promotion to the new HAG scale where a Government servant opts to have his pay fixed under FR 22 (1) (a) (1), the officer will be granted

- (a) One increment
- (b) Two increments
- (c) Three increments
- (d) No increment

38. Administrative Ministries can re-delegate powers to the subordinate authorities in respect of all matters *except*

1. Creation of posts
2. Write-off of losses
3. Re-appropriation exceeding 10% of the original budget provision

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

39. Which of the following nature of deductions should not be made from the subsistence allowance of a Government servant under suspension ?

1. Amounts due on court attachments
2. Recovery of loss to the Government for which the Government servant is responsible
3. Subscription to a General Provident Fund

Select the correct answer by using the codes given below :

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

40. Consider the following statements :

In the case of transfer to Foreign Service, the Central Government may

1. Remit the contribution due in any specified case or class of cases.
2. Make rules prescribing the rate of interest, if any, to be levied on overdue contributions.

Which of the above statements is/are correct ?

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

41. Proposals relating to security personnel, who accompany the President, Vice-President and Prime Minister on trips abroad may be approved by

- Foreign Secretary in consultation with Ministry of Home Affairs
- Foreign Secretary in consultation with F.A. (Ministry of External Affairs)
- Foreign Secretary in consultation with Ministry of Finance
- Defence Secretary in consultation with Ministry of External Affairs

42. Consider the following statements :
A Government servant is eligible to receive and retain without special permission from the Government

- Any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice.
- Any reward payable in accordance with the provisions of any Act, Regulation or Rule framed thereunder.
- Any reward sanctioned for services in connection with the administration of the Customs and Excise Laws.

Which of the above statements are correct ?

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

43. A candidate having got a pacemaker implanted may be considered fit for Government Service, *except* for the post of

- Teacher
- Pilot
- Assistant
- Office Manager

44. The Service Book of a Government servant is required to be maintained in duplicate. In this context, which of the following statements is correct ?

- First copy shall be retained by the Head of the Office and the second copy should be given to the Government servant
- First copy shall be given to the Government servant and the second copy should be kept with the Head of the Office
- Both the first and the second copies shall be retained by the Head of the Office
- Both the first and the second copies should be given to the Government servant

45. As a general rule, casual leave can be granted in combination with

- Special casual leave
- Regular leave
- Both Special casual leave and Regular leave

Which of the above is correct ?

- 1 only
- 2 only
- 3 only
- None of the above

46. In the event of a Government servant remaining absent without any authority, what action should be initiated against him/her ?

- Issue a charge sheet
- Issue suspension order
- Informing him/her of the consequences of such absence and direct him/her to rejoin the duty immediately/within a specified date, say within 3 days, failing which he/she would be liable for disciplinary action
- Issue a Recorded warning

47. An apprentice is entitled to get

1. Leave on Medical Certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship.
2. An extraordinary leave under Rule 32 of FRSR Part III.

Which of the above statements is/are correct ?

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

48. What is the correct order of eligibility of next of kins for the payment of cash equivalent of leave salary in case of the death of a married male Government servant ?

- (a) Widow, eldest surviving son, eldest surviving unmarried daughter, father and mother
- (b) Father, widow, eldest surviving son, eldest surviving unmarried daughter and mother
- (c) Widow, eldest surviving son, father, eldest surviving unmarried daughter and mother
- (d) Mother, widow, eldest surviving son, eldest surviving unmarried daughter and father

49. What action should be initiated against a pensioner, who is convicted in judicial proceedings for an offence committed by him/her while in service ?

1. Impose a cut in the pension
2. Stoppage of pension
3. Issue a show-cause notice

Select the correct answer by using the codes given below :

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

50. Consider the following statements in the context of limitations on the pension of a military pensioner who is re-employed in civil service :

1. Pension is not payable to him for his prior military service.
2. Pension is not payable to him for his second spell i.e. civil service.
3. In addition to the first pension, the military pensioner is eligible to get the second pension also for the civil service rendered by him/her.

Which of the above statements is/are correct ?

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

51. Consider the following statements for a female Central Service Group 'A' pensioner, who wishes to accept an employment under Government outside India :

1. She is required to obtain prior permission from the Central Government, unless she has been permitted for such employment during her leave preparatory to retirement.
2. If the permission is not taken, no pension is payable to her for the period of such employment.
3. She may choose to claim only a partial pension, if she does not wish to seek any permission.

Which of the above statements is/are correct ?

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

52. If a pensioner who, immediately before his retirement, was a member of Central Service Group 'A', wishes to accept any commercial employment before the expiry of one year of his retirement, he

1. May accept employment without seeking sanction of any Authority.
2. Shall obtain the previous sanction of the Government.
3. May simply inform the Government after accepting employment.

Which of the above statements is/are correct ?

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

53. The Competent Authority to withhold or withdraw the pension of a Central Government servant is the

- (a) Cabinet
- (b) Finance Minister
- (c) Prime Minister
- (d) President of India

54. Consider the following statements in the context of CCS (Pension) Rules, 1972 :

1. Employees of Union Territories are also governed by the CCS (Pension) Rules, 1972.
2. There is no distinction between permanent and temporary employees insofar as the application of CCS (Pension) Rules, 1972 is concerned.
3. Temporary Government servant with less than 10 year's service, who retires on superannuation, discharged from the service, etc. is eligible for gratuity as for permanent Government servant.

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

55. To which of the following are the Central Civil Services (Conduct) Rules, 1964 applicable ?

1. A person appointed to a Civil Service
2. A member of the Indian Armed forces
3. A member of an All India Service
4. A civilian in Defence Service

Select the correct answer by using the codes given below :

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

56. The day of death of an official who was on Earned Leave on Medical Certificate is to be treated as

- (a) Special casual leave
- (b) A part of leave
- (c) A working day
- (d) None of the above

57. A representation made by a Government servant requiring examination only in a Ministry/Department, and not requiring inter-departmental consultation, should be disposed of within a maximum period of

- (a) 2 weeks
- (b) 4 weeks
- (c) 6 weeks
- (d) 8 weeks

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| <p>58. The Prevention of Corruption Act, 1988 is applicable to</p> <ol style="list-style-type: none"> the whole of India except the Andaman and Nicobar Islands. the whole of India except the State of Jammu and Kashmir. all citizens of India outside India. <p>Which of the above statements are correct ?</p> <ol style="list-style-type: none"> 1 and 2 only 1 and 3 only 2 and 3 only 1, 2 and 3 | <p>61. What is the purpose for which National Foundation for Communal Harmony has been set up ?</p> <ol style="list-style-type: none"> Physical and Psychological rehabilitation of children rendered orphans and destitutes in communal violence Women rendered destitute due to communal violence Urban and rural artisans rendered destitutes due to natural disasters None of the above <p>62. A Government servant may, without the previous sanction of the Government,</p> <ol style="list-style-type: none"> Undertake honorary work of a social or charitable nature Accept remuneration for services rendered to Cooperative Societies Participate in a media programme commissioned by Government media but produced by a private agency Canvas for a candidate for an elective office in a body that is incorporated <p>63. In which of the following circumstances can a Government servant be placed under suspension ?</p> <ol style="list-style-type: none"> When a disciplinary proceeding against him/her is pending. When a case against him/her in respect of any criminal offence is under investigation. When he/she continues to remain absent from duty or overstays leave without permission. When he/she has engaged himself/herself in activities prejudicial to the interest of the security of the State. <p>Select the correct answer by using the codes given below :</p> <ol style="list-style-type: none"> 1, 2 and 3 only 3 and 4 only 1, 2 and 4 only 1, 2, 3 and 4 |
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64. Consider the correctness of the following statements regarding the headquarters of a Government servant during suspension :

1. A Government servant cannot leave his/her headquarters without prior permission.
2. The competent authority cannot change the headquarters of a Government servant.
3. The competent authority may change the headquarters of the Government servant, if he requests for the same and, if it does not involve extra expenditure or administrative complications.
4. If the Government servant is on bail, the fixing of his/her headquarters will be subject to any restriction imposed by the Court.

Which of the above statements are correct ?

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

65. Which of the following is the interest bearing advance ?

- (a) Advance of pay on transfer
- (b) Advance of LTC
- (c) Advance in connection with legal proceedings
- (d) Advance for purchase of Personal Computer

66. A Government servant under suspension

1. Can avail leave travel concession for his family but not for himself.
2. Can avail leave travel concession for self only.
3. Is eligible for grant of children education allowance.
4. Is eligible for house building advance.

Which of the above statements are correct ?

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

67. In which of the following cases, is the reinstatement in service of a Government servant under suspension/whose service has been terminated possible ?

1. If the penalty of compulsory retirement, removal or dismissal from service imposed upon him is set aside by a Court of law
2. If the penalty of compulsory retirement, removal or dismissal from service imposed upon him is set aside by the Appellate/ Revising Authority
3. If the departmental proceedings instituted against him are withdrawn

Select the correct answer by using the codes given below :

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

68. A Government servant under suspension is entitled up to the first three months of the period of suspension, to subsistence allowance at an amount equal to

- (a) Full pay
- (b) Half pay
- (c) One-third of pay
- (d) Two-third of pay

69. Which of the following is true during the suspension of a Government servant ?

- (a) The relationship of master and servant ceases
- (b) The Government servant ceases to be a member of the service
- (c) He no more continues to be the subject of the same discipline and penalties and the Conduct Rules do not continue to apply to him
- (d) He cannot supplement his subsistence allowance by engaging himself in any other employment

70. After the Appellate Authority has passed its judgment against a Government servant and if he is not satisfied with it, he can seek the indulgence of a higher authority — the revising authority. Which of the following authorities is/are vested with the power of revision ?

- 1. The President
- 2. The Comptroller and Auditor General
- 3. The Member (Administration) Postal/ Telecommunications Board

Select the correct answer by using the codes given below :

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

71. Which of the following documents can be accessed by a Government servant involved in a departmental enquiry for defending himself ?

- (a) The Report of Preliminary inquiry/investigation
- (b) File dealing with the disciplinary case against him
- (c) Copies of previous statements of witnesses who are to be examined during the enquiry
- (d) Advice of the Central Vigilance Commission

72. In an establishment where provision for leave reserve exists, any vacancy caused on account of suspension of a Government servant, should normally be filled by

- (a) A reservist
- (b) An officiating appointment
- (c) Creating an extra post
- (d) None of the above

73. The standard form of order of suspension of a Government servant in respect of a criminal offence is issued to the officer by order and in the name of

1. The President of India
2. The Appointing Authority

Select the correct answer by using the codes given below :

- (a) 1 only
- (b) 2 only
- (c) Either 1 or 2
- (d) Neither 1 nor 2

74. The Appointing Authority of Delhi and Andaman and Nicobar Islands Civil Service, Grade-II is

- (a) Secretary, Department of Personnel and Training
- (b) The Establishment Officer, Department of Personnel and Training
- (c) Deputy Secretary, Ministry of Home Affairs
- (d) Joint Secretary, Ministry of Home Affairs

75. All Ministries/Departments are required to submit disciplinary cases involving Court cases to the Union Public Service Commission through

- (a) A Lawyer
- (b) Chief Vigilance Officer
- (c) Single window system
- (d) Registered post

76. An employee of any Central Government commercial/industrial undertaking under the supervision of the Central Government is eligible for the leave travel concession, whether he is a direct recruit or is on deputation from a State Government, subject to the following conditions :

1. The Board of Directors or other competent authority of the Undertaking concerned has passed specific orders making the concession applicable to their employees.
2. The cost of the concession is met by the Undertaking/Body concerned.

Which of the above statements is/are correct ?

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

77. Under which of the following conditions is the LTC facility allowed for an escort who accompanies a handicapped Government Servant on the journey ?

1. The nature of physical disability of the Government servant is such as to necessitate an escort for the journey.
2. The physically handicapped Government servant does not have a younger family member.
3. Prior approval of the Head of the Department concerned is obtained on each occasion.
4. Any other person who is entitled to LTC does not accompany the handicapped Government servant on the journey.

Select the correct answer by using the codes given below :

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

78. Which category of employees is debarred for LTC facility as they are entitled for 'Free Pass' facility ?

1. Employees and spouses of employees of Indian Railways.
2. Employees and spouses of employees of National Airlines.

Which of the above statements is/are correct ?

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

79. Which of the following statements is correct in the context of Central Civil Services (Leave Travel Concession) Rules, 1988 ?

If both husband and wife are Central Government servants

- (a) they cannot claim LTC for their respective families.
- (b) they cannot declare separate home towns independently.
- (c) they are treated as two independent Government servants.
- (d) the children can claim the concession as members of family of both the parents in a particular block.

80. The Central Civil Services (LTC) Rules, 1988 shall apply to all persons, who are appointed

1. to Civil services and posts including civilian Government servants in the Defence Services in connection with the affairs of the Union.
2. under a State Government and who are on deputation with the Central Government.
3. on contract basis.

Which of the above statements are correct ?

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

81. The correct test to determine whether a place declared by a Government servant may be accepted as his home town or not may be determined by applying the criteria mentioned below :

1. Whether the place declared by Government Servant is one which requires his physical presence at intervals for discharging various domestic and social obligations.
2. Whether the Government Servant owns residential property in that place or whether he is a member of a joint family having such property there.
3. Whether his near relations are resident in that place.
4. Whether, prior to his entry into Government service, he had been living there for some years.

Which of the above statements are correct ?

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

82. In the case of Gazetted Officers in the Central Government, the record of all assistance granted under LTC shall be maintained by

1. the Accounts Officer concerned.
2. the Authority responsible for maintenance of the service records.

Which of the above statements is/are correct ?

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

83. Which of the following guidelines on Air Travel on LTC are required to be followed by the Central Government employees ?

1. Travel by Air India only
2. In Economy class only, irrespective of entitlement
3. LTC-80 ticket of Air India only to be purchased
4. Air ticket may be purchased directly from Airlines or by utilizing the services of authorized travel agents

Select the correct answer by using the codes given below :

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

84. No construction work shall be commenced until

1. Administrative approval has been obtained.
2. Sanction to incur expenditure has been obtained.
3. Funds to cover the charge during the year have been provided.

Which of the above statements are correct in the context of the provisions contained in the General Financial Rules ?

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

85. The term 'goods' used for procurement of goods and services by a Ministry/Department excludes

- (a) Livestock
- (b) Industrial plant
- (c) Books
- (d) Raw materials

86. It is mandatory for a Central Government Department to publish an inquiry for seeking an 'Expression of Interest' where the estimated cost of a work or service is above Rupees

- (a) One crore
- (b) Seventy-five lakhs
- (c) Fifty lakhs
- (d) Twenty-five lakhs

87. Which of the following statements is/are applicable where a Ministry decides to outsource a service under the provisions of Rule 178 of General Financial Rules ?

1. Issue of a tender enquiry is necessary.
2. Contract can be placed on the basis of a single tender enquiry subject to fulfilment of certain conditions.

Select the correct answer by using the codes given below :

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

88. Sample physical verification of books in cases of libraries having more than fifty thousand volumes should be done at intervals of not more than

- 1 year
- 2 years
- 3 years
- 4 years

89. Which of the following statements are true, when before release of grants-in-aid, the members of the executive committee of the grantee are asked to execute bonds in a prescribed format ?

- To abide by the condition of grant-in-aid by the target dates.
- Not to divert the grants.
- To abide by any other conditions specified in the agreement governing the grants-in-aid.

Select the correct answer by using the codes given below

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

90. Which of the following considerations are required to be kept in view for recommending Government of India guarantee or counter guarantee while examining the loan proposal ?

- Public interest which the guarantee is expected to serve.
- Creditworthiness of the borrower.
- Special provisions for the private sector.
- The conditions prescribed in the guarantees.

Select the correct answer by using the codes given below :

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

91. Which of the following are Capital Receipts?

- Internal debt
- External debt
- Local taxes and duties
- Repayment of loans and advances made by the Central Government

Select the correct answer by using the codes given below :

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

92. Which one of the following records can be destroyed ?

- (a) Service books of officials entitled to retirement (one year after issue of final pension/gratuity payment order)
- (b) Leave account of the employees other than those entitled to retirement/terminal benefits (three years after they have ceased to be in service)
- (c) Orders and sanctions of a permanent character, until revised
- (d) Records in respect of which an audit objection is outstanding

93. Advances for bicycles and warm clothing given to the Central Government employees have been made interest free on the basis of the recommendations of

- (a) Sixth Pay Commission
- (b) Fifth Pay Commission
- (c) Fourth Pay Commission
- (d) Seventh Pay Commission

94. A Gazetted officer designated by the Head of the Department to draw bills and make payments on behalf of the Central Government is called, the

- (a) Accounts Officer
- (b) Audit Officer
- (c) Controlling Officer
- (d) Disbursing Officer

95. Who is responsible for the due recovery of the rent when maintenance of any rentable building is entrusted to a civil department other than the CPWD ?

- (a) Administrator or Head of the Department concerned
- (b) Accounts Officer of the Department concerned
- (c) Controlling Officer
- (d) Financial Advisor

96. All financial sanctions and orders issued by a competent authority in a Ministry or a Department of the Central Government shall be communicated to

1. The Finance Ministry
2. The Financial Advisor of the Ministry/Department
3. The Audit Officer and the Accounts Officer

Which of the above is/are correct ?

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

97. The estimates for expenditure for which vote of Lok Sabha is required shall be in the form of

- (a) Annual Financial Statement
- (b) Budget
- (c) Revised Estimates
- (d) Demand for Grants

98. In which of the following cases, security need not be furnished ?

- A Government servant who actually handles cash.
- A Government servant who handles stores of important nature.
- Drivers of Government vehicles.
- Librarian and the Library staff.

Select the correct answer by using the codes given below :

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

99. What is the minimum period for which the security deposit taken from a Government servant is required to be retained from the date he vacates his post ?

- 12 months
- 10 months
- 6 months
- 8 months

100. In the context of the National E-Governance Action Plan, who is responsible for reviewing the implementation of a number of Mission Mode Projects at the Centre, State and integrated service levels to create a citizen-centric and business-centric environment for governance ?

- Ministry of Finance
- An Apex Committee under the chairmanship of the Cabinet Secretary
- Finance Department of the State
- Department concerned of the Central/State Government

101. What is the Retention Period for the paid cheques returned by the Bank to the Audit/Accounts Office ?

- 5 years
- 4 years
- 3 years
- 1 year

102. In terms of the provisions contained in the Delegation of Financial Powers Rules, 1978 which of the following are Public works ?

- Civil works and irrigation
- Embankment and drainage works

Select the correct answer by using the codes given below :

- 1 only
- 2 only
- Both 1 and 2
- Neither 1 nor 2

103. The competent authority for approval of original cost estimates of less than ₹ 50 crores is

- Minister in-charge of the Administrative Ministry
- Department of Expenditure, Ministry of Finance
- Cabinet
- Public Investment Board

104. Sale or dismantlement of a public building, sanctioned by a Department of the Central Government shall be disposed of by public auction by the

- Central Public Works Department or the local Public Works Department in areas where the Central Public Works Department does not operate
- Municipal Corporation
- Ministry of Urban Development
- Ministry of Rural Development

105. In terms of the Delegation of Financial Powers Rules, 1978, an officer appointed to perform current duties of a post in addition to his own cannot exercise statutory powers of that post. Statutory powers in this context refer to

1. Administrative powers
2. Financial powers
3. Powers derived from the Fundamental Rules
4. Powers derived from the CCS (CCA) Rules

Select the correct answer by using the codes given below :

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

106. The powers delegated to the Departments of the Central Government are to be exercised by the issue of formal sanctions in the name of

- (a) The President
- (b) The Vice-President
- (c) The Prime Minister
- (d) The Cabinet Secretary

107. No expenditure shall be incurred, against a sanction unless funds are made available to meet the expenditure or liability by a valid

- (a) Appropriation or Re-appropriation
- (b) Demand Draft
- (c) Proposal
- (d) Statement of expenditure

108. Under which Rule of the Delegation of Financial Powers Rules, 1978, the Departments of the Central Government have powers to declare any Gazetted officer subordinate to them as the Head of Office ?

- (a) Rule 14
- (b) Rule 16
- (c) Rule 21
- (d) Schedule V to Rule 13

109. A formal order and public act intended to convey that the person concerned has been guilty of some blameworthy act or omission for which it has been found necessary to award him a formal punishment is called

- (a) Censure
- (b) Warning
- (c) Suspension
- (d) None of the above

110. The expression 'emoluments' in the context of pension to the Medical Officers, includes

- (a) Basic pay and Non-practicing allowance
- (b) Basic pay and Special pay
- (c) Basic pay, Personal pay and Non-practicing allowance
- (d) None of the above

111. Stoppage or reduction of pension for reasons other than misconduct is not permissible. In this context, consider the following statements :

1. Pension is not in the nature of a reward.
2. Pension can be claimed as a right.
3. Claim to pension is forfeited on resignation.
4. After a pension is sanctioned, its continuance depends on future good conduct.

Which of the above statements are correct ?

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

112. A disabled daughter divorced after attaining 25 years of age can be granted family pension subject to

1. her divorce being valid in law.
2. she comes back to her parental home after divorce.
3. her disability being certified by an appropriate authority.

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

113. If a pensioner is convicted of a serious crime or is found guilty of grave misconduct, the Appointing Authority has the power to withhold

1. full pension for a specified period.
2. full pension permanently.
3. part of the pension permanently.
4. part of the pension for a specified period.

Which of the above statements are correct ?

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

114. The Pension papers of a Government servant shall be forwarded to the Accounts Officer not later than

- (a) 2 months before the date of retirement
- (b) 6 months before the date of retirement
- (c) 3 months before the date of retirement
- (d) 9 months before the date of retirement

115. Which of the following statements is correct in the context of Rule 16 of the CCS (Conduct) Rules, 1964 regarding the investments, lending and borrowing of money by a Government servant ?

- (a) He/she may lend money to any person at interest.
- (b) He/she may give or accept from a relative or a friend a purely temporary loan of a small amount free of interest.
- (c) He/she may speculate and indulge in frequent sales/purchase of stocks/shares.
- (d) He/she may lend or borrow or deposit money as a principal or an agent to a firm or a private limited company, with whom he/she is likely to have official dealings.

116. According to Rule 3-C of the CCS (Conduct) Rules, 1964, the Complaints Committee for dealing with the cases of sexual harassment should be headed by a woman. The number of women members in the Committee, other than the woman head should **not** be less than the

- (a) Half of the total members
- (b) One-third the total members
- (c) One-fourth the total members
- (d) One-fifth the total members

117. A Government servant may, without the previous sanction of the Government,

- 1. undertake honorary work of a social or charitable nature.
- 2. undertake occasional work of literary, artistic or scientific character.
- 3. participate in sports activities as an amateur.

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

118. Under the CCS (Conduct) Rules, 1964 a Government servant is required to report every transaction concerning movable property either in his own name or in the name of his family members within one month from the date of such transaction, if the value of such transaction exceeds

- (a) One month's basic pay of the Government servant
- (b) Two month's basic pay of the Government servant
- (c) Three month's basic pay of the Government servant
- (d) Four month's basic pay of the Government servant

119. Which of the following is/are correct in the context of 'observance of proper decorum' by the Government servants during the lunch break ?

- 1. No Government employee should play cards on the lawns and other such places, inside and outside office buildings.
- 2. The game of cards should be confined to the recreation rooms.

Which of the above statements is/are correct ?

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

120. Absence from work on account of participation in 'Gherao' should in all cases be treated as

- (a) Special casual leave
- (b) Unauthorized absence involving break in service
- (c) Earned leave
- (d) Extraordinary leave

SPACE FOR ROUGH WORK
कच्चे काम के लिए जगह

SPACE FOR ROUGH WORK
कच्चे काम के लिए जगह

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

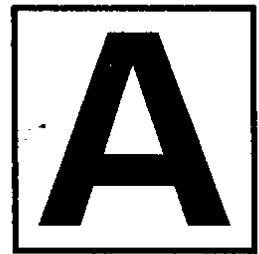
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परीक्षण पुस्तिका अनुक्रम

परीक्षण पुस्तिका

प्रश्न-पत्र II

(कार्यविधि और पद्धति, कोटि I, IV, VIII एवं IX)



समय : दो घण्टे

पूर्णक : 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 समाप्ति पर केवल उत्तर-पत्रक अधीक्षक को सौप 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 दंड :
वस्तुनिष्ठ प्रश्न-पत्रों में उम्मीदवार द्वारा दिए गए गलत उत्तरों के लिए दंड 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 दंड 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, किर भी उस प्रश्न के लिए उपर्युक्तानुसार ही उसी तरह का दंड 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 दंड नहीं दिया जाएगा ।

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

Note : English version of the instructions is printed on the front cover of this Booklet.