

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

टी. बी. सी. : NHYU-B-FKI



परीक्षण पुस्तिका अनुक्रम

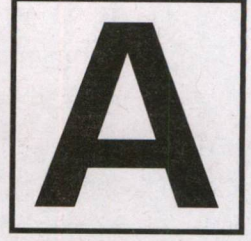
क्रम संख्या

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परीक्षण पुस्तिका

प्रश्न-पत्र II

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



समय : दो घण्टे

पूर्णांक : 150

अनुदेश

1. 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 लें।
2. कृपया ध्यान रखें कि OMR उत्तर-पत्रक में, उचित स्थान पर, रोल नम्बर और परीक्षण पुस्तिका अनुक्रम 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।
3. इस परीक्षण पुस्तिका पर साथ में दिए गए कोष्ठक में आपको अपना अनुक्रमांक लिखना है। परीक्षण पुस्तिका पर और कुछ न लिखें।
4. इस परीक्षण पुस्तिका में 120 प्रश्नांश (प्रश्न) दिए गए हैं। प्रत्येक प्रश्नांश हिन्दी और अंग्रेज़ी 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।
5. आपको अपने सभी प्रत्युत्तर अलग से दिए गए उत्तर-पत्रक पर ही अंकित करने हैं। उत्तर-पत्रक में दिए गए निर्देश देखें।
6. सभी प्रश्नांशों के अंक समान हैं।
7. 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।
8. 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।
9. कच्चे काम के लिए पत्रक परीक्षण पुस्तिका के अंत में संलग्न हैं।
10. ग़लत उत्तरों के लिए दंड :

वस्तुनिष्ठ प्रश्न-पत्रों में उम्मीदवार द्वारा दिए गए ग़लत उत्तरों के लिए दंड दिया जाएगा।

- (i) प्रत्येक प्रश्न के लिए चार वैकल्पिक उत्तर हैं। उम्मीदवार द्वारा प्रत्येक प्रश्न के लिए दिए गए एक ग़लत उत्तर के लिए प्रश्न हेतु नियत किए गए अंकों का एक-तिहाई दंड के रूप में काटा जाएगा।
- (ii) यदि कोई उम्मीदवार एक से अधिक उत्तर देता है, तो इसे ग़लत 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 दंड दिया जाएगा।
- (iii) 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 back cover of this Booklet.

1. Copies of which of the following types of sanctions will be endorsed to the Audit Officer :
 1. Sanctions relating to grant of advances to Central Government employees
 2. Sanctions for handing/taking over charge
 3. Sanctions relating to creation of posts

Select the correct answer using the code given below :

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

2. Which of the following is **not** correct in the context of Casual leave ?
 1. Casual leave is one of the recognized forms of leave
 2. Casual leave is not subject to any rule
 3. Technically a government servant on casual leave is not treated as absent from duty
 4. Sundays and holidays falling during the period of casual leave will be treated as part of leave

Select the correct answer using the code given below :

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

3. In which one of the following types of correspondence is a Demi-official letter **not** used ?
 - (a) Communication between a Member of Parliament and a Minister at Centre
 - (b) Communication to non-officials
 - (c) Communication between an officer to another officer of similar rank
 - (d) For conveying financial sanctions

4. In which one of the following types of cases, a structured and detailed note is required to be prepared ?
 - (a) Repetitive case
 - (b) Problem solving case
 - (c) Policy/Planning case
 - (d) Ephemeral case

5. Which one of the following units/wings of an Administrative Ministry is concerned with the study of its organization structure, methods of work and procedure with a view to suggesting reforms and improving the efficiency of the organization ?
 - (a) Staff Inspection Unit (SIU)
 - (b) General Reforms Wing
 - (c) Organization and Methods (O&M)
 - (d) General Administration Wing

6. An officer who is assigned the responsibilities of another officer of comparable rank in the department during the former's absence is called :
 - (a) Desk functionary
 - (b) Dealing officer
 - (c) Link officer
 - (d) Dependant officer

7. Which of the following services are provided by the Information and Facilitation Counter to the clients/customers of the organization ?
 1. Information regarding services provided
 2. Information regarding the standards of quality of service
 3. Information regarding hierarchical set-up of Public Grievances Redress Machinery

Select the correct answer using the code given below :

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

8. Consider the following statements regarding Attached and Subordinate offices :

1. Subordinate offices serve as a repository of technical information
2. Attached offices advise the department on various aspects of matters dealt by them
3. Subordinate offices generally function as field establishments
4. Subordinate offices may function under the direction of an Attached office

Which of the statements given above are correct ?

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

9. Which one of the following statements regarding Citizen's Charter is **not** correct ?

- (a) It is enforceable in a court of law
- (b) It is an instrument which seeks to make a Ministry/Department transparent, accountable and citizen friendly
- (c) It is intended to empower citizens and clients so that they can demand committed standards of service
- (d) Government agencies could also be covered for availing the services from another government agency

10. Proposal for legislation enabling formulation of a consolidated legislative programme of a session should be sent to :

- (a) Ministry of Law and Justice
- (b) Prime Minister's Office
- (c) The Speaker of the Lok Sabha
- (d) Department of Parliamentary Affairs

11. Consider the following statements regarding the Committee on Subordinate Legislation :

1. It was first appointed by the Lok Sabha Speaker in 1953
2. It consists of not more than 10 members of Parliament
3. The term of office of the members of this Committee is one year
4. A Minister can be a member of this Committee

Which of the statements given above are correct ?

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

12. Which one of the following conditions is **not** applicable to the admissibility of questions in Parliament ?

- (a) It shall not ask as to the character or conduct of any person except in his/her official or public capacity
- (b) It shall not ask for information on trivial matters
- (c) It shall not ordinarily exceed 150 words
- (d) It shall not contain any statement

13. Consider the following statements regarding Single File System (SFS) :

1. SFS will apply to matters, which have to be referred by the Non-Secretariat Organization (NSO) to the department for seeking a sanction, i.e., a decision not within its delegated powers
2. The file cover of an SFS case should prominently show the name of the originating NSO and likewise indicate that it follows the SFS system
3. The SFS file should invariably bear an I.D. No.

Which of the statements given above are correct ?

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

14. Special casual leave may be granted to a government servant by competent authority for which of the following purposes ?

1. Donating blood to recognized blood banks on a working day
2. Appearing for departmental promotion examinations
3. Transit time for joining training in Territorial Army

Select the correct answer using the code given below :

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

15. Consider the following statements regarding referencing of files :

1. Every page in part of the file will be consecutively numbered in separate series, in pencil
2. Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the top middle portion of its first page
3. When recorded files are put up with the current file, multiple alphabetical slips can be attached to the individual recorded files for quick identification
4. When referring to the papers flagged 'PUC' or 'FR', the relevant page numbers will be quoted invariably in the margin

Which of the statements given above 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

16. Which one of the following in the Central Administrative Tribunal (CAT) handles the cases relating to posting/transfers of employees ?

- (a) A Single Member Bench
- (b) A Two Member Bench
- (c) A Three Member Bench
- (d) A Larger Bench

17. Which one of the following forms of communication is generally used for the correspondence with other Ministries/Departments and Subordinate offices ?

- (a) Letter
- (b) Demi-Official letter
- (c) Office Memorandum
- (d) Inter-Departmental note

18. Which of the following facilities are available under CGHS ?

1. X-ray, laboratory and other diagnostic facilities
2. Reimbursement of cost of intra-ocular lens
3. Supply of medicines

Select the correct answer using the code given below :

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

19. Consider the following statements regarding 'Motions' moved in the House of the Parliament :

1. Motions can be classified into three broad categories — Substantive, Substitute and Subsidiary
2. Ancillary motions and Superseding motions are parts of Substantive motions
3. A Cut Motion may be moved to reduce the amount of a demand

Which of the statements given above are correct ?

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

20. Which one of the following is **not** a Cut Motion ?

- (a) Disapproval of Policy Cut
- (b) Subsidiary Cut
- (c) Economy Cut
- (d) Token Cut

21. Consider the following statements regarding 'Questions in the Parliament' :

1. Starred questions are answered orally on the floor of the House
2. Supplementaries can also be asked in respect of answers to unstarred questions
3. Short Notice questions may only be admitted with written consent by the Minister

Which of the statements given above is/are correct?

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

22. In the context of 'Categorization of Records', files required to be kept for at the most 25 years are endorsed as :

1. KEEP and MICROFILM
2. KEEP but DO NOT MICROFILM

Select the correct answer using the code given below :

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

23. Consider the following statements regarding 'Public Accounts Committee' :

1. It consists of not more than 22 members
2. Its aim is to ensure the exercise of due economy and to draw attention to cases of waste, extravagance, losses and nugatory expenditure
3. Its aim is to ensure that a high standard of public morality is maintained in all financial matters

Which of the statements given above are correct ?

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

24. Which of the following are the key elements while drafting the Citizen's Charter of an Organization ?

1. Setting, monitoring and publication of explicit standards of the services
2. Full and accurate information in plain language about the services and the procedure to be adopted for availing the services
3. A swift and effective remedy to be offered, if things go wrong
4. A regular system of consultation with the users of the services

Select the correct answer using the code given below :

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

25. A monthly Conveyance Allowance admissible to a Government servant for average monthly travel of more than 800 km by own car on official duty is :

- (a) ₹ 2000
- (b) ₹ 2500
- (c) ₹ 3000
- (d) ₹ 4500

26. Consider the following statements regarding Travelling Allowances Rules :

1. These rules may be called the Supplementary Rules
2. They apply to those Government servants only, who are subject to the Fundamental Rules
3. These rules apply to those Government servants whose pay is debitable to Central Revenues

Which of the statements given above is/are correct ?

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

27. Travelling Allowances Rules introduced in implementation of Seventh Central Pay Commission recommendations take effect from :

- (a) 1st January, 2017
- (b) 1st July, 2017
- (c) 1st January, 2016
- (d) 1st July, 2016

28. Consider the following statements regarding local journey on tour by a Government servant :

1. Local journey shall be construed to mean a journey within 8 km outside the municipal limit in which the duty point is located
2. A Government servant will be paid daily allowance at 50% for absence from Headquarters exceeding twelve hours even if the conveyance is provided free of charge for local journeys

Which of the statements given above is/are correct ?

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

29. The TA/DA entitlements of a Government servant are determined based on :

- (a) Basic Pay + Non-Practicing Allowance (NPA) only
- (b) Basic Pay only
- (c) Basic Pay + Special Pay only
- (d) Basic Pay + NPA + Special Pay

30. Which one of the following is **not** included in the definition, "Actual travelling expenses", in the context of Travelling Allowances Rules ?

- (a) Actual cost of transporting a Government servant with his domestic servants
- (b) Actual cost of transporting personal luggage
- (c) Actual charges for ferry and other tolls
- (d) Actual charges for hotels, incidental losses or expenses such as the breakage of crockery, wear and tear of furniture

31. Entitlement to travel in AC-I class of rail accommodation for journeys on tour or training is for the Government servants falling in the pay levels :

1. 14 and above
2. 12 and 13
3. 6 to 11

Select the correct answer using the code given below :

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

32. In terms of Travelling Allowances Rules, full powers to disallow travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it, are vested in :

- (a) The Ministry concerned
- (b) The DoPT
- (c) The Head of Department
- (d) The Head of Office

33. The powers to accord exemption for air travel on tour in airlines other than Air India in individual cases of Government servants because of operational or other reasons or on account of non-availability, are vested in :

- (a) Secretary, Ministry of Civil Aviation
- (b) Secretary (Expenditure), Ministry of Finance
- (c) Financial Advisors of the Ministries/Department concerned
- (d) Administrative Secretary of the Ministry concerned

34. For the purpose of grant of Dearness Allowance, the monthly pay of daily rated worker shall be reckoned at :

- (a) 20 times of his basic daily wages
- (b) 22 times of his basic daily wages
- (c) 26 times of his basic daily wages
- (d) 28 times of his basic daily wages

35. Which of the following statements regarding admissibility of Dearness Allowance is/are correct ?

1. The allowance may be drawn during any period of leave including extraordinary leave
2. The allowance may be drawn during study leave based on leave salary sanctioned during such leave
3. The allowance will be admissible to officers posted ex-India to special posts e.g. Consular posts abroad

Select the correct answer using the code given below :

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

36. In which of the following conditions is House Rent Allowance admissible to a Government servant ?
1. Female Government servants residing in Working Girls' Hostel, Delhi
 2. Refusal by a Government servant of accommodation allotted out-of-turn on his own application when the accommodation provided is of a lower class than that for which he is eligible
- Select the correct answer using the code given below :
- (a) 1 only
 - (b) 2 only
 - (c) Both 1 and 2
 - (d) Neither 1 nor 2
37. A post carrying a definite rate of pay sanctioned for a limited time is called :
- (a) Tenure post
 - (b) Permanent post
 - (c) Probationary post
 - (d) Temporary post
38. A recurring or non-recurring payment granted to a Government servant from Consolidated Fund of India as remuneration for special work of an occasional or intermittent character is called :
- (a) Bonus
 - (b) Fee
 - (c) Honorarium
 - (d) Special allowance
39. Which one of the following allowances is **not** categorized as travelling allowance ?
- (a) Transport allowance
 - (b) Mileage allowance
 - (c) Daily allowance
 - (d) Permanent travelling allowance
40. In which one of the following situations is Daily Allowance admissible to a Central Government official on tour ?
- (a) On a Sunday and holiday during halts
 - (b) During casual leave for a day
 - (c) During a restricted holiday availed by him
 - (d) On a Sunday that was spent away from the camp
41. When a temporary post is created which will probably be filled by a person who is already a Government servant, its pay should be fixed by the Central Government with due regard to :
- (a) The experience of the Government servant alone
 - (b) The character and responsibility of the work to be performed
 - (c) The minimum that is necessary to secure the services of a person
 - (d) The existing pay of one level below that post only
42. No Government servant in normal circumstances shall be granted leave of any kind for a continuous period exceeding :
- (a) 1 year
 - (b) 2 years
 - (c) 3 years
 - (d) 5 years
43. If a Government servant is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall specify :
1. The period for which the reduction shall be effective
 2. Whether on restoration, the period of reduction shall operate to postpone future increments, and if so, to what extent
- Select the correct answer using the code given below :
- (a) 1 only
 - (b) 2 only
 - (c) Both 1 and 2
 - (d) Neither 1 nor 2

44. Before signing or countersigning a travelling allowance bill, duty of a controlling officer is to:

1. Scrutinize the necessity, frequency and duration of journey performed
2. Scrutinize distances entered in the travelling allowance bills
3. Disallow a halt of excessive duration
4. Permit use of exchanging daily allowance for mileage allowance without restriction

Select the correct answer using the code given below :

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

45. Which of the following officials working abroad and members of their family may be allowed air passage by economy class, to the port of disembarkation in India on their selection for appointment under the Government of India ?

1. Indian Medical Officers
2. Indian Scientists and Technical Officers

Select the correct answer using the code given below :

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

46. When the standard license fee for a residence has been calculated, minor additions and alterations may be made without the license fee of the residence being increased, subject to which of the following conditions :

1. The total cost of such additions or alterations shall not exceed 5% of the capital cost on which the standard license fee was last calculated
2. Such additions and alterations shall be made within five years after the last calculation of the standard license fee
3. The total cost of such additions or alterations shall not exceed 15% of the capital cost on which the standard license fee was last calculated
4. Such additions and alterations shall be made after five years of the last calculation of the standard license fee

Select the correct answer using the code given below :

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

47. Extraordinary leave may be granted to a Government servant in which of the following special circumstances ?

1. When no other leave is admissible
2. When other leave is admissible, but the Government servant applies in writing for the grant of extraordinary leave
3. For treatment of Pulmonary Tuberculosis in recognized sanatorium
4. For treatment of cancer or for mental illness in an institution recognized for the treatment of such disease

Select the correct answer using the code given below :

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

48. Which of the following classes of Government servants are exempted from producing a medical certificate of health, except where a competent authority may by general or special order direct otherwise ?

1. A Government servant appointed in a temporary vacancy for a period not exceeding three months
2. A retired Government servant re-employed immediately after retirement
3. A person re-employed after resignation or forfeiture of past service

Select the correct answer using the code given below :

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

49. The Directorate of Estates would issue an Advance No Demand Certificate to the Department concerned with a copy endorsed to the individual concerned eight months before the date of superannuation informing :

1. The amount of license fee due up to that period i.e. eight months prior to the date of superannuation
2. The rate of monthly recovery of license fee for the rest of the service i.e. eight months
3. The amount of license fee recoverable for twelve months period of retention allowed after retirement

Select the correct answer using the code given below :

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

50. A Government servant who, on being declared surplus, opts for voluntary retirement in accordance with the provisions of Special Voluntary Retirement Scheme, is eligible for :

- (a) Compensation Pension
- (b) Compulsory retirement pension
- (c) Superannuation pension
- (d) Retiring pension

51. An Officer, who maintains the accounts of a Ministry, Department or Office of the Central Government is called :

- (a) Accounts Officer
- (b) Head of Office
- (c) Audit Officer
- (d) Head of Department

52. The pension is liable to be forfeited on the grounds of :

1. Resignation
2. Removal
3. Dismissal
4. Compulsory retirement

Select the correct answer using the code given below :

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

53. Central Civil Services (Pension) Rules, 1972 do **not** apply to :

1. Government servant appointed on or after 1.1.2004
2. Railway servants
3. Civilian Government servants in the Defence Services appointed before 31.12.2003
4. Members of the All India Services

Select the correct answer using the code given below :

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

54. The authority whose consultation is required before any final orders are passed by the Competent Authority to withhold a pension or gratuity or both is :

- (a) Secretary of Ministry concerned
- (b) Department of Personnel and Training
- (c) Head of the Department concerned
- (d) Union Public Service Commission

55. The Competent Authority may retire a Government servant in public interest after the Government servant has completed the qualifying service of :

- (a) 20 years
- (b) 25 years
- (c) 30 years
- (d) 33 years

56. The quantum of additional pension admissible to the pensioners in the age of 90 years to less than 95 years is :

- (a) 15% of basic pension
- (b) 20% of basic pension
- (c) 40% of basic pension
- (d) 50% of basic pension

57. Sanction of which authority would be required to initiate Departmental Proceedings after a Government servant has retired ?

- (a) The President of India
- (b) The Head of the Department concerned
- (c) Secretary, DOPT
- (d) Head of the Office concerned

58. Which one of the following is included in the expression 'emoluments' for the purpose of calculating various retirement and death benefits ?

- (a) Basic pay
- (b) Special pay
- (c) Personal pay
- (d) Deputation (Duty) allowance

59. In the context of CCS (Pension) Rules, 1972, the Treasury Rules of the Central Government shall apply in regard to the procedure of payment of :

1. Gratuity
2. Pension
3. Pension undrawn for more than a year
4. Pension in respect of a deceased pensioner

Select the correct answer using the code given below :

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

60. The payment of gratuity is ordinarily payable in :

- (a) Two instalments
- (b) Three instalments
- (c) Four instalments
- (d) Lumpsum

61. Which one of the following deductions should **not** be made from the subsistence allowance ?

- (a) CGHS contribution
- (b) Subscription to the Central Government Employees' Group Insurance Scheme, 1980
- (c) House rent and allied charges i.e. electricity, water, furniture, etc.
- (d) Subscription to General Provident Fund

62. Which one of the following is **not** correct in case of a Government servant under suspension ?

- (a) An advance for the purchase of a conveyance can be granted to a Government servant
- (b) A Government servant under suspension does not cease to be a Government servant
- (c) He can function as defence assistant in disciplinary proceedings
- (d) He will be eligible for grant of children's education allowance

63. Which one of the following major penalties is ordinarily a disqualification for future employment under the Government ?

- (a) Compulsory retirement
- (b) Dismissal from service
- (c) Removal from service
- (d) Reduction to a lower time-scale of post

64. Which one of the following is a penalty in terms of CCS (CCA) Rules, 1965 ?
- Withholding of increment of a Government servant for his failure to pass any departmental examination in accordance with the rules or orders governing the service
 - Termination of service of a Government servant employed under any agreement
 - Compulsory retirement of a Government servant in accordance with the provisions relating to his superannuation or retirement
 - Censure
65. Under which one of the following rules is a case for a minor penalty initiated ?
- Rule 16 of CCS (CCA) Rules
 - Rule 16 of CCS (Conduct) Rules
 - Rule 14 of CCS (CCA) Rules
 - Rule 3 of CCS (Conduct) Rules
66. What is the total number of Minor Penalties as per the CCS (CCA) Rules, 1965 ?
- Three
 - Four
 - Five
 - Eight
67. The authority competent under the CCS (CCA) Rules, 1965 to impose on a Government servant any of the penalties specified in Rule 11 is called :
- Head of the office
 - Disciplinary Authority
 - Head of the Department
 - Secretary of Ministry/Department concerned
68. Under the CCS (CCA) Rules, 1965 which of the following types of powers **cannot** be exercised by officers performing current duties of a post ?
- Administrative powers
 - Financial powers
 - Statutory powers
- Select the correct answer using the code given below :
- 1 only
 - 1 and 2
 - 3 only
 - 2 and 3
69. CCS (CCA) Rules, 1965 are **not** applicable to which of the following sets of persons ?
- Locally recruited staff in Missions abroad under Ministry of External Affairs
 - Extra-Departmental agents under the Ministry of Communication
 - Locally recruited staff in Tourist offices abroad under the Ministry of Tourism
- Select the correct answer using the code given below :
- 1 and 2 only
 - 1 and 3 only
 - 2 and 3 only
 - 1, 2 and 3
70. A day can be marked as *dies non* by leave sanctioning authority for an official :
- If he performs duty for a part of the day and leaves the office early without proper permission
 - When he refuses to perform duty assigned to him while he is on duty in office
 - When he comes late to the office
- Select the correct answer using the code given below :
- 1 and 2 only
 - 1 and 3 only
 - 2 and 3 only
 - 1, 2 and 3

71. Consider the following statements regarding an appeal in disciplinary cases being referred to Union Public Service Commission :

1. Comments of the Disciplinary Authority are not required to be sent.
2. There should not be any expression of opinion on the merits of the case while forwarding an appeal.

Which of the statements given above is/are correct ?

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

72. Consider the following statements regarding measures to be taken by the Inquiry Officer to prevent tampering of records/documents during inspection by the delinquent officials :

1. The accused officer should be allowed inspection of records/documents etc. only in the presence of a responsible officer
2. The Inquiry Officer should not leave the inquiry room during the course of inquiry and if at all he has to leave for some time, he should make appropriate arrangements for safe custody of documents/records
3. The accused officer should not be allowed inspection of records/documents etc.

Which of the statements given above is/are **not** correct ?

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

73. Which one of the following can be categorized as losses **not** due to depreciation ?

- (a) Normal wear and tear of goods
- (b) Normal fluctuation of market prices
- (c) Lack of foresight in regulating purchases
- (d) Loss due to damage and neglect

74. Consider the following statements regarding Price Variation Clause in a contract :

1. It can be provided only in long-term contracts, where the delivery period extends beyond one year
2. Where a price variation clause is provided, the price agreed upon should specify the base level *viz.* the month and year to which the price is linked

Which of the statements given above is/are correct ?

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

75. A physical verification of all the consumable goods and materials should be undertaken at least once in :

- (a) A year
- (b) Two years
- (c) Three years
- (d) Five years

76. The advance sanctioned for the purchase of a personal computer shall be recovered in equal monthly instalments **not** exceeding ;
- 50
 - 100
 - 125
 - 150

77. In pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations, which of the following interest free advances stand discontinued ?

- Advance of pay on transfer
- Advance of leave salary
- Advance for medical treatment
- Advance for Travelling Allowance on tour or transfer

Select the correct answer using the code given below :

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

78. Annual accounts of the Government of India, showing under the respective Heads the annual receipts and disbursements and statement of balances for the purpose of the Union, shall be prepared by the :

- Controller General of Accounts
- Chief Economic Advisor, Ministry of Finance
- Comptroller and Auditor General of India
- Reserve Bank of India

79. Transfer of funds from one primary unit of appropriation to another such unit is called :

- Allotment
- Modification
- Appropriation
- Reappropriation

80. Goods can be purchased without quotations up to the value of :

- ₹ 10,000
- ₹ 15,000
- ₹ 20,000
- ₹ 25,000

81. The authority responsible for prescribing the form of accounts of the Union and States and also to frame, or revise rules and manuals relating thereto on behalf of the President of India is :

- Secretary (Expenditure), Ministry of Finance
- Comptroller and Auditor General of India
- The Controller General of Accounts
- Secretary, Department of Economic Affairs

82. Which of the following is/are **not** a part of the standards of financial propriety ?

- Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public money as a person of extraordinary prudence would exercise in respect of expenditure of his own money
- the expenditure should not be prima facie more than the occasion demands
- No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage

Select the correct answer using the code given below :

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

83. The financial powers of the Government of India which have **not** been delegated to a subordinate authority, shall vest in :
- The Comptroller and Auditor General
 - The Finance Ministry
 - The Controller General of Accounts
 - Head of the Department
84. Which one of the following represents the correct categorization of the accounts of the Government ?
- Revenue, Capital and Contingency Fund
 - Public Fund, Reserve Fund and Deposits
 - Consolidated Fund, Contingency Fund and Public Account
 - Revenue, Capital and Consolidated Fund
85. In the context of Delegation of Financial Powers Rules, 1978, "Administrator" means :
- Head of the Department
 - Head of Office
 - Administrator of a Union Territory, by whatever name designated
 - Administrative Officer
86. Delegation of Financial Powers Rules, 1978 came into force with effect from :
- 1st day of January, 1978
 - 1st day of April, 1978
 - 1st day of July, 1978
 - 1st day of August, 1978
87. Which one of the following statements regarding Supernumerary post is **not** correct ?
- It is a shadow post
 - It is always a permanent post
 - It is created for an indefinite period as other permanent posts are
 - It is personal to the officer for whom it is created and no other officer can be appointed against such a post
88. The powers of the Administrator, Andaman and Nicobar Islands in regard to expenditure on schemes other than those relating to works shall be :
- ₹ 3 Lakhs
 - ₹ 10 Lakhs
 - ₹ 15 Lakhs
 - ₹ 25 Lakhs
89. Which of the following is/are the item(s) of work to be handled by Internal Financial Advisers ?
- To scrutinize budget proposals thoroughly, before sending them to Ministry of Finance
 - To screen the proposals for supplementary demands for grants
 - To scrutinize proposals for re-delegation of powers to subordinate authorities
 - To watch the settlement of audit objections, Inspection Reports, draft audit paras etc.
- Select the correct answer using the code given below :
- 1, 2 and 3 only
 - 1, 3 and 4 only
 - 2, 3 and 4 only
 - 1, 2, 3 and 4
90. Posts that have remained vacant for more than two years can be revived only after seeking clearance of :
- Minister in-charge of the Ministry concerned
 - Department of Expenditure
 - Secretary of the Ministry concerned
 - Financial Advisor of the Ministry concerned

91. The competent authority for creation of Joint Secretary and above level posts is :
- Cabinet
 - Finance Minister
 - Minister-in-charge
 - Cabinet Secretary
92. As per Delegation of Financial Powers Rules, 1978, any expenditure which involves the introduction of new principle or practice likely to lead to increased expenditure in future shall require the previous consent of :
- The Financial Advisor concerned
 - The Controller General of Accounts
 - The Secretary of the Ministry concerned
 - The Finance Ministry
93. Which of the following Ministries/ Departments do **not** need to seek previous consent of the Ministry of Housing and Urban Affairs to acquire land required for works under their control ?
- Ministry of Tourism
 - Ministry of Civil Aviation
 - Department of Communication
 - Department of Science and Technology
- Select the correct answer using the code given below :
- 1, 2 and 3 only
 - 1, 2 and 4 only
 - 2, 3 and 4 only
 - 1, 2, 3 and 4
94. When a Gazetted Officer is authorized by a Head of Office to incur contingent and miscellaneous expenditure on his behalf, the responsibility for the correctness, regularity and propriety of the expenditure incurred by the Gazetted Officer so authorized shall rest with :
- The Gazetted Officer so authorized
 - The Head of Office
 - The Head of Department
 - Both on the Gazetted Officer so authorized and the Head of Office
95. In which of the following conditions, the authorities vested with the powers to waive the recovery of an amount disallowed by an Audit Officer or the Accounts Officer or otherwise found to have been overpaid to a Government servant, shall have the powers to waive recovery ?
- The amount disallowed has been drawn by the Government servant concerned under reasonable belief that he was entitled to it
 - If the recovery will cause undue hardship
 - If the recovery is impossible
- Select the correct answer using the code given below :
- 1, 2 and 3
 - 1 and 2 only
 - 2 and 3 only
 - 3 only
96. As per Delegation of Financial Powers Rules (DFPR), 1978, which one of the following is **not** correct ?
- Powers may be delegated under DFPR to non-Gazetted Officer
 - Subordinate authorities can exercise same financial powers in respect of capital expenditure also on matters covered by Schedule II to VII as they can exercise in respect of revenue expenditure unless specifically restricted
 - Administrators may redelegate their powers to Heads of Departments
 - Officer performing current duties can exercise administrative and financial powers of the post but not statutory powers
97. Submission of representations by Government servants for their service matters directly to other authorities by-passing the prescribed channel of communication is in violation of which one of the following CCS (Conduct) Rules, 1964 ?
- Rule 3 (1) (ii)
 - Rule 3 (1) (iii)
 - Rule 3 (1) (vi)
 - Rule 3 (1) (ix)

98. On occasions such as weddings/anniversaries, a Government servant holding any Group 'A' post may accept gifts from his near relatives having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds rupees :

- (a) ₹ 15,000
- (b) ₹ 25,000
- (c) ₹ 50,000
- (d) ₹ 75,000

99. Through which one of the following mechanisms will it be ensured that undue pressure or influence from senior levels on the Complaints Committee constituted to enquire into the complaints of sexual harassment of working women is prevented ?

- (a) The Committee should be headed by a woman
- (b) Not less than half of its members should be women
- (c) Such Complaints Committee should involve a third party, either NGO or other body familiar with the issue of sexual harassment
- (d) The proceeding of the Complaints Committee should be videographed

100. Which of the following activities on the part of a Government servant constitute violation of CCS (Conduct) Rules, 1964 ?

- 1. Transactions in immovable property without prior knowledge of the prescribed authority
- 2. Charging 'Pugri' for renting his/her flat
- 3. Not reporting to Government about purchase of Postal certificates worth ₹ 5,000
- 4. Non-submission of Annual Property Return

Select the correct answer using the code given below :

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

101. Which of the following shall constitute breach of privilege and contempt of Parliament for a witness appearing before the Committees of Parliament ?

- 1. Refusal to answer questions
- 2. Prevarication or wilfully suppressing the truth or misleading the Committee
- 3. Destroying a material document relating to the enquiry

Select the correct answer using the code given below :

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

102. Which of the following are required to be included in the return of his assets and liabilities to be submitted by a Government servant on his first appointment to any service or post ?

1. Jewellery, shares, securities and debentures
2. Clothes, utensils and books
3. Refrigerators and television sets

Select the correct answer using the code given below :

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

103. In the context of CCS (Conduct) Rules, 1964, "strike" means :

1. Mass abstention from work without permission
2. Refusal to work overtime where such overtime is necessary in the public interest
3. Practices like 'go-slow', 'sit-down', 'token' strike

Select the correct answer using the code given below :

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

104. In the context of the CCS (Conduct) Rules, 1964, "Members of family" does **not** include :

1. Wife or husband, as the case may be
2. Judicially separated wife or husband
3. Child not dependent on the Government servant
4. Stepson of the Government servant wholly dependent of him

Select the correct answer using the code given below :

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

105. Consider the following types of representations from the Government servants :

1. Representations/complaints regarding non-payment of salary/allowances or other dues
2. Representations against the orders of the immediate superior authority
3. Appeals and petitions under statutory rules and orders
4. Representations against harassment by spouse

Which of the above can be classified as representations on services matters of Government servants ?

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

106. Which of the following amounts to misconduct on the part of a Government servant as per the CCS (Conduct) Rules, 1964 ?

1. Wilful insubordination or disobedience
2. Habitual late attendance
3. Habitual absence without permission
4. Disorderly behaviour during working hours at the establishment

Select the correct answer using the code given below :

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

107. As per the CCS (Conduct) Rules, 1964, every Government servant shall, at all times :

1. Act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage
2. Observe the Government's policies regarding prevention of crime against women

Select the correct answer using the code given below :

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

108. As per CCS (Conduct) Rules, 1964, the Government servants while interacting with the Members of Parliament and State Legislatures should :

1. Show courtesy and consideration
2. Listen patiently to what MPs and MLAs, may have to say
3. Be meticulously correct and consider and rise to receive and see off a Member visiting him
4. Not approach MPs/MLAs for sponsoring his individual case

Select the correct answer using the code given below :

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

109. Which one of the following types of leave **cannot** be combined with Earned Leave ?

- (a) Commuted leave
- (b) Maternity leave
- (c) Casual leave
- (d) Paternity leave

110. The maximum earned leave that may be granted at a time to a Government servant employed in India shall be :

- (a) 120 days
- (b) 180 days
- (c) 250 days
- (d) 300 days

111. A female Government servant with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave for a period of :
- (a) 45 days
 - (b) 60 days
 - (c) 120 days
 - (d) 180 days
112. Special Casual Leave may be granted to Central Government servants for participation in sports events of national importance, for a period **not** exceeding :
- (a) 15 days in any one calendar year
 - (b) 20 days in any one calendar year
 - (c) 30 days in any one calendar year
 - (d) 60 days in any one calendar year
113. In the case of contract appointments for more than one year but not more than 5 years, extraordinary leave as admissible to a temporary Government servant under the CCS (Leave) Rules, 1972, may be granted subject to the condition that the total extraordinary leave sanctioned during the entire contract period shall **not** exceed :
- (a) 60 days
 - (b) 90 days
 - (c) 120 days
 - (d) 180 days
114. Where any doubt arises as to the interpretation of CCS (Leave) Rules, 1972, it shall be referred to :
- (a) The Comptroller and Auditor General of India
 - (b) The Ministry of Home Affairs
 - (c) The Ministry of Personnel, Public Grievances and Pensions
 - (d) The Ministry of Finance
115. In which one of the following cases, a Government servant is **not** entitled to any leave salary ?
- (a) A Government servant on half pay leave
 - (b) A Government servant on leave not due
 - (c) A Government servant on commuted leave
 - (d) A Government servant on extraordinary leave
116. Which one of the following is **not** correct in the context of Child care leave ?
- (a) It may be combined with leave of any other kind
 - (b) It shall be debited against the leave account
 - (c) It may not be granted for a period less than five days at a time
 - (d) It shall not be granted for more than six spells in a calendar year in the case of a single female Government servant

117. The maximum amount of study leave, which may ordinarily be granted at any one time to a Government servant, other than the Central Health Service Officers shall be :

- (a) Twelve months
- (b) Twenty-four months inclusive of similar kind of leave for study granted under any other rules
- (c) Twenty-four months exclusive of similar kind of leave for study granted under any other rules
- (d) Thirty-six months

118. Consider the following statements regarding Commuted leave :

- 1. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due
- 2. Medical certificate shall be necessary for commuted in continuation of maternity leave
- 3. Commuted leave up to 60 days may also be granted without medical certificate to female Government servants on adoption of a child

Which of the statements given above is/are correct ?

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

119. Consider the following statements regarding the Leave Entitlement of Temporary Status Casual Laborers :

- 1. Leave entitlement will be on a pro rata basis at the rate of one day for every 10 days of work
- 2. Casual and any other kind of leave will also be admissible
- 3. They will be allowed to carry forward the leave at their credit on their regularization
- 4. They will be entitled to the benefits of encashment of leave on termination of service for any reason

Which of statements given above are correct ?

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

120. Which one of the following statements regarding grant of Paternity Leave for Child Adoption is **not** correct ?

- (a) Paternity leave may be granted for a period of 15 days within twelve months from the date of valid adoption
- (b) Paternity leave may be combined with leave of any other kind
- (c) Paternity leave shall not be debited against the leave account
- (d) During the paternity leave of 15 days, the Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave

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