

**FINAL ANSWER KEY**

Paper: The Kerala PSC Office Manual  
Date of Examination: 30-10-2019

Question1:-The attendance management section function under \_\_\_\_\_

- A:-Accounts
- B:-Public Relations unit
- C:-Finance wing
- D:-Establishment wing

Correct Answer:- Option-D

Question2:-Applications requesting information under RTI Act 2005 deal with

- A:-Recruitment wing
- B:-Information dissemination section
- C:-Internal Audit wing
- D:-None of the above

Correct Answer:- Option-B

Question3:-Papers shall normally be submitted within \_\_\_\_\_ days of their receipt in the office

- A:-3
- B:-10
- C:-5
- D:-4

Correct Answer:- Option-C

Question4:-At the time of transfer, the assistants should follow the instructions in cir \_\_\_\_\_

- A:-4/2004
- B:-13/2003
- C:-3/2014
- D:-None of the above

Correct Answer:- Option-A

Question5:-The regional officer is an officer of the rank of \_\_\_\_\_

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

Correct Answer:- Option-D

Question6:-The head quarters vacancy of all departments have to be reported by the appointing authority to the

- A:-Secretary
- B:-District officer
- C:-Regional officer
- D:-None of the above

Correct Answer:- Option-A

Question7:-\_\_\_\_\_ is the process of attaching to the top of papers put up for reference marked with alphabet or Arabic or Roman numbers

- A:-Disposal
- B:-Enclosure
- C:-Drafting
- D:-Flagging

Correct Answer:- Option-D

Question8:-The first step towards filling up of vacancies is to verify whether any candidate is available in \_\_\_\_\_

- A:-Thrown out register
- B:-Personal register
- C:-Requisition register

D:-None of the above

Correct Answer:- Option-A

Question9:-For creating a profile, at first the candidate has to upload his \_\_\_\_\_

A:-Photo and signature

B:-Name and address

C:-Name and qualification

D:-Date of birth

Correct Answer:- Option-A

Question10:-For post where number of applications received exceed five hundred the \_\_\_\_\_ shall directly take steps to conduct an OMR test as the first stage of selection

A:-Secretary

B:-Controller of examinations

C:-Additional secretary, Recruitment

D:-None of the above

Correct Answer:- Option-B

Question11:-Final admission of applications on absolute basis through OTR software shall be done only after \_\_\_\_\_

A:-OMR test

B:-OTR verification

C:-Interview

D:-None of the above

Correct Answer:- Option-B

Question12:-Age concession up to \_\_\_\_\_ years will be given to the blind, deaf and dumb over and above the upper age limit

A:-5 years

B:-10 years

C:-12 years

D:-15 years

Correct Answer:- Option-D

Question13:-\_\_\_\_\_ of vacancies reported to the commission shall be reserved for differently abled persons for the posts identified by the Government

A:-10%

B:-5%

C:-3%

D:-1%

Correct Answer:- Option-C

Question14:-The maximum marks that can be awarded for a sports person for all the items put together shall be \_\_\_\_\_

A:-25%

B:-20%

C:-35%

D:-10%

Correct Answer:- Option-C

Question15:-If selection to a post is finalised by written test and interview the maximum marks for interview shall be \_\_\_\_\_ of the maximum marks for the written test

A:-10%

B:-15%

C:-30%

D:-20%

Correct Answer:- Option-D

Question16:-\_\_\_\_\_ is the list of candidates arranged in the order of merit, either on the basis of interview or examination (including practical test) or both

A:-Short list

B:-Ranked list

C:-Signed list

D:-None of the above

Correct Answer:- Option-B

Question17:-A register showing the details of all the ranked list published should be maintained in the \_\_\_\_\_ section

A:-Secret section

B:-RI section

C:-R and A section

D:-Recruitment section

Correct Answer:- Option-A

Question18:-Any addition, deletion or change in the ranked list can be made only under the orders of the \_\_\_\_\_

A:-Chairman

B:-Commission

C:-Secretary

D:-Controller of Examination

Correct Answer:- Option-B

Question19:-From the date of publication to the date of cancellation of the ranked list the selection year is calculated as

A:-One

B:-Two

C:-Three

D:-None of the above

Correct Answer:- Option-A

Question20:-When a fresh ranked list comes in to force the vacancies reposted till the finalisation date and on the finalisation date to be clubbed as per cir \_\_\_\_\_

A:-4/2014

B:-4/2007

C:-20/2010

D:-11/1987

Correct Answer:- Option-D

Question21:-The reservation turns temporarily passed over (T.P.O) if any, should be filled up \_\_\_\_\_

A:-Separately

B:-Along with DC turns

C:-Along with other BC turns

D:-None of the above

Correct Answer:- Option-C

Question22:-If a candidate advised fails to join duty, that vacancy is called

A:-NCA

B:-TPO

C:-NJD

D:-None of the above

Correct Answer:- Option-C

Question23:-If there are NJD vacancy, NCA vacancy and a re-registered candidate are pending to be advised, the first preference will be for

A:-NCA vacancy

B:-NJD vacancy

C:-Re-Registered candidate

D:-None of the above

Correct Answer:- Option-C

Question24:-In the case of posts for which one time verification certificate is issued, copy of the certificate shall be forwarded along with the advice letter. (cir \_\_\_\_\_)

A:-Circular 26/2012

B:-Circular 2/2007

C:-Cir 28/14

D:-Circular 2/2009

Correct Answer:- Option-C

Question25:-Rules regarding the cancellation of ranked list is laid down in

A:-Circular 7/2008

B:-Rules of procedure of the commission

C:-Kerala public service commission regulations, 1957

D:-Circular 2/2007

Correct Answer:- Option-B

Question26:-The finance wing is under the control of the \_\_\_\_\_

A:-Secretary

B:-Additional secretary

C:-Controller of finance

D:-Internal Audit wing

Correct Answer:- Option-C

Question27:-The office of the commission is broadly divided in to \_\_\_\_\_

A:-9 wings

B:-6 wings

C:-10 wings

D:-5 wings

Correct Answer:- Option-A

Question28:-An officer in the cadre of \_\_\_\_\_ is posted as PRO

A:-Deputy secretary

B:-Section officer

C:-Joint secretary

D:-Under secretary

Correct Answer:- Option-D

Question29:-Departmental examinations are conducted \_\_\_\_\_ for employees

A:-Once in a year

B:-Twice a year

C:-Every month in a year

D:-Quarterly

Correct Answer:- Option-B

Question30:-It is the duty of the \_\_\_\_\_ to see that all the computers, printers and other electronic devices work properly

A:-Technical assistant

B:-Data Entry operator

C:-Programmer

D:-Clerical assistant

Correct Answer:- Option-A

Question31:-A paper is said to be \_\_\_\_\_ when it is given a current number and entered in the personal register

A:-Registered

B:-A note file

C:-A tappal

D:-None of the above

Correct Answer:- Option-A

Question32:- \_\_\_\_\_ is the software module used for data entry of applications and their processing, generation of admission tickets etc

A:-OMR

B:-REACT

C:-"VPN"

D:-None of the above

Correct Answer:- Option-B

Question33:-Candidates discharged from service for want of vacancies and to be readvised or reappointed are called \_\_\_\_\_

- A:-NJD
  - B:-TPO
  - C:-THROWN OUT
  - D:-NCA
- Correct Answer:- Option-C

Question34:-\_\_\_\_\_ is a statement of the final decision of the commission or any other competent authority on any matter submitted for information or orders

- A:-Disposal
  - B:-Note
  - C:-Drafting
  - D:-Flagging
- Correct Answer:- Option-A

Question35:-\_\_\_\_\_ means the list of candidates found provisionally suitable for inclusion in the ranked list

- A:-"Short list"
  - B:-"EDP"
  - C:-"Routine note"
  - D:-"Probability list"
- Correct Answer:- Option-D

Question36:-\_\_\_\_\_ refers to the internal e-mail service of the commission, for transferring confidential data

- A:-VPN
  - B:-WEBMAIL
  - C:-LAN
  - D:-None of the above
- Correct Answer:- Option-B

Question37:-If a ranked list is in force and a new ranked list for the same post comes into effect, a \_\_\_\_\_ shall be issued for cancelling the old ranked list with effect from the date of publication of new ranked list

- A:-Press release
  - B:-Notice
  - C:-Notification
  - D:-None of the above
- Correct Answer:- Option-C

Question38:-Post vacated by a candidate under special recruitment wing to resignation is called \_\_\_\_\_

- A:-NJD vacancy
  - B:-Fresh vacancy
  - C:-TPO vacancy
  - D:-Vacation vacancy
- Correct Answer:- Option-D

Question39:-The section officer concerned in the \_\_\_\_\_ section shall up load the admission ticket in the website

- A:-Examination file
  - B:-Examination stationery
  - C:-Examination result
  - D:-None of the above
- Correct Answer:- Option-A

Question40:-Based on the decision of the commission \_\_\_\_\_ shall identify posts for which online examination shall be conducted

- A:-Controller of examinations
  - B:-Addl. secretary (Redt.)
  - C:-Addl. secretary (Exam)
  - D:-Secretary
- Correct Answer:- Option-B

Question41:-All short lists and ranked lists for posts for which an online examination is conducted shall be prepared and published by \_\_\_\_\_

- A:-Controller of examinations

B:-Joint secretary (Online Examinations)

C:-Addl. secretary (Exam)

D:-None of the above

Correct Answer:- Option-B

Question42:-In the case of common tests for posts notified through OTR system there will be only one admission ticket for a candidate with the alphabet \_\_\_\_\_ prefixed to the Reg. no.

A:-'X'

B:-'A'

C:-'Z'

D:-'B'

Correct Answer:- Option-C

Question43:-The detached portion of the facing sheet of answer script is called \_\_\_\_\_

A:-Bundle

B:-OMR sheet

C:-Identification certificate

D:-Flap

Correct Answer:- Option-D

Question44:-The deputy secretary/the district officer shall make a \_\_\_\_\_ check of the short list or ranked list

A:-Ten percent

B:-Twenty percent

C:-Hundred percent

D:-Fifty percent

Correct Answer:- Option-A

Question45:-\_\_\_\_\_ section shall assign a false number to each examination centre and a label indicating the false number shall be affixed on each bundle received

A:-ER

B:-ES

C:-OMR

D:-EP

Correct Answer:- Option-D

Question46:-The code assigned for invalidation for the reason 'Not signed in the signed list' is \_\_\_\_\_

A:-D

B:-C

C:-A

D:-None of the above

Correct Answer:- Option-B

Question47:-The code to be assigned for invalidation for the reason 'Name not shown on the photograph' is \_\_\_\_\_

A:-K

B:-T

C:-Q

D:-S

Correct Answer:- Option-C

Question48:-The \_\_\_\_\_ section shall publish the probability list/short list

A:-GR

B:-EF

C:-Secret

D:-ER

Correct Answer:- Option-D

Question49:-The secret section shall maintain a data bank of details of de-barred candidates and shall be forwarded to be uploaded on the website

A:-Cir 8/2005

B:-Cir 30/2003

C:-Cir 11/2005

D:-Cir 15/2013

Correct Answer:- Option-A

Question50:-The grace marks to differently abled, extra marks to sports persons etc are calculated on the basis of the \_\_\_\_\_, where applicable

A:-Marks obtained for the written test

B:-Marks obtained for the interview

C:-Maximum marks for the written test

D:-Minimum marks for the written test

Correct Answer:- Option-C

Question51:-The original mark list/soft copy containing the merged data and marks shall be kept under the safe custody of the \_\_\_\_\_

A:-Controller of examinations

B:-Additional secretary (examination)

C:-Additional secretary (recruitment)

D:-Secretary

Correct Answer:- Option-B

Question52:-According to article \_\_\_\_\_ of the constitution of India, the commission shall be consulted on all matters relating to methods of recruitment to civil services and civil posts

A:-318

B:-317 clause (1)

C:-316 (1)

D:-320 (3) (a) and (b)

Correct Answer:- Option-D

Question53:-If any paper relates to case, which is still current, the assistant adds the paper to the \_\_\_\_\_

A:-Current file of the case

B:-Note file of the case

C:-Closed file

D:-None of the above

Correct Answer:- Option-A

Question54:-The \_\_\_\_\_ has to attest the copies of enclosures and memorandum, endorsements other than confidential

A:-Under secretary

B:-Assistant section officer

C:-Section officer

D:-Deputy secretary

Correct Answer:- Option-C

Question55:-Communications dispatched through e-mail by the officer designated for the purpose, shall it be done after making necessary entries in the \_\_\_\_\_

A:-Personal register

B:-Dispatch register

C:-E-mail register

D:-Tappal register

Correct Answer:- Option-C

Question56:-Any Tappal delivered by a messenger is acknowledged by the recipient in the \_\_\_\_\_

A:-Tappal register

B:-Personal register

C:-Requisition register

D:-Messenger's delivery book

Correct Answer:- Option-D

Question57:-The tappal received from the Government will be taken to the \_\_\_\_\_ and opened in his presence

A:-Chairman

B:-Secretary

C:-Controller of examinations

D:-Additional secretary concerned

Correct Answer:- Option-B

Question58:-The personal register shall be maintained by the \_\_\_\_\_

A:-Subject assistant

B:-Section officer

C:-Under secretary

D:-None of the above

Correct Answer:- Option-A

Question59:-The number of entries on each page of the personal register shall ordinarily be \_\_\_\_\_

A:-One

B:-Two

C:-Three

D:-Four

Correct Answer:- Option-C

Question60:-If an appeal against the order of rejection of an application received, it shall be submitted to the member concerned and then to the commission (circular \_\_\_\_\_)

A:-17/2007

B:-10/2008

C:-25/2012

D:-13/2012

Correct Answer:- Option-C

Question61:-The pages in the current and note files shall be numbered \_\_\_\_\_

A:-Continuously

B:-Separately

C:-Alternatively

D:-None of the above

Correct Answer:- Option-B

Question62:-When it is necessary to refer to any file to a paper in another file, the two files shall be \_\_\_\_\_

A:-Linked

B:-Put up separately

C:-Put up as a single file

D:-None of the above

Correct Answer:- Option-A

Question63:-For official correspondence \_\_\_\_\_ colour of ink shall be used by the the secretary

A:-Greenish blue

B:-Green

C:-Blue

D:-Pink

Correct Answer:- Option-D

Question64:-When an officer writes a query in the margin of a note, the reply to it has to be written \_\_\_\_\_

A:-In the margin itself

B:-In continuation of the note

C:-Separately

D:-In the correspondence file

Correct Answer:- Option-B

Question65:-The file No. and the title shall be written \_\_\_\_\_ of every note file

A:-At the top middle

B:-In the margin

C:-At the top right hand portion

D:-At the top left hand portion

Correct Answer:- Option-D

Question66:-When an officer put up note, he shall put his signature with date and shall affix the office seal with the name and designation, in the left hand corner (cir \_\_\_\_\_)

A:-31/2010

B:-5/2007

C:-20/2012

D:-3/2007

Correct Answer:- Option-A

Question67:-\_\_\_\_\_ a draft shall be put up at the same time as the note is submitted for orders

A:-In all cases

B:-In complicated cases

C:-In simple cases

D:-None of the above

Correct Answer:- Option-C

Question68:-\_\_\_\_\_ are usually prepared in advice (Rules) sections while examining draft special rules forwarded by the Govt. for advice

A:-Routine notes

B:-Sectional notes

C:-Fresh notes

D:-Office notes

Correct Answer:- Option-B

Question69:-A slip bearing letters \_\_\_\_\_ shall be attached to the draft

A:-NF

B:-CF

C:-DFA

D:-None of the above

Correct Answer:- Option-C

Question70:-\_\_\_\_\_ shall always be entered before the draft is sent for fair copying

A:-Page number

B:-Name of the assistant

C:-Subject of the matter

D:-Number and the date

Correct Answer:- Option-D

Question71:-In normal cases the phrase to be used in a draft is \_\_\_\_\_

A:-'In reply to'

B:-'With reference to'

C:-'I am to'

D:-'I am directed to'

Correct Answer:- Option-B

Question72:-A common and serious fault and a frequent cause of delay is \_\_\_\_\_ while drafting

A:-Index is consulted carelessly

B:-Previous correspondence is traced and examined

C:-Unnecessary referencing

D:-To call for information piecemeal

Correct Answer:- Option-D

Question73:-A post copy of web mail may not be sent, if the web mail has been dispatched correctly (cir \_\_\_\_\_)

A:-17/2007

B:-8/2007

C:-3/2009

D:-5/2009

Correct Answer:- Option-A

Question74:-U.O note form is used to communicate or call for information \_\_\_\_\_

- A:-Between sections
  - B:-From outside
  - C:-From controller examination
  - D:-From Government
- Correct Answer:- Option-A

Question75:-\_\_\_\_\_ form shall be used for communicating important instructions of a standing nature to be uniformly followed

- A:-Notification
- B:-Circular
- C:-Press note
- D:-Official letter

Correct Answer:- Option-B

Question76:-Copies of orders on disciplinary cases relating to officers of the staff of the commission shall be signed by the \_\_\_\_\_

- A:-Secretary
- B:-Vigilance and security officer
- C:-Chairman
- D:-Member

Correct Answer:- Option-A

Question77:-Advice letters for recruitment shall invariably be signed by an officer not below the rank of the \_\_\_\_\_

- A:-Section officer
- B:-Deputy secretary
- C:-Under secretary
- D:-Additional secretary

Correct Answer:- Option-C

Question78:-Before a computer assistant begins to copy a paper for issue, he shall verify that \_\_\_\_\_

- A:-It bears the initials of a gazetted officer
- B:-It is entered in a register
- C:-Whether it is of due importance
- D:-Whether it is neatly written

Correct Answer:- Option-A

Question79:-The office superintendent in charge of the dispatch section shall examine \_\_\_\_\_ book daily

- A:-Tappal book
- B:-Transit register
- C:-Local Delwary book
- D:-Dispatch register

Correct Answer:- Option-C

Question80:-\_\_\_\_\_ disposals are those that are to be sent out in original

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

Correct Answer:- Option-D

Question81:-All 'R' disposals are enclosed in \_\_\_\_\_ paper docket sheets

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

Correct Answer:- Option-D

Question82:-\_\_\_\_\_ disposals are those that are to be destroyed after one year

- A:-F. Disposal
- B:-L. Disposal

C:-K. Disposal

D:-D. Disposal

Correct Answer:- Option-B

Question83:-The system of \_\_\_\_\_ is the 'slip index' system

A:-Defining title

B:-Defining head

C:-Indexing

D:-None of the above

Correct Answer:- Option-C

Question84:-The first thing to do when writing an index title is to select the \_\_\_\_\_

A:-Subject

B:-Sub head

C:-Title

D:-Head

Correct Answer:- Option-D

Question85:-If a paper cannot be disposed of till a suit is decided, which may take years, then it may be entered in the \_\_\_\_\_

A:-Personal register

B:-Call book

C:-Reminder diary

D:-None of the above

Correct Answer:- Option-B

Question86:-Appointment of staff in the offices of the commission dealt in the \_\_\_\_\_

A:-R and A section

B:-Secretary's office

C:-P.R section

D:-Establishment section

Correct Answer:- Option-D

Question87:-\_\_\_\_\_ is the head of the accounts wing

A:-Secretary

B:-Under secretary (Accounts)

C:-Controller of finance

D:-None of the above

Correct Answer:- Option-C

Question88:-Preparation of budget estimate, allotting funds under various sub-head are done in the \_\_\_\_\_ wing

A:-Accounts wing

B:-Establishment wing

C:-R and A wing

D:-Internal audit wing

Correct Answer:- Option-A

Question89:-The internal audit wing functions under the control of \_\_\_\_\_

A:-Additional secretary in charge of inspection wing

B:-Secretary

C:-Controller of finance

D:-Controller of examinations

Correct Answer:- Option-A

Question90:-\_\_\_\_\_ is the software for loading and processing both online and conventional applications

A:-VPN system

B:-iREACT

C:-K-DOCMAN

D:-To MySQL

Correct Answer:- Option-B

Question91:- \_\_\_\_\_ is the internal vigilance officer of the commission

A:-Vigilance and security officer

B:-Secretary

C:-Addl. secretary in charge of inspection wing

D:-Controller of examinations

Correct Answer:- Option-D

Question92:-The duties and functions of the commission have been laid down in Article \_\_\_\_\_ of the constitution

A:-314

B:-319

C:-320

D:-340

Correct Answer:- Option-C

Question93:-Under the proviso to Article \_\_\_\_\_ of the constitution of India, the Governor of Kerala has formulated the Kerala public service commission (consultation) regulations, 1957

A:-318

B:-314

C:-317 (1)

D:-320 (3)

Correct Answer:- Option-D

Question94:-The district officer has power for the expenditure relating to repair and maintenance upto \_\_\_\_\_ from OE head

A:-Rs. 50,000/-

B:-Rs. 25,000/-

C:-Rs. 75,000/-

D:-Rs. 1,00,000/-

Correct Answer:- Option-B

Question95:-Applications for re-checking shall be received in the office within \_\_\_\_\_ days from the date on which ranked list is officially released by the commission

A:-30

B:-15

C:-14

D:-45

Correct Answer:- Option-A

Question96:-Percentage of 'Ezhava' for posts other than last grade in the rotation chart is

A:-11

B:-14

C:-10

D:-12

Correct Answer:- Option-B

Question97:-Percentage of reservation for 'scheduled caste' for last grade posts is \_\_\_\_\_

A:-10

B:-12

C:-6

D:-8

Correct Answer:- Option-D

Question98:-The advice of candidate is subject to rule \_\_\_\_\_ of the general rules of the KS and SSR

A:-5 (a)

B:-3 (c)

C:-7 (b)

D:-4A

Correct Answer:- Option-B

Question99:-The candidates belonging to other backward classes and included in the probability list are required to produce \_\_\_\_\_ as per GO(P) no 81/09/SC/ST/DD dt 26.9.2009

A:-Community certificate

B:-Nativity certificate

C:-Non creamy layer certificate

D:-Identity certificate

Correct Answer:- Option-C

Question100:-Valid applications of candidates who were not advised for recruitment are to be retained for a period of \_\_\_\_\_

A:-3 years

B:-5 years

C:-1 year

D:-2 Years

Correct Answer:- Option-A