

FINAL ANSWER KEY

Paper: The Kerala PSC Office Manual
Date of Test 18-10-2020

Question1:-The nature of the establishment of KPSC is

- A:-Provincial
- B:-Single units
- C:-Regionwise
- D:-None of the above

Correct Answer:- Option-A

Question2:-There are _____ wings in the Head Office of KPSC.

- A:-9
- B:-5
- C:-6
- D:-7

Correct Answer:- Option-A

Question3:-Who is responsible for the installation, configuration, maintenance and upgradation of all Hardware devices and all other computer peripherals

- A:-System manager
- B:-Programmer
- C:-Data entry operator
- D:-Hardware engineer

Correct Answer:- Option-D

Question4:-Statewise recruitment to various Government Department are dealing in

- A:-CR
- B:-LR
- C:-SR
- D:-GR

Correct Answer:- Option-D

Question5:-Which wing is entrusted with the work of Legislative Assembly Interpellations?

- A:-GR
- B:-CR
- C:-Establishment
- D:-R and A wing

Correct Answer:- Option-D

Question6:-District Offices of KPSC came into force from

- A:-1972
- B:-1959
- C:-1956
- D:-1949

Correct Answer:- Option-A

Question7:-The expansion of the term EDP

- A:-Electronic Data Processing
- B:-Electrical Data Processing
- C:-Electronic Decoding Processing
- D:-None of the above

Correct Answer:- Option-A

Question8:-The power for rejection of an application is entrusted with

- A:-US
- B:-DS
- C:-Secretary
- D:-Addl.Secretary

Correct Answer:- Option-A

Question9:-Community benefit to OBC candidates are being given on the basis of the production of

- A:-NCLC
- B:-Caste certificate
- C:-Sudhi certificate
- D:-Gazatte

Correct Answer:- Option-A

Question10:-Orthopaedically challenged candidates are giving age relaxation upto

- A:-15 years
- B:-10 Yrs.
- C:-7 Yrs.
- D:-None of the above

Correct Answer:- Option-B

Question11:-The code allotted to KPSC District Office Thrissur is

- A:-DOT
- B:-DOR
- C:-DOH
- D:-DOC

Correct Answer:- Option-B

Question12:-The percentage of reservation given to SIUC Nadar Community of LGS

- A:-2%
- B:-1%
- C:-3%
- D:-None of the above

Correct Answer:- Option-A

Question13:-The relevant rule for the cancellation of advice

- A:-Rule 13 of Rules of Procedure
- B:-Rule 3(c) of General Rules
- C:-Rule 3 of KPSC manual
- D:-None of the above

Correct Answer:- Option-B

Question14:-While preparing combined seniority list of HSA, the wives of Jawan

- A:-will be given preference
 - B:-will not be given preference
 - C:-will be given after obtaining the orders of the commission
 - D:-none of the above
- Correct Answer:- Option-B

Question15:-For descriptive type examinations, register number shall be allotted from

- A:-101 onwards
 - B:-201 onwards
 - C:-1001 onwards
 - D:-100001 onwards
- Correct Answer:- Option-B

Question16:-The purpose of conducting Departmental Test is

- A:-for the declaration of probation
 - B:-for promotion
 - C:-for the declaration of probation and for promotion
 - D:-none of the above
- Correct Answer:- Option-C

Question17:-When any information or opinion has to be obtained from a subordinate officer by an official reference, a _____ is issued.

- A:-U.O note
 - B:-Letter
 - C:-Memorandum
 - D:-Proceedings
- Correct Answer:- Option-C

Question18:-Official Communication to the Hon.Speaker of the Legislative Assembly shall be addressed to

- A:-Hon.Speaker
 - B:-Secretary to the Legislative Assembly
 - C:-Chief Secretary to Govt.
 - D:-Private Secretary to the Speaker
- Correct Answer:- Option-B

Question19:-The form of subscription in an official letter is

- A:-Yours sincerely
 - B:-Yours lovingly
 - C:-Yours faithfully
 - D:-None of the above
- Correct Answer:- Option-C

Question20:-'X' mark on a tapal means

- A:-not to be registered
 - B:-destroy after 1 year
 - C:-retain permanently
 - D:-return in original
- Correct Answer:- Option-A

Question21:-U.O. note form is used to communicate or call for information

- A:-between District Offices
 - B:-between Regional Offices
 - C:-between Sections
 - D:-between the Higher Officials
- Correct Answer:- Option-C

Question22:-Officer authorised to sign on the copies of orders on disciplinary cases relating to the staff of the commission

- A:-Secretary
 - B:-CE
 - C:-Vigilance Officer
 - D:-CF
- Correct Answer:- Option-A

Question23:-The software used for transferring electronic documents among sections is

- A:-VPN
 - B:-To My SQL
 - C:-K-DOCMAN
 - D:-iREACT
- Correct Answer:- Option-C

Question24:-Five Days Rule relating to

- A:-Ranked List Preparation
 - B:-Submission of tappal
 - C:-Preparation of Short List
 - D:-Submission of P/L
- Correct Answer:- Option-B

Question25:-The return of file shall be entered under column _____ of the PR.

- A:-6 to 8
 - B:-4 and 5
 - C:-1 to 4
 - D:-4 to 7
- Correct Answer:- Option-A

Question26:-For availing LTC, an employee should have completed _____ years of service.

- A:-15
 - B:-20
 - C:-10
 - D:-5
- Correct Answer:- Option-A

Question27:-The Head of the Accounts Wing

- A:-CE
 - B:-CF
 - C:-Addl. Secretary (Exams)
 - D:-JS (R and A)
- Correct Answer:- Option-B

Question28:-All the communications issued from the office of the commission shall go in the name of

- A:-Chairman
- B:-Secretary
- C:-Regional Officer
- D:-Controller of Exams
- Correct Answer:- Option-B

Question29:-Who is entrusted with the duty of handling cash

- A:-Cashier
- B:-Section Officer
- C:-Under Secretary
- D:-CF
- Correct Answer:- Option-A

Question30:-The software used for One Time Registration

- A:-OMR Pro
- B:-Thulasi
- C:-OATS
- D:-e Vacancy
- Correct Answer:- Option-B

Question31:-The term NRA means

- A:-Non Refundable advance
- B:-Non return advance
- C:-Next Recurring Amount
- D:-Non Recurring Amount
- Correct Answer:- Option-A

Question32:-The maximum grace marks that can be awarded to meritorious sportsmen for all items put together shall be _____ of the total marks.

- A:-50%
- B:-35%
- C:-40%
- D:-25%
- Correct Answer:- Option-B

Question33:-Class I and Class II Officers (i.e. Gazatted Officers) of the Govt. are included in

- A:-State Service
- B:-Subordinate Service
- C:-Judicial Service
- D:-None of the above
- Correct Answer:- Option-A

Question34:-Inorder to apply for House Building Advance, the applicant shall have a minimum of _____ years services.

- A:-10 Yrs.
- B:-5 Yrs.
- C:-2 Years
- D:-4 Years
- Correct Answer:- Option-B

Question35:-Who is responsible for the maintenance and disposal of electronic data

- A:-Secretary
- B:-System Administrator
- C:-JS (R and A)
- D:-System Manager
- Correct Answer:- Option-B

Question36:-The percentage of reservation given to ST candidates

- A:-1%
- B:-3%
- C:-2%
- D:-8%
- Correct Answer:- Option-C

Question37:-Usually, who is authorised to sign on the outgoing communication relating to a District Office?

- A:-District Officer
- B:-Under Secretary
- C:-Section Officer
- D:-Office Superintendent
- Correct Answer:- Option-B

Question38:-Internet facility provided and managed by the Kerala State IT mission

- A:-VPN
- B:-KSWAN
- C:-email
- D:-LAN
- Correct Answer:- Option-B

Question39:-The list of candidates found provisionally suitable for inclusion in the Ranked List

- A:-Draft Ranked List
- B:-Short List
- C:-Probability List
- D:-None
- Correct Answer:- Option-C

Question40:-The name of the official website of KPSC

- A:-www.keralapsc.gov.in
- B:-www.keralapsc.org.in
- C:-www.psckerala.gov.in
- D:-www.KERALA.PSC.ORG.IN
- Correct Answer:- Option-A

Question41:-The interval time allowed to the staff for lunch is

- A:-1 Hour
- B:-45 minutes
- C:-30 minutes
- D:-50 minutes
- Correct Answer:- Option-B

- Question42:-Which wing is entrusted with the preparation of agenda for the commission sitting?
A:-RIA
B:-R and A
C:-Establishment
D:-None of the above
Correct Answer:- Option-B
- Question43:-A communication received either in print or electronic media is called
A:-Current
B:-File
C:-K documan
D:-draft
Correct Answer:- Option-A
- Question44:-The name of the wide area network of computers which connected all the offices of the commission
A:-Internet
B:-VPN
C:-Thulasi
D:-LAN
Correct Answer:- Option-B
- Question45:-The percentage of disability required for a candidate for claiming person with disability
A:-50%
B:-40%
C:-20%
D:-30%
Correct Answer:- Option-B
- Question46:-Who is the Head of the Office of KPSC?
A:-Secretary
B:-Chairman
C:-Commission
D:-Governor
Correct Answer:- Option-A
- Question47:-The sitting of the commission is normally held on every
A:-Sunday
B:-Tuesday
C:-Friday
D:-Monday
Correct Answer:- Option-D
- Question48:-The Annual Report of the Commission shall be handed over to the Governor by every
A:-15th July
B:-15th June
C:-15th August
D:-1st January
Correct Answer:- Option-A
- Question49:-The Officer responsible for the maintenance of movement Register
A:-US
B:-DS
C:-JS
D:-SO/OS
Correct Answer:- Option-D
- Question50:-The chairman of KPSC shall be appointed by
A:-Governor of Kerala
B:-President of India
C:-Chief Minister of Kerala
D:-Chief Justice of Kerala
Correct Answer:- Option-A
- Question51:-The permission to leave the office early by one hour is limited to
A:-3 times in a month
B:-2 times in a month
C:-2 times within 3 months
D:-2 times in a week
Correct Answer:- Option-B
- Question52:-The expenses of the KPSC shall be charged on the
A:-Plan fund
B:-Budget allotment
C:-Consolidated fund
D:-None of the above
Correct Answer:- Option-C
- Question53:-The benefit given to a candidate either by revision of an approved rotation or due to the re-advice of thrown out
A:-EEA
B:-NJD
C:-NCA
D:-TPO
Correct Answer:- Option-A
- Question54:-Extra marks are being awarded to meritorious sportsman in the categories of posts in
A:-Class III and IV
B:-Class I
C:-Class I and II
D:-Class II and III
Correct Answer:- Option-A
- Question55:-Who is the Administrator of Attendance Management System?
A:-System Administrator
B:-System Manager
C:-Addl. Secretary (Establishment)
D:-JS (R and A)
Correct Answer:- Option-C

- Question56:-The software used to generate short lists and ranked lists
A:-Thulasi
B:-VPN
C:-e result pro
D:-KSWAN
Correct Answer:- Option-C
- Question57:-The list of candidates found provisionally suitable to be called for interview
A:-Probability List
B:-Short List
C:-Ranked List
D:-Combined List
Correct Answer:- Option-B
- Question58:-The salutation using in a DO letter
A:-Dear Sir or My dear
B:-Respected Sir
C:-Most respected Sir
D:-None of the above
Correct Answer:- Option-A
- Question59:-The term LPC means
A:-Last Pay Certificate
B:-Lowest Pay Certificate
C:-Least Pay Certificate
D:-None of the above
Correct Answer:- Option-A
- Question60:-The software using for generation of admission ticket
A:-To My SQL
B:-Windows
C:-Oracle
D:-i REACT
Correct Answer:- Option-A
- Question61:-Recruitment of SC/ST candidates are being carried out in
A:-SR Wing
B:-GR Wing
C:-Establishment
D:-R and A Wing
Correct Answer:- Option-A
- Question62:-Head Quarters vacancies to District Offices are allotted from Head Office according to the rotation of District starting from
A:-Thrissur
B:-Kollam
C:-Thiruvananthapuram
D:-Kasargode
Correct Answer:- Option-C
- Question63:-The term 'vacation vacancy' under Special Recruitment means
A:-Vacancy caused due to resignation, relief or otherwise
B:-vacancy created for vacation periods
C:-vacancy caused due to NJD
D:-None of the above
Correct Answer:- Option-A
- Question64:-An employee can avail _____ free chances for Departmental Test.
A:-2
B:-3
C:-1
D:-No limitation
Correct Answer:- Option-C
- Question65:-DD is files shall be destroyed after _____ years.
A:-10 years
B:-5 years
C:-3 years
D:-1 year
Correct Answer:- Option-A
- Question66:-The term of office of KPSC member
A:-Six years or attaining the age of 62
B:-Six years or attaining the age of 65
C:-Five years or attaining the age of 62
D:-None of the above
Correct Answer:- Option-A
- Question67:-The custodian and supervisor of central server for online exams
A:-CE
B:-CF
C:-Secretary
D:-Chairman
Correct Answer:- Option-A
- Question68:-The software used for reporting vacancies to KPSC
A:-OMR pro
B:-e vacancy
C:-e result pro
D:-e advice pro
Correct Answer:- Option-B
- Question69:-Communication addressed to the High Court shall be addressed to
A:-Chief Justice
B:-Registrar
C:-PA to Chief Justice
D:-None of the above
Correct Answer:- Option-B

Question70:- _____ is an integrated payroll and account information system of all the employees of the Govt. of Kerala.

- A:-IT mission
- B:-SPARK
- C:-KSWAN
- D:-PEN

Correct Answer:- Option-B

Question71:-Records section of the Head Office is under the charge of

- A:-Secretary
- B:-Under secretary
- C:-Section Officer
- D:-Office Superintendent

Correct Answer:- Option-C

Question72:-Computer Assistant shall maintain a _____ Register.

- A:-PR
- B:-Tapal book
- C:-Daily work Load Register
- D:-None

Correct Answer:- Option-C

Question73:-In the Head Office, the work relating to KSEB, KSRTC etc.. are being carried out in

- A:-GR wing
- B:-Finance wing
- C:-Advice wing
- D:-Corporation Rectt

Correct Answer:- Option-D

Question74:-The Regional Officer shall convene review meeting of the District Offices on every

- A:-month
- B:-week
- C:-year
- D:-none of the above

Correct Answer:- Option-A

Question75:-Which section is the connecting link between the commission and the public?

- A:-R and A
- B:-RIA
- C:-PR unit
- D:-EDP Section

Correct Answer:- Option-C

Question76:-Section dealing with the disciplinary cases relating to the staff of the commission

- A:-SS III
- B:-SS II
- C:-SS I
- D:-Estt I

Correct Answer:- Option-C

Question77:-The unique number allotted to an employee under SPARK

- A:-PEN
- B:-VPN
- C:-Adhar
- D:-None of the above

Correct Answer:- Option-A

Question78:-The usual form of salutation used in official letter

- A:-Respected Sir/Madam
- B:-Dear Sir/Madam
- C:-Sir/Madam
- D:-None of the above

Correct Answer:- Option-C

Question79:-The main objective of the first phase of computerisation was

- A:-Computerisation of pre-examination work
- B:-Computerisation of advice of candidates
- C:-Computerisation of post examination work
- D:-None of the above

Correct Answer:- Option-A

Question80:-Disposals that are to be destroyed after one year is called

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

Correct Answer:- Option-C

Question81:-The drawing and the disbursing officer shall physically verify the cash

- A:-once in a week
- B:-once in a month
- C:-every three months
- D:-none of the above

Correct Answer:- Option-A

Question82:-Officers in the rank of _____ and above are permitted to receive visitors in the office.

- A:-SO
- B:-OS
- C:-Under secretary
- D:-JS

Correct Answer:- Option-C

Question83:-The authority empowered to declare probation of an employee

- A:-CE
- B:-CF
- C:-Secretary
- D:-Chairman

Correct Answer:- Option-C

- Question84:-The crucial date for determining whether a candidate possesses prescribed qualification is
A:-The last date fixed for the receipt of application for the post
B:-Gazatte date
C:-Date of publication of PSC Bulletin
D:-None of the above
Correct Answer:- Option-A
- Question85:-Literacy means
A:-Pass in Std IV
B:-SSLC Pass
C:-SSLC fail
D:-VII Std. Pass
Correct Answer:- Option-A
- Question86:-Persons of backward classes who are traditionally engaged in hereditary occupation of that backward class are
A:-excluded from the concept of Creamy Layer
B:-included in the Creamy Layer
C:-Considered equal to open candidates
D:-None of the above
Correct Answer:- Option-A
- Question87:-The main objective of the second phase of computerisation
A:-Computerisation of pre exam work
B:-Computerisation of Departmental Test Wing
C:-Computerisation of post exam work
D:-None of the above
Correct Answer:- Option-C
- Question88:-Name of the Pension Scheme for the employees who are appointed on or after 1.4.2013
A:-Statutory pension
B:-National pension scheme
C:-Service pension
D:-None of the above
Correct Answer:- Option-B
- Question89:-The Register kept in the enquiry for recording the details of visitors
A:-Enquiry Register
B:-Visitors Register
C:-Vacancy Register
D:-None of the above
Correct Answer:- Option-A
- Question90:-Communication intended for the Universities shall be addressed to
A:-Vice Chancellor
B:-Pro Vice Chancellor
C:-Chancellor
D:-Registrar
Correct Answer:- Option-D
- Question91:-The General Administration of the entire office is entrusted with
A:-R and A wing
B:-RIA wing
C:-Establishment wing
D:-None of the above
Correct Answer:- Option-C
- Question92:-The principle of Creamy Layer will not apply to all backward classes who are
A:-Literate
B:-Illiterate
C:-Graduate
D:-Post Graduate
Correct Answer:- Option-B
- Question93:-The code name allotted to Regional Office, Kozhikode
A:-ROE
B:-ROO
C:-ROK
D:-ROD
Correct Answer:- Option-D
- Question94:-An extra time of _____ minutes per hour will be granted to orthopedically challenged candidates in all exams including Dept. Test
A:-10 minutes
B:-15 minutes
C:-5 minutes
D:-20 minutes
Correct Answer:- Option-B
- Question95:-The intention of TPO is
A:-for the preparation of rotation
B:-to keep up OC : BC ratio observing 50% rule
C:-to give benefit to OC candidates
D:-None of the above
Correct Answer:- Option-B
- Question96:-Which wing is entrusted with the maintenance of service book?
A:-Establishment
B:-Accounts wing
C:-R and A wing
D:-None of the above
Correct Answer:- Option-B
- Question97:-How many units are there in a main rotation?
A:-4
B:-5
C:-7
D:-10
Correct Answer:- Option-B

Question98:-Thrown out candidates shall re-register with KPSC within _____ days of discharge.

- A:-90
- B:-60
- C:-1 year
- D:-120 days

Correct Answer:- Option-A

Question99:-Representation of the staff to the commission shall submit through

- A:-Chairman
- B:-CE
- C:-Secretary
- D:-Member

Correct Answer:- Option-C

Question100:-The authority competent to make appointments, promotions and transfers in respect of Class III and Class IV posts.

- A:-Chairman
- B:-Secretary
- C:-AS (Estt)
- D:-None

Correct Answer:- Option-C