

DE-7/2021/26

Question Booklet
Alpha Code

A

Question Booklet
Serial Number

--

Name:		Reg.No.		Signature:	
-------	--	---------	--	------------	--

DEPARTMENTAL TESTS — JULY, 2021

Total Number of Questions : 100

[Time : 1½ hours

(Maximum Marks : 100)

INSTRUCTIONS TO CANDIDATES

1. The question paper will be given in the form of a Question Booklet. There will be four versions of question booklets with question booklet alpha code viz. A, B, C & D.
2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the question booklet.
3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
4. If you get a question booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your question booklet is un-numbered, please get it replaced by new question booklet with same alpha code.
6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the question booklet, until the indication is given to start answering.
7. Immediately after the commencement of the examination, the candidate should check that the question booklet supplied contains all the 100 questions in serial order. The question booklet does not have unprinted or torn or missing pages and if so the fact should be brought to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
8. A blank sheet of paper is attached to the question booklet. This may be used for rough work.
9. **Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.**
10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball-Point Pen in the OMR Answer Sheet.
11. **Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative marks for unattended questions.**
12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over the Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.
14. **If any candidates make a marking of answer in the question paper and exchange with other candidate during the course of the examination, the answer script will be invalidated and the candidates will be debarred for a minimum period of 2 years from appearing the Departmental Tests.**

DE-7/2021/26

Maximum : 100 marks

Time : 1½ hours

1. _____ of the Commission is the Regional Officer.
(A) Deputy Secretary (B) Joint Secretary
(C) Under Secretary (D) None of the above
2. _____ section maintains statical data regarding the applications received under RTI Act.
(A) Establishment (B) Internal Audit
(C) Information Dissemination (D) R and A
3. The Kerala Public Service Commission (Additional Functions as respects the Administrative Services under Devaswam Board) Act came into force on:
(A) June 11, 2008 (B) July 19,1958
(C) October 23,1975 (D) March 10,1998
4. As soon as the interviews are over in the District Offices of the Commission, the interview sheets should be forwarded by the D.O to the Deputy Secretary/under secretary in charge of the:
(A) Examination Section (B) EP Section
(C) Controller of Examinations (D) Secret section
5. In the case of e-proforma received online, reporting vacancy the digital signature of the Appointing Authority must be verified for its authenticity vide circular:
(A) 34/2003 (B) 25/2003
(C) 17/2014 (D) 14/2014
6. The photograph of a candidate uploaded for creating a profile shall have _____ years Validity from the date of photography.
(A) 10 (B) 5
(C) 2 (D) 3
7. The symbol given against the name of differentially abled in the Ranked list for hearing impairment is:
(A) 'B' (B) 'D'
(C) 'O' (D) none of the above
8. The marks to be awarded to sportsmen candidates representing India in International Tournaments in Team Events is _____ extra.
(A) 15% (B) 7.5%
(C) 10% (D) 20%

9. For the Ranked Lists published from Kollam District office, the code allotted shall be:
- (A) ROQ (B) DOQ
(C) DOK (D) DOA
10. As per circular ————— the name of the sub caste/community of the candidate shall be Included in the Ranked List and in the appointment chart published by the commission.
- (A) 28/2012 (B) 15/2009
(C) 7/2010 (D) 4/2010
11. All the vacancies reported for direct recruitment (except for differently abled and LPE quotas) should be filled up in accordance with Rules ————— KS and SSR 1958.
- (A) 10 to 15 (B) 2 to 7
(C) 10 to 13 (D) 14 to 17
12. Filling up of vacancies due to Not Joining Duty of candidates shall be done as per circular:
- (A) 10/13 (B) 19/12
(C) 30/14 (D) 18/10
13. If vacancies which were reported as anticipated arise on a particular day and if another requisition for the same post for existing vacancies received on the same date, then the rotation will be worked out:
- (A) Considering the anticipated vacancies first
(B) Considering both vacancies as a single entity
(C) Considering the existing vacancies first
(D) None of the above
14. Rules regulating the validity of a Ranked List is as laid down in Rule ————— of the Rules of Procedure of the Commission.
- (A) 17 (B) 18
(C) 13 (D) 10
15. The posts vacated owing to resignation, relief or otherwise under Special Recruitment are called:
- (A) NJD vacancies (B) Fresh vacancies
(C) NCA vacancies (D) Vacation vacancies
16. The code numbers allotted for written tests for each center of Kozhikode District shall be from:
- (A) 00301-00500 (B) 00601-00800
(C) 00101-00300 (D) 01501-01700

17. The Online Examination section shall upload the Admission Ticket for Online Examinations at least _____ days prior to the examination.
- (A) 10 (B) 21
(C) 30 (D) 15
18. NCC cadets possessing 'A' Certificate should be given weightage marks at the rate of _____ For selection to the Uniformed Forces.
- (A) 5% (B) 2%
(C) 3% (D) 10%
19. The grace marks to differentially abled are calculated on the basis of the:
- (A) Minimum marks for inclusion after the written test
(B) Actual marks obtained in the written test
(C) Maximum marks for the written test
(D) None of the above
20. The original mark list/soft copy containing the merged data and marks shall be kept under the safe custody of the:
- (A) AS (Recruitment) (B) Programmer (OMR section)
(C) AS (R and A) (D) AS (Exams)
21. Issue of passes to outsiders who come to office for official purpose is done by the:
- (A) Enquiry Officer (B) PRO
(C) Establishment section (D) None of the above
22. _____ Disposals are those that are to be destroyed after one year.
- (A) R (B) L
(C) D (D) K
23. _____ form is to be restricted for communicating important instructions of a standing nature to be uniformly followed.
- (A) Notification (B) Memorandum
(C) Circular (D) Demi - Official
24. All press notes/press releases issued by the Commission shall be in the name of the:
- (A) Chairman (B) Additional Secretary
(C) Controller of Examinations (D) Secretary
25. _____ colour of Ink shall be used by the Chairman for official correspondence.
- (A) Green (B) Turquoise
(C) Pink (D) Blue

26. Papers shall normally be submitted within _____ of their receipt in the office.
- (A) 5 days (B) 2 days
(C) 7 days (D) 10 days
27. Files which have been ordered by the _____ to be placed before the Commission alone shall be included in the Agenda for Commission sitting.
- (A) Secretary (B) Member
(C) Chairman (D) Controller of Examination
28. As per Right to Information Act, 2005, any person aggrieved by a decision of a State Public Information Officer shall prefer an appeal within _____ days from the receipt of such decision to the senior officer in each public authority.
- (A) 15 (B) 10
(C) 45 (D) 30
29. If a modification to a provision in the office manual to be made, It shall be in the form of a:
- (A) Letter (B) Circular
(C) UO Note (D) Memorandum
30. A member of a Public Service Commission may be removed from his office in the manner provided in the relevant clauses of article:
- (A) 315 (B) 317
(C) 313 (D) 310
31. It shall not be necessary for the Public Service Commission to be consulted on:
- (A) Matters relating to methods of recruitment for civil posts
(B) Principles to be followed in making promotions and transfers from one service to another
(C) The determination of the strength of the cadres of different services
(D) Any claim for the award of a pension in respect of injuries sustained by a person while serving in a civil capacity
32. There shall be a _____ to the Commission who shall be appointed by the Commission with the prior approval of the Governor.
- (A) Chairman (B) Secretary
(C) Controller of Examinations (D) Member
33. _____ has the power to draw Contingent Bills relating to the District Office subject to budget provisions.
- (A) District Officer (B) Regional Officer
(C) Controller of Finance (D) Secretary

34. The Act provide for the exercise of certain additional functions by the Kerala Public Service Commission as respects the services of certain Corporations and Companies came in to force on:
- (A) 1977 (B) 1957
(C) 1978 (D) 1970
35. The Kerala Public Service Commission Rules of procedure came into force on:
- (A) October 1958 (B) December 1950
(C) August 1976 (D) December 1973
36. The Deputy Superintendent of Police in the vigilance unit of the office will work under the control of:
- (A) Secretary (B) Chairman
(C) Controller of Finance (D) Vigilance and Security Officer
37. _____ shall regulate traffic and cause to give parking directions in the office premises.
- (A) Guard (B) Sergeant
(C) S.I of police (D) None of the above
38. Proforma for reporting vacancy need not necessary to contain:
- (A) Mode of selection
(B) The date of occurrence of vacancy
(C) Probable duration of the vacancy
(D) Designation of the appointing authority
39. Percentage of Ezhava reservation in the rotation chart for Last Grade Posts is:
- (A) 11 (B) 10
(C) 8 (D) 6
40. Register showing details of reservation turns passed over to ensure that reservation does not Exceed 50% is:
- (A) NCA Register (B) Rotation Register
(C) Recruitment Register (D) T.P.O. Register
41. In K.P.S.C Library, purchase of books, periodicals etc. shall be made after obtaining sanction from the:
- (A) Library committee (B) Secretary
(C) Chairman (D) Establishment wing
42. _____ is a sub caste of Fishermen community excluded from Creamy Layer.
- (A) Madivala (B) Mukaya
(C) Kuruba (D) Pattarya

43. The original mark lists shall be sealed and kept in the safe custody of:
 (A) Controller of Examinations (B) Secretary
 (C) Additional Secretary (Recrtd.) (D) Additional Secretary (Exams)
44. If the appointing authority records the date of occurrence of an anticipated vacancy as 31.3.2010, the date of retirement, It should be clubbed with other vacancies reported on:
 (A) 1.4.2010 (B) 31.3.2010
 (C) 30.3.2010 (D) 2.4.2010
45. The lowest mark adopted for inclusion in the main list and each supplementary list shall be tabulated under authentication _____ of the mark list.
 (A) attached to the first page (B) entered in the top
 (C) attached to the last page (D) attached to the middle
46. If the basis of selection for a post is written test +interview, then the weightage mark will be calculated on the basis of the percentage of marks for:
 (A) interview (B) written test + interview
 (C) written test (D) none of the above
47. _____ section shall publish the probability list/short list.
 (A) ER (B) ES
 (C) SS (D) DR
48. The following is not a reason for invalidation of answer script:
 (A) A Part and B Part mismatch (B) Register number not bubbled
 (C) Ineligible candidate (D) More than one answer for a question
49. The Additional Secretary (Exams) forward the performance summary to _____ for taking orders of the Commission regarding the nature of list to be prepared.
 (A) Secret section (B) Examination Result section
 (C) OMR section (D) Recruitment section
50. All short lists and Ranked lists for posts for which Online examination is conducted shall be Prepared by:
 (A) Controller of Examinations
 (B) Joint secretary (Online Examinations)
 (C) Additional Secretary (Exams)
 (D) Additional Secretary (Recrtd.)
51. While packing A, B parts of the answer scripts in the examination centers, name of post, name of center, Category number etc. shall be recorded on:
 (A) Type-1 cover (B) Type-11 cover
 (C) Outer cover (D) Separate sheet

52. The section officer concerned in the _____ shall upload the admission ticket in the website with the assistance of the System Manager.
- (A) EF section (B) ER section
(C) EP section (D) Controller of Examination's office
53. In the Head Office, _____ section shall take steps to supply stationary articles, OMR sheets packing covers etc.
- (A) Establishment (B) Examination Stationary
(C) Records (D) EP
54. After service verification original Identification Certificate shall be returned to the Appointing Authority along with:
- (A) Photo (B) Verification certificate
(C) Signed list (D) Copy of appointment order
55. The date of the Advice letter is the date:
- (A) Of requisition (B) Of receipt of vacancy
(C) Of approval of the rotation (D) None of the above
56. When more than one NJD turns are to be compensated, the order of preference is:
- (A) The order in which they appear in the reservation chart
(B) The order in which they were reported
(C) The order of the date of requisition
(D) None of the above
57. If a re-registered candidate happens to be re-advised against a vacancy due to NJD, then that NJD turn:
- (A) Should be treated as filled (B) Should be treated as OC
(C) Should be treated as NCA (D) Should be compensated later
58. When Grace mark for differently abled is calculated, fractions of grace marks:
- (A) Should not be rounded off (B) Should be rounded off
(C) Should be neglected (D) Should be doubled
59. The list of candidates found provisionally suitable for inclusion in the Ranked List is called:
- (A) Short list (B) Shadow list
(C) Provisional Ranked List (D) Probability list
60. Candidate discharged from service for want of vacancy is called:
- (A) NJD (B) Thrown out
(C) NCA (D) TPO

61. The process of putting up in case previous correspondences, laws, rules etc. required for its disposal is called:
- (A) Registry (B) Routine note
(C) Referencing (D) Disposal
62. Inter connection of all the computers in the K P S C office through network cables to form a group which can be accessed only by the Members and staff of the commission is called:
- (A) K-DOCMAN (B) KSWAN
(C) LAN (D) None of the above
63. The persons working in the Tappal, Dispatch and Enquiry are controlled and supervised by the _____ in the District offices.
- (A) Under secretary (B) District officer
(C) Section officer (D) Office Superintendent
64. If there are 6 vacancies reported before a fresh Ranked list came in to force and 2 vacancies reported on the date of finalization of the Ranked list, then the rotation will be worked out:
- (A) Clubbing the 8 vacancies together
(B) For 6 vacancies first and then for the 2 vacancies
(C) For 2 vacancies first and then for the 6 vacancies
(D) By clubbing the 2 vacancies with the vacancies reported on the next day of finalization
65. While working out rotation, the reservation turns temporarily passed over if any, should be:
- (A) filled up before filling the OC turns
(B) filled up along with the other BC turns
(C) filled up after filling the OC turns
(D) filled up after filling the other BC turns
66. In the rotation, for posts other than those included in LGS, the turn 38 is allotted to:
- (A) OBC (B) LC/AI
(C) Muslim (D) SIUC Nadar
67. If no Ranked list is available for a post and if any of the anticipated vacancies reported come in to existence within the date of finalization, then _____ is considered for advising for that vacancies.
- (A) date of receipt of requisition (B) date of the requisition letters
(C) date of finalization of the Ranked list (D) none of the above

68. While preparing the combined seniority list of HSAs, advised on the same day, OC - BC turns are filled up in the following manner:
- (A) All OC turns first
 - (B) All BC turns first
 - (C) OC and BC turns are filled up one by one as in the cycle of turns
 - (D) 10 OC turns then 10 BC turns and likewise
69. Whenever a request for re-registration received _____ shall be deemed to be the date of re - registration.
- (A) Date of joining
 - (B) Date of report with relieving certificate in the prescribed form
 - (C) Date of discharge
 - (D) Date of request
70. _____ section in the Head office shall prepare the Admission ticket approved by the Controller of Examinations.
- (A) GR
 - (B) DR
 - (C) EP
 - (D) EF
71. The entry regarding scripts taken from the store for valuation and returned should be attested by the:
- (A) System Analyst
 - (B) A.S (Exams)
 - (C) Joint secretary(OMR)
 - (D) Controller of Examinations
72. The public Service Commission shall not be consulted on the following:
- (A) Method of recruitment to civil services
 - (B) Principles to be followed in making promotions and transfers from one service to another
 - (C) Before an amendment to a Rule already issued
 - (D) Transfers of government servants to Foreign service
73. The Tappal is opened and stamped with the date of receipt in the presence of:
- (A) Enquiry Officer
 - (B) Office Superintendent
 - (C) Under secretary
 - (D) Deputy secretary (Establishment)
74. When a Tappal received, the concerned Assistant shall register the paper in the:
- (A) Tappal Register
 - (B) Transfer Register
 - (C) Personal Register
 - (D) Inward Register
75. Tappals brought by messengers out of office hours:
- (A) will not be received on that day
 - (B) are received by the Guard on duty
 - (C) will be sent back to the sender
 - (D) will be returned to bring back on office hours

76. The number of entries on each page of Personal Register shall ordinarily be:
- (A) Three (B) One
(C) Two (D) Four
77. Tappal papers shall be registered in the Personal Register:
- (A) in alphabetical order
(B) in chronological order
(C) in the order of the date of Tappal
(D) in the order of the numbers stamped on them
78. For posts requiring literacy as qualification, pass in _____ standard will be considered as literate in regional language.
- (A) VII (B) X
(C) VIII (D) IV
79. The crucial date for determining whether a candidate possesses the prescribed qualification Shall be:
- (A) the date of gazette notification
(B) the last date fixed for receipt of application
(C) the date of the examination
(D) the date of publishing the result
80. _____ percent vacancies in class III and class IV posts are reserved for appointment from differently abled persons.
- (A) 3 (B) 5
(C) 2 (D) 7
81. If in a selection, no candidate is available from Viswakarma community to fill the turn MRI 70V even after two notifications, then as per Rule 15(a) the turn has to be passed over to:
- (A) 72.SC (B) 74.E/B/T
(C) 71.OC (D) none of the above
82. On service verification, the following document need not be verified:
- (A) Copies of relevant pages of Service Book
(B) Copy of the advice letter issued by the commission
(C) Advice memo
(D) Signature and designation of S.O who verified the candidate at the time of certificate verification
83. The advice of a candidate can be cancelled on the following ground:
- (A) If the appointing authority reports reduction of vacancy
(B) For suppression of facts before the appointing authority
(C) Invoking Rule 3(C)
(D) For adverse remarks on character

84. Relating to Government Departments, candidates can file Original Application before _____ questioning any action of the Commission.
- (A) High court (B) State Administrative Tribunal
(C) Cabinet (D) District Court
85. If any paper relates to a case, which is still current, received, then the Assistant shall:
- (A) add the paper to the current file of the case
(B) start a fresh file
(C) attach the paper with previous file
(D) add the paper to the note file of the case
86. The main objective of phase III-computerisation is:
- (A) computerization of pre-exam work
(B) computerization of post exam work
(C) modernisation of KPSC by fully computerizing the recruitment process
(D) computerizing the answer script processing
87. In a main rotation there are _____ units.
- (A) 10 (B) 2
(C) 4 (D) 5
88. The software used for transferring electronic documents among sections is:
- (A) iREACT (B) K-DOCMAN
(C) VPN System (D) ToMySQL
89. Recruitment for posts in Company/Corporation are done in _____ section.
- (A) CR (B) SR
(C) GR (D) DR
90. All Ranked lists for posts for which Interview is a stage of selection are prepared in _____ section.
- (A) GR (B) SR
(C) EF (D) SS
91. _____ is entrusted with the responsibility to organize service training courses to officers at various levels.
- (A) Establishment wing (B) Advice wing
(C) R and A Wing (D) Accounts wing
92. The mode of disposal of periodicals is:
- (A) Shall simply be filed (B) R Dis.
(C) D Dis (D) K Dis.

93. The Head of office of a District Office is:
 (A) Regional officer (B) Secretary
 (C) District officer (D) Additional Secretary (DR)
94. All office correspondences are carried on in the designation and on the responsibility of the:
 (A) Chairman (B) Deputy Secretary
 (C) Secretary (D) Under Secretary
95. Self registering numbering machines are kept under the custody of:
 (A) Secretary (B) Additional Secretaries
 (C) Enquiry officer (D) Office Superintendents
96. Each Computer Assistant shall maintain a:
 (A) Daily work load Register (B) Personal Register
 (C) Fair copy Register (D) Data Register
97. _____ percent of vacancies earmarked for Special Recruitment is for Scheduled Tribes.
 (A) 10 (B) 15
 (C) 25 (D) 20
98. The age shall be determined _____ in which notification is invited.
 (A) by the last date (B) by the first January
 (C) by the date of the Gazette (D) by the last December
99. If a candidate claims the reservation benefit of a particular community in the application and Produce proof as belonging to another community, then according to part II of the gazette:
 (A) Subsequent claims will not be entertained
 (B) He will get the benefit of the first community
 (C) He will get the benefit of second community
 (D) He will get the benefit as he wishes
100. The percentage of reservation given to Ezhava community for posts in LGS is:
 (A) 10% (B) 14%
 (C) 11% (D) 8%

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK