

**PROVISIONAL ANSWER KEY**

Paper: The Kerala PSC Office Manual

Date of Test 10-11-2022

Question1:-It is the duty of the \_\_\_\_\_ and \_\_\_\_\_ to check delays in the sections in their charge

- A:-S.O & Senior Assistant
- B:-D.S and U.S
- C:-O.S. and S.O
- D:-None of the above

Correct Answer:- Option-B

Question2:-No paper shall, however, be transferred to the call book unless no action is due in the office for a period of \_\_\_\_\_ months

- A:-Six
- B:-Three
- C:-Nine
- D:-Twelve

Correct Answer:- Option-A

Question3:-There shall be \_\_\_\_\_ Call Book for the whole office.

- A:-Two
- B:-Three
- C:-Six
- D:-Only one

Correct Answer:- Option-D

Question4:-The Call Book shall be submitted for inspection to the Secretary on the \_\_\_\_\_ of every month

- A:-Last working day
- B:-10th day
- C:-First working day
- D:-None of the above

Correct Answer:- Option-C

Question5:-Papers shall normally be submitted by the office within \_\_\_\_\_ days of their receipt in the office

- A:-Four
- B:-Ten
- C:-Seven
- D:-Five

Correct Answer:- Option-D

Question6:-The details of L.A. interpellations have to be sent via \_\_\_\_\_ from all the offices of the Commission.

- A:-Speed post
- B:-Web mail
- C:-Courier service
- D:-None of the above

Correct Answer:- Option-B

Question7:-The Dy. Secretaries in charge of examinations for Recruitment and Depart Tests shall submit to the secretary on or before \_\_\_\_\_ of every month a list of exams/tests pending with the commission.

- A:-10th
- B:-15th
- C:-Every Monday
- D:-None of the above

Correct Answer:- Option-C

Question8:-The furnishing and maintenance of the guest houses of the commission is the duty of \_\_\_\_\_ section.

- A:-House keeping section
- B:-Accounts
- C:-Public relations
- D:-None of the above

Correct Answer:- Option-A

Question9:-In the office of the KPSC, the work relating to printing and supply of diaries, calendars, greeting cards etc are entrusted to \_\_\_\_\_ section

- A:-E & H
- B:-Records
- C:-Accounts
- D:-None of the above

Correct Answer:- Option-B

Question10:-Applications of various categories shall be sent to the Records section only after

- A:-the written test is over
- B:-interview is over
- C:-scrutiny is over
- D:-finalisation of selection

Correct Answer:- Option-D

Question11:-Applications for the departmental tests are only of \_\_\_\_\_ categories

- A:-three
- B:-four
- C:-two
- D:- none of the above

Correct Answer:- Option-C

Question12:-Requisitions for record from records section shall be signed by

- A:-Assistants
- B:-Attenders
- C:-Clerical assistants
- D:-Confidential peons

Correct Answer:- Option-A

Question13:-The destruction of records shall be carried out once in \_\_\_\_\_ months.

- A:-Two
- B:-Four
- C:-Three
- D:-Six

Correct Answer:- Option-D

Question14:-The U.S/J,S in charge of Records section shall make a detailed inspection of the Records section in the months of \_\_\_\_\_ and \_\_\_\_\_

- A:-May and November
- B:-January and July
- C:-March and September
- D:-None of the above

Correct Answer:- Option-A

Question15:-\_\_\_\_\_ is the head of accounts using of the commission

- A:-C.E.
- B:-C.F.
- C:-P.R.O.
- D:-Senior A.S

Correct Answer:- Option-B

Question16:-Establishment salary bills are generated through \_\_\_\_\_.

- A:-SHARK
- B:-SHARP
- C:-SPARK
- D:-None of the above

Correct Answer:- Option-C

Question17:-All cheques and other valuables received in the office as enclosures to communications are forwarded to the section offices of the \_\_\_\_\_ section for safe custody.

- A:-Estt
- B:-Accounts
- C:-Exam
- D:-None of the above

Correct Answer:- Option-B

Question18:-The contribution to the G.P.F by the officers shall not be less than \_\_\_\_\_% of his / her basic pay

- A:-Six
- B:-Ten
- C:-Sixteen
- D:-None of the above

Correct Answer:- Option-A

Question19:-The services books of all non-Gazetted officers are maintained in the \_\_\_\_\_ wing of the office of the commission

- A:-Public relations
- B:-Estt
- C:-Accounts
- D:-None of the above

Correct Answer:- Option-C

Question20:-The T.A. Bills of the Legal Retainers of the Commission are countersigned by the

- A:-J.S. (Advice)
- B:-J.S (Litigation)
- C:-A.S. (Estt)
- D:-Secretary

Correct Answer:- Option-D

Question21:-For applying to house building advance, the applicant shall have a minimum of \_\_\_\_\_ years service on the date of application

- A:-Ten
- B:-Five
- C:-Three
- D:-None of the above

Correct Answer:- Option-B

Question22:-The National pension scheme was introduced in the year

- A:-2013
- B:-2010
- C:-2001
- D:-2015

Correct Answer:- Option-A

Question23:-The charges on account of telephones in the office of the PSC are paid from the \_\_\_\_\_ section

- A:-P.S. to chairman
- B:-Estt
- C:-Accounts
- D:-None of the above

Correct Answer:- Option-C

Question24:-The Internal Audit wing functions under the control of the additional secretary in charge of \_\_\_\_\_ wing.

- A:-R & A
- B:-Accounts
- C:-Recruitment
- D:-Inspection

Correct Answer:- Option-D

Question25:-The process of computerisation started in the offices of the KPSC in the year

- A:-2000
- B:-1999
- C:-2001
- D:-2005

Correct Answer:- Option-B

Question26:-\_\_\_\_\_ system inter connects all the offices of the Commission, which is configured from BSNL state IP NET connections

- A:-SPARK
- B:-K. DOCMAN
- C:-VPN
- D:-None of the above

Correct Answer:- Option-C

Question27:-The officer attendants in the KPSC shall attend to duty in the office \_\_\_\_\_ minutes before the commencement of the Office time

- A:-30
- B:-25
- C:-15
- D:-None of the above

Correct Answer:- Option-A

Question28:-The administrator of the computerised attendance management system is the Additional secretary

- A:-R & A wing
- B:-Exam wing
- C:-Recruitment
- D:-Establishment

Correct Answer:- Option-D

Question29:-Every member of staff other than \_\_\_\_\_ is supplied with a copy of KPSC manual

- A:-C.A.S.
- B:-Last Grade Staff
- C:-Typists
- D:-None of the above

Correct Answer:- Option-B

Question30:-In normal course, the commission have their sitting, other than interview of candidates, every

- A:-Monday
- B:-Friday
- C:-Saturday
- D:-None of the above

Correct Answer:- Option-A

Question31:-The files for every sitting of the commission shall be submitted to the chairman not later than \_\_\_\_\_ noon, without fail

- A:-Monday
- B:-Saturday
- C:-Friday
- D:-None of the above

Correct Answer:- Option-C

Question32:-In the office of the KPSC, \_\_\_\_\_ section deals with the applications for information received under RTI Act, 2005

- A:-VPN
- B:-IDS
- C:-PRO
- D:-None of the above

Correct Answer:- Option-B

Question33:-\_\_\_\_\_ wing is entrusted with the work relating to amendments to the KPSC manual.

- A:-R & A
- B:-P. R
- C:-Recruitment
- D:-None of the above

Correct Answer:- Option-A

Question34:-The Annual Report can be released for publication

- A:-Only after 15th July
- B:-Only after 31st December
- C:-Only after it is placed in the Assembly
- D:-None of the above

Correct Answer:- Option-C

Question35:-All officers from the Rank of the \_\_\_\_\_ shall be allotted a user name and password by the attendance management section

- A:-Section Officer
- B:-O.5
- C:-Selection Grade Asst.
- D:-Under secretary

Correct Answer:- Option-D

Question36:-The KPSC completed 60 years of the glorious functioning and service in Nov,

- A:-2015
- B:-2016
- C:-2017
- D:-2018

Correct Answer:- Option-B

Question37:-The Chairman and members of the commission are appointed by the

- A:-Chief Minister
- B:-Prime Minister
- C:-Governor
- D:-None of the above

Correct Answer:- Option-C

Question38:-The duties and functions of the commission have been laid down in Article \_\_\_\_\_ of the constitution of India

- A:-320
- B:-315
- C:-316
- D:-317

Correct Answer:- Option-A

Question39:-The Business of the commission is transacted in accordance with the procedure laid down in the

- A:-Kerala Service Rules
- B:-Kerala Financial Code
- C:-Recruitment Manual
- D:-Rules of procedures of the K.P.S.C.

Correct Answer:- Option-D

Question40:-The office of the commission is broadly divided in to \_\_\_\_\_ wings

- A:-Three
- B:-Nine
- C:-Six
- D:-Four

Correct Answer:- Option-B

Question41:-Notification inviting applications for District wise selections are prepared in the \_\_\_\_\_ section.

- A:-A.R.
- B:-K.R
- C:-D.R
- D:-None of the above

Correct Answer:- Option-C

Question42:-In the office of the KPSC, all pre-exam work is co-ordinated in \_\_\_\_\_ section.

- A:-Exam Files (EF)
- B:-Exam Processing (EP)
- C:-P.R.O
- D:-R & A wing

Correct Answer:- Option-A

Question43:-The work relating to "Sutharya Keralam" is dealt with in \_\_\_\_\_ section.

- A:-Estt
- B:-R & A
- C:-P. R Unit
- D:-None of the above

Correct Answer:- Option-B

Question44:-In the office of the KPSC, security staff, Drivers, Electricians, Gardeners etc are under the control of \_\_\_\_\_ wing.

- A:-Public relation
- B:-R & A
- C:-Recruitment
- D:-Estt.

Correct Answer:- Option-D

Question45:-Departmental Examinations are conducted \_\_\_\_\_ a year for employees working in Govt. Departments, Boards, Corporations etc

- A:-Three
- B:-Once
- C:-Twice
- D:-None of the above

Correct Answer:- Option-C

Question46:-The Departmental Test wing in the office of the P.S.C is headed by an officer in the rank of a

- A:-Under secretary
- B:-Joint secretary
- C:-Addl. Secretary
- D:-None of the above

Correct Answer:- Option-B

Question47:-\_\_\_\_\_ and \_\_\_\_\_ occupy a position similar to that of the secretary as regards subjects allotted to them

- A:-A.S. & J.S
- B:-U.S. & J.S.
- C:-A.S. & D.S.
- D:-None of the above

Correct Answer:- Option-A

Question48:-The P.R.O. working in the office of the KPSC is in the cadre of a

- A:-Dy. Secretary
- B:-Section officer
- C:-Under Secretary
- D:-None of the above

Correct Answer:- Option-C

Question49:-\_\_\_\_\_ is responsible for maintaining the computer systems of the office of the KPSC

- A:-J.S. (R & A)
- B:-System Analyst
- C:-Computer Assistant
- D:-System Administrator

Correct Answer:- Option-D

Question50:-It is the duty of the \_\_\_\_\_ to see that all the computers, printers and other electronic devices work property

- A:-Programmer
- B:-Technical Assistant
- C:-Data Entry Operator
- D:-None of the above

Correct Answer:- Option-B

Question51:-Binders are posted in the \_\_\_\_\_ section

- A:-Enquiry
- B:-Exam
- C:-Records
- D:-None of the above

Correct Answer:- Option-C

Question52:-The Regional Officer should visit the District offices under his jurisdiction once in \_\_\_\_\_ months

- A:-three
- B:-four
- C:-five
- D:-six

Correct Answer:- Option-A

Question53:-The Hardware Engineer / System Analyst in the Head office provides technical assistance for computers installed in the district office

- A:-Kollam
- B:-Tvpam
- C:-Kottayam
- D:-None of the above

Correct Answer:- Option-B

Question54:-There are \_\_\_\_\_ district offices under the KPSC

- A:-10
- B:-3
- C:-9
- D:-14

Correct Answer:- Option-D

Question55:-The District Officer of the Commission, which were formerly known as District Rectt. Boards came into effect from

- A:-1972
- B:-1956
- C:-1970
- D:-2002

Correct Answer:- Option-A

Question56:-The progress of selection for recruitment to various posts in the District Offices will be regulated by the \_\_\_\_\_ sections in the Head office.

- A:-Estt.
- B:-P.R.O
- C:-D.R.
- D:-Exam

Correct Answer:- Option-C

Question57:-The secretary or any other officer authorised on his behalf shall conduct a detailed inspection of each District Office \_\_\_\_\_ as far as possible; and submit a report to the Commission

- A:-Once a year
- B:-Twice a year
- C:-Once in a month
- D:-None of the above

Correct Answer:- Option-A

Question58:-The Sergeant and the security guards are directly under the control of

- A:-JS (Estt.)
- B:-V & S.O
- C:-P.S. to Chairman
- D:-P.R.O.

Correct Answer:- Option-B

Question59:-The security of the office building including prevention of theft and unauthorised entry and pilferage is the responsibility of the

- A:-S.O, Estt.
- B:-P.R.O
- C:-Security Guard
- D:-Sergeant

Correct Answer:- Option-D

Question60:-\_\_\_\_\_ consists of the current file, not file and any other previous paper and books put up for reference

- A:-Cage
- B:-Advice List
- C:-File
- D:-None of the above

Correct Answer:- Option-A

Question61:-\_\_\_\_\_ consists of note file and correspondence file

- A:-File
- B:-Issue
- C:-Current
- D:-None of the above

Correct Answer:- Option-A

Question62:-\_\_\_\_\_ is the term used to denote the process of copying and dispatching communications intended for any person or authority.

- A:-Current
- B:-Issue
- C:-Drafting
- D:-None of the above

Correct Answer:- Option-B

Question63:-\_\_\_\_\_ means list of candidates arranged in the order of merit, either on the basis of the interm view or the examination, or by both

- A:-Advice list
- B:-Ranked list
- C:-Short list
- D:-Supplementary list

Correct Answer:- Option-B

Question64:-E.E.A. means

- A:-Earliest Entry Assistant
- B:-Entry Effective Advice
- C:-Earliest Effective Advice
- D:-None of the above

Correct Answer:- Option-C

Question65:-\_\_\_\_\_ is a division of office consisting of a section officer with one or more assistants under him

- A:-Department
- B:-Wing
- C:-Section
- D:-None of the above

Correct Answer:- Option-C

Question66:-The age of the applicant shall be determined by the \_\_\_\_\_ in which notification is invited

- A:-1st January
- B:-1st July
- C:-1st April
- D:-None of the above

Correct Answer:- Option-A

Question67:-Generally, the last date for receipt of applications for a post falls on a

- A:-Monday
- B:-Friday
- C:-Wednesday
- D:-None of the above

Correct Answer:- Option-C

Question68:-The crucial date for determining whether a candidate possesses the prescribed qualification including experience shall be the

- A:-Last date fixed for receipt of application for the post
- B:-Date of Gazette notification
- C:-As on 1st July of the year
- D:-None of the above

Correct Answer:- Option-A

Question69:-No grace mark shall be given for the ex-servicemen for period of defence service

- A:-less than 3 years
- B:-less than 2 years
- C:-less than 5 years

D:-None of the above

Correct Answer:- Option-B

Question70:-The section officer, secret section should make a \_\_\_\_\_% check of the ranked list and record a certificate in the prescribed form

A:-100

B:-50

C:-75

D:-None of the above

Correct Answer:- Option-A

Question71:-For posts other than those included in LGS, the turn \_\_\_\_\_ will be allotted to SIUC Nadar

A:-60N

B:-80N

C:-40N

D:-38N

Correct Answer:- Option-D

Question72:-As per the G.O. issued in \_\_\_\_\_, all appointments made through the commission shall be regularised only after a verification certificate is issued by the commission

A:-2001

B:-2010

C:-2005

D:-None of the above

Correct Answer:- Option-B

Question73:-Rules regarding the cancellation of Ranked list is laid down in

A:-Rules of procedure of commn.

B:-K.S.R

C:-Recruitment Rules

D:-None of the above

Correct Answer:- Option-A

Question74:-The Data Bank containing the details of declared candidates is maintained in \_\_\_\_\_ section

A:-Enquiry

B:-P.R. Unit

C:-C.E's officer

D:-Secret Section

Correct Answer:- Option-D

Question75:-Except in certain cases, objective type tests (OMR) has been introduced for depart. Tests since

A:-2002

B:-2010

C:-2012

D:-None of the above

Correct Answer:- Option-C

Question76:-The legal Retainers of the commission are appointed by the

A:-Secretary

B:-Commission

C:-Hon. High Court

D:-None of the above

Correct Answer:- Option-B

Question77:-The communications from the Govt. are opened in the presence of the

A:-J.S.(Estt.)

B:-C.E.

C:-A.S (Recruitment)

D:-Secretary

Correct Answer:- Option-D

Question78:-The web-mail registers kept at the D.O/R.O shall be under the control of the

A:-System Supervisor

B:-Technical asst.

C:-Computer Asst.

D:-None of the above

Correct Answer:- Option-A

Question79:-A new personal register is opened for every

A:-month

B:-six months

C:-three months

D:-calendar year

Correct Answer:- Option-D

Question80:-The number of entries on each page of the personal Repr shall ordinarily be

A:-Four

B:-Three

C:-Two

D:-Six

Correct Answer:- Option-B

Question81:-When a current file is closed, the nature of the disposal (viz. R. Disc. D. Dis etc) and the date shall be entered in \_\_\_\_\_ ink in the last column of P.R

A:-Green

B:-Rose

C:-Black

D:-Red

Correct Answer:- Option-D

Question82:-The controller of exams is permitted to use \_\_\_\_\_ colour ink for official correspondence

A:-Green

B:-Rose

C:-Red

D:-None of the above

Correct Answer:- Option-A

Question83:-At the top of the note file shall be placed a \_\_\_\_\_ fly leaf

A:-red

B:-green

C:-blue  
D:-yellow

Correct Answer:- Option-D

Question84:-Drafts communicating the decision of the commission shall be put up within \_\_\_\_\_ hours of taking the decision by the Commission

A:-72  
B:-48  
C:-96  
D:-None of the above

Correct Answer:- Option-B

Question85:-The communications addressed to the speaker of the Leg. Assembly should be in the form

A:-U.N. note  
B:-Memo  
C:-Proceedings  
D:-Letter

Correct Answer:- Option-D

Question86:-\_\_\_\_\_ is used to communicate or call for information between sections, and its use is restricted for internal references only

A:-U.O. Note  
B:-D.O. Letter  
C:-Endorsement  
D:-None of the above

Correct Answer:- Option-A

Question87:-Communications intended for the universities shall be addressed to the

A:-Vice chancellor  
B:-Manager  
C:-Pro Vice Chancellor  
D:-Registrar

Correct Answer:- Option-D

Question88:-D-Disposals are those that are to be destroyed after \_\_\_\_\_ years

A:-5  
B:-15  
C:-10  
D:-None of the above

Correct Answer:- Option-C

Question89:-\_\_\_\_\_ disposals are those that are to be filed

A:-X.L  
B:-F  
C:-L  
D:-None of the above

Correct Answer:- Option-B

Question90:-The entry in the index describing the individual paper is called a

A:-Head  
B:-Index  
C:-Title  
D:-None of the above

Correct Answer:- Option-C

Question91:-The work relating to L.A. interpolations is entrusted to

A:-Estt section  
B:-P.R. Unit  
C:-Enquiry Sn.  
D:-R & A section

Correct Answer:- Option-D

Question92:-The expenses of the PSC including salaries, pension etc of members and staff of the commission shall be

A:-Charged one  
B:-Voted one  
C:-From special fund  
D:-None of the above

Correct Answer:- Option-A

Question93:-The chairman or any other members of the commission can hold office for a period of \_\_\_\_\_ years, or till he attains the age of 62, whichever is earlier

A:-four  
B:-five  
C:-three  
D:-six

Correct Answer:- Option-D

Question94:-The Head office of the commission is located in Thiruvananthapuram at the place called

A:-Kesavadasapuram  
B:-Vandiyoor  
C:-Thulsi Hills, Pattom  
D:-None of the above

Correct Answer:- Option-C

Question95:-The present strength of the commission is 21, since

A:-2005  
B:-2013  
C:-1956  
D:-None of the above

Correct Answer:- Option-D

Question96:-The work relating to the repairs of Electrical and Sanitary systems, internal telephones etc in the H.O building is entrusted to

A:-JS (Estt)  
B:-S.O. Records  
C:-U.S. Exams  
D:-The Sergeant

Correct Answer:- Option-D

Question97:-The duty time of the security guards in the night shift shall be

A:-6 pm to next day 6 am

- B:-8 pm to 8 am
- C:-9 pm to 9 am
- D:-5.30 pm to 8.30 am

Correct Answer:- Option-D

Question98:-The rotation register contains \_\_\_\_\_ columns

- A:-4
- B:-6
- C:-8
- D:-None of the above

Correct Answer:- Option-C

Question99:-The District office of the Commission, Malappuram comes under \_\_\_\_\_ region

- A:-Kozhikode
- B:-Ernakulam
- C:-Kollam
- D:-Pallakkad

Correct Answer:- Option-A

Question100:-The work relating to L.A. Interpellations is entrusted to

- A:-Estt wing
- B:-P.R. unit
- C:-R & A wing
- D:-None of the above

Correct Answer:- Option-C