PROVISIONAL ANSWER KEY

	Paper:	026 - The Kerala PSC Office Manua	al	
	Date of Test	24-04-2023 ability (differently abled) means a pers	on suffering from not loss than	0/ of any kind of disability specified
in the person with D	isabilities Act, 1	ability (differently abled) means a pers 95.	on suπering from not less than	_ % or any kind or disability specified
B:-40				
C:-50				
D:-30				
Correct Answe	er:- Option-B			
		htage marks to Ex-Servicemen as per	the length of service shall be	for every two years of service
subject to a maximu				
A:-One mark				
B:-two marks				
C:-five marks D:-two and a h	alf marks			
Correct Answer				
	•	andidates with shall only be perr	nitted to enter the examination hall	
A:-Admission ti		,		
B:-Aadhar card				
C:-Access card				
D:-Self-declara				
Correct Answer	•	- d - bloo blood	aball be subsured to and tall to the	and the same of the same
personal Register.	current file is clo	ed, the nature of disposal and the date	shall be entered in red ink in the	column of the
A:-First				
B:-8th				
C:-2nd				
D:-last				
Correct Answe				
	al corresponden	e colour of ink shall be use	d by the secretary.	
A:-Turquoise				
B:-Blue C:-Pink				
D:-Black				
Correct Answe	er:- Ontion-C			
		shall be to present in the most intelligi	ble, condensed and convenient form	n, the facts of the case to be dealt
with		,		
A:-Note				
B:-Corresponde	ence			
C:-Draft				
D:-Current Correct Answe	er:- Ontion-A			
		Iress the Government fo	rm shall invariably be used	
A:-Letter	.5 р. орозса со а		savaas.y se asea	
B:-Memorandu	m			
C:-Demi Officia	I			
D:-Proceedings				
Correct Answe				
Question8: A:-R	_ disposals are ti	se that are to be destroyed after 3 year	irs	
B:-K				
C:-D				
D:-N				
Correct Answe	er:- Option-B			
Question9:v	vill be held respo	sible for any paper found pending in h	s section without sufficient grounds	for more than five days.
A:-Assistant				
B:-Section offic				
C:-Under Secre	tary d Section officer			
Correct Answe				
		section in wing		
A:-Recruitment		Wing		
B:-Public Relati				
C:-R and A				
D:-Establishme				
Correct Answe	•			
	is the softv	re for loading and processing both onli	ne and conventional applications	
A:-ToMySQL				
B:-VPN System C:-iREACT				
D:-K-DOCMAN				
Correct Answer	er:- Ontion-C			
		ation, was the main objective	•	
A:-Post exam w		, <u></u>		
B:-Modernization	on of KPSC			
C:-Pre examina				
D:-None of the				
Correct Answer	•	austrians and auto- are a second of the contract of the contra		and the second second
Question13:-If vacar date itself, then		anticipated, arise on a particular day a	iu ii some existing vacancies for the	e same post is received on the same
	for working vacancies will be			
	ancies will be co			

C:-Vacancies will be arranged as per the order of receipt Di beth vacancies chall be considered as a circle orbit.
D:-both vacancies shall be considered as a single entity Correct Answer:- Option-D
Question14:-For OMR/online examinations the register number will start from onwards
A:-100001
B:-201
C:-1
D:-10001
Correct Answer:- Option-A
Question15:-The original mark list shall be sealed and kept in the safe custody of after the approval of the short list
A:-Secretary
B:-Additional Secretary (Exams)
C:-Controller of Exams
D:-Additions Secretary (Recrtt) Correct Answer:- Option-B
Question16:-NCC cadets possessing B certificate should be given weightage mark at the rate of%
A:-2
B:-5
C:-4
D:-3
Correct Answer:- Option-D
Question17:-When there are several points to be submitted for the orders of the commission which can be more conveniently dealt with separately
than in a continuous note, are prepared
A:-Separate files B:-Extracts
C:-Sectional notes
D:-Separate notes
Correct Answer:- Option-C
Question 18:-If the number of vacancies reported is more than the number of candidates included in the Ranked List, then the turns written as a
unit/fraction of unit and the turns are filed up first.
A:-BC
B:-OC
C:-PH
D:-None of the above
Correct Answer:- Option-B Question19:-On applications which are proposed to be rejected, final orders shall be passed by
A:-Under Secretary
BSection Officer
C:-Deputy Secretary
D:-Joint Secretary
Correct Answer:- Option-A
Question 20: is the process of attaching to the top of papers put up for reference in a case, slips marked with alphabet or Arabic or
Roman numerals.
A:-Drafting
B:-Referencing
C:-Linking D:-Flagging
Correct Answer:- Option-D
Question21:- refers to the interconnection of all the computers in the office through network cables to form a group which can be
assessed only by the staff and members of the commission
A:-Server
B:-"LAN"
C:-"K-DOCMAN"
D:-"KSWAN"
Correct Answer:- Option-B
Question22: is a statement of final decision of the commission or any competent authority on any matter submitted for information or order
A:-Disposal
B:-Drafting
C:-Filing
D:-Registry
Correct Answer:- Option-A
Question 23:-The marks to be awarded to individual events representing events representing the University in All India University Game (Inter zone)
is % extra.
A:-30
B:-20 C:-15
D:-10
Correct Answer:- Option-C
Question24:-The first step towards filling up of vacancies is to verify whether any candidates is available in the register
A:-NCA
B:-TPO
C:-NJD
D:-Thrown out
Correct Answer:- Option-D
Question 25:-From the date of publication to the date of cancellation, there shall be selection year/s.
A:-2
B:-3 C:-1
D:-4`1/2`
Correct Answer:- Option-C
Question 26:-As per Circular no 04/2014, any request for relinquishment received within days after the publication of the Ranked List also
shall be considered in cases where there are vacancies which were received before the finalization of the Ranked List are pending
A:-20
B:-15

C:-30
D:-45 Correct Answer:- Option-B
Question27:-If the proforma is received within the date of validity of the Ranked List and the clarification is received after the expiry of the Ranked
List, then the date of receipt of proforma shall be taken as
A:-Last day of the validity of the Ranked List B:-The date of receipt of the proforma
C:-The date of receipt of the clarification
D:-The date of the letter forwarding the proforma
Correct Answer:- Option-A
Question28:-The photograph of a candidate uploaded satisfying all the conditions shall have years validity from the date of photography A:-5
B:-7
C:-2
D:-10 Correct Answer:- Option-D
Question29:-It is the duty of the to install and maintain computers and other peripherals at different sections as directed by the
J.S(R&A)/the System Manager/ The Hardware engineer.
A:-Assistant B:-Section Officer
C:-Technical Assistant
D:-Programmer
Correct Answer:- Option-C Question30:- deals with the disciplinary cases relating to the members of the staff of the commission
A:-Establishment
B:-Secret Section 1
C:-Advice (Litigation) D:-R & A
Correct Answer:- Option-B
Question31:-The main function of the wing is the coordination, planning and monitoring of selection with a view to improve the quality of
work and to minimize the delay at different stages of recruitment.
A:-Advice wing B:-Inspection wing
C:-Recruitment wing
D:-Research and Analysis wing
Correct Answer:- Option-D Question32:- shall plan and co-ordinate activities such as installing and upgrading software and programming, the implementation of
Computer Networks and development of Internet and Intranet sites.
A:-System Manager
B:-Hardware Engineer C:-System Analyst
D:-Programmer
Correct Answer:- Option-A
Question33:-Final admission of application on absolute basis through OTR software shall be done only after A:-OMR Test
B:-Submitting selection proposal
C:-OTR verification
D:-Shortlisting for interview
Correct Answer:- Option-C Question34:-The qualification of experience prescribed for any post shall unless otherwise be specified, one gained the basic
qualification.
A:-Before acquiring B:-After acquiring
C:-Along with
D:-Before or after acquiring
Correct Answer:- Option-B Question35:-Persons belonging to community is exclude from creamy layer
A:-Viswakarma
B:-SIUC Nadar
C:-Other Xian D:-Kudumbi
Correct Answer:- Option-D
Question36:-For meritorious sportsmen, the maximum extra marks that can be awarded for all the items put together shall be percent of
the total marks. A:-35
B:-30
C:-25
D:-20
Correct Answer:- Option-A Question37:-Weightage mark to Ex-Servicemen for Gallantry Award 'Asoka Chakra' is
A:-10
B:-5
C:-4 D:-2
Correct Answer:- Option-C
Question38:-The facing sheet of a Ranked List shall be prepared
A:-as a single one
B:-in triplicate C:-in duplicate
D:-none of the above
Correct Answer:- Option-B
Question39:-The process of computerization in PSC started in A:-2000
B:-1998
C:-2004

D:-1999
Correct Answer:- Option-D
Question40:-All office correspondence is carried on in the designation and on the responsibility of the
A:-Chairman B:-Secretary
C:-Additional Secretary
D:-Controller of Examination
Correct Answer:- Option-B
Question41:-A member of a Public Service Commission shall hold office for a term of
Commission, the age of sixty two, whichever us earlier
A:-7
B:-10 C:-5
D:-6
Correct Answer:- Option-D
Question42:-Subject to the provisions of Article, there shall be public service commission for the Union and a Public Service
Commission fro each State.
A:-315
B:-317
C:-319 D:-318
Correct Answer:- Option-A
Question43:-For Online Examination, in the admission ticket, the reporting time shall be recorded as prior to the examination.
A:-`1/2` hour
B:-`1 1/2` hour
C:-1 hour
D:-45 minutes
Correct Answer:- Option-C Ougstion Al. For written test, the code number alletted for each control of Kozbikedo District is in between
Question44:-For written test, the code number allotted for each centre of Kozhikode District is in between to to
B:-00301-00500
C:-00801-01000
D:-01701-10900
Correct Answer:- Option-B
Question45:-In some cases, when rotation is worked out, turns are to be temporarily kept aside for keeping the 50% rule and shall be
filled up later A:-NJD
B:-OC
C:-Thrown out
D:-BC
Correct Answer:- Option-D
Question46:-When more than one NJD turns are to be compensated, the order of preference is the order in which
A:-the ranked list expires
B:-it is transferred to records section
C:-a scruntiny is necessary by the inspection wing D:-2 years passed from the publication of R/L
Correct Answer:- Option-A
Question47:-The original Ranked List, interview sheet, etc. kept in sealed cover shall be opened only when
A:-the ranked list expires
B:-it is transferred to records section
C:-a scrutiny is necessary by the Inspection wing
D:-2 years passed from the publication of R/L
Correct Answer:- Option-C Question48:-On receipt of answer scripts, the Under Secretary of section concerned, after examining the content card shall intimate the
number of candidates appeared for the examination to the Recruitment section
A:-EF
B:-EP
C:-ER
D:-ES
Correct Answer:- Option-B Ougstion 40: Whappyor a requisition is received, it should be entered in the personal Register in the order of
Question49:-Whenever a requisition is received, it should be entered in the personal Register in the order of A:-the date of the requisition
B:-the date of receipt in the section
C:-the Tappal number affixed on it
D:-None of the above
Correct Answer:- Option-C
Question50:-as per Cir, even though the NJD vacancies are not reported in the prescribed proforma, advice shall be made against it,
provided that the required details are available in the requisition letter A:-14/2014
B:-16/2014
C:-34/03
D:-25/03
Correct Answer:- Option-D
Question51:-The Ranked list shall be allotted a number by the section
A:-Secret
B:-Recruitment
C:-Examination D:-R and A
Correct Answer:- Option-A
Question52:-For the Ranked List published from Pathanamthitta District Office, the code number given is
A:-DOT
B:-DOH
C:-DOA
D:-DOJ
Correct Answer:- Option-B

accordance with Rules of the Kerala State and Subordinate service Rules, 1958 A:-11 to 13
B:-18 to 20
C:-21 to 25
D:-14 to 17
Correct Answer:- Option-D
Question54:-If no candidate is available in a Ranked List of Special Recruitment for differently abled backlog Vacancies, that vacancy shall be filled
up by advising candidates from
A:-Next R/L for differently abled B:-General category
BGeneral Ranked List
D:-OBC Category
Correct Answer:- Option-C
Question 55: As and when candidates ousted for want of vacancies from the Department to which they were advised is reported, their name shall be
entered in the Register
A:-Thrown out
B:-Rotation
C:-Recruitment D:-NCA
Correct Answer:- Option-A
Question56:-If the Appointing authority reports reduction in vacancies already reported or non-existence of vacancies after the advice on
recruitment is made, then the advice already made in normal circumstances.
A:-Will be cancelled
B:-Will be temporarily cancelled
C:-Will not be cancelled
D:-Will be postponed
Correct Answer:- Option-C Question57:-Rule of the Kerala State and Subordinate Service General Rules enables the Government to reserve specified number of
posts in any service, class, category to be filled by direct recruitment exclusively from among the members of scheduled castes and scheduled
Tribes
A:-15
B:-16 B
C:-17 A
D:-19
Correct Answer:- Option-C Question58:-According to rules laid down in G.O. (P)21/76/PD dated 17th January 1976,% of vacancies earmarked for special Recruitment is
reserved for scheduled Tribes
A:-25
B:-20
C:-30
D:-50
Correct Answer:- Option-B
Question59: section in the Head Office shall take steps to supply adequate quantity of stationary articles OMR answer sheets, packing
covers etc. to the examination centers/District Officers as the case may be A:-ER
B:-EP
C:-EF
D:-ES
Correct Answer:- Option-D
Question60:-In the case of Disposals the gist or precise wording is important, a copy of which must be entered in the Disposal column of
the Personal register
A:-K
B:-N C:-L
D:-F
Correct Answer:- Option-B
Question61:-Sometimes the Commission calls for some reports from its subordinate officers. It need not be kept open for a long period and mat be
closed as soon as everything that immediately can be done has been and shall then be entered in the
A:-Personal Register
B:-Reminder Diary
C:-Pending Statement
D:-Call Book Correct Answer:- Ontion-D
Correct Answer:- Option-D
Correct Answer:- Option-D Question62:-No paper shall be kept in the office for more than days without the permission of the under secretary or the deputy secretary
Correct Answer:- Option-D
Correct Answer:- Option-D Question62:-No paper shall be kept in the office for more than days without the permission of the under secretary or the deputy secretary as the case may be A:-10 B:-5
Correct Answer:- Option-D Question62:-No paper shall be kept in the office for more than days without the permission of the under secretary or the deputy secretary as the case may be A:-10 B:-5 C:-7
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B:-PRO
C:-Enquiry officer
D:-Sargent
Correct Answer:- Option-C
Question66:-The records Section is under the charge of a
A:-Under Secretary B:-Deputy Secretary
C:-Assistant Section Officer
D:-Section Officer
Correct Answer:- Option-D
Question67:-If a file after its' disposal found to be of historical importance, it shall be transferred to the for preservation after tal
the orders of the commission
A:-Establishment section
B:-Secret Section
C:-Archives
D:-Secretary
Correct Answer:- Option-C
Question68:-When a case is finally disposed of, the disposals shall be docketed, and in case of R and D Disposals, they shall be put into paper disposal jackets
A:-Brown
B:-Green
C:-Yellow
D:-Pink
Correct Answer:- Option-A
Question69: is the Drawing and disbursing officer in respect of all amounts drawn towards pay, allowance and the contingent expend
of the Head Office
A:-Secretary
B:-Controller of Finance C:-A. S(Estt)
D:-Controller of Examination
Correct Answer:- Option-B
Ouestion70:- is the connecting link between SPARK and the Department
A:-Cashier
B:-Controller of Finance
C:-Under Secretary (Accounts)
D:-DMU
Correct Answer:- Option-D
Question71:-A period of shall elapse between two temporary advances
A:-One year
B:-3 months C:-6 months
D:-9 months
Correct Answer:- Option-C
Question72:-The cashier shall issue for all revenue incomes such as sale of tender forms, hire charges of office vehicles etc.
A:-TR5receipts
B:-Chalans
C:-DD
D:-Vouchers
Correct Answer:- Option-A
Question73:-Two pension schemes exist-statutory pension scheme and
A:-General pension scheme
B:-Annual pension scheme
C:-Insurance pension scheme
D:-National pension scheme Correct Answer:- Option-D
Question74:-The Internal Audit wing functions under the control of the Addl. Secretary in charge of wing.
A:-Recruitment
B:-Secret
C:-Inspection
D:-Establishment
Correct Answer:- Option-C
Question75:-The Attendance of the staff of the commission is managed by the Attendance Management section under the wing
A:-Secret
B:-Establishment
C:-Accounts
D:-Computer
Correct Answer:- Option-B Question76:-One-Time Registration is one among the many modules in
A:-Thulasi
B:-OMRPro
C:-Online Application System
D:-Evacancy
Correct Answer:- Option-A
Question77:-All movements of the members if the staff out of their section shall be note in the Register.
A:-Personal
B:-Casual leave
C:-Movement
D:-Early leave
Correct Answer:- Option-C Ougstion 78:- Every member of the staff other than the last Grade is supplied with a copy of and shall make himself thoroughly
Question78:-Every member of the staff other than the last Grade, is supplied with a copy of and shall make himself thoroughly conversant with the Rules and procedures contained therein
A:-Government Orders
B:-Office Manual
C:-Proceedings
D:-Circulars

Correct Answer:-	·
	the Wing is entrusted with the preparation of Agenda for the sitting of the Commission
A:-Establishment	
B:-Secret	
C:-Chairman's offic	e
D:-R and A	
Correct Answer:-	
Question80:-Article 320	(3)(2) of the constitution of India requires that the commission shall present annually to the a report as to the work
done by it.	
A:-Governor	
B:-Chief Minister	
C:-Cabinet	
D:-Chief Justice of I	Kerala
Correct Answer:-	Option-A
	service Commission shall be consulted on
	organization of services and posts and their designation
	ernment servants Foreign Service
	of services and posts
	ing to methods of recruitment to civil services and for civil posts
Correct Answer:-	· ·
	shall be deemed to be the Head of Department within the meaning of the definition under Article 56 in Chapter V of the
	shall be deemed to be the flead of Department within the meaning of the definition under Afficie 50 in chapter v of the decount Code in respect of all the members of the Commission
A:-Secretary	Account code in respect of all the members of the commission
B:-Controller of Exa	minations
C:-Chairman	Hilliadolis
D:-Controller of Fin	200
Correct Answer:-	
	Public Service Commission (Additional Functions). Actprovide for the exercise of certain Additional functions in
	of officers and servants of the Kerala State Electricity Board and their conditions of service
A:-1973	
B:-1982	
C:-1963	
D:-1971	
Correct Answer:-	·
-	shall assist the system Analyst in carrying out the daily business regarding computer networks
A:-Technical Assista	nts
B:-Programmers	
C:-Assistants	
D:-Data Entry Oper	ators
Correct Answer:-	Option-B
	g deals with the inspection of the financial transactions of the Head office, District Offices and Regional offices and checks
whether they function ir	accordance with the relevant Government orders and office circulars
A:-Accounts	
B:-Internal Audit	
C:-Inspection	
D:-Appointment ve	rification and Audit
Correct Answer:-	Option-B
Question86:-Under Artic	le of the Constitution of India an Act made by the Legislature of the State may provide for the additional functions
by the commission rega	rding the services of the State and also regarding the services of any local authority or other body constituted by law or of
any public institution.	
A:-321	
B:-311	
C:-310	
D:-320	
Correct Answer:-	Option-A
Question87:-Information	intended for the public is supplied by means of and public statements
A:-Notification	
B:-Proceedings	
C:-Letters	
D:-Press releases	
Correct Answer:-	Option-D
	ing deals with the verification and regularization of all appointments made through the PSC
A:-Appointment ve	
B:-Internal Inspecti	
C:-Inspection	
D:-Secret	
	Option A
Correct Answer:-	option-A onal Offices of the commission have been constituted for state wide selections
	rial Onices of the continussion have been constituted for State wide selections
A:-Conducting	
B:-Identifying	for-
C:-Making advices	OI .
D:-De-centralising	
Correct Answer:-	
	of the commission is the District Officer
A:-Under Secretary	
B:-Deputy Secretar	у
C:-Joint Secretary	
D:-Additional Secre	tary
Correct Answer:-	Option-B
	iring early or immediate attention should be so marked by the
A:-Tappal Superinte	
B:-Under Secretary	
C:-Section officer	
D:-Assistant Section	n officer
Correct Answer:-	
CONTECT ANSWELL	opasii o

Question92: will be the Administrator for Database, Network, 11 security and monitor server security	
A:-System Manager	
B:-System Administrator	
C:-Secretary	
D:-Addl. Secretary (R & A)	
Correct Answer:- Option-B	
Question93:-A scribe shall be posted to assist candidates under specific request and on production of a medical certificate	
A:-having cerebral palsy	
B:-those who are orthopedically challenged	
C:-those who are deaf	
D:-those who are dumb	
Correct Answer:- Option-A	
Question94:-The symbol given against the name of different abled under the category of 'Hearing Impairment' is	
A:-O'	
B:-'B'	
C:-'D'	
** -	
D:-'H'	
Correct Answer:- Option-C	
Question95:-For meritorious sportsmen, the maximum marks that can be awarded to a candidate for all the items put together shall be	%
of the total marks.	
A:-35	
B:-15	
C:-10	
D:-25	
Correct Answer:- Option-A	
Question 96: Those officers verifying the documents of the candidates at the time of interview should also cross check the received the	ed from
the candidates at the time of written test/practical test as a safeguard against impersonation	
A:-Declaration	
B:-Signature	
C:-Photo	
D:-Identification certificate	
Correct Answer:- Option-D	
Question 97:- quotas of reservation of Backward classes are fixed for direct recruitment to posts included in the last Grade Service an	id to
posts other than those included in Last Grade Service	u 10
A:-Separate	
B:-Same	
C:-More than 50%	
D:-Less than 40%	
Correct Answer:- Option-A	
Question98:-The reservation turns temporarily passed over if any, should be filled up	
A:-along with other OC turns	
B:-along with other BC turns	
C:-after the normal rotation	
D:-along with the pending NJD turns	
Correct Answer:- Option-B	
Question99: The turns MR1 48 OX and MR11 48 OX are left unfilled for want of OX candidates for a post even after 2 re-notifications. Then as	per
Rule 15(a) and (b) the selection shall be made from	
A:-Next Ranked List	
B:-OC candidates	
C:-SC/ST candidates	
D:-OBC	
Correct Answer:- Option-D	
Question100:-When common tests for more than one selection for different posts are held, the candidates have to write in the	relevant
space provided in the Answer Script	Cicvanic
A:-all the register numbers	
B:-First register number	
C:-last register number	
D:-any one register number	
Correct Answer:- Option-A	