

## PROVISIONAL ANSWER KEY

Paper: The Kerala PSC Office Manual  
Medium of Question: English  
Date of Examination: 21-02-2019

Question1:-Which supporting document is necessary for granting special casual leave to differently abled employees?

- A:-Fitness Certificate
- B:-Medical Certificate
- C:-NLC
- D:-None of the above

Correct Answer:- Option-B

Question2:-While preparing Ranked list, the candidates having preferential qualification shall be ranked

- A:-above the candidate securing the same mark
- B:-below the candidate securing the same mark
- C:-below the candidate whose date of birth is lower
- D:-none of the above

Correct Answer:- Option-A

Question3:-The minimum validity period of the Ranked list published by the commission

- A:-1 year
- B:-3 years
- C:-4 years
- D:-None of the above

Correct Answer:- Option-A

Question4:-Kerala Public Service Commission was constituted in the year

- A:-Nov. 1, 1956
- B:-July 1, 1949
- C:-September 1936
- D:-Jan 26, 1950

Correct Answer:- Option-A

Question5:-Who is responsible for the installation, configuration, maintenance and upgradation of all hardware devices and computer peripherals?

- A:-System manager
- B:-Programmer
- C:-System Administrator
- D:-Hardware engineer

Correct Answer:- Option-D

Question6:-The KPSC is

- A:-an autonomous body
- B:-a constitutional body
- C:-a Govt. Dept
- D:-None of the above

Correct Answer:- Option-B

Question7:-The maximum age limit prescribed for the Chairman and Members of KPSC is

- A:-56
- B:-58
- C:-60
- D:-62

Correct Answer:- Option-D

Question8:-Who is the chairman of a sub committee?

- A:-Member
- B:-Chairman
- C:-Secretary
- D:-None of the above

Correct Answer:- Option-A

Question9:-The section which deals with the high to Information

- A:-IDS
- B:-R & AI
- C:-EDP
- D:-Estt I

Correct Answer:- Option-A

Question10:-The authority competent to make appointments, promotion and transfers in respect of parts from section officer to Addl. secretary

- A:-The chairman
- B:-Secretary
- C:-The Commission
- D:-AS, Estt.

Correct Answer:- Option-C

Question11:-The list of candidates found provisionally suitable to be called for interview

- A:-Combined list
- B:-Short list
- C:-Probability list
- D:-Ranked list

Correct Answer:- Option-B

Question12:-Internet facility provided and managed by Kerala IT mission

- A:-LAN
- B:-KSWAN
- C:-email
- D:-VPN

Correct Answer:- Option-B

Question13:-Officer entrusted to sign on the outgoing communication relating to District office

- A:-District officer
- B:-Under secretary
- C:-Section officer
- D:-Office superintendent

Correct Answer:- Option-B

Question14:-The name of the website of KPSC is

- A:-www.Kerala psc.gov.in
- B:-www.Kerala psc.org.in
- C:-www psc Kerala.gov.in
- D:-www.psc Kerala.org.in

Correct Answer:- Option-A

Question15:-The officer responsible for the maintenance of movement Register

- A:-US/SO
- B:-SO/DS
- C:-SO/OS
- D:-CE

Correct Answer:- Option-C

Question16:-Which wing is entrusted to prepare agenda of the commission

- A:-RIA
- B:-R & A
- C:-Establishment
- D:-Accounts

Correct Answer:- Option-B

Question17:-The expenses of KPSC shall be charged on the

- A:-Plan fund
- B:-Budget allotment

C:-Consolidate fund  
D:-None of the above  
Correct Answer:- Option-C

Question18:-The interval time allowed to the staff for lunch  
A:-1 hour  
B:-45 minutes  
C:-30 minutes  
D:- 1(1)/(2) `Hr  
Correct Answer:- Option-B

Question19:-A communication received either in print or electronic media is called  
A:-e vacancy  
B:-current  
C:-K docman  
D:-file  
Correct Answer:- Option-B

Question20:-An employee can avail \_\_\_\_\_ free chances for Deptt. Test  
A:-2  
B:-3  
C:-1  
D:-no limitation  
Correct Answer:- Option-C

Question21:-The unique number allotted to an employee under SPARK  
A:-PEN  
B:-VFN  
C:-Adhar  
D:-None of the above  
Correct Answer:- Option-A

Question22:-The Register maintained by Computer Assistant  
A:-PR  
B:-Tappal book  
C:-Daily workload Register  
D:-None of the above  
Correct Answer:- Option-C

Question23:-In a Demi official letter, the salutation will be  
A:-Dear Sir or My dear .....  
B:-Respected Sir  
C:-Most Respected Sir  
D:-None of the above  
Correct Answer:- Option-A

Question24:-The term literacy means  
A:-pass in Std IV  
B:-SSLC pass  
C:-SSLC fail  
D:-VII std. pass  
Correct Answer:- Option-A

Question25:-The code name allotted for Regional office, Kozhikode  
A:-ROE  
B:-ROQ  
C:-ROK  
D:-ROD  
Correct Answer:- Option-D

Question26:-The number of units in a main rotation  
A:-4  
B:-5  
C:-7  
D:-10  
Correct Answer:- Option-B

Question27:-The section handling the maintenance of service book  
A:-Estt  
B:-Accounts wing  
C:-R & A wing  
D:-None of the above  
Correct Answer:- Option-B

Question28:-The physical verification of cash by the DDO shall be made  
A:-Once in a week  
B:-Once in a month  
C:-Fortnightly  
D:-Every three months  
Correct Answer:- Option-A

Question29:-Letters to the universities shall be addressed to  
A:-Chancellor  
B:-Vice chancellor  
C:-Pro Vice Chancellor  
D:-Registrar  
Correct Answer:- Option-D

Question30:-The experts or nominees invited for interview  
A:-are entitled to award marks  
B:-are not entitled to award marks  
C:-are not entitled to take part in the deliberations  
D:-none of the above  
Correct Answer:- Option-B

Question31:-The nature of the establishment of KPSC is  
A:-provincial  
B:-single units  
C:-region wise  
D:-none of the above  
Correct Answer:- Option-A

Question32:-The term EDP means  
A:-Electronic Data Processing  
B:-Electrical Data Processing  
C:-Electronic Decoding Processing  
D:-None of the above  
Correct Answer:- Option-A

Question33:-The percentage of reservation given to SIUC Nadar community for last grade service  
A:-2%  
B:-1%  
C:-3%  
D:-None of the above  
Correct Answer:- Option-A

Question34:-The number of wings in the head office  
A:-9  
B:-5  
C:-6  
D:-7

Correct Answer:- Option-A

Question35:-LA Interpellation is handling in

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

Correct Answer:- Option-D

Question36:-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

Question37:-Form of subscription in an official letter

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

Correct Answer:- Option-C

Question38:-The service period required for availing LTC

- A:-15
- B:-20
- C:-10
- D:-5

Correct Answer:- Option-A

Question39:-The software used for transferring electronic documents among sections

- A:-VPN
- B:-To My SQL
- C:-KDOCMAN
- D:-iREACT

Correct Answer:- Option-C

Question40:-The Head of the Accounts wing

- A:-CE
- B:-CF
- C:-Addl. Secretary (Exams)
- D:-jS (R & A)

Correct Answer:- Option-B

Question41:-Minimum years of service required for applying to HBA

- A:-10 years
- B:-5 years
- C:-2 years
- D:-4 years

Correct Answer:- Option-B

Question42:-Software using for one time registration

- A:-OMR pro
- B:-Thulasi
- C:-OATS
- D:-e vacancy

Correct Answer:- Option-B

Question43:-All the communication of KPSC shall go in the name of

- A:-The chairman
- B:-Secretary
- C:-Controller of Finance
- D:-None of the above

Correct Answer:- Option-B

Question44:-The benefit given either by revision of rotation or re-advise of thrown out is known as

- A:-Earliest effective advice
- B:-Advice
- C:-NCA
- D:-TPO

Correct Answer:- Option-A

Question45:-The minimum percentage of disability required for claiming person with disability

- A:-50%
- B:-40%
- C:-20%
- D:-30%

Correct Answer:- Option-B

Question46:-The number of early permission that can be availed by an employee

- A:-3 times in a month
- B:-2 times in a month
- C:-2 times within 2 months
- D:-2 times in a week

Correct Answer:- Option-B

Question47:-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

Question48:-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

Question49:-The integrated personal 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

Question50:-The custodian and supervisor of central server for online examination

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

Correct Answer:- Option-A

Question51:-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

Question52:-Section dealing with the disciplinary cases relating to the staff of the commission

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

Correct Answer:- Option-C

Question53:-The software used for reporting vacancies to KPSC

- A:-Thulasi
- B:-e advice pro
- C:-e vacancy
- D:-e result pro

Correct Answer:- Option-C

Question54:-Dis files shall be destroyed after \_\_\_\_\_ years.

- A:-10 years
- B:-5 years
- C:-3 years
- D:-1 year

Correct Answer:- Option-A

Question55:-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

Question56:-Main objective of first phase of computerisation

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

Correct Answer:- Option-A

Question57:-The name of the register kept in the Enquiry for recording the details of visitors

- A:-Enquiry Register
- B:-Visitors Register
- C:-Guest Register
- D:-None of the above

Correct Answer:- Option-A

Question58:-The usual form of salutation used in an official letter

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

Correct Answer:- Option-C

Question59:-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

Question60:-Representation of the staff to the commission shall submit it through

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

Correct Answer:- Option-B

Question61:-Thrown out candidates shall be re-register within \_\_\_\_\_ days of discharge.

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

Correct Answer:- Option-A

Question62:-The power of rejecting an application is entrusted with

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

Correct Answer:- Option-A

Question63:-District offices of KPSC came into force from

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

Correct Answer:- Option-A

Question64:-Statewise recruitment to various Government Departments are dealt with

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

Correct Answer:- Option-D

Question65:-Class I and Class II 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

Question66:-Orthopedically challenged candidates are giving age relaxation up to

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

Correct Answer:- Option-B

Question67:-The percentage of reservation given to ST candidates

- A:-1%
- B:-3%
- C:-2%
- D:-8%

Correct Answer:- Option-C

Question68:-The return of files shall be entered under column \_\_\_\_\_ of the PR.

- A:-6 to 8
- B:-4 & 5
- C:-1 to 4
- D:-4 to 7

Correct Answer:- Option-A

Question69:-The officer responsible for maintenance and disposal of electronic data

- A:-System Manager
- B:-System Administrator

C:-Hardware Engineer  
D:-Secretary  
Correct Answer:- Option-B

Question70:-For descriptive type examination, register number shall be allotted from  
A:-101 onwards  
B:-201 onwards  
C:-1001 onwards  
D:-100001 onwards  
Correct Answer:- Option-B

Question71:-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

Question72:-Five Days rule is relating to  
A:-Ranked list preparation  
B:-Submission of tapal  
C:-Preparation of short list  
D:-Submission of probability list  
Correct Answer:- Option-B

Question73:-The term NRA means  
A:-Non Refundable Advance  
B:-Non Return Advance  
C:-Next Recurring Amount  
D:-Non Recurring Amount  
Correct Answer:- Option-A

Question74:-Who is the head of the office of KPSC?  
A:-Secretary  
B:-Chairman  
C:-Commission  
D:-Governor  
Correct Answer:- Option-A

Question75:-Who is the Administrator of Attendance Management System?  
A:-System Administrator  
B:-System Manager  
C:-Addl. Secretary (Estt.)  
D:-JS (R & A)  
Correct Answer:- Option-C

Question76:-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 of the above  
Correct Answer:- Option-C

Question77:-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

Question78:-Extra marks are being awarded to meritorious sportsmen in all categories of posts in  
A:-Class III & IV  
B:-Class I  
C:-Class I & II  
D:-Class II & III  
Correct Answer:- Option-A

Question79:-The communication 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

Question80:-The software used for generating admission ticket  
A:-To MySQL  
B:-Windows  
C:-Linux  
D:-iREACT  
Correct Answer:- Option-A

Question81:-Records section is under the charge of  
A:-Secretary  
B:-Under secretary  
C:-Section officer  
D:-Office Superintendent  
Correct Answer:- Option-C

Question82:-The Regional Officer shall convene review meeting of the District Officers on every  
A:-Month  
B:-Week  
C:-Year  
D:-Fortnight  
Correct Answer:- Option-A

Question83:-Section, which is a connecting link between the commission and the public, is  
A:-R & A  
B:-RIA  
C:-PR unit  
D:-EDP  
Correct Answer:- Option-C

Question84:-The general administration of the entire office is entrusted with  
A:-R & A wing  
B:-RIA wing  
C:-Establishment wing  
D:-None of the above  
Correct Answer:- Option-C

Question85:-The authority empowered to declare probation of an employee  
A:-CE  
B:-CF  
C:-Secretary  
D:-Chairman  
Correct Answer:- Option-C

Question86:-New pension scheme of the employees 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

Question87:-The code allotted to District office, Thrissur

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

Correct Answer:- Option-B

Question88:-The relevant rule for the cancellation of advice

- A:-Rule 3 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

Question89:-While preparing combined seniority list of HSA, the wives of Jawan

- A:-will be given preference
- B:-will not be given preference
- C:-may or may not be given as per the orders of the commission
- D:-none of the above

Correct Answer:- Option-B

Question90:-The maximum grace marks that can be awarded to meritorious sportsman for all the items put together shall be \_\_\_\_\_ of the total marks.

- A:-50%
- B:-35%
- C:-40%
- D:-25%

Correct Answer:- Option-B

Question91:-'X' mark on a tapal means

- A:-not to be registered
- B:-destroy after one year
- C:-retain permanently
- D:-return in original

Correct Answer:- Option-A

Question92:-U.O. note form is used to communicate or call for information from

- A:-between District offices
- B:-between Regional offices
- C:-between sections
- D:-Higher officers

Correct Answer:- Option-C

Question93:-Who is entrusted with the duty of handling cash?

- A:-Cashier
- B:-Section officer
- C:-US
- D:-Secretary

Correct Answer:- Option-A

Question94:-The sitting of the commission is normally held on every

- A:-Sunday
- B:-Tuesday
- C:-Friday
- D:-Monday

Correct Answer:- Option-D

Question95:-The second phase of computerisation intends to

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

Correct Answer:- Option-C

Question96:-The software used to generate short lists and ranked lists

- A:-Thulasi
- B:-VPN
- C:-e result pro
- D:-KSWAN

Correct Answer:- Option-C

Question97:-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

Question98:-Recruitment exclusively for SC/ST candidates are being carried out in

- A:-SR wing
- B:-GR wing
- C:-Establishment
- D:-R & A wing

Correct Answer:- Option-A

Question99:-The crucial date for determining whether a candidate possess 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

Question100:-An extra time of \_\_\_\_\_ minutes per hour will be granted to orthopedically challenged candidates in all exams including departmental test.

- A:-10
- B:-15
- C:-5
- D:-20

Correct Answer:- Option-B