

## FINAL 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:- 1DS
- 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:- $1\frac{1}{2}$  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:-VPN
- 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:-D 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:- Gazette 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