

DE-7/2021/84

Question Booklet
Alpha Code

A

Question Booklet
Serial Number

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| Name: | Reg.No. | Signature: |
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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-7/2021/84

Maximum : 100 marks

Time : 1½ hours

1. Towards the end of second world war, the Directorate General of Resettlement and Employment was set up in India in:
(A) August 1947 (B) February 1948
(C) July 1945 (D) April 1946
2. Employment service facilities were initially restricted to demobilised service personnel and discharged war workers. But it was thrown open to all categories of applicants in:
(A) 1946 (B) 1949
(C) 1950 (D) 1948
3. To review the setup and functions of the employment service and to make recommendations for its re-organisation a committee was appointed under the chairmanship of Sri. B.Shiva Rao in:
(A) 1954 (B) 1952
(C) 1953 (D) 1955
4. The day to day administration of the Employment Exchanges were handed over to the state Govts. with effect from:
(A) 1st July 1955 (B) 1st November 1956
(C) 1st October 1954 (D) 1st January 1950
5. The Mathew committee, appointed by the Govt. of India, to examine the various aspects of the working of Employment Exchanges, Submitted its report in:
(A) November 1978 (B) November 1956
(C) November 1952 (D) November 1976
6. The Employment service is a venture of:
(A) State Govt. (B) Central Govt.
(C) Central and state Govts. (D) Local self Govts.
7. The Employment Exchanges (Compulsory-Notification of Vacancies) Act 1959 was brought into force with effect from:
(A) 1st November 1961 (B) 1st November 1960
(C) 1st November 1962 (D) 1st November 1964

8. The name of Directorate General of Resettlement and Employment was changed to Directorate General of Employment and Training (DGE and T) in the year:
 (A) 1959 (B) 1961
 (C) 1962 (D) 1960
9. To provide regulation and control of apprentices in selected trades, the apprentices Act was enacted in the year:
 (A) 1961 (B) 1965
 (C) 1966 (D) 1963
10. The Central Institute for Research and Training in Employment Service (C.I.R.T.E.S) was established in the year:
 (A) 1962 (B) 1964
 (C) 1960 (D) 1965
11. Vocational Rehabilitation centres for the physically Handicapped was set up under:
 (A) State Directorates of Employment
 (B) State Social Welfare Department
 (C) Directorate General of Employment and Training
 (D) State Education Department
12. Coaching Cum-Guidance centres have been set up at selected places to cater to the needs of:
 (A) Ex-Military applicants
 (B) Physically Handicapped applicants
 (C) Provisionally discharged Employees
 (D) Scheduled caste / Scheduled Tribe Applicants
13. The working Group of the National Employment Service meets _____ to discuss matters relating to Employment Exchange policy and procedure.
 (A) Annually (B) Biennially
 (C) Quarterly (D) Monthly
14. _____ committees on employment have been constituted to advise the Employment service at various levels.
 (A) District level committees (B) Central committee
 (C) State level committees (D) Tripartite committees
15. An order card (envelope) used for recording details of vacancies notified by employers:
 (A) X – 3 (B) X – 5
 (C) X – 2 (D) X – 2A

16. A card used to acknowledge receipt of vacancies notified by employers:
(A) X – 17 (B) X – 42
(C) X – 18 (D) X – 45
17. A card used when inviting an applicant to call at an exchange for submission or other type of interview:
(A) X – 43 (B) X – 42
(C) X – 18 (D) X – 13
18. A covering letter used for forwarding to an applicant while making postal submission:
(A) X–47 (B) X–46
(C) X–49 (D) X–42
19. A running record of index cards removed from the live register:
(A) X – 49 (B) X – 45
(C) X – 56 (D) X – 52
20. A follow up letter asking employers for result of submissions made:
(A) X – 62 (B) X – 47
(C) X – 52 (D) X – 59
21. A book register containing a running record of orders placed with the Exchange:
(A) X–62 (B) X–64
(C) X–56 (D) X–67
22. A letter addressed to an employer reporting in ability on the part of the Exchange to submit suitable applicants:
(A) X – 68 (B) X – 67
(C) X – 63 (D) X – 58
23. A Central or state list of outstanding vacancies which have been given unlimited circulation:
(A) X – 76 (B) X – 17
(C) X – 71 (D) X – 75
24. A card inviting an applicant to explain why he declined the offer of appointment made by an employer on the recommendation of the Exchange:
(A) X – 75 (B) X – 71
(C) X – 76 (D) X – 78

25. A form used to forward particulars of applicants against circulated vacancies to CEE/Employment Co-ordination office / other Exchange:
- (A) X – 76 (B) X – 80
(C) X – 82 (D) X – 85
26. A proforma on which is recorded the particulars of applicants submitted in bulk to an employer:
- (A) X – 83 (B) X – 85
(C) X – 75 (D) X – 71
27. A standard letter used when reminding the employer who has failed to render quarterly biennial return:
- (A) X–85 (B) X–80
(C) X–87 (D) X–83
28. An employer's card (envelope) used for recording details of employers and for filing papers pertaining to them:
- (A) EM – I (B) ER – I
(C) EM – 2 (D) ER – II
29. Biennial occupational return to be rendered to the local employment exchange by all establishments in the public sector all private establishments covered under the EMI programme :
- (A) ER – I (B) ER – II
(C) EM – 2 (D) EM – 1
30. Quarterly employment return to be rendered to the local employment exchange by all establishments in the public sector and all private establishments covered under the EMI programme:
- (A) EM – I (B) EM – IA
(C) ER – I (D) ER – II
31. Annual return showing the distribution of Central Govt. employees according to pay ranges:
- (A) QG – I (B) VG – I
(C) CG – IA (D) CG – I
32. Annual return showing the distribution of Central Govt. employees by Category/Class of post:
- (A) CG – II (B) CG – III
(C) CG – I (D) CG – IA

33. A card envelope used for recording the details of guidance and related matters and for filing papers pertaining to them:
- | | |
|-------------|------------|
| (A) CG – IF | (B) VG – I |
| (C) CG – IC | (D) QG – I |
34. A running record of applicants guided individually :
- | | |
|-------------|-------------|
| (A) VG – 63 | (B) VG – 65 |
| (C) QG – 1 | (D) VG – 67 |
35. A running record of visits of Employment officer to educational Institutions:
- | | |
|-------------|-------------|
| (A) VG – 63 | (B) VG – 66 |
| (C) VG – 69 | (D) VG – IA |
36. A running record of applicants participating in group discussions:
- | | |
|-------------|-------------|
| (A) VG – 68 | (B) VG – I |
| (C) VG – 64 | (D) VG – 66 |
37. A running record of work done in Registration Guidance:
- | | |
|-------------|-------------|
| (A) VG – IA | (B) VG – 64 |
| (C) VG – 66 | (D) VG – 68 |
38. A running record of old cases:
- | | |
|-------------|-------------|
| (A) VG – I | (B) VG – 65 |
| (C) VG – 63 | (D) VG – 69 |
39. A running record of training admission/apprenticeship:
- | | |
|-------------|-------------|
| (A) VG – 66 | (B) VG – 64 |
| (C) VG – 67 | (D) VG – 63 |
40. A running record of persons seeking individual information:
- | | |
|-------------|-------------|
| (A) VG – IA | (B) VG – 65 |
| (C) VG – 63 | (D) VG – 67 |
41. Vacancies cancelled by NCO classified by reasons:
- | | |
|-------------|-------------|
| (A) ES. 1.5 | (B) ES. 1.2 |
| (C) ES. 1.6 | (D) ES. 1.3 |
42. Vacancies notified, filled, cancelled and outstanding by sectors:
- | | |
|-----------------|--------------|
| (A) Yearly | (B) Monthly |
| (C) Half yearly | (D) Biennial |

43. Vacancies notified, filled, outstanding and number on Live Register by sex and NCO :
- | | |
|-------------|-------------|
| (A) ES. 2.1 | (B) ES. 1.4 |
| (C) ES. 1.6 | (D) ES. 1.2 |
44. Vacancies reported by establishments, as unfilled due to shortage of suitable applicants by NCO:
- | | |
|-----------------|--------------|
| (A) Quarterly | (B) Monthly |
| (C) Half Yearly | (D) Biennial |
45. Registrations, placements, submissions, live register, vacancies notified etc. :
- | | |
|-------------|-------------|
| (A) ES. 1.5 | (B) ES. 1.1 |
| (C) ES. 1.6 | (D) ES. 1.2 |
46. Educated applicants registered, placed and on Live Register by educational levels:
- | | |
|-----------------|--------------|
| (A) Monthly | (B) Yearly |
| (C) Half Yearly | (D) Biennial |
47. Number of applicants on Live Register by age, sex and educational levels:
- | | |
|-------------|-------------|
| (A) ES. 1.2 | (B) ES. 1.1 |
| (C) ES. 1.6 | (D) ES. 1.4 |
48. Work done in respect of Scheduled caste / Scheduled Tribe applicants:
- | | |
|-----------------|--------------|
| (A) Half yearly | (B) Annual |
| (C) Monthly | (D) Biennial |
49. Placement of Ex-servicemen by Employment Exchanges:
- | | |
|--------------|-----------------|
| (A) Monthly | (B) Annual |
| (C) Biennial | (D) Half yearly |
50. Work done in respect of physically Handicapped applicants:
- | | |
|------------|------------|
| (A) ES 2.2 | (B) ES 2.9 |
| (C) ES.2.5 | (D) ES 2.7 |
51. Number of placements effected in respect of scheduled caste / Tribe and physically handicapped applicants by NCO:
- | | |
|---------------|-------------|
| (A) Quarterly | (B) Monthly |
| (C) Biennial | (D) Annual |
52. Mobile Labour location return:
- | | |
|------------|------------|
| (A) ES 2.8 | (B) ES 2.5 |
| (C) ES 2.9 | (D) ES 2.4 |

53. Work done in respect of vocational Guidance and Employment counselling programme:
 (A) Half Yearly (B) Monthly
 (C) Yearly (D) Quarterly
54. The ILO convention No.88 was ratified by the Govt. of India in:
 (A) August 1952 (B) September 1950
 (C) June 1959 (D) July 1960
55. The employment officer in-charge of the Exchange is directly responsible to the _____ for the execution of Public relations and publicity.
 (A) District Employment officer
 (B) Regional Deputy Director of Employment
 (C) District collector
 (D) Director of Employment
56. It is the responsibility of the Employment officer to make arrangements in consultation with the _____ for proper maintenance of posters, hoardings, notice boards etc, within his jurisdiction.
 (A) District collector
 (B) State Employment Co-ordination officer
 (C) State Director
 (D) Director of Public Instruction
57. It is the responsibility of the Central Govt. to ensure uniformity of national standards and implementation of agreed policies and procedures in collaboration with the :
 (A) Universities (B) State Governments
 (C) Education Department (D) N.C.E.R.T.
58. The object of inspection should not be:
 (A) Criticising (B) Instructing
 (C) Fault finding (D) Blaming
59. The role of an inspecting officer should be that of a friend, philosopher and guide seeking to:
 (A) Assist (B) Correct
 (C) Warm (D) Harass
60. General inspections may be undertaken by officers of the _____ who have been specially vested with this responsibility by the State Director.
 (A) State Vigilance Department (B) State Directorate
 (C) Central Vigilance Department (D) Regional Deputy Directors

61. It is recommended that each employment exchange may be subjected to general inspection at least once in:
- (A) Three months (B) Twelve months
(C) Six months (D) Two years
62. At the end of each inspection a _____ may be held in which the employment officers should participate to discuss the findings and offer suggestions for improvements.
- (A) Discussion (B) Convention
(C) Intervention (D) Seminar
63. Employment officers in charge of exchanges should inspect at least once in _____ their lower formation if any, under their administrative control.
- (A) Quarterly (B) Monthly
(C) Six months (D) A year
64. Internal inspection of the Exchange by the Employment officer-in-charge is recommended :
- (A) Biennially (B) Monthly
(C) Quarterly (D) Annually
65. The employment officer-in-charge of the Exchange may also be advised to conduct _____ Test checks of important items of work of the Exchange.
- (A) Monthly (B) Quarterly
(C) Weekly (D) Yearly
66. Reports relating to inspections, it is suggested, should be submitted to the State Director within _____ days of the date of completion of the inspections.
- (A) Fifteen days (B) Thirty days
(C) Seven days (D) Three days
67. On receipt of an inspection report, the Employment officer should, within _____ weeks report his compliance in the prescribed form to the State Director:
- (A) Four Weeks (B) Two weeks
(C) Three weeks (D) Five weeks
68. Technical evaluation by the _____ has therefore, to be conducted with a view to ensuring that agreed policies and procedures are observed.
- (A) State Head Quarters (B) Central Head Quarters
(C) C.I.R.T.E.S. (D) S.E.C.O.
69. The Evaluation is to be conducted jointly by a senior officer of the central Head Quarters and an officer nominated by the :
- (A) District Employment Officer (B) State Vocational Guidance Officer
(C) State Director (D) Regional Dy: Director

70. The Joint evaluation report should be forwarded by the Govt. of India to the :
- (A) Regional Deputy Director of Employment
 (B) Sub-Regional Employment Officer
 (C) State Employment Market Information Officer
 (D) State Government
71. The concept of Vocational Guidance in the placement services aiming at certain specific programmes and needs were formulated following the recommendations made by the secondary Education commission in the year:
- (A) 1955 (B) 1956
 (C) 1959 (D) 1953
72. The ILO convention (No.88) concerning the organisation of the Employment Service was ratified by the Govt. of India in the year:
- (A) 1960 (B) 1961
 (C) 1959 (D) 1962
73. Matters such as training of personnel and collection and compilation of occupational information the DGE & T is assisted by the:
- (A) U.G.C. (B) C.I.R.T.E.S.
 (C) N.C.E.R.T. (D) S.E.C.O.
74. The State Director of Employment have _____ to assist in matters of supervision field training, technical guidance, implementation, inspection and co-ordination of guidance activities at the State level.
- (A) State Vocational Guidance units (B) E I A Bs
 (C) U E I & G B (D) S E C O
75. A District co-ordination committee is constituted at Employment Exchanges where a vocational Guidance limit exists. This committee meets _____ at the discretion of the State Director.
- (A) Monthly or quarterly (B) Quarterly or Half yearly
 (C) Half yearly or yearly (D) Yearly or Biennially
76. At the GEI & GB an Advisory Committee is constituted to assist the _____ in the effective implementation of Guidance services.
- (A) Education Minister (B) Director of Employment
 (C) Vice-Chancellor (D) State Vocational Guidance Officer
77. The term “_____” refers to forms, schedules, informational materials, psychological tests and devices, designed for and used to facilitate the process of giving guidance.
- (A) “Factors” (B) “Techniques”
 (C) “Matters” (D) “Tools”

78. The reputation of the Employment Service for the integrity and impartiality is of paramount importance. Any action _____ which endanger this reputation must be eliminated.
- (A) Members of Staff (B) Applicants
(C) Public (D) Trade unions
79. Group discussions in the Employment Exchanges may be held _____ if the situation so requires.
- (A) Weekly (B) Daily
(C) More than once in a day (D) Fortnightly
80. Vocational Counselling consists of one or more interviews with the individual on the basis of the _____ supplied by the individual on the personal Information form.
- (A) Chart (B) Map
(C) Statistics (D) Bio-data
81. In Review of old cases, without successful submission history, of educated applicants who have been submitted unsuccessfully for _____ may also be done.
- (A) Three times or more (B) Four times or more
(C) Seven times or more (D) Five times or more
82. Summary of counselling interviews should be recorded inform :
- (A) VG – 1A (B) VG – 1C
(C) VG – 1 (D) VG – 63
83. VG – 1 cards should be retained for a period of:
- (A) Five years (B) Seven years
(C) Three years (D) Two years
84. The EO (VG) should select not less than _____ cases of individually guided applicants during each quarter for the preparation of case studies.
- (A) Three (B) Five
(C) Seven (D) Two
85. The case studies should be prepared in a _____ form giving essential bio-data, problems confronted, specific information supplied, techniques used in counselling etc.
- (A) Narrative (B) Speech
(C) Chart (D) Artistic
86. Two case studies prepared should be sent to the DGE & T and the State Director by the _____ of the month following the quarter to which the case studies relate.
- (A) 15th (B) 10th
(C) 30th (D) 7th

87. The Employment officer should organise exhibition of career information and literature particularly in different schools by rotation for a period of:
- (A) Two weeks (B) Two days
(C) One week (D) Five days
88. In the collection of occupational information, the transmission of information to the State Directorate and the DGE & T, as the case may be should be done before _____ of the month following the month during which the information has been collected.
- (A) 5th (B) 10th
(C) 20th (D) 15th
89. In order to be able to locate all the information in the files useful for a particular type of applicant, it is necessary to maintain:
- (A) Reference cards (B) Occupational cards
(C) Index cards (D) Identity cards
90. For a plan of Guidance work the EO (VG)/Dy. Chief UEI & GB should prepare in advance a broad plan of work every:
- (A) Year (B) Quarter
(C) Month (D) Week
91. In order to develop VG programme on sound lines and to ensure uniformity of standards, regular and frequent inspection of VG work to be done by:
- (A) U E I and G B (B) S E C O
(C) S V G O (D) S E M I O
92. The _____ should arrange regular training courses for Employment officers at State and all India levels.
- (A) N C E R T
(B) C I R T E S
(C) S V G O
(D) State Directorate and the D G E & T
93. VG – I cards should ordinarily be retained for a period of _____ from the date on which they were raised.
- (A) Five years (B) Three years
(C) Two years (D) One year

94. All instructions issued by the D G E & T are for official use only and it should:
- (A) Not to be disclosed to the public
 - (B) Not to be disclosed to the public without permission of the State Director
 - (C) Not to be disclosed to the Public without the permission of the DGE & T
 - (D) Not to be disclosed to the press
95. A checklist of points for inspection should be prepared by _____ for use in the inspection of V G units / U E I & G Bx.
- (A) Director of Employment
 - (B) Regional Dy. Director of Employment
 - (C) S V G O
 - (D) S E C O
96. It is the duty of the Employment Officer in-charge of each exchange to ensure that all instructions are fully implemented and any difficulties in the interpretation of instructions, it should be referred to:
- (A) N C E R T
 - (B) D G E & T
 - (C) C I R T E S
 - (D) State Director of Employment
97. In addition to instructions contained in the manual, procedural instructions are issued through the medium of Employment Exchange minutes. If any instruction is not received _____ should be addressed immediately.
- (A) Directorate General
 - (B) Director of Employment
 - (C) State Vocational Guidance Officer
 - (D) State Employment Market Information Officer
98. All EEMS are reviewed by the Directorate General of Employment and Training once in:
- (A) Two years
 - (B) A year
 - (C) Three years
 - (D) Five years
99. _____intelligently, interpret, according to local conditions the policies and procedures laid down by Government.
- (A) Employment officers
 - (B) Deputy Directors
 - (C) S V G O s
 - (D) Employment Director
100. _____ should be conscious of the fact that he is a public servant and he should render courteous, sympathetic and prompt service to employers and employment seekers irrespective of the status.
- (A) Employment Director
 - (B) S V G O
 - (C) Employment Officer
 - (D) Each member of the Staff

SPACE FOR ROUGH WORK

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