

DE-7/2021/72

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.**

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Maximum : 100 marks

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1. How long should a lapsed/placed index card in respect of a disabled person be retained for follow up purpose?
(A) 5 years (B) 3 years
(C) 2 years (D) 10 years
2. Street Survey is conducted with the assistance of :
(A) Clerks (B) Investigators
(C) Peons (D) Teachers
3. Period of service required for considering a person as “experienced” as per NESM is :
(A) 12 months (B) 3 months
(C) 4 months (D) 6 months
4. A Candidate attended for PSI could not be sponsored. The entry made in the case is :
(A) FTR (B) RNS
(C) RDO (D) EPN
5. Which of the following should be maintained permanently?
(A) X-79 (B) ERI
(C) EM-I Envelope (D) PWD-4
6. Validity of non-availability certificate issued to an employer is for :
(A) 12 months (B) 3 months
(C) 10 months (D) 6 months
7. Which among the following category of open candidate is eligible for age relaxation?
(A) D.G.E (S) (B) Sports Priority
(C) Inter-caste married (D) Ex service personnel
8. The exchange which submits applicants against a vacancy in another exchange area is referred to as :
(A) Vacancy Exchange (B) UEI & GB
(C) Applicant Exchange (D) C.G.C.

9. A vacancy of L.D Clerk notified from Panchayath is treated as a vacancy of :
- (A) State Government (B) Local Body
(C) State Government (Quasi) (D) Central Government
10. Age relaxation admissible to an ex-service personnel for unemployment period against a central government sector vacancy is :
- (A) 2 years (B) 1 year
(C) 5 years (D) 3 years
11. A vacancy with combined qualification of P&E and non P&E standard should be circulated from the :
- (A) District Employment Exchange
(B) Coaching cum guidance centre
(C) Professional and Executive Employment Exchange
(D) Town Employment Exchange
12. The form used by institutions for recommending disabled persons for employment is :
- (A) X-2A (B) PWD-3
(C) PWD-1 (D) X-42
13. A government employer who requests that his nominee be submitted against a vacancy notified by him is replied in form :
- (A) X-47 (B) X-17
(C) X-10 (D) X-56
14. An order card in which action has been completed is transferred to :
- (A) Live Register (B) Record Section
(C) EMI (D) Dead order register
15. Questionnaire on employment details are sent to an employer based on :
- (A) Dead Register (B) Live Register
(C) Order Card (D) Employers register
16. An employer of private sector Act establishment reported a vacancy to the employment exchange, but indicated that no submission is required, what follow up action would be suggested?
- (A) Submission action is initiated
(B) Order card is prepared with Sl. Number
(C) Requisition is returned to the employer
(D) Details in red ink is made in the X-64

17. The employer determines reservation in the category below :
- (A) Quasi Government (State) (B) Local body
(C) State Government (D) University
18. Which of the following category of vacancy is dealt with at the concerned town employment exchange?
- (A) Substitute contingent worker (B) L.D. Clerk
(C) Peon (D) L.D. Typist
19. Age relaxation admissible for a sports personnel of priority category in open is :
- (A) 5 years (B) 3 years
(C) 10 years (D) No age relaxation
20. Which of the following is considered as 'a true record of activities' of an employment exchange for the month?
- (A) Area employment market report
(B) M.N.R.
(C) MLRR
(D) Bulletin on job opportunities
21. The source of information for preparing E.S.1.6 is :
- (A) X-63 (B) Live Register
(C) E.R.I returns (D) X-64
22. Selection for reserved category is made first in respect of the following category :
- (A) Private (B) Local body
(C) Central Government (D) State Government
23. Age relaxation is not admissible in the case of a :
- (A) Divorcee (B) Widow
(C) Physically handicapped (D) Inter caste marriage
24. V.R.C.s are meant to give assistance to :
- (A) Scheduled castes/Scheduled tribes
(B) Ex-servicemen
(C) Physically handicapped
(D) Unemployed Freshers
25. Validity of select list is :
- (A) 5 years (B) 6 years
(C) 2 years (D) 3 years

26. In the paramedical vacancies (provisional) of the municipal common services candidate can be continued upto :
- (A) One year (B) Six months
(C) Below one year (D) Above one year
27. "RNCCI" (Released NCC Cadet Instructor) is a :
- (A) Not a 'Py' candidate (B) 'Py' candidate
(C) No relaxation (D) None of these
28. The mother of an unmarried women of 'STB' community 'aged above 18' will come under which category :
- (A) Priority (B) NPy
(C) ICMPy (D) None of above
29. The experience certificate from the foreign countries, in most of the cases, may not include all the required details. Can we enter the exp. Certificate?
- (A) Cannot be entered
(B) Can be entered if the certificate has the essential details
(C) Can be rejected
(D) None of these
30. A registrant of EE has got a job (either through EE or other source). He has to report the same at EE within :
- (A) 15 days (B) 30 days
(C) 60 days (D) 90 days
31. Which of the following authority can issue widow certificate to get priority through EEs?
- (A) Circle inspector (B) District Social Welfare officer
(C) Panchayath president (D) None of the above
32. In a caste certificate issued by village officer it is stated that the candidate belongs to "X Nadar" CSI. The candidate is eligible to get reservation (if below creamy layer) against _____ vacancies.
- (A) SG (B) CG
(C) Both CG and SG (D) None of the above
33. What is the maximum age relaxation that can be given to retrenched census employees 1991?
- (A) 10 years (B) one year
(C) 5 years (D) none of the above
34. A Central Government Employer has notified a provisional vacancy. State whether an ex-employee can be submitted :
- (A) cannot be submitted (B) can be submitted
(C) none of the above (D) refer to Directorate

35. A card to acknowledgement of vacancies notified by the employers :
- (A) X-47 (B) X-49
(C) X-45 (D) X-42
36. A Standard letter used to bring to the notice of the employer the omission / discrepancy of the return submitted by him :
- (A) X-89 (B) X-88
(C) X-87 (D) X-85
37. One vacancy has been notified with qualification as B.Sc. (Chemistry) with two years of experience as chemist; how can be the selection made?
- (A) can select as per seniority of B.Sc.
(B) can select as per seniority of experience
(C) selection can be made as per the last seniority of the academic and experience qualification
(D) can deal with the discretion of Employment Officer
38. In Part Time Contingent vacancies what is the maximum age limit for Ex-home guard volunteers :
- (A) 50 years (B) 60 Years
(C) 55 years (D) 65 years
39. The widows/divorced/unmarried priority candidate got appointment and then they got married. After marriage is there any provision to cancel the appointment?
- (A) Appointment can be cancelled
(B) No provision to cancel the appointment
(C) A writ can be moved
(D) The fact may be reported to the district collector
40. E.S 2.3 the half year return has to be dispatched on:
- (A) 3rd working day (B) 5th Working day
(C) 7th working day (D) 10th working day
41. NCC 'B & C' certificate holders can be given 'Py' for what?
- (A) Vacancy of B.D.O. (B) Vacancy of J.E.O.
(C) Vacancy of police constable (D) Vacancy of L.D.C.
42. What is a master copy? Define :
- (A) Copy of the despatched register
(B) A copy of ERI register
(C) A book register of the extract of 'ERII' filled up forms
(D) A copy of the vacancy details

43. Proof of residence is not required in the case of :
- (A) Transfer of registrations to other states
 (B) Fresh registration
 (C) Transfer within the state
 (D) None of these
44. Brief counselling given to an applicant at the time of registration is :
- (A) Self Registration (B) Employment Registration
 (C) Registration Guidance (D) Group Guidance
45. Which is not included in the special type of applicants?
- (A) Widow (B) Ex-serviceman
 (C) Foreign employed (D) Priority Groups
46. _____ is the covering letter used when forwarding a list of applicants to an employer.
- (A) X-56 (B) X-58
 (C) X-46 (D) X-49
47. The live order register should be examined by the employment officer :
- (A) Monthly (B) Daily
 (C) Weekly (D) Yearly
48. The registration number of applicants registered during recruitment drives is prefixed with the letter :
- (A) X (B) T
 (C) M (D) P
49. The form used as reminder to get the result of submission from the employer is :
- (A) X-59 (B) X-58
 (C) X-47 (D) X-43
50. Primary registration of an X/S is done at :
- (A) Central Employment Exchange (B) District Employment Exchange
 (C) Zilla Sainik Welfare Board (D) Employment Directorate
51. Details of contacts made with the employer should be recorded on :
- (A) EM I (B) ER I
 (C) ER II (D) EM II
52. Vacancy register should be closed :
- (A) Daily (B) Weekly
 (C) Monthly (D) Yearly

53. In respect of copies of advertisement received from the employers outside the purview of the Employment Exchange CNV Act, Employment Officer should follow the instructions of :
- (A) S.G. (B) State Director
(C) Employer (D) R.D.D.
54. Show cause notice send to an applicant to explain reasons for non-response to call letters twice :
- (A) X-43 (B) X-78
(C) X-78 B (D) X-75
55. According to NESM the record of registrations should be maintained for _____ years.
- (A) 5 (B) 10
(C) 20 (D) 25
56. Cases of candidates who fail to take up employment after selection :
- (A) Candidate should report to the Exchange within a period of one year or next renewal whichever is earlier
(B) Report within two years
(C) Report within six months
(D) Report within one year
57. If an employer rejects the applicants who are submitted the reason for such rejection should be entered in the order card as item No. :
- (A) 15 (B) 18
(C) 21 (D) 24
58. The maximum upper age limit (WUR) for central Government vacancies for a scheduled caste widow not remarried is :
- (A) 25 years (B) 30 years
(C) 45 years (D) 40 years
59. The due period for the receipt of the quarterly return (ER I) from employers :
- (A) 20 days (B) 30 days
(C) 40 days (D) 45 days
60. Government of India has accorded priority _____ to physically handicapped persons.
- (A) I (B) III
(C) II (D) II A
61. The National classification of occupation has been prepared on the basis of International Classification system recommended by :
- (A) I.L.O. (B) U.N.O
(C) World Bank (D) IMF

62. A registration shall be kept dormant after giving _____ regular submissions.
 (A) Two (B) Three
 (C) Four (D) Five
63. All vacancies notified to Employment Exchange should be recorded in :
 (A) X-63 (B) X-62
 (C) X-64 (D) X-65
64. The only one district in Kerala where submission ratio 1:10 is :
 (A) Eranakulam (B) Kollam
 (C) Thiruvananthapuram (D) Alappuzha
65. A candidate who belongs to open category registered his name in the Employment Exchange at the age of 43. State whether the candidate is eligible for submission against Part Time Contingent vacancy, if he is senior qualified :
 (A) Eligible
 (B) Not eligible
 (C) Can be considered with permission of Director
 (D) None of the above
66. A provisional vacancy (SG) reserved for ST category, there is no candidate available for submission. Submission will next be given to the candidate belonging to :
 (A) NARC (B) SC candidate
 (C) Open candidate (D) None of the above
67. For Employment Exchange registration experience certificate obtained from institutions under factories Act should be attested by :
 (A) Factory Inspector, Factories and Boilers
 (B) Joint Director, Factories and Boilers
 (C) Both (A) and (B)
 (D) Assistant Labour Officer grade II
68. A candidate is placed temporarily. What is the time limit fixed for considering him against a regular vacancy, without any verification ?
 (A) Two years (B) 3 years
 (C) One year (D) No time limit
69. An employer has notified a vacancy (daily wage) of 80 days duration. The vacancy is to be treated as :
 (A) Temporary (B) Provisional
 (C) Short term (D) Contract

70. An employment officer who inspected an establishment under Employment Exchange (CNV Act) signed (initial) below the attendance register of that establishment as proof of his inspection. Comment on his action :
- (A) His action is correct
 (B) He is not authorized to do so. He can only inspect and take copies of the relevant records
 (C) With the permission of Directorate of Employment he can do so
 (D) None of the above
71. Periodicity of DPER-I return :
- (A) Half yearly (B) Yearly
 (C) Quarterly (D) Biennially
72. For the successful implementation of the KAIVALYA scheme a _____ will be prepared.
- (A) DPR (B) Report
 (C) data bank (D) None of the above
73. A KAIVALYA self employment beneficiary is eligible to get :
- (A) Regular submission
 (B) Temporary submission if desires
 (C) Both (A) and (B)
 (D) None of the above
74. What is the interest rate of loan under Kaivalya scheme?
- (A) 4 % (B) 5 %
 (C) 3 % (D) no interest
75. District level committee Chairman of Kaivalya Self Employment scheme :
- (A) District Panchayat President (B) District Collector
 (C) District Employment Officer (D) Director of Employment
76. What is the full form of DCB in DCB statement?
- (A) Due Collection Balance (B) Demand Collection Balance
 (C) Debit Collection Balance (D) None of the above
77. What is the minimum educational qualification for Kaivalya self employment scheme?
- (A) VII Standard (B) No educational qualification
 (C) Ability to read and write (D) SSLC

78. Monthly return of PH candidate to be submitted to Directorate by SREO's is known as :
- (A) RPWD (B) RPH
(C) RDA (D) None of these
79. A candidate, who is a registrant of other state approaches an employment officer in this state to register his name. What is the action to be taken comment?
- (A) Ask him to produce cancellation certificate
(B) Allow him to register his name here after obtaining a declaration to the effect that his registration there will not be renewed in future
(C) Write a letter to Director for clarification
(D) None of the above
80. A candidate has got a provisional employment through Employment Exchange during his renewal grace period. During his tenure, his registration was lapsed for want of renewal. After getting relieving order he has approached Employment Exchange for Registration. State whether he is eligible to get old seniority?
- (A) Not eligible as his registration was not renewed
(B) Eligible to get old seniority
(C) He has to approach Director
(D) None of these
81. If not otherwise specified, the validity of a disability certificate in which it is mentioned that the disability is temporary is :
- (A) 3 years (B) 2 years
(C) 1 year (D) 5 years
82. An experience certificate from a self financing engineering college produced by a candidate. Who is the authority to countersign it?
- (A) Assistant Labour Officer
(B) Deputy Director of Technical Education
(C) Joint Director of Technical Education
(D) Principal Self Financing College
83. A candidate working on contract basis (through EE) and whose registration is in placement can be given regular submission if he satisfies the following condition :
- (A) A request from the candidate
(B) If he produce NOC from employer
(C) After getting permission from Director
(D) None of these
84. Smallest group in the NCO comprising of a number of similar or related occupation :
- (A) Group (B) Family
(C) Division (D) Sub Division

85. A number of similar positions in a particular industry/establishment combines together form a :
- (A) Occupation (B) Position
(C) Division (D) Job
86. The employment exchanges which are using computer will make use of _____ form for registration of all categories of job seekers.
- (A) XI C (B) XI B
(C) XI (D) XI A
87. All action has been completed in an order and Order Card has been transferred to dead order register. After that the employer appoints a few more persons from the list already submitted. Comment on how this additional placement can be recorded?
- (A) Additional placement entries can be made in the same order card which is kept in the Dead order register
(B) Get clarification from Director
(C) A fresh order card should be raised with order number and entries in the X-64 with cross reference of old ordercard in fresh X-2 and X-64
(D) None of the above
88. In the training admissions where employment is guaranteed on completion of training which amounts to placing state whether order cards to be opened :
- (A) Order cards should be opened in the normal manner
(B) No order card should be opened
(C) Seek clarification from Director
(D) None of these
89. Annual employment review report is published at the state level by the :
- (A) DGE & T (B) District Employment Officer
(C) CIRTES (D) S.E.M.I unit
90. The full form of 'CRR' is :
- (A) Communal Rotation Roaster
(B) Communities Reservation Register
(C) Community Registration Record
(D) Communal Registration Record
91. An occupation commonly known by other names also in other parts of the country is :
- (A) Standard title (B) Shortage occupations
(C) Occupational Title (D) Alternative title

92. A process aimed at enabling persons with disabilities to reach and maintain their physical, sensory, intellectual, psychiatric or social functional levels is denoted by the term :
- (A) Coaching (B) Rehabilitation
(C) Guidance (D) Training
93. The broadest classification of allied occupations is :
- (A) Division (B) Job
(C) Occupation (D) Group
94. Vacancy notified from a primary co-operative bank is considered in the sector of :
- (A) Private (B) State Government
(C) Local body (D) State Government (Quasi)
95. Registration of a candidate is lapsed only after giving intimation to the candidate in the case of a :
- (A) Divorce (B) P&E standard applicant
(C) Physically handicapped candidate (D) S/C
96. The maximum period of provisional service that a candidate sponsored against a SG vacancy of Peon can continue is :
- (A) 180 days (B) 60 days
(C) 179 days (D) 365 days
97. In the case of state vacancies the maximum age limit is :
- (A) 56 years (B) 50 years
(C) 60 years (D) 65 years
98. A form used in exchange for notifying vacancy to the central employment exchange :
- (A) X16 (B) X17
(C) X18 (D) X12
99. A deserted women has to produce certificate to the effect that there is no information about her husband for a period of :
- (A) 3 years (B) 5 years
(C) 7 years (D) 8 years
100. The first step in the programme of collection of employment market information is to construct a comprehensive register of :
- (A) Employment Seekers (B) Executive Officers
(C) Technical workers (D) Employers

SPACE FOR ROUGH WORK

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