

FINAL ANSWER KEY

Paper: The Kerala PSC Office Manual
Date of Test 05-05-2022

Question1:-External Arrears are checked by means of the call book and the

- A:-Personal register
- B:-Distribution Repr
- C:-Reminder Diary
- D:-None of the above

Correct Answer:- Option-C

Question2:-The remainder diary usually contains ----- pages.

- A:-12
- B:-10
- C:-15
- D:-None of the above

Correct Answer:- Option-A

Question3:-The call book shall be submitted for inspection to the _____ on the first working day of every month.

- A:-J.S (ESH)
- B:-Secretary
- C:-S.O
- D:-P.R.O

Correct Answer:- Option-B

Question4:-The reminder diary shall be prepared in ----- form.

- A:-printed
- B:-Litho printing
- C:-manuscript
- D:-none of the above

Correct Answer:- Option-C

Question5:-No paper shall be kept in the office for more than ----- days without the permission of the U.S/D.S as the case may be

- A:-5
- B:-15
- C:-21
- D:-10

Correct Answer:- Option-D

Question6:-The commission receive L.A. interpellations from ----- and should be responded urgently.

- A:-Legislature
- B:-R.O's
- C:-Dist. Offices
- D:-None of the above

Correct Answer:- Option-A

Question7:-The Section Officer of the section dealing with files shall ----- prepare in the prescribed form a list of files pending with superior officers for more than a fortnight and submit to the us/D.S as the case may be

- A:-every saturday
- B:-every monday
- C:-every 15th of the month
- D:-none of the above

Correct Answer:- Option-B

Question8:-The housekeeping section in the office is attached to ----- wing.

- A:-ESH
- B:-P.R.O
- C:-Examination
- D:-Accounts

Correct Answer:- Option-A

Question9:-Members of the staff are not permitted to use the office library during office hours other than for ----- purposes.

- A:-personal
- B:-organisational
- C:-official
- D:-none of the above

Correct Answer:- Option-C

Question10:-The Enquiry Register shall be put up to the Secretary for perusal

- A:-every two months
- B:-every year
- C:-every three months
- D:-every month

Correct Answer:- Option-D

Question11:-The work relating to the timely destruction of records is entrusted to ----- section.

- A:-establishment
- B:-records
- C:-exam
- D:-none of the above

Correct Answer:- Option-B

Question12:-A target of ----- files per day is fixed for the binders attached to records section.

- A:-160
- B:-100
- C:-150
- D:-none of the above

Correct Answer:- Option-A

Question13:------ is the drawing and disbursing officer in respect of all amounts drawn towards pay, allowance and the contingent expenditure of the head office.

- A:-Controller of exams
- B:-A.S, Exams
- C:-Controller of finance
- D:-None of the above

Correct Answer:- Option-C

Question14:-The register of allotment of funds is maintained in the ----- section.

- A:-P.R.O
- B:-Accounts
- C:-Exam
- D:-None of the above

Correct Answer:- Option-B

Question15:-The period allowed for the settlement of various advances shall be with in ----- months from the date of encashment of the advance.

- A:-five
- B:-six
- C:-four
- D:-three

Correct Answer:- Option-D

Question16:----- is the Authority for the declaration of Probation of the employees.

- A:-P.R.O
- B:-A.S (EsH)
- C:-The Secretary
- D:-None of the above

Correct Answer:- Option-C

Question17:-Part ----- of Kerala service rules deal with the pension scheme.

- A:-III
- B:-II
- C:-I
- D:-IV

Correct Answer:- Option-A

Question18:-National Pension Scheme is mandatory for the employees who are appointed in the State Govt. Department on or after

- A:-1-7-2013
- B:-1-4-2013
- C:-1-1-2013
- D:-none of the above

Correct Answer:- Option-B

Question19:----- is entrusted with the auditing of accounts and registers of K.P.S.C.

- A:-C.F
- B:-J.S (I.Co)
- C:-A.G, Kerala
- D:-None of the above

Correct Answer:- Option-C

Question20:-The system of OMR application was introduced by the commission in the year

- A:-2000
- B:-2001
- C:-2002
- D:-2003

Correct Answer:- Option-D

Question21:-All offices of the Commission have been brought under a single and secured network by establishing a process called _____.

- A:-BPN
- B:-VPN
- C:-APN
- D:-None of the above

Correct Answer:- Option-B

Question22:-The District Office of the Commission _____ was inaugurated as the first fully computerized office on 20.10.2014

- A:-Trivandrum
- B:-Kollam
- C:-Kasaragod
- D:-Kottayam

Correct Answer:- Option-C

Question23:-There are many modules in _____ software. One Time Registration (OTR) is one among them.

- A:-Thulasi
- B:-Sutharyam
- C:-Spark
- D:-None of the above

Correct Answer:- Option-A

Question24:-_____ is the Head of the Office.

- A:-A.S. (Rectt)
- B:-The Chairman
- C:-C.E.
- D:-The Secretary

Correct Answer:- Option-D

Question25:-In the Office of the K.P.S.C., Stationery articles and forms are supplied from the _____ section.

- A:-EsH
- B:-Record
- C:-PRO
- D:-Exam

Correct Answer:- Option-B

Question26:-An interval of _____ minutes is allowed for the employees for lunch in the noon time.

- A:-30
- B:-60
- C:-45
- D:-none of the above

Correct Answer:- Option-C

Question27:-The _____ is the Internal Vigilance Officer of the Commission.

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

Correct Answer:- Option-A

Question28:-There is _____ late leave permission.

- A:-30 mts
- B:-60 mts
- C:-no
- D:-45 mts

Correct Answer:- Option-C

Question29:-A member of the staff making any representation to the Commission shall submit it through the _____.

- A:-J.S. (EsH)
- B:-C.E.
- C:-P.S. to Chairman
- D:-Secretary

Correct Answer:- Option-D

Question30:-In the office of the P.S.C., the office garden shall be neatly maintained and _____ shall see to that the Gardeners attend to their work regularly and punctually.

- A:-The Secretary
- B:-The Sergeant
- C:-The J.S. (EsH)
- D:-None of the above

Correct Answer:- Option-B

Question31:-The Sections in _____ using in entrusted for the preparation of Agenda for Commission Sittings.

- A:-Public Relations
- B:-Estt.
- C:-R and A
- D:-Exam

Correct Answer:- Option-C

Question32:-According to the existing procedure, the Annual Report of the Commission has to be presented to the Governor directly by the _____ of each year.

- A:-15th July
- B:-1st July
- C:-1st January
- D:-31st December

Correct Answer:- Option-A

Question33:-The Right to information Act was passed in the year _____.

- A:-2001
- B:-2005
- C:-2010
- D:-None of the above

Correct Answer:- Option-B

Question34:-The K.P.S.C. Manual Came in to force in the year _____.

- A:-1956
- B:-1972
- C:-1977
- D:-None of the above

Correct Answer:- Option-C

Question35:-The Section in the _____ wing is entrusted with the work of Manual, and shall maintain a soft copy of the manual in the computer.

- A:-P.R.
- B:-Exam
- C:-Recruitment
- D:-R and A

Correct Answer:- Option-D

Question36:-The K.P.S.C. Came in to effect in the year _____

- A:-1947
- B:-1956
- C:-1950
- D:-None of the above

Correct Answer:- Option-B

Question37:-In 1959, the number of members in the KPSC was only _____.

- A:-Three
- B:-Six
- C:-Five
- D:-Seven

Correct Answer:- Option-C

Question38:-The K.P.S.C. have _____ Regional offices.

- A:-3
- B:-4
- C:-5
- D:-6

Correct Answer:- Option-A

Question39:-The work relating to recruitment to uniformed posts in departments like Police, Excise etc is dealt with in _____ section.

- A:-KFR
- B:-NFR
- C:-DFR
- D:-UFR

Correct Answer:- Option-D

Question40:-The central server for online examinations is kept under the custody and supervision of _____.

- A:-The Secretary
- B:-A.S. (Exam)
- C:-C.E.
- D:-None of the above

Correct Answer:- Option-C

Question41:-The main function of R & A wing is the _____.

- A:-Issue of K.P.S.C. Manual
- B:-Co-ordination, planning and monitoring of selection operations
- C:-To arrange the printing of P.S.C. notifications
- D:-None of the above

Correct Answer:- Option-B

Question42:-The Attendance Management Section (AMS) functions under _____.

- A:-EsH wing
- B:-R & A wing
- C:-Exam wing
- D:-None of the above

Correct Answer:- Option-A

Question43:-The Internal Audit wing deals with the inspection of the _____ of the Head office, D.O's and R.O's.

- A:-Rotation matters
- B:-Examination matters
- C:-Financial transaction
- D:-None of the above

Correct Answer:- Option-C

Question44:-The One Time Registration (OTR) of Departmental Exams has been introduced in the year _____.

- A:-2001
- B:-2010
- C:-2005
- D:-2011

Correct Answer:- Option-D

Question45:-The District Officer of the Commission is in the rank of a _____.

- A:-A.S.
- B:-D.S.
- C:-J.S.
- D:-U.S.

Correct Answer:- Option-B

Question46:-_____ is in the charge of the Enquiry section at the Head Office and those in the Regional Offices.

- A:-P.R.O.
- B:-Head Typist
- C:-Enquiry Officer
- D:-None of the above

Correct Answer:- Option-C

Question47:-_____ is one of the principal functions of a section officer.

- A:-Training to the Assts.
- B:-Entries in P.R.
- C:-Maintenance of Attendance Regr.
- D:-None of the above

Correct Answer:- Option-A

Question48:-_____ to the Chairman shall Assist the Chairman in the day to day Office managerial functions and do all the work entrusted by the Chairman from time to time.

- A:-C.A. to Chairman
- B:-S.O. to Chairman
- C:-P.S. to Chairman
- D:-None of the above

Correct Answer:- Option-C

Question49:-_____ shall provide necessary training to the Technical Assistants.

- A:-System Analyst
- B:-Hardware Engineer
- C:-J.S. (Advice)
- D:-None of the above

Correct Answer:- Option-B

Question50:-It is the duty of the _____ to see that all the computers, printers and other electronic devices work properly.

- A:-P.S. to Chairman
- B:-O.S.
- C:-S.O., EsH.
- D:-Technical Assistant

Correct Answer:- Option-D

Question51:-_____ shall execute the data entry and D.T.P. work as per the directions of their controlling officers.

- A:-Clinical Assistant
- B:-Data Entry Operator
- C:-Programmer
- D:-None of the above

Correct Answer:- Option-B

Question52:-_____ with chairman and members are Co-terminus.

- A:-P.S. to Chairman
- B:-C.A. to Chairman / Members
- C:-Driver Cum - Office Attendants
- D:-None of the above

Correct Answer:- Option-C

Question53:-The Regional Offices of the Commission Started functioning w.e.f _____.

- A:-1995
- B:-2005
- C:-1956
- D:-1972

Correct Answer:- Option-A

Question54:-The Regional Officer should convene a meeting of the Officers under him before _____ of every month to evaluate the progress of selection.

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

Correct Answer:- Option-D

Question55:-The Early Permission in the District Offices of the Commission are sanctioned by _____.

- A:-R.O.
- B:-District Officer
- C:-U.S.

D:-None of the above

Correct Answer:- Option-B

Question56:-Unless specifically ordered by the District Officer, the _____ shall sign all fair copies of the outgoing communications.

A:-S.O.

B:-O.S.

C:-U.S.

D:-None of the above

Correct Answer:- Option-C

Question57:-Whenever there is a change of system supervisor or System Assistant, the R.O./D.O. shall inform the change to the _____.

A:-JS (DR)

B:-J.S. (R and A)

C:-AS (Exam)

D:-None of the above

Correct Answer:- Option-B

Question58:-Communications to the Vigilance cell shall be addressed to the V and S.O. and shall be _____ form.

A:-Letter

B:-U.O. Note

C:-Proceedings

D:-None of the above

Correct Answer:- Option-A

Question59:-In the Office of the KPSC, the duty time of full time sweeper-cum-sanitation workers will be _____.

A:-10 am to 5 pm

B:-8 am to 5 pm

C:-9 am to 6 pm

D:-8 am to 12 noon and 2 pm to 4.30 pm

Correct Answer:- Option-D

Question60:-The V and SO is generally an officer of the _____ Dept.

A:-Excise

B:-Police

C:-Finance

D:-None of the above

Correct Answer:- Option-B

Question61:-Any reference issued from the office which originates the file is called _____.

A:-Flagging

B:-Issue

C:-Arising reference

D:-None of the above

Correct Answer:- Option-C

Question62:-E.D.P. means _____.

A:-Effective District Problem

B:-Extra Departmental Processing

C:-Electronic Data Processing

D:-None of the above

Correct Answer:- Option-C

Question63:-All Communications received in the office, which are official, unofficial or Demi-official are until registry known as _____.

A:-Tappal

B:-Short List

C:-Current

D:-None of the above

Correct Answer:- Option-A

Question64:-Candidates discharged from service for want of vacancies to accommodate them and to be readvised or reappointed as per Rule _____ of the K.S. and SSR.

A:-7

B:-17

C:-10

D:-None of the above

Correct Answer:- Option-A

Question65:-All the offices of the Commission are exclusively connected with a network of computers called _____.

A:-V.P.N.

B:-Web mail

C:-K-DOCMAN

D:-None of the above

Correct Answer:- Option-A

Question66:-The Requisition Register shall be inspected by the JS/R.O/D.S on the _____ of every week.

A:-2nd

B:-First

C:-Last

D:-None of the above

Correct Answer:- Option-B

Question67:-While making advice of candidates for recruitment, the first step towards filling up of vacancies is to verify whether any candidate is available _____.

A:-N.J.D. Regr

B:-NCA Regr

C:-in the thrown out Register

D:-None of the above

Correct Answer:- Option-C

Question68:-Prior to the issuance of notification (inviting application), _____ and _____ should be verified to avoid duplication.

A:-NCA and NJP Regr.

B:-Thrown out and NJD Regr.

C:-P.R. and Requisition Regr.

D:-Ranked List Regr. and Notification Regr.

Correct Answer:- Option-D

Question69:-_____ section is entrusted with the consolidation of notifications.

A:-R and A

B:-EsH

C:-Advice
D:-None of the above
Correct Answer:- Option-A

Question70:-All draft notifications for approval of the Commission should be routed through the _____.

A:-J.S. (EsH)
B:-C.E.
C:-Secretary
D:-None of the above
Correct Answer:- Option-C

Question71:-The photograph of a candidate uploaded satisfying the specific conditions shall have _____ years validity from the date of photography.

A:-5
B:-10
C:-15
D:-None of the above
Correct Answer:- Option-B

Question72:-_____ should periodically check and insure that online application system is working efficiently.

A:-System Manager (EDP)
B:-Technical Assistant
C:-Hardware Engineer
D:-None of the above
Correct Answer:- Option-A

Question73:-The commission introduced online application system from _____ onwards.

A:-2001
B:-2002
C:-2005
D:-2007
Correct Answer:- Option-D

Question74:-During the scrutiny of applications _____ will pass orders regarding admission of applications.

A:-Assistant S.O.
B:-The Section Officer
C:-P.R.O.
D:-None of the above
Correct Answer:- Option-B

Question75:-Pass in standard _____ will be considered as literate in the Regional Language.

A:-IV
B:-II
C:-III
D:-None of the above
Correct Answer:- Option-A

Question76:-The quota for differently abled will be applicable only for _____

A:-Special Rectt
B:-General Recruitment
C:-All Recruitments
D:-None of the above
Correct Answer:- Option-B

Question77:-Extra marks to meritorious sportsmen is limited to _____% for all the items put together.

A:-40
B:-35
C:-20
D:-None of the above
Correct Answer:- Option-B

Question78:-All candidates admitted for interview will be considered for inclusion in the Ranked List, except those who fail to secure a minimum of _____% of marks at the interview.

A:-20
B:-30
C:-40
D:-None of the above
Correct Answer:- Option-A

Question79:-For posts included in the LGS, turn _____ will be allotted to Hindu Nadar.

A:-38 N
B:-80 N
C:-60 N
D:-None of the above
Correct Answer:- Option-C

Question80:-The requisition for advice on rectt. of candidates from the readily available List shall normally be satisfied within _____ days from the date of receipt in the concerned section.

A:-Seven
B:-Ten
C:-Fifteen
D:-Five
Correct Answer:- Option-D

Question81:-_____ Colour ink shall be used by the secretary for making official correspondence.

A:-Pink
B:-Red
C:-Green
D:-None of the above
Correct Answer:- Option-A

Question82:-No note shall end at the _____ of a page.

A:-top
B:-middle
C:-margin
D:-extremity
Correct Answer:- Option-D

Question83:-Generally _____ shall not offer opinions and suggestions in the notes submitted.

- A:-US/DS
- B:-Assistants / S.O.
- C:-J.S./A.S
- D:-None of the above

Correct Answer:- Option-B

Question84:-D.F.A. means _____.

- A:-Draft For Approval
- B:-a computer word
- C:-a selection process
- D:-None of the above

Correct Answer:- Option-A

Question85:-The communications to Registrar of universities shall be in _____ form.

- A:-U.O. note
- B:-Proceedings
- C:-Memo
- D:-Letter

Correct Answer:- Option-D

Question86:-All press notes/press releases issued by the commission shall be in the name of the _____.

- A:-P.R.O.
- B:-Secretary
- C:-C.E.
- D:-None of the above

Correct Answer:- Option-B

Question87:-Copies of orders on disciplinary cases relating to officers of the staff of the commission shall be signed by the _____.

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

Correct Answer:- Option-A

Question88:-K-Disposals are those that are to be destroyed after _____ years.

- A:-5
- B:-10
- C:-3
- D:-None of the above

Correct Answer:- Option-C

Question89:-_____ disposals are those that are to be sent out in original.

- A:-N
- B:-R
- C:-K
- D:-None of the above

Correct Answer:- Option-A

Question90:-The first thing to do when writing an index title is to select the _____.

- A:-Disposal
- B:-Head
- C:-Matter
- D:-None of the above

Correct Answer:- Option-B

Question91:-One of the _____ authorised by the commission shall be the authority competent to make appointments, promotions and transfers in respect of class III and class IV officers.

- A:-U.S.
- B:-J.S.
- C:-D.S.
- D:-A.S.

Correct Answer:- Option-D

Question92:-_____ is the head of the department.

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

Correct Answer:- Option-A

Question93:-The present strength of the KPSC is _____.

- A:-3
- B:-7
- C:-15
- D:-21

Correct Answer:- Option-D

Question94:-The whole establishment of the KPSC is a _____ one as provided in Rule 173, KTC.

- A:-Provisional
- B:-Provincial
- C:-Promotional
- D:-None of the above

Correct Answer:- Option-B

Question95:-The duty relating to hoisting and lowering of National Flag in the office buildings is entrusted to the _____.

- A:-S.O. EsH
- B:-U.S. (EsH)
- C:-Enquiry Officer
- D:-The Sergeant

Correct Answer:- Option-D

Question96:-The Security Guards work under the direct control of _____, in the H.Q.

- A:-The Sergeant
- B:-V and S.O.
- C:-US, Estt
- D:-None of the above

Correct Answer:- Option-A

Question97:-In personal Register Contains _____ Columns.

- A:-5
- B:-10
- C:-12
- D:-15

Correct Answer:- Option-D

Question98:-The the office of the KPSC, there are _____ Tappal sections.

- A:-3
- B:-4
- C:-5
- D:-None of the above

Correct Answer:- Option-C

Question99:-The Librarian working in the office of the KPSC is an Officer _____.

- A:-on deputation
- B:-on regular basis
- C:-Provisional appt.
- D:-None of the above

Correct Answer:- Option-A

Question100:- _____ shall ensure that the staff under their control are wearing Identity cards during office hours.

- A:-P.R.O.
- B:-J.S. (EsH)
- C:-Controlling Officers
- D:-None of the above

Correct Answer:- Option-C