A

Series **A**

CODE : EEM – 3/23

Write here Roll Number and Answer Sheet No.

Question Booklet Sl. No.

Roll No. | | | | | | | |

Answer Sheet No. | | | | | | | |

Duration : 3 Hours

Total Marks : 300

Declaration by Invigilator :
I Certify that I have checked that the Roll Number and the Answer Sheet Number written by the Candidate on the question paper and the OMR Sheet are correct and the Answer Sheet Number matches the Question Booklet Number exactly.

Signature of the Invigilator with Name

Declaration by Candidate :
I undertake not to employ any unfair means in this exam. I have checked the Question Booklet Number and the Answer Sheet Number and both are identical and have been correctly entered by me wherever indicated.

Signature of the Candidate with Name

Read the following instructions carefully before you begin to answer the questions.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The Roll No. is a **7** digit No., the candidate needs to circle the Roll No. in the Answer Sheet.
2. The appropriate Circle should be shaded for Roll No. This should be done carefully because only the shaded circles are scanned.
3. Valuation of Answer Sheet will be done on the computer. Candidate should not make any stray marks on the Answer Sheet, tamper with or mutilate it. Otherwise it will not be evaluated.
4. Please check all the pages of the Booklet carefully. In case of any defect, please ask the Invigilator for replacement of the Booklet.
5. You must not tear off or remove any sheet from this Booklet. The Answer Sheet must be handed over to the Invigilator before you leave the Examination Hall.
6. All questions are compulsory and each Question carries **2** marks.
7. **There is no negative marking.**
8. This Booklet contains 150 questions. Candidates must note that there will be 3 Sections in the question paper :

Sections	Test Components	No. of Questions	Page No.
A	General English	1-50	5-11
B	General Knowledge	51-100	12-16
C	Office Procedure	101-150	17-23

9. Use of Calculator/Palmtop/Laptop/Other Digital Instrument/Mobile/Cell Phone/Pager is **not** allowed.
10. Candidates found guilty of misconduct/using unfair means in the Examination Hall will be liable for appropriate penal/legal action.
11. **No Rough Work is to be done on the Answer Sheet and only single OMR Answer Sheet will be provided.**
12. This booklet contains **24** pages.
13. **Directions** : Each question or incomplete statement is followed by four alternative suggested answers or completions. In each case, you are required to select the one that correctly answers the question or completes the statement and blacken (●) appropriate circle a, b, c or d by Black Ball-Point Pen provided by the board against the question concerned in the Answer Sheet.
14. Mark your answer by shading the appropriate circle against each question. The circle should be shaded completely without leaving any space. The correct method of shading is given below.

Wrong Method	Wrong Method	Wrong Method	Correct Method
○ ⊗ ○ ○	○ ⊘ ○ ○	○ ◉ ○ ○	○ ● ○ ○

The Candidate must mark his/her response after careful consideration, as it is not possible to change the response once it is marked.

15. There is only one correct answer to each question. You should blacken (●) the circle of the appropriate column, viz., a, b, c or d. If you blacken (●) more than one circle against any one question, the answer will be treated as wrong.
16. Use the space for rough work given at the beginning of the Question Booklet only and not on the Answer Sheet.
17. **You are NOT required to mark your answers in this Booklet. All answers must be indicated in the Answer Sheet only.**

A

DO NOT WRITE HERE

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK

SECTION – A
(General English)

1. Fill in the blank with appropriate phrasal verbs from the alternatives given below it.

   It is not easy to _____ when one is beset with difficulties on all sides.

   (a) bear with
   (b) bear out
   (c) bear up
   (d) bear down

2. Choose appropriate synonym for the given word from the alternatives given below it.

   Crisis

   (a) Difficulty
   (b) Solve
   (c) Forgery
   (d) Desertion

Direction (Q.No. **3** and Q.No. **4**) : Choose the antonym of the given word from the alternatives given below them.

3. Brutality

   (a) Sharp
   (b) Humanity
   (c) Promote
   (d) Cowardice

4. Diligent

   (a) lazy
   (b) advanced
   (c) immigration
   (d) split

Direction (Q.No. **5** to Q.No. **7**) : Choose the appropriate meaning of the underlined idiomatic expressions in each sentence from the alternatives given below them.

5. 15^{th} August is <u>a red letter day</u> in the history of our nation.

   (a) to increase
   (b) an important day
   (c) difficult thing/person to deal with
   (d) influence

6. The cricket match ended up creating bad blood between the two teams.
   (a) a feeling of enmity
   (b) easy and comfortable
   (c) to make a great impression
   (d) difficult thing/person to deal with

7. He is a young man of great courage and will take the bull by the horns.
   (a) taking bulls horns
   (b) to face difficulty boldly
   (c) to accomplish two tasks in one attempt
   (d) to destroy growth

Direction (Q.No. 8 to Q.No. 11) : Fill in the blanks with appropriate articles/ determiners from the alternatives given below them.

8. He is _____ ablest man in town.
   (a) a (b) an
   (c) the (d) none of these

9. It is _____ useful tool.
   (a) a (b) an
   (c) the (d) none of these

10. _____ boys passed with distinction.
   (a) Little (b) A few
   (c) Any (d) Whole

11. _____ discussion will be held in the office of the Principal.
   (a) Farther (b) Few
   (c) Further (d) Many

Direction (Q.No. 12 to Q.No. 15) : Spot the correct spelling and choose the correctly spelt word given below.

12. (a) Commemmorate (b) Commemorate
   (c) Comemmorate (d) Comemorate

13. (a) Failar (b) Faliar
(c) Failure (d) Feluore

14. (a) Etiquate (b) Etiquette
(c) Ettiquete (d) Ettiquette

15. (a) Fermentation (b) Farmentasion
(c) Fermentason (d) Formentation

Direction (Q.No. **16** to Q.No. **21**) : Fill in the blanks with appropriate question tags from the alternatives given below them.

16. His methods can be good, _____ ?
(a) is it not (b) isn't it (c) can't they (d) won't they

17. Let's buy a new mobile phone with the annual bonus, _____ ?
(a) shall we (b) could we (c) can we (d) isn't it

18. You called on her when she was not at home, _____ ?
(a) don't you (b) didn't you (c) didn't she (d) did you

19. Boss comes here often, _____ ?
(a) don't he (b) does he (c) doesn't he (d) did he

20. Those are your new books, _____ ?
(a) are they (b) aren't they (c) is it (d) isn't it

21. They have bought a new bike, _____ ?
(a) haven't they (b) don't they
(c) have they (d) do they

Direction (Q.No. **22** to Q.No. **25**) : Give one word substitutes for the following from the alternatives given below them.

22. A place for keeping birds
(a) apiary (b) aviary
(c) kiln (d) hangars

23. A very successful film
(a) bon vivant (b) boulevard
(c) blockbuster (d) black hole

24. A small bed for a baby
(a) den (b) cradle (c) cuisine (d) dome

25. A former student of a school or college
(a) alumnus (b) athletic (c) apprentice (d) ascetic

Direction (Q.No. **26** to Q.No. **29**) : Each of the following sentences has been split into four parts and the parts have been presented in a jumbled form. Choose the best order from among the four options (a), (b), (c) and (d) which produces the original sentence.

26. (1) this new method
(2) evolved
(3) it was out of
(4) his truthful way of living that
(a) 1, 4, 3, 2 (b) 2, 1, 3, 4 (c) 3, 4, 1, 2 (d) 3, 1, 4, 2

27. (1) it becomes difficult
(2) satisfying our desire
(3) once we set about
(4) if not impossible to restrain them
(a) 1, 3, 2, 4 (b) 3, 2, 1, 4 (c) 4, 2, 1, 3 (d) 2, 1, 3, 4

28. (1) accidents are bound to happen
(2) occasionally
(3) though
(4) despite everyone's best efforts
(a) 3, 1, 2, 4 (b) 1, 2, 3, 4 (c) 4, 1, 3, 2 (d) 3, 2, 4, 1

29. (1) the steam engine
(2) was an original idea
(3) by James Watt
(4) the invention of
(a) 2, 3, 4, 1 (b) 3, 2, 4, 1 (c) 1, 2, 4, 3 (d) 4, 1, 3, 2

Direction (Q.No. **30** to Q.No. **39**) : Fill in the blanks with appropriate words from the alternatives given below them.

30. _____ Salim was angry, he went on smiling.
(a) But (b) Though
(c) Because (d) For

31. There is a bridge _____ the river.
(a) over (b) at (c) to (d) in

32. The boy dived _____ the pool.
(a) at (b) into
(c) behind (d) after

33. Ritu _____ tired today.
(a) look (b) looks
(c) looking (d) none of these

34. We _____ on a vacation next week.
(a) going (b) are going (c) went (d) gone

35. They _____ spoken to him.
(a) have (b) has (c) does (d) are

36. There _____ someone waiting to meet you.
(a) is (b) am (c) are (d) does

37. You and I _____ been friends for a very long time, haven't we ?
(a) have (b) has (c) had (d) will

38. He _____ trying to crack the entrance exam for more than five years before he decided to give up.
(a) had been (b) being
(c) have been (d) has been

39. Mr. Mehta had _____ left when I phoned.
    (a) already (b) yet
    (c) all ready (d) none of these

Direction (Q.No. **40** and Q.No. **41**) : Change the following sentences into passive voice.

40. I play cricket with my friends.
    (a) Cricket is played by me with my friends.
    (b) Cricket was played by me with my friends.
    (c) I play with my friends cricket.
    (d) Cricket plays with my friends and me.

41. Let him sing a song.
    (a) Let a song to be sung by him.
    (b) Let a song be sung by him.
    (c) Let him a song to be sung.
    (d) You are requested to let him sing a song.

Direction (Q.No. **42** and Q.No. **43**) : Change the following sentences into reported speech.

42. I said to her, "He is a good boy".
    (a) I told her that he is a good boy.
    (b) I told her that he was a good boy.
    (c) I asked her that he is a good boy.
    (d) I asked her that he was a good boy.

43. He said to me, "where are you going ?"
    (a) He asked me where I was going.
    (b) He told me where I was going.
    (c) He said to me where I am going.
    (d) He asked me where I am going.

Direction (Q.No. **44** to Q.No. **46**) : In each sentence below, a group of words has been underlined. Below each four choices (a), (b), (c) and (d) are given. Choose the one which can substitute the underlined group of words correctly, without changing the meaning of the sentence.

44. Shanthi prepares tea, works on computer and <u>then doing her homework.</u>
    (a) doing then her homework
    (b) then is doing her homework
    (c) doing her homework then
    (d) then does her homework

45. The floods that came last year <u>was devastating more</u> than the ones this year.
    (a) were more devastating
    (b) was devastated more
    (c) were devastating more
    (d) were more devastated

46. <u>I have never been hearing</u> from her since she left this city.
    (a) was never heard
    (b) have never been heard
    (c) had never been heard
    (d) have never heard

Direction (Q.No. **47** and Q.No. **48**) : In each of the following questions we have sentence given in four parts. Read each sentence to find out whether there is any error in it. The error, if any, will be in one part of the sentence, the alphabet of that part is the answer.

47. Neither Prannoy nor his wife/were aware/of the arrangements made/
    (a) (b) (c)
    for their journey.
    (d)

48. Though he lives in Chennai/he speaks/not only Tamil/but Telugu as well.
    (a) (b) (c) (d)

Direction (Q.No. **49** and Q.No. **50**) : Fill in the blanks with suitable collective noun from the given choices.

49. A _____ of people.
    (a) crew (b) crowd (c) bunch (d) volley

50. A _____ of stamps.
    (a) council (b) collection (c) crowd (d) crew

SECTION – B
(General Knowledge)

51. Who is the 79th Grand Chess Master of India ?
(a) V. Pranav (b) Pranesh M.
(c) Koustav Chatterjee (d) Mitrabhaguha

52. Who is the present Speaker of Lok Sabha ?
(a) Jagadeep Dhankhar (b) Om Birla
(c) Sunil Kumar Mondal (d) None of these

53. Which of the following Instrument is used for recording earthquake waves ?
(a) Barograph (b) Pantograph
(c) Seismograph (d) None of the above

54. What is the SI unit of electric current ?
(a) Newton (b) Joule (c) Ampere (d) Hertz

55. 0° longitude is called as
(a) Prime meridian (b) Equator
(c) International date line (d) None of the above

56. Which is the border line between India and China ?
(a) McMahon line (b) Radcliff line
(c) Durand line (d) 38th parallel line

57. How much percentage of nitrogen is present in the atmosphere ?
(a) 72% (b) 88% (c) 78% (d) 68%

58. What is the full form of NATO ?
(a) North Atlantic Treaty Organization
(b) North Atlantic Trade Organization
(c) North Arctic Trade Organization
(d) None of the above

59. What is the chemical formula for the acetic acid ?
(a) HCOOH (b) HNO_3 (c) H_2SO_4 (d) CH_3COOH

60. Which was the language of administration under the Delhi Sultans ?
(a) Hindi (b) Persian
(c) Pali (d) None of the above

61. Which of the following metal is liquid when it is kept in room temperature ?
(a) Bromine (b) Carbon (c) Mercury (d) Chromium

62. Which of the following Schedule is related to languages mentioned in Constitution of India ?
(a) First Schedule (b) Ninth Schedule
(c) Fourth Schedule (d) Eighth Schedule

63. Which is the capital city of Russia ?
(a) Havana (b) Helsinki (c) Dhaka (d) Moscow

64. Which of the following National Park is famously known as floating National Park ?
(a) Bhitarkanika National Park (b) Keibul Lamjao National Park
(c) Jim Corbett National Park (d) Kaziranga National Park

65. National Doctor's Day is celebrated on
(a) July 6 (b) March 16 (c) September 14 (d) July 1

66. Where is the Dudhsagar falls located ?
(a) Tamil Nadu (b) Kerala
(c) Goa (d) Madhya Pradesh

67. The Sabarmati river originates from
(a) Aravalli Hills (b) Anantagiri Hills
(c) Ajodhya Hills (d) Mahendragiri

68. When was World Trade Organization came into existence ?
(a) 24 October 1945 (b) 1 January 1995
(c) 16 November 1945 (d) None of the above

69. How many permanent members are there in the United Nations Security Council ?
(a) Three (b) Two (c) Five (d) Six

70. Snake boat races are associated with which of the following State ?
(a) Tamil Nadu (b) Maharashtra
(c) Odisha (d) Kerala

71. Who is popularly known as Milk Man of India ?
(a) M. S. Swaminathan (b) Verghese Kurien
(c) Sundarlal Bahuguna (d) None of the above

72. December 10 is observed as
(a) World Health Day (b) Human Rights Day
(c) UN Day (d) None of the above

73. Which dam is tallest dam in India ?
(a) Tehri dam (b) Hirakud dam
(c) Bhakra Nangal dam (d) Sardar Sarovar dam

74. Who is the present Chief Executive Officer of NITI Aayog ?
(a) Amitabh Kant (b) Maya Ram
(c) B. V. R. Subrahmanyam (d) None of the above

75. How many High Courts are there in India ?
(a) 26 (b) 25
(c) 30 (d) None of the above

76. The new States of Chhattisgarh, Uttarakhand and Jharkhand were created in
(a) 1999 (b) 2001 (c) 2002 (d) 2000

77. 'Pyorrhea' is a disease of the
(a) gums (b) heart (c) lungs (d) nose

78. The Reserve Bank of India was set up on
(a) 1 April 1935 (b) 1 January 1949
(c) 1 April 1949 (d) None of the above

79. Who is the Father of Banking Reforms in India ?
(a) Manmohan Singh (b) Sam Pithroda
(c) Dr. V. Krishnamurthy (d) Maidavolu Narasimham

80. The recently Oscar Award winning documentary short film "The Elephant Whisperers" is a story of which of the following couple ?
(a) Lakshmi and Alok (b) Waseem and Ayesha
(c) Bomman and Bellie (d) None of the above

81. Uber Cup is associated with which sports ?
(a) Football (b) Hockey
(c) Badminton (d) None of the above

82. Which State has the Largest Forest cover in India as per 2021 Forest Survey Report ?
(a) Maharashtra (b) Madhya Pradesh
(c) Jharkhand (d) Andhra Pradesh

83. Mughal Emperor Humayun was born in the year
(a) 1508 (b) 1607 (c) 1507 (d) None of these

84. Samsung is the company of which Country ?
(a) South Korea (b) Namibia
(c) USA (d) None of the above

85. Alexander III died at which place ?
(a) Patala (b) Taxila (c) Babylon (d) Gedrosia

86. This is Asia's second largest monastery
(a) Chilipam (b) Tawang (c) Changlang (d) None of these

87. Which among the following is the State animal of Arunachal Pradesh ?
(a) Gaur (b) Mithun
(c) Indian cow (d) Miniature Zebu

88. Arunachal Pradesh consists of total _____ Loksabha seats.
(a) 2 (b) 4 (c) 6 (d) 8

89. Arunachal Pradesh was formed as a Union Territory in
(a) 1956 (b) 1966 (c) 1972 (d) 1987

90. The highest hill in Arunachal Pradesh is
(a) Sela peak (b) Kelingon mountain
(c) Dapha bum (d) Kangto mountain

91. Arunachal Pradesh has a total of ____ railway stations.
(a) 2 (b) 3 (c) 4 (d) 5

92. Mamang Dai received Sahitya Akademi Award in 2017 for the novel
(a) The black buck (b) The blue hill
(c) The blue bird (d) The black hill

93. _____ is the first women in the world to scale the Summit of Mount Everest twice in a season.
(a) Jumpa Lahiri (b) Tapi Mra
(c) Anshu Jamsenpa (d) Tine mena

94. India's longest bridge connects Arunachal Pradesh with
(a) Tibet (b) Myanmar (c) Bhutan (d) Assam

95. Which is the first full length feature film of Arunachal Pradesh ?
(a) Mishing (b) Sonam
(c) Mauna Outh Mukhar Hriday (d) Lingjhik

96. This is the first Newspaper from the State of Arunachal Pradesh established way back on February 20, 1988
(a) Arunachal Front (b) Astern Snetinal
(c) Echo of Arunachal (d) The Arunachal Times

97. _____ was the first Speaker of Arunachal Pradesh Legislative Assembly.
(a) Nokmey Namati (b) Padi Yube
(c) Tomo Riba (d) Mukut Mithi

98. Pasighat, one of the oldest towns in Arunachal Pradesh was established in
(a) 1862 (b) 1911 (c) 1972 (d) 1951

99. Arunachal Pradesh Government conferred the first 'Arunachal Ratna' award to
(a) K.A.A. Raja (b) Bomto Kamdak
(c) Pema Khandu (d) Gegong Apang

100. Which among the following is the official language of Arunachal Pradesh ?
(a) Hindi (b) English
(c) Nyishi (d) Adi

SECTION – C
(Office Procedure)

101. CCS (Conduct) Rules apply to
(a) Every person appointed to a civil service
(b) Every civilian in defence service
(c) Both (a) and (b)
(d) None of these

102. Which of the following is prohibited for a Government servant as per CCS (Conduct) Rules ?
(a) Maintain absolute integrity
(b) Maintain devotion to duty
(c) Participate actively in politics
(d) Commit himself and uphold the supremacy of the Constitution

103. Central Civil Services (Leave) Rules came into force with effect from
(a) 1952 (b) 1962 (c) 1972 (d) 1982

104. The leave account of every Government servant (other than a Military officer) who is serving in a Department other than a Vacation Department, shall be credited with earned leave, in advance, in two instalments of _____ days each on the first day of January and July of every calendar year.
(a) 10 (b) 15 (c) 20 (d) 25

105. Under which of the following types of leave is a Government servant not entitled to any leave salary ?
(a) Earned Leave (b) Maternity Leave
(c) Paternity Leave (d) Extraordinary Leave

106. The maximum period of Paternity Leave that can be granted to a male Government servant with less than two surviving children during the confinement of his wife for childbirth is
(a) 5 days (b) 10 days (c) 15 days (d) 20 days

107. "Notification" is normally used for notifying which of the following ?
(a) Promulgation of statutory rules and orders
(b) Delegation of powers
(c) Both (a) and (b) above
(d) None of the above

108. "PUC" in a Government Office means
(a) Person Under Consideration (b) Pen Under Consideration
(c) Paper Under Consideration (d) People Under Consideration

109. A "Department" is normally headed by
(a) Section Officer (b) Assistant
(c) Secretary/ Principal Secretary (d) Under Secretary

110. Every file containing Parliament/Assembly Questions should have which of the following special labels ?
(a) Slow Label (b) Immediate Label
(c) Not Immediate Label (d) None of the above

111. Every Government servant shall at all times
(a) Maintain absolute integrity
(b) Maintain devotion to duty
(c) Do nothing which is unbecoming of a Government servant
(d) All of the above

112. Which of the following is not permitted to a Government servant as per CCS (Conduct) Rules ?
(a) Act in a discourteous manner
(b) Wilfully cause delays in disposal of work assigned to him
(c) Both (a) and (b) above
(d) Neither (a) nor (b) above

113. Authority competent to grant leave is given in _____ Schedule of CCS (Leave) Rules.
(a) First (b) Second (c) Third (d) Fourth

114. The balance of Earned Leave at credit of a Government servant cannot exceed
(a) 100 days (b) 200 days (c) 300 days (d) 400 days

115. The maximum period of Maternity Leave that can be granted to a female Government servant with less than two surviving children is
(a) 60 days (b) 120 days (c) 180 days (d) 240 days

116. Which of the following is not recognised under CCS (Leave) Rules ?
(a) Maternity Leave
(b) Study Leave
(c) Casual Leave
(d) Earned Leave

117. "Current File" means
(a) A file on which action has not been completed
(b) A file on which action has been completed a year ago
(c) Both (a) and (b) above
(d) None of the above

118. An Assistant/UDC has to keep which of the following in view while putting up a note ?
(a) Ensure that all facts that can be verified and checked have been correctly stated
(b) Ignore facts
(c) Hide facts
(d) Need not bother about facts

119. Every "Receipt" will be registered by a Branch in a
(a) Public Register
(b) Receipt Register
(c) Citizen Register
(d) Global Register

120. Functions of Drawing and Disbursing Officer would include
(a) Ensure proper maintenance of contingent register
(b) Check and sign cash register
(c) Both (a) and (b) above
(d) None of the above

121. Which among the following statements is/are correct with regard to CCS (Conduct) Rules ?

Statement 1 : No Government servant shall enter into, or contract, a marriage with a person having a spouse living.

Statement 2 : No Government servant having a spouse living, shall enter into, or contract, a marriage with any person.

(a) Statement 1 only is correct
(b) Statement 2 only is correct
(c) Both Statements 1 and 2 are correct
(d) None of the above

122. Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds _____ basic pay of the Government servant.

(a) One month's
(b) Two months'
(c) Three months'
(d) Four months'

123. "Date of retirement" in relation to a Government servant means

(a) the afternoon of the last day of the month in which the Government servant attains the age prescribed for retirement.
(b) the forenoon of the last day of the month in which the Government servant attains the age prescribed for retirement.
(c) the afternoon of the first day of the month in which the Government servant attains the age prescribed for retirement.
(d) the forenoon of the first day of the month in which the Government servant attains the age prescribed for retirement.

124. Extraordinary Leave may be granted to a Government servant (other than a Military officer) in special circumstances

(a) When no other leave is admissible
(b) When other leave is admissible, but the Government servant applies in writing for the grant of Extraordinary Leave
(c) Both (a) and (b) above
(d) Neither (a) nor (b) above

125. The maximum period of Child Care Leave that can be granted to a female Government servant during entire service is

(a) 530 days (b) 630 days (c) 730 days (d) 830 days

126. The maximum Earned Leave that can be encashed by a Government servant at the time of availing of Leave Travel Concession during the entire career is _____ days.

(a) 30 (b) 60 (c) 90 (d) 100

127. "Notes" in office files are normally written in

(a) Blue or black ink
(b) Red ink
(c) Pink ink
(d) Yellow ink

128. What is the full form of "D.O." letter used in offices ?
(a) Do not do it letter
(b) Do it letter
(c) Demi-Official letter
(d) Dearness Office letter

129. Which of the following is not a duty of the Dealing Assistant/Hand ?
(a) To collect material required for taking action on a receipt
(b) To open, where necessary, new files for taking action on receipts after obtaining orders of Section Officer
(c) To point out any mistakes or misstatement of facts
(d) To hide facts for a selfish motive

130. Which of the following is not correct regarding eOffice ?
(a) It brings efficiency
(b) It brings transparency
(c) Enhances accountability
(d) Slows work in office

131. As per Rule 22-A of the CCS (Conduct) Rules, no Government servant shall employ to work any child below the age of _____ years.
(a) 10 (b) 14 (c) 7 (d) 12

132. Which of the following is not included under the term "movable property" under the CCS (Conduct) Rules ?
(a) Jewellery (b) Motor car (c) Land (d) Refrigerator

133. Which of the following is not a type of leave available to a Government servant ?
(a) Earned Leave
(b) Half Pay Leave
(c) Enjoyment Leave
(d) Extraordinary Leave

134. Subject to certain conditions, a Government servant may be permitted to encash Earned Leave up to _____ days at the time of availing of Leave Travel Concession while in service.
(a) 5 (b) 10 (c) 15 (d) 20

135. The maximum amount of Study Leave, which may be granted to a Government servant, other than Central Health Service Officers, during his entire service is
(a) 9 months (b) 24 months (c) 30 months (d) 40 months

136. The half pay leave account of every Government servant (other than a Military officer and a Government servant serving in a Vacation Department) shall be credited with half pay leave in advance, in two instalments of _____ days each on the first day of January and July of every calendar year.
(a) 5 (b) 10 (c) 15 (d) 20

137. In eFile, a _____ is used to take one to the relevant page.
(a) Red-link (b) Hyper-link (c) Yes-link (d) No-link

138. Which of the following activities pertain to a Dealing Assistant ?
(a) Only arranging papers (b) Only do referencing
(c) Only do docketing (d) All of the above

139. Which of the following is not a duty of a Diarist ?
(a) To distribute receipts amongst the staff to whom they have been marked
(b) To be responsible for proper maintenance of Diary Register
(c) To be responsible for movement of files in the File Register
(d) To be irresponsible at work

140. "Office Memorandum" is generally used by Departments for communicating
(a) Unnecessary information
(b) Decisions to other departments including its attached and subordinate offices
(c) Both (a) and (b) above
(d) None of the above

141. Central Civil Services (Conduct) Rules came into force in which year ?
(a) 1964 (b) 1954 (c) 1984 (d) 1994

142. If any question arises relating to the interpretation of the CCS (Conduct) Rules, it shall be referred to the _____ whose decision thereon shall be final.
(a) Head of Department
(b) Government
(c) Head of Office
(d) Employees Conduct Regulatory Authority

143. What is the maximum continuous period of leave that can be granted to a Government servant ?
(a) 1 year (b) 2 years (c) 5 years (d) 10 years

144. Where a Government servant retires on attaining the normal age prescribed for retirement, he is entitled to be granted cash equivalent of leave salary for leave at the credit of the Government servant on the date of his retirement subject to a maximum of _____ days.

(a) 100 (b) 200 (c) 300 (d) 400

145. No leave shall be granted to Government servant if he is

(a) To enter on leave preparatory to retirement
(b) To attend to urgent domestic work
(c) Under suspension
(d) To visit abroad with proper permission

146. The maximum Earned Leave that may be granted at a time to any Government servant employed in India is

(a) 60 days (b) 120 days (c) 180 days (d) 360 days

147. Which of the following is correct regarding Records Management activity ?

(a) Only recording (b) Only retention
(c) Only retrieval (d) All of the above

148. Which of the following regarding "noting" would be correct to follow ?

(a) Noting should be systematic and functional
(b) Noting should be confusing
(c) Noting should be based on wrong facts
(d) Noting should be full of abusive words

149. Two main parts of a file are

(a) Notes and Pen (b) Correspondence and Pen
(c) Notes and Correspondence (d) None of the above

150. What does "DSC" used in eOffice stand for ?

(a) Digital Signature Certificate (b) Digital Simple Certificate
(c) Do Search Certificate (d) Do Simple Certificate