

1. In the context of office procedure, FR stands for.....
 - a) First receipt
 - b) Final receipt
 - c) Fresh receipt

2. What is 'Appendix to Correspondence'?
 - a) It is part of a file.
 - b) These are enclosures to letters to be sent to other offices
 - c) These are bulky documents which are kept separately in a bundle

3. What is a 'Case'?
 - a) Case means a subject-matter.
 - b) Case means a file on which action has already been taken.
 - c) Case means a current file alongwith related papers.

4. In the context of CSIR Laboratories, who will be a Branch Officer?
 - a) Section Officer
 - b) AO/FAO/SPO
 - c) Director

5. Who amongst the following cannot be considered to be 'Personal staff' to a functionary?
 - a) PS
 - b) Assistant/LDC
 - c) SO

6. Which of the following is not correct in the context of a 'Reference Folder'?
- a) It contains the history and development of a policy matter
 - b) It contains relevant rules, orders etc .
 - c) None of the above
7. 'Confidential', 'Secret' etc. are known as.....
- a) Classification on a document
 - b) Priority gradings
 - c) Security gradings
8. Telegrams, Savingsrams, Telex and Wireless messages are known as.....
- a) Messages.
 - b) Urgent dak.
 - c) Electronic receipts.
9. Which of the following serves as a complete background material on a subject/issue?
- a) Standard process sheet
 - b) Standing note
 - c) Running summary
10. Which of the following rules distribute various functions/business of Central govt. amongst ministries and departments?
- a) The GOI (Distribution of Functions) Rules
 - b) The GOI (Transaction of Business) Rules
 - c) The GOI (Allocation of Business)Rules

11. A Department can be divided into.....(choose option showing the correct order).
- a) divisions, wings, branches, sections
 - b) branches, divisions, sections, wings
 - c) wings, divisions, branches, sections
12. In a desk officer system, a desk is manned by an officer of the rank of.....
- a) Assistant or SO
 - b) SO or Under Secretary
 - c) Under Secretary or Dy Secretary
13. Each Section is required to maintain two diaries?
- a) Assistant diary and Section diary
 - b) Section diary for Hindi letters and Section diary for other letters
 - c) Section diary for routine letters and Section diary for VIP & important letters
14. While writing notes, the dealing hand will append his full signature and date.....
- a) on the left below his note.
 - b) on the right below his note.
 - c) in the centre below his note.
15. Which of the following is not an aid to processing?
- a) Standing notes
 - b) Precedent book
 - c) Section diary

16. While filing papers in a file, these are to be filed in chronological order.....
- a) from left to right, the latest being at the bottom.
 - b) from right to left, the latest being at the top
 - c) Neither (a) nor (b)
17. In the term 'DO letter', ' DO' stands for.....
- a) Duly Official
 - b) Demi Official
 - c) Distant Office
18. A DO letter is written in.....person
- a) third
 - b) second
 - c) first
19. An Office Memorandum is written.....
- a) in first person
 - b) in second person
 - c) in third person
20. An Office Memorandum.....
- a) bears no salutation or superscription
 - b) bears salutation but no superscription
 - c) bears both the salutation and superscription

21. An Express letter is one.....
- a) which is sent by Speed post
 - b) which is sent by FAX for immediate action
 - c) which is worded like a telegram
22. For notifying distribution of work among officers, which type of communication will be used?
- a) Office Memorandum
 - b) Office order
 - c) Order
23. For issuing financial sanction in a case, which type of communication shall be used?
- a) OM
 - b) Office Order
 - c) Order
24. The leave sanctioning authority cannot.....
- a) refuse grant of leave
 - b) revoke leave of any kind
 - c) alter the kind of leave applied for
25. Leave sanctioning authority may commute periods of absence without leave into
- a) LND
 - b) EOL
 - c) EL

26. The Earned Leave is credited @.....on 01st January and 01st July of the year
- a) 20
 - b) 15
 - c) 10
27. In case of dies non during the preceding half-year, the credit of HPL to be afforded will.....
- a) remain unahcnge
 - b) be reduced by one fifteenth of the period of dies non
 - c) be reduced by one eighteenth of the period of dies non
28. HPL can be accumulated
- a) upto 240 days
 - b) upto 300 days
 - c) without any limit
29. The credit of HPL in the half year in which an employee is to retire, shall be afforded @.....days for each completed month.
- a) two and a half
 - b) five third
 - c) three fifth
30. Leave Not Due is to be debited against.....
- a) HPL account
 - b) EL account
 - c) EOL account

31. Which of the following cannot be combined with Earned Leave?
- a) Special Casual Leave
 - b) Casual Leave
 - c) Half Pay Leave
32. What is the quantum of Paternity Leave?
- a) Three weeks
 - b) Fourteen days
 - c) Fifteen days
33. Those who joined service in pensionable establishments prior to 1-1-2004 are governed by.....
- a) CSS(Pension) Rules,1971
 - b) CCS (Pension) Rules, 1975
 - c) CCS (Pension) Rules, 1972
34. Nomination for GPF is to be kept.....
- a) in the personal file
 - b) with the service-book
 - c) with the Accounts Officer
35. Details of family members is to be kept.....
- a) in the personal file of the employee
 - b) in Pt.II of the Service-book
 - c) in Pt.I of the Service-book

36. Which of the following is not a kind of pension?
- a) Compensation pension
 - b) Compassionate allowance
 - c) Subsistence allowance
37. Compassionate allowance is sanctioned
- a) to family members, when employee dies in harness
 - b) when one is not entitled to regular family pension
 - c) when one is dismissed or removed from service
38. The pension calculation sheet to be sent to Accounts Officer has to be prepared.....
- a) in duplicate
 - b) in triplicate
 - c) in quadruplicate
39. Which form is used to forward pension papers to the Accounts Officer?
- a) form-5
 - b) form-7
 - c) form-8
40. How many days/months before the date of retirement of an employee, the Administration is required to submit to Accounts Officer details of Govt. dues?
- a) three months
 - b) two months
 - c) 15 days

41. What is the minimum length of qualifying service required to be eligible for full pension?
- a) 33 yrs
 - b) 20 yrs
 - c) 10 yrs
42. What is the additional quantum pension admissible to a pensioner on attaining the age of 85 years?
- a) 20%
 - b) 25%
 - c) 30%
43. Service gratuity is paid in addition to.....
- a) retirement gratuity
 - b) pension
 - c) Neither of the two.
44. When a nominee is debarred to receive Death Gratuity?
- a) When he is convicted of a crime
 - b) When convicted for the murder of the employee
 - c) When arrested and kept in police custody for more than 48 hours
45. The Pension Pay Order (PPO) is to be issued by.....
- a) the Director of the Lab.
 - b) the COFA/FAO of the Lab.
 - c) the COA/AO of the Lab.

46. What is the quantum of provisional gratuity payable to an employee?
- a) 100% of gratuity
 - b) 75% of gratuity
 - c) 50% of gratuity
47. Which of the following is not a pension disbursing authority?
- a) State Bank of India
 - b) Treasuries
 - c) IFCI
48. Every pensioner is eligible for getting a portion of his monthly pension in lumpsum. It is called.....
- a) Compensation for pension.
 - b) Consolidation of Pension.
 - c) Commutation of Pension.
49. The basic pension of a person is Rs.8500. What will be the maximum amount of pension admissible for commutation?
- a) Rs.4250
 - b) Rs.3600
 - c) Rs.3400
50. Dearness relief to pensioners is admissible :
- i) on original pension before commutation;
 - ii) on basic pension after commutation
 - iii) on additional pension also.
- a) All the three are correct
 - b) Only ii) and iii) are correct
 - c) Only i) and iii) are correct.

51. What is the minimum amount of family pension?
- a) Rs.3500
 - b) Rs.1750
 - c) Rs.3750
52. If an employee is kidnapped by terrorists, his family can be paid family pension.....
- a) from the date of registration of FIR for his being kidnapped
 - b) after six months from the date of registration of FIR
 - c) after three months from the date of registration of FIR
53. What is the correct title of Disciplinary rules applicable to Council employees?
- a) CSS(CCA) Rules,1964
 - b) CCS(CAA) Rules,1965
 - c) CCS(CCA) Rules,1965
54. An employee is prohibited to employ children below.....years of age.
- a) 18
 - b) 16
 - c) 14
55. Prior permission/sanction of the prescribed authority is required.....
- a) to undertake occasional work of literary character
 - b) to undertake honorary work of social nature
 - c) to accept a part-time lecturership

56. Which of the following acts is not included in "Strike"?
- a) Pen-down
 - b) Go-slow
 - c) Absence from work
57. Wife of a govt. servant has purchased a car costing Rs.3 lakhs out of the money inherited by her from her parents. The govt. servant
- a) should immediately report it to his office
 - b) should immediately seek permission of his office
 - c) need not report it
58. Annual property return is to be submitted by.....
- a) all the employees
 - b) Gr.'A' employees
 - c) Gr. 'A' and 'B' employees
59. Which of the following statement is Not correct:
- i) demand of dowry by a govt. servant is prohibited
 - ii) giving of dowry on demand by the groom does not violate any rule
 - iii) receiving the dowry is prohibited.
- a) All
 - b) Only (ii)
 - c) Both (ii) and (iii)
60. Lack of devotion to duty attracts Rule.....of Conduct Rules.
- a) 3(1)(i)
 - b) 3(1)(ii)
 - c) 3(2)(i)

61. Which of the following is a major penalty?
- a) Withholding of increments
 - b) Withholding of promotion
 - c) Compulsory retirement
62. Which of the following is not a penalty under CCS (CCA) Rules?
- a) Suspension
 - b) Censure
 - c) Recovery of pecuniary loss caused due to negligence of duty or breach of orders
63. For imposing a major penalty, disciplinary proceedings are to be initiated under Rule.....of CCS(CCA) Rules.
- a) 14
 - b) 15
 - c) 16
64. When the prescribed procedure under CCS(CCA) Rules need not be followed for imposing a major penalty on an employee?
- a) When he is under suspension
 - b) When it is not reasonably practicable to hold inquiry in the case
 - c) When the employee is on the verge of retirement
65. Who can initiate disciplinary action against an employee?
- a) Appointing authority
 - b) An authority superior to the appointing authority
 - c) Both

66. An appeal against the order of Director is to be preferred to....
- a) the Director
 - b) the MC
 - c) the DG
67. The Appellate Authority in a disciplinary case can.....
- a) not modify the penalty imposed by the disciplinary authority
 - b) not enhance the penalty
 - c) confirm the penalty already imposed
68. An employee under suspension dies then the period of suspension is to be treated as.....
- a) dies-non
 - b) EOL
 - c) duty
69. During suspension, a suspended official is entitled to get for the first 90 days
- a) normal pay and allowances
 - b) an amount equal to leave salary on half pay
 - c) 75% of his normal pay and allowances
70. The pension can be reduced as a measure of penalty; however, the pension should not be reduced below Rs.....per month.
- a) 5000
 - b) 3500
 - c) 1500

71. Lien of a govt. servant shall NOT be retained.....
- a) while under suspension
 - b) while on foreign service
 - c) while on deputation beyond the maximum limit
72. Under what circumstances EOL counts for earning increment?
- a) When granted in lieu of EL
 - b) When granted for going abroad
 - c) When granted for higher tech. and scientific studies
73. The 'Next Below Rule' relates to.....
- a) seniority in a cadre
 - b) reversion on completion of period of ad-hoc appointment
 - c) officiating promotion while on deputation/foreign service
74. Three months and 20 days on and from 25th January shall fall on.....
- a) 11th May
 - b) 12th May
 - c) 13th May
75. NPA will be treated as pay for the purpose of.....
- a) TA, DA and other allowances
 - b) Calculating retirement benefits
 - c) Both the above

76. How many advance increments can be approved by the Director in a case of fresh appointment to the post of Senior Scientist?
- a) None
 - b) Two
 - c) Three
77. What is the maximum amount of incentive admissible to a govt. servant for acquiring higher qualification after induction into govt. service?
- a) Rs.10000
 - b) Rs.12000
 - c) Rs.15000
78. What is the maximum amount of Deputation (Duty) Allowance admissible within the same station?
- a) Rs.1000 pm
 - b) Rs.1500 pm
 - c) Rs.2000 pm
79. What is the Apex Scale in Central govt.?
- a) Rs.75000
 - b) Rs.75500
 - c) Rs.80000
80. What is the percentage of notional increment admissible while fixing pay under FR-22(I)(a) (1)?
- a) 2
 - b) 3
 - c) 4

81. The 'Liberalised Pensionary Awards' is admissible to a govt. servant...
- a) if he has rendered distinguished service to the nation.
 - b) if he dies in harness
 - c) in case of death or disability attributable to acts of anti-social elements
82. How long the Liberalised Pensionary Award shall be admissible to the widow of a govt. servant?
- a) 7 years
 - b) 15 years
 - c) For life or until her remarriage.
83. In CSIR, who has the power to create a post in Group-B?
- a) Director of Labs.
 - b) DG,CSIR
 - c) GB
84. The power to reshuffle the posts in Group-A i.e. upgrade a post from lower to a higher level, is vested in.....
- a) GB
 - b) RC
 - c) None
85. Who can allow retention of lien in case of an Administrative Officer in CSIR?
- a) Director of the Lab.
 - b) JS(A)
 - c) DG

86. Application of a Common Cadre Officer for appointment in other organisations can be forwarded to such an organisation by
- a) Director of the Lab.
 - b) COA/AO of the Lab.
 - c) JS(A)/DG
87. On promotion, the pay of a Common Cadre Officer can be fixed.....
- a) with the concurrence of CSIR HQrs
 - b) with the concurrence of FAO of the Lab.
 - c) with the approval of Director
88. Above 5 and up to 7 advance increments can be sanctioned with the approval of...
- a) President, CSIR
 - b) DG
 - c) Director
89. Who is competent to approve stepping up of pay of an Assistant Gr.II in a Lab.?
- a) COA/AO
 - b) FAO
 - c) Director
90. Who can approve extension of joining time beyond 30 days in case of a Council employee?
- a) Director
 - b) DG
 - c) GB

91. Who is competent to determine licence fee for certain services in colony of a Lab.?
- a) COA/AO
 - b) House Allotment Committee
 - c) Director
92. As per Supplementary Rules, when an allotment of accommodation is accepted, liability for Licence Fee will commence from the date of...
- a) allotment
 - b) occupation
 - c) date of receipt of allotment letter
93. As per provisions of SR-317, how long an allottee can retain old accommodation on normal licence fee, if he is allotted a new accommodation?
- a) One week
 - b) Ten days
 - c) Fifteen days
94. In case of death of an allottee, how long can his dependants retain govt. accommodation on payment of normal licence fee?
- a) One year
 - b) Two years
 - c) Three years
95. Under FR-45A, in case of unauthorised subletting of govt. accommodation, licence fee of..... times the flat rate of licence fee shall be levied on the allottee.
- a) 10
 - b) 12
 - c) 15

96. As per Suppl. Rules, for grant of Conveyance Allowance, the average monthly travelling on duty should exceed.....km
- a) 200
 - b) 250
 - c) 275
97. What is the rate of allowance payable to an Assistant handling cash if the amount of average monthly cash disbursement is more than Rs.Ten Lakhs?
- a) 600
 - b) 700
 - c) 750
98. The condition for payment of NPA is that the Band pay plus Grade Pay plus NPA should not exceed?
- a) Rs.80000
 - b) Rs.90000
 - c) Neither
99. What is the amount of Split Duty Allowance admissible to eligible employees?
- a) Rs.200 p.m.
 - b) Rs.500 p.m.
 - c) Rs. 600 p.m.
100. No Daily Allowance or Mileage Allowance will be admissible for journeys within a radius ofkm.
- a) 8
 - b) 10
 - c) 15