

1. What is 'Docketing'?
  - a) It means to make entries of important letters in the Section diary.
  - b) It means to make entries in the notes portion of the serial number assigned to each item of correspondence
  - c) It means to assign serial number to each item of correspondence
  - d) It means to indicate on the file cover total no. of notes and no. of items of correspondence
  
2. 'Sectional note' means -
  - a) A note recorded by a Section Officer on a reference from other Section
  - b) A note emanating from a Section
  - c) A note recorded on only one of the many issues raised in the PUC.
  - d) None of the above
  
3. A Savingram is sent by-
  - a) diplomatic bag
  - b) speed post
  - c) telegraph office
  - d) special messenger
  
4. A file recorded under Class 'C' means that it should be -
  - a) kept for a period exceeding 10 yrs
  - b) kept for a period not exceeding 10 yrs
  - c) kept for a period not exceeding 12 years
  - d) kept for a period of 25 yrs.
  
5. Each section in a Department should be inspected once.....
  - a) a month
  - b) a year
  - c) in six months
  - d) a week
  
6. With effect from which date, Hindi became the Official language of the Union?
  - a) 26-01-1965
  - b) 26-01-1950
  - c) 26-01-1949
  - d) 26-01-1955
  
7. During session, the Lok Sabha sits at.....AM
  - a) 10.00 AM
  - b) 10.15 AM
  - c) 10.30 AM
  - d) 11.00 AM

8. The President is constitutionally bound to summon Parliament without allowing a gap of how many months between two consecutive sessions?
- a) six months
  - b) 3 months
  - c) 4 months
  - d) 2 months
9. A bill introduced by a minister is called ?
- a) Official bill
  - b) Government bill
  - c) Cabinet bill
  - d) Public bill
10. For a Parliament question, an MP has to give to the Secretary-General of Lok Sabha/Rajya Sabha a notice of at-least how many days?
- a) 5 days
  - b) 7 days
  - c) 10 days
  - d) 15 days
11. i) Directors of CSIR Labs. are appointed by the Vice-President, CSIR  
ii) Directors of CSIR Labs. Are appointed for a term of six years or superannuation whichever is earlier.
- a) (i) is True, (ii) is False
  - b) (i) &(ii) are True
  - c) (ii) is True
  - d) Both (i) & (ii) are False
12. Who amongst the following is/are not member(s) of CSIR society?
- a) Members of Governing Body of CSIR
  - b) DG, CSIR
  - c) Chairman, Advisory Board
  - d) Finance Minister
13. To whom the resignation from the membership of the society is submitted in person ?
- a) President
  - b) Vice-President
  - c) Secretary
  - d) None of the above
14. Which of the following is not a function of the Society?
- a) Review the progress and performance of the Society
  - b) Give policy direction to GB
  - c) Approve the annual report and yearly saccounts of CSIR
  - d) Appoint DG, CSIR

15. What is the term of nominated members of GB?
- a) 5 yrs
  - b) 4 yrs
  - c) 3 yrs
  - d) 2 yrs
16. How many members constitute quorum for a GB meeting?
- a) 4
  - b) 5
  - c) 6
  - d) 3
17. Who can review/amend/vary the decisions of GB?
- a) Chairman,GB
  - b) President, CSIR
  - c) VP, CSIR
  - d) Member (Finance)
18. Who is the appointing authority for the post of Director of a Lab.?
- a) DG,CSIR
  - b) VP,CSIR
  - c) GB,CSIR
  - d) President,CSIR
19. How many meetings of RC should be held in a year?
- a) 01
  - b) 02
  - c) 03
  - d) 04
20. Who is authorised to file suits and other proceedings on behalf of the Society?
- a) DG, CSIR
  - b) Directors
  - c) JS(A), CSIR
  - d) COAs/Aos
21. As per Bye-law-18, who will deal with matters relating to National Missions?
- a) Directors of Labs.
  - b) Planning Division of Labs
  - c) CSIR HQrs
  - d) PME Div. of Labs.

22. The recruitment and assessment/promotion rules/schemes for the employees of CSIR are framed by -
- a) DG,CSIR
  - b) DOPT
  - c) GB,CSIR
  - d) Society
23. Earned Leave at credit do not lapse in case of.....
- a) Dismissal
  - b) Removal
  - c) Resignation
  - d) Technical resignation
24. Which of the following can be combined with Earned Leave?
- a) Short leave
  - b) Half-day CL
  - c) Full-day Casual Leave
  - d) Restricted Holiday
25. Period of overstayal of leave is to be debited to -
- a) Earned Leave
  - b) HPL
  - c) Leave Not Due
  - d) None of the above
26. If an employee retires on 31st May (FN), the EL for that year will be credit for-
- a) 5 months
  - b) 4 months
  - c) 6 months
  - d) 4 months and 30 days
27. Upto how many days' EL can be availed at a time in one spell?
- a) 60 days
  - b) 120 days
  - c) 180 days
  - d) 300 days
28. Which of the following is not True about Commuted Leave?
- a) No maximum limit for commuted leave on MC
  - b) The maximum limit for commuted leave for studies is 90 days
  - c) Commuted leave is not in lieu of HPL
  - d) Full Leave salary is admissible during commuted leave.

29. How many days' Child Adoption Leave is admissible to an eligible female employee?
- a) 45 days
  - b) 135 days
  - c) 90 days
  - d) 180 days
30. Within how many days from the date of delivery, Paternity Leave can be availed?
- a) 15 days
  - b) one month
  - c) 90 days
  - d) 6 months
31. Which of the following statements is not correct about Voluntary retirement?
- a) It can be taken by giving a notice of 3 months
  - b) The period of notice can be curtailed by the competent authority
  - c) Notice of VR becomes effective even if it is not responded to
  - d) VR can be taken if one has qualifying service of 15 years.
32. Group 'A' and 'B' officers who had entered service before attaining the age of 35 years can be retired by the appointing authority after .....
- a) attaining the age of 55 yrs
  - b) attaining the age of 50 yrs
  - c) on completion of 20 yrs of qualifying service
  - d) on completion of 15 yrs of qualifying service
33. Employees have the option to retire voluntarily on completion of .....years of qualifying service.
- a) 10 yrs
  - b) 15 yrs
  - c) 20 yrs
  - d) 18 yrs
34. In the case of a missing employee, his family gets in the first instance .....
- a) GPF accumulation only
  - b) GPF and salary due
  - c) Salary due, leave encashment and GPF accumulation
  - d) None of the above
35. The CCS(Extraordinary Pension) Rules,1939 applies to all Central govt. Employees except those .....
- a) working in autonomous bodies
  - b) covered by CGHS
  - c) covered by Workmen's Compensation Act, 1923
  - d) covered by Payment of Gratuity Act

36. Which of the following periods does not count as qualifying service for pension?
- a) deputation and foreign service
  - b) suspension followed by minor penalty
  - c) suspension followed by major penalty
  - d) EOL on medical certificate
37. Qualifying service is calculated in completed half years for the purpose of.....
- a) leave encashment
  - b) only gratuity
  - c) only pension
  - d) both pension and gratuity
38. Emoluments for the purpose of pension includes....
- a) Band pay +GP+NPA
  - b) Band pay+GP+NPA+Personal pay
  - c) Band pay+GP+NPA+deputation duty allowance
  - d) Band pay +GP+NPA+DA
39. When gratuity is calculated on the basis of 'average emoluments'?
- a) if the emoluments have been reduced during the last 10 months due to penalty
  - b) if the emoluments have been reduced during the last 10 months otherwise than due to penalty
  - c) if the employee has sought VR
  - d) if the employee has been retired prematurely
40. What is the additional quantum of pension payable on attaining the age of 90 years?
- a) 20% of basic pension
  - b) 30% of basic pension
  - c) 40% of basic pension
  - d) 50% of basic pension
41. The maximum amount of retirement gratuity is Rs.....
- a) 7.5 lakhs
  - b) 10 lakhs
  - c) 10.5 lakhs
  - d) 15 lakhs
42. Which of the following statements about gratuity is NOT correct?
- a) it is based on the emoluments last drawn
  - b) there is no Income Tax on gratuity
  - c) recoveries from gratuity are permissible with the consent of employee
  - d) gratuity is liable to be attached by a court order

43. Commuted portion of the pension will be restored on the expiry of .....yrs.
- 25
  - 20
  - 15
  - 10
44. What percentage of last pay drawn can be sanctioned as family pension?
- 20
  - 25
  - 30
  - 33
45. A post which is created for a limited time and carries a definite rate of pay is called a.....post.
- Tenure
  - Regular
  - Short-term
  - Temporary
46. The pay-scales are said to be 'Identical' if.....
- the minimum and maximum are identical
  - the maximum, minimum, the rate and period of increment are identical
  - the maximum, the rate and the period of increment are the same
  - None of the above
47. Fundamental Rule-11 provides that -
- no one should be appointed to a regular post without medical certificate of health
  - the requirement of a medical certificate for a new appointee can be dispensed with in some cases
  - whole time of a govt. servant is at the disposal of the Govt.
  - None of the above
48. Which of the following statement about Lien is not correct?
- Lien on a post is acquired when one is appointed to it on substantive basis
  - Lien on a post can be retained for a max. of three years
  - Lien on a post is retained even if one is under suspension
  - Lien is acquired ieven if the appointee is on probation
49. Which of the following disabilities are not attached with the 'Interruption or Break-in-service'?
- LTC
  - Eligibility for appearing in depttl. Exam.
  - Quasi-permanency
  - Promotion

50. FR-27 empowers the competent authority to.....
- a) sanction advance increment
  - b) withhold increments
  - c) to censure an employee
  - d) None of the above
51. The principle of 'One for One' is relevant in the context of ....
- a) Next Below rule
  - b) FR-35
  - c) FR-27
  - d) Fixation of pay
52. What is the limit under SR-12 beyond which an employee is required to deposit with office a part of the fee earned by him during a financial year?
- a) Rs.15000
  - b) Rs.5000
  - c) Rs.2500
  - d) Rs.1500
53. An alteration in the date of birth of an employee can be made, if.....
- a) the request is made while he is on probation
  - b) the request is made within one year of his entering the service
  - c) the request is made before his confirmation
  - d) the request is made within five years of his entry into service
54. In CSIR cash and money orders are to be received direct by the .....
- a) FAO
  - b) DDO
  - c) AO
  - d) Accounts Section
55. Which is the most operative part of rule-3 of the Conduct Rules?
- a) 3(1)(i)
  - b) 3(1)(ii)
  - c) 3(1)(iii)
  - d) 3(2)
56. An employees remains absent unauthorisedly from duty. Which of the Conduct Rules are attracted in this case?
- a) Rule-3
  - b) Rule-3(1) (ii)
  - c) Rules-3(1)(ii) & (iii)
  - d) None of the above



57. An employee In whose case FR-17A has been invoked and applied, shall be ineligible.....
- a) for LTC
  - b) for departmental exam. If prescribed minimum service is affected
  - c) for promotion because of forfeiture of past service
  - d) Both (a) and (b) above
58. As per Conduct Rules, an employee is forbidden from participating in any political activity. However, he/she may.....
- a) second the nomination of a candidate at an election
  - b) act as an election agent of a recognised party
  - c) occasionally attend a political meeting
  - d) conduct meetings of a national level political party
59. A Grp.'B' govt. servant is required to report to the prescribed authority any transaction in movable property if it's value exceeds Rs.....
- a) 25000
  - b) 20000
  - c) 15000
  - d) 10000
60. A Grp.'A' govt. servant is required to report to the prescribed authority any transaction in movable property if it's value exceeds Rs.....
- a) 30000
  - b) 25000
  - c) 20000
  - d) 15000
61. Who is the prescribed authority in the case of an Assistant Gr.II in a Laboratory to report transactions under Rule-18 of the Conduct Rules?
- a) Director
  - b) COA/AO
  - c) COFA/FAO
  - d) DDO
62. Which of the following is not covered under movable property?
- a) Insurance policies with premium of Rs.15000/ p.a.
  - b) Debentures
  - c) Loans
  - d) None of the above
63. A Gr.'A' officer can receive customary gifts from personal friends who do not have any official dealings, provided the value of such gifts does not exceed Rs.....
- a) 10000
  - b) 8000
  - c) 7000
  - d) 5000

64. A Gr.'A' officer can accept gift with the prior approval of the competent authority if the value of such gifts does not exceed Rs.....
- a) 5000
  - b) 2500
  - c) 1500
  - d) 500
65. As per Conduct Rules, an employee.....
- a) shall not act on oral instructions of his superiors
  - b) shall act on the oral instructions of his superiors and get these confirmed in writing as soon as possible
  - c) shall not act on oral instructions unless the superior officer confirms these in writing
  - d) shall obtain written orders first and then act thereon.
66. An employee who daily comes to office but spends most of his time in Canteen or visiting his colleagues in other sections can be charge-sheeted for violating Rule.....of the Conduct Rules.
- a) 3(1)(ii)&(iii)
  - b) 3(1) (i)
  - c) 3(2)
  - d) None of the above
67. CCS(CCA) Rules have their roots in which Articles of Constitution of India?
- a) 309(1), (2) (3)
  - b) 310(1),(2),(3)
  - c) 311
  - d) 311(1),(2)(3)
68. What is a speaking order?
- a) An order which has been orally delivered by a judge in a court
  - b) An order of disciplinary authority which is communicated orally to the employee
  - c) A reasoned and explanatory order
  - d) None of the above
69. What types of cases can be entrusted to CBI?
- a) Cases involving negligence
  - b) Cases involving breach of discipline
  - c) Cases involving possession of assets beyond known sources of income
  - d) None of the above.
70. During suspension, the suspended employee.....
- a) is paid compassionate allowance
  - b) is paid leave salary
  - c) is given subsistence allowance
  - d) is given substantial allowance

71. A person on deputation can be placed under suspension by.....
- the lending authority
  - the borrowing authority
  - the authority to whom such a person reports
  - None of the above
72. Any act or misconduct involving infringement of justice, honesty, modesty or good morals is an act of.....
- offence
  - moral turpitude
  - criminal offence
  - none of the above
73. The deemed suspension is effective from.....
- the date it is notified by the disciplinary authority
  - the date of detention
  - the date of decision taken by the disciplinary authority to this effect
  - None of the above
74. The suspension shall not be extended for a period ..... at a time.
- exceeding 90 days
  - exceeding 180 days
  - exceeding six months
  - None of ther above
75. Which of the following recoveries can be made from a person under suspension?
- Licence fee
  - Advance from GPF
  - Amount due to Coop. societies
  - None of the above
76. If an employee under suspension dies,.....
- his family shall be entitled to full pay and allowances for the period of suspension (less the amount already paid)
  - disciplinary proceedings, if any, shall come to an end
  - his family will get normal family pension
  - All the above
77. Which of the following is a minor penalty?
- Compulsory retirement
  - Recordable warning
  - Recovery of pecuniary loss caused by negligence
  - Reduction to a lower stage of pay with cumulative effect

78. When an ad-hoc disciplinary authority is appointed?
- a) When the person is holding his post on ad-hoc basis.
  - b) When the person is under transfer from one Laboratory to another
  - c) When the regular disciplinary authority is a material witness in the case
  - d) None of the above
79. A Charge-sheet for major penalty proceedings has how many annexures, besides the Memorandum?
- a) five
  - b) four
  - c) three
  - d) two
80. Action for major penalty proceedings is to be taken under Rule..... Of the CCS(CCA) Rules.
- a) 10
  - b) 11
  - c) 14
  - d) 16
81. The current four-year block for LTC to any place in India is.....
- a) 2010-2013
  - b) 2009-2011
  - c) 2011-2014
  - d) 2012-2015
82. The restriction of only two surviving children for LTC shall not be applicable in r/o those who already had more than two children prior to.....
- a) 01-01-2006
  - b) 20-01-1998
  - c) 20-10-1998
  - d) None of the above
83. When LTC advance is taken, the claim should be submitted within..... From the date of return.
- a) three months
  - b) one month
  - c) 15 days
  - d) None of the above
84. What is the rate of penal interest to be charged on LTC advance?
- a) GPF interest rate
  - b) 1% over GPF interest rate
  - c) 2% over GPF interest rate
  - d) None of the above

85. For the purpose of TA, employees drawing grade pay of Rs..... are placed at the same level.
- a) 8700, 8900, 10000
  - b) 7600, 8700, 8900
  - c) 6600, 7600
  - d) 5400, 6600, 7600
86. If a person is provided free boarding and lodging, he will be entitled to.....
- a) full DA
  - b) 75% of DA
  - c) 50% of DA
  - d) 25% of DA
87. If an employee on tour stays in office building where he does not have to pay anything, he will be entitled to.....
- a) full DA
  - b) 75% of DA
  - c) 50% of DA
  - d) 25% of DA
88. Full DA is admissible for the first.....days of continuous halt at a station of tour.
- a) 90
  - b) 120
  - c) 180
  - d) 200
89. No DA is admissible beyond.....days of continuous stay on tour.
- a) 190
  - b) 180
  - c) 120
  - d) 90
90. The amount of Composite transfer grant is equal to.....
- a) one month's Band pay
  - b) one month's Band pay and Grade pay
  - c) one month's Band pay, Grade pay and Dearness Allowance thereon
  - d) None of the above
91. In case of transfer to a place within a distance of 20 KM involving change of residence, the employee will be entitled to.....
- a) only transfer TA without composite transfer grant
  - b) full transfer TA and 50% of composite transfer grant
  - c) full transfer TA and one third of composite transfer grant
  - d) full transfer TA and one fourth of composite transfer grant

92. TA on retirement could be availed by the employee during.....
- a) last six months of his retirement
  - b) last 180 days of his retirement
  - c) two years
  - d) leave preparatory to retirement
93. Advance of one month pay on transfer is to be recovered in..... Instalments.
- a) 3
  - b) 6
  - c) 12
  - d) None of the above
94. What is the amount of warm clothing advance?
- a) Rs.5000
  - b) Rs.3500
  - c) Rs.3000
  - d) Rs.2500
95. Who is the competent authority to sanction warm clothing advance?
- a) Head of the Department
  - b) Head of Office
  - c) DDO
  - d) None of the above
96. Who is the competent authority to sanction Conveyance advance?
- a) Head of Department
  - b) Head of Office
  - c) DDO
  - d) None of the above
97. In how many instalments PC advance is to be repaid?
- a) 150
  - b) 100
  - c) 70
  - d) None of the above
98. Officials drawing band pay of Rs..... or more are eligible for motor-cycle advance.
- a) 9300
  - b) 15600
  - c) 19530
  - d) None of the above

99. What is the maximum number of monthly instalments for repayment of cycle advance?
- a) 36
  - b) 30
  - c) 24
  - d) 28

100. The repaying capacity for HBA in case of an official retiring after 10 years will be computed as follows: (choose the correct option)
- a) 50% of basic pay
  - b) 45% of basic pay
  - c) 40 % of basic pay
  - d) 40% of basic pay and 65% of retirement gratuity may also be adjusted