

Invigilator's Signature

LDCE/SO/2025 PAPER—I

Question Booklet Number

Series:



Candidate's Signature

Time: 3 Hours

Maximum Marks: 180

ROLL NO.

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- 2. Candidate should carefully read the instructions on the back of the OMR RESPONSE SHEET. They should **NOT** write Name, mark, make any stray marking or write anything irrelevant on either side of the OMR RESPONSE SHEET. Remarks other than the Answers and requisite details will be treated as revealing your identity and upon physical verification, if such remarks are found, the OMR RESPONSE SHEET will be invalidated and the candidature should be cancelled. No rough work should be done on the OMR RESPONSE SHEET. Rough work space provided in the Question Booklet can be used for the same.
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DO NOT OPEN THE SEAL UNTIL INSTRUCTED TO DO SO







1.	He_	to Mumbai twice.	6. C	ho	ose the correct f	orm of the v	erb:
	[A]	went	Н	le .	to school e	veryday.	
	[B]	had went	[]	A]	go		
	[C]	has gone	[F	3]	going		
	[D]	was gone	[(C]	gone	Ele:::	
2.	Cha	inge into indirect speech :	[]	[[goes		
	She	said, "I am reading."	7. Io	leı	ntify the correct	sentence :	
	[A]	She said she is reading.	[]	A]	He don't like ju	ice.	
	[B]	She said she was reading.	[H	3]	He doesn't like	juice.	
	[C]	She told she was reading.	[(C]	He doesn't likes	juice.	
		She told she is reading.	[]) [C	He not like juic	e.	
3.		you, I would accept the offer.	8. T		manager, along v _ arriving soon.	with his assis	stants,
	[A]	was	[1	A]	are		
	[B]	be	[1	3]	is		
	[C]	am	[0	C]	was		
	[D]	were	[]	O]	were		
4.	The	bus before we reached.	9. 0	h	oose the correct	article :	
	[A]	left	S	he	is honest	woman.	
	[B]	has left	[2	A]	the		
	[C]	had left	[]	3]	а		
	[D]	leaves	[0	C]	an		
5	Sno	ot the error :	[]	D]	None of the abo	ve	
٥.		ch of the girls have done their work."			e Prime Minister nmit in Delhi.	r th	e G20
	[A]	Each	[4	A]	inaugurated		
	[B]	girls	[]	3]	inaugurates		
	[C]	have	[0	C]	inaugurating		
	[D]	work	[]	D]	inaugurate		
		•					

11.	India won the war.	16.	The boys were waiting the bus stop.
	[A] has		[A] in
	[B] have		[B] on
	[C] are		[C] near
	[D] were		[D] at
12.	He is good mathematics.		[υ] αι
	[A] in	17.	She did not the report.
	[B] on		[A] writes
	[C] with		[B] write
	[D] at		[C] wrote
	in at		[D] writing
13.	If the monsoon fails, the crops affected.	18.	The chief engineer approved the plan some changes.
	[A] will be		[A] but
	[B] were		[B] despite
	[C] is		
	[D] being		[C] with
14.	Convert to passive voice :		[D] of
	"They are building a bridge."	19.	This year's festival celebration was than last year's.
	[A] A bridge has been built by them.		[A] more grand
	[B] A bridge was being built by them.		[B] grander
	[C] A bridge is being built by them.		[C] most grand
	[D] A bridge will be built by them.		[D] grand
15.	India is rich cultural heritage.	20.	The weather is sunny,?
	[A] of		[A] isn't it
	[B] in		[B] is it
	[C] with		[C] hasn't it
	[D] for		[D] wasn't it

Zi.	played his last match.	25. Choose the correct comparative form.
	[A] where	This movie is than that one.
	图 that	[A] most interesting
	[C] which	[B] more interesting
	[D] whose	[C] interesting
		[D] interested
22.	The train passes the tunnel. [A] on	26. Neither Rohit nor his friends attending the event.
	[B] across	[A] is
	[C] in	[B] are
	[D] through	[C] be
23.	Improve the following sentence:	[D] were
	He did not knew the answer.	27. She here since morning.
	[A] has not knew	[A] will be
	[B] did not know	[B] had been
	[C] does not knew	[C] has been
	[D] had not knew	[D] was
24.	The bill was passed delay.	28. Synonym of 'abundant' is
	[A] without	[A] scarce
	[B] by	[B] plentiful
	[C] in	[C] rare
	[D] over	[D] few

29.	Antony	ym of 'bravery' is	34.	The	news shocking.	
	[A] co	ourage		[A]	be	
	[B] st	rength		[B]	were	
	[C] co	onfidence		[C]	are	
	[D] fe	ar		[D]	is	
30.	Mean:	ing of idiom 'at the eleventh is	35.	'To	hit the headlines' means	
	[A] ve	ery early		[A]	to become famous in the n	ews
	[B] ve	ery late		[B]	to get hit	
	[C] at	: 11 O'clock		[C]	to criticise	
	[D] al	ways		[D]	to resign	
31.	The c	orrect spelling is	36.	_	onym of 'heritage' is	
	[A] la	unching			war	
	[B] lo	nching		[B]	poverty	
	[C] la	unshing		[C]	tradition	Second Sin u S o I o
	[D] lo	runching		[D]	politics	
32.	Anton	ym of 'optimistic' is	37.	'Bu	reaucracy' means	
	[A] h	opeful		[A]	redtape	
	[B] cl	neerful		[B]	democracy	
	[C] p	essimistic		[C]	monarchy	
	[D] co	onfident		[D]	stereotype	
33.	Select	similar meaning of 'vigilant'.	38.	Ant	onym of 'transparent' is	
	[A] C	areless		[A]	honest	
	[B] W	atchful		[B]	visible	
	[C] E	nergetic		[C]	clear	
	[D] T	ired		[D]	opaque	
			_			f TD //C

39. Synonym of 'vibrant' is

- [A] dull
- [B] energetic



- [C] lazy
- [D] calm

40. 'Pandemic' means

- [A] lung disease
- [B] widespread epidemic
- [C] mild illness
- [D] seasonal disease

41. 'Subsidy' means

- [A] Government financial support
- [B] bank loan
- [C] profit
- [D] donation

42. Antonym of 'urbanisation' is

- [A] industrialisation
- [B] ruralisation
- [C] modernisation
- [D] globalisation

43. 'Abolish' means

- [A] build
- [B] cancel
- [C] support
- [D] approve

Reading Comprehension

Passage 1 - National Heritage (Question Nos. 44-48):

"India's cultural landscape is a blend of countless languages, traditions, and faiths that coexist harmoniously."

44. The main theme of the passage is

- [A] cultural barriers
- [B] political rivalry
- [C] religious dominance
- [D] unity amid diversity

45. 'Blend' means

- [A] separation
- [B] mixture
- [C] contrast
- [D] rejection

46. The tone in the passage is

- [A] admiring
- [B] analytical
- [C] humorous
- [D] casual

47. The passage suggests that

- [A] India struggles with diversity
- [B] harmony prevails despite differences
- [C] regionalism dominates daily life
- [D] traditions are lost

48. Synonym of 'coexist' is

- [A] separate
- [B] quarrel
- [C] live together
- [D] vanish

Reading Comprehension

Passage 2 – Technology and Society (Question Nos. 49–53):

"Technology connects the world instantly. Yet, communication's emotional depth often weakens when physical presence disappears."

- 49. The main idea of the passage is
 - [A] technology improves emotion
 - [B] digital links lack real depth
 - [C] machines feel emotion
 - [D] people avoid meetings
- **50.** Tone of author in this passage is
 - [A] sarcastic
 - [B] angry
 - [C] reflective
 - [D] humorous
- 51. 'Emotional depth' refers to
 - [A] human connection
 - [B] online storage
 - [C] technical problem
 - [D] media speed
- **52.** Author suggests that
 - [A] technology must replace meetings
 - [B] human contact is still vital
 - [C] emotions are irrelevant
 - [D] machines communicate well
- 53. Synonym of 'instant' is
 - [A] delayed
 - [B] immediate
 - [C] slow
 - [D] careful



Reading Comprehension

Passage 3 - Education and Social Change (Question Nos. 54-58):

"Education is the most powerful weapon which you can use to change the world. It helps individuals to think critically, make informed decisions, and contribute positively to society."

- **54.** According to the passage, education helps individuals to
 - [A] obey blindly
 - [B] think critically
 - [C] avoid decisions
 - [D] None of the above
- 55. The word 'powerful' means
 - [A] weak
 - [B] insignificant
 - [C] influential
 - [D] breakable
- **56.** Which of the following is the main idea of the passage?
 - [A] Education makes people rich
 - [B] Education can change the world
 - [C] Education is easy
 - [D] Education is unnecessary
- **57.** The tone of the passage is
 - [A] negative
 - [B] persuasive
 - [C] humorous
 - [D] critical
- **58.** The author's purpose is to
 - [A] emphasize the value of education
 - [B] discourage learning
 - [C] promote entertainment
 - [D] criticize schools

Reading Comprehension

Passage 4 - Sustainable Agriculture (Question Nos. 59-63):

"Sustainable farming uses natural methods like crop rotation and compost. It saves soil, cuts costs, and protects biodiversity."

- 59. Sustainable farming avoids
 - [A] chemical excess
 - [B] organic manure
 - [C] local seeds
 - [D] compost
- 60. Sustainable farming helps conserve
 - [A] water only
 - [B] metal
 - [C] energy
 - [D] soil
- 61. The word biodiversity means
 - [A] variety of life
 - [B] single crop
 - [C] forest cutting
 - [D] group of animals only
- **62.** One benefit of the sustainable agriculture is
 - [A] deforestation
 - [B] more pollution
 - [C] soil protection
 - [D] costly inputs
- 63. The message of the passage is to
 - [A] protect nature
 - [B] increase waste
 - [C] use chemicals
 - [D] harm soil

- **64.** 'The meeting was postponed _____ unforeseen circumstances.'
 - [A] in
 - [B] owing to
 - [C] due
 - [D] for
- **65.** Choose the best email closing for a formal message:
 - [A] Best regards
 - [B] Yours lovingly



- [C] With joy
- [D] With love
- **66.** 'Kindly revert soon' in an official context, revert means
 - [A] go back
 - [B] reply
 - [C] reflect
 - [D] receive
- 67. Formal vocabulary 'adjourn' means
 - [A] end temporarily
 - [B] postpone permanently
 - [C] cancel
 - [D] continue
- **68.** 'The file has been forwarded for necessary action' means
 - [A] work is done
 - [B] further steps must be taken
 - [C] it is cancelled
 - [D] it is accepted

- **69.** The *correct* salutation for an email to senior officer is
 - [A] Hello Sir/Madam
 - [B] Hello Boss
 - [C] Dear Respected
 - [D] Dear Sir/Madam
- 70. 'As per GOI guidelines' means
 - [A] according to the Government of India guidelines
 - [B] ignoring Government rules
 - [C] rejecting policies
 - [D] after approval
- 71. 'FYI' means
 - [A] Fill Your Inputs
 - [B] From Your Inbox
 - [C] Feed Your Idea
 - [D] For Your Information
- 72. 'Annexure' refers to
 - [A] attached or additional document
 - [B] rough draft
 - [C] policy paper
 - [D] printout
- 73. 'D.O. letter' stands for
 - [A] Demi-Official Letter
 - [B] Departmental Order
 - [C] Daily Output
 - [D] Director's Office

- 74. 'Forwarding note' means
 - [A] letter of request
 - [B] recommendation on file
 - [C] apology
 - [D] closing summary
- **75.** Which of the following is a proper closing for a formal letter?
 - [A] Yours faithfully
 - [B] Lovingly
 - [C] With love
 - [D] See you later
- 76. 'Veteran' means
 - [A] learner
 - [B] beginner
 - [C] intern
 - [D] experienced person
- 77. 'Draft' means
 - [A] preliminary version of a document
 - [B] approved file
 - [C] record note



- [D] duplicate
- 78. 'Inter-Governmental' means
 - [A] non-official
 - [B] within departments
 - [C] between Governments
 - [D] under private control

79.	'Please find enclosed' is commonly used in	84. 'The undersigned' means
	[A] diary entry	[A] the writer himself
	[B] official letter	[B] any officer
	[C] comic story	[C] subordinate
	[D] dialogue	[D] addressee
80.	Synonym of 'directive' in administrative use is	85. Enclosed herewith' belongs to [A] informal writing
	[A] rule	[B] formal correspondence
	[B] hobby	[C] request
	[C] order	[D] order
	[D] suggestion	
81.	'Minutes of the meeting' refers to	86. Best formal replacement for 'get' is [A] obtain
	[A] time taken	[B] grab
	[B] written record	[C] snatch
	[C] oral talk	[D] take
	[D] summary only	
82.	. The <i>correct</i> formal apology phrase is	87. 'As per your request' means
	[A] sorry	[A] because you asked
	[B] regret for the inconvenience	[B] following your wish
	[C] oops!	[C] since requested
	[D] my bad	[D] All of the above
83,	. In administrative use, 'hereby' means	88. 'CC' in email stands for
	[A] from here	[A] Carbon Copy
	[B] nearby	[B] Confidential Copy
	[C] near the place	[C] Clear Copy

[D] by this statement

[C] near the place

[D] Courtesy Copy

89.	Choose the correct abbreviation meaning for 'regarding':	94. In administrative writing, 'expedite' means
	[A] FYI:	[A] delay
	[B] PS:	[B] speed up
	[C] RE:	[C] cancel
	[D] ASAP:	[D] ignore
90.	'Under consideration' means	95. You are requested to the instructions.
	[A] already approved	
	[B] under examination	[A] follow
	[C] rejected	[B] follows
	[D] finalised	[C] be follow
^1	'Perusal' means	[D] followed
31.		96. 'Preamble' means
	[A] quick glimpse	[A] appendix
	[B] careful reading	[B] conclusion
	[C] understand	[C] introductory statement
	[D] memorising	[D] example
92.	Meaning of status quo is	
	[A] improvement	97. 'Nominee' means
	[B] change	[A] designated person
	[C] rejected	[B] random person
	[D] existing state of affairs	[C] opponent
		[D] committee head
93.	'Noting' in the Secretariat procedure means	98. 'Pending approval' means
	[A] a remark on file	[A] obsolete
	[B] a musical note	[B] approved earlier
	[C] a law section	[C] rejected
	[D] a report	[D] awaiting sanction

- 99. 'May I draw your attention to...' is
 - [A] formal request
 - [B] order
 - [C] complaint
 - [D] explanation
- 100. 'Budgetary allocation' refers to
 - [A] pending bill
 - [B] total income
 - [C] loss estimate
 - [D] funds kept for a specific purpose
- **101.** The executive power of the State of Arunachal Pradesh is vested in the
 - [A] Chief Minister
 - [B] Council of Ministers
 - [C] Governor
 - [D] Chief Secretary



- **102.** The Council of Ministers is collectively responsible to the
 - [A] Governor
 - [B] Legislative Assembly of the State
 - [C] President of India
 - [D] Chief Secretary

- **103.** The "Transaction of Business' in Government of Arunachal Pradesh is regulated by
 - [A] the Secretariat Manual of Office Procedure
 - [B] the Rules of Executive Business framed under Article 166(3)
 - [C] the Conduct of Business Rules
 - [D] the Governor's Executive Orders
- 104. Under the Arunachal Pradesh Secretariat Manual of Office Procedure, files requiring the approval of the Council of Ministers are routed through the
 - [A] Deputy Secretary
 - [B] Chief Secretary
 - [C] Chief Minister's Office
 - [D] Personal Secretary to the Governor
- **105.** In the Secretariat system, the Chief Secretary primarily functions as the
 - [A] Head of Political Executive
 - [B] Head of State Civil Services and Secretary to the Council of Ministers
 - [C] Financial Adviser
 - [D] Legal Adviser

- **106.** The Arunachal Pradesh Secretariat functions as the
 - [A] Head Office of the District Administration
 - [B] Chief policy-making and Coordinating agency of the State Government
 - [C] Field office for public service delivery
 - [D] Judicial branch of the State
- 107. The main role of the Secretariat is to
 - [A] implement schemes directly in the field
 - [B] frame policies, rules and procedures
 - [C] enforce laws in districts
 - [D] supervise courts
- **108.** In the Secretariat hierarchy, which of the following is the **correct** order (highest to lowest)?
 - [A] Secretary \rightarrow Deputy Secretary \rightarrow Under Secretary \rightarrow Section Officer \rightarrow Assistant
 - [B] Deputy Secretary → Secretary → Under Secretary → Section Officer → Assistant
 - [C] Chief Secretary → Secretary → Section Officer → Under Secretary → Assistant
 - [D] Secretary \rightarrow Section Officer \rightarrow Under Secretary \rightarrow Deputy Secretary \rightarrow Assistant

- **109.** Who ensures that cases put up to higher officers are complete in all respects?
 - [A] Assistant
 - [B] Section Officer
 - [C] Under Secretary
 - [D] Stenographer
- **110.** The duties of an Under Secretary primarily include



- [A] routine correspondence
- [B] policy formulation
- [C] examining cases and submitting them to higher officers with recommendations
- [D] maintaining registers and files
- **111.** Who coordinates inter-departmental matters and advises the Chief Minister on administrative issues?
 - [A] Secretary (General Administration)
 - [B] Chief Secretary
 - [C] Cabinet Secretary
 - [D] Deputy Secretary
- **112.** Cabinet memoranda from various departments are vetted and coordinated by
 - [A] Chief Minister's Office
 - [B] Chief Secretary's Office
 - [C] Departmental Secretary only
 - [D] Governor's Secretariat

- **113.** The Secretariat Manual of Office Procedure mainly prescribes
 - [A] financial rules of the State
 - [B] recruitment rules of Secretariat staff
 - [C] standard procedures for office work, file movement, noting and drafting
 - [D] election procedures
- **114.** All incoming DAK in the Secretariat is first received in the
 - [A] section concerned
 - [B] Central Registry / Receipt & Issue Section
 - [C] Under Secretary's Office
 - [D] personal cell of the Minister
- **115.** What should be done with DAK marked Immediate' or 'Urgent'?
 - [A] Sent with ordinary DAK
 - [B] Sent through Special Messenger immediately
 - [C] Kept for next day's issue
 - [D] Sent after routine registration
- 116. 'Noting' in Secretariat practice means
 - [A] recording decisions of meetings
 - [B] writing comments, suggestions, or opinions on a case file
 - [C] preparing a draft letter
 - [D] making official reports

- **117.** A 'draft' in Secretariat language refers to
 - [A] a preliminary note
 - [B] a communication proposed to be issued
 - [C] a rough sketch of a project



- [D] an unapproved proposal
- 118. Before issuing any draft, it should be
 - [A] approved by the Section Officer only
 - [B] seen and approved by the appropriate higher officer
 - [C] sent directly to dispatch
 - [D] issued verbally
- **119.** Which of the following is **not** a standard type of Government correspondence?
 - [A] Demi-Official letter
 - [B] Office Memorandum
 - [C] Telegram
 - [D] Notification
- 120. A 'file' in Secretariat practice means
 - [A] a set of correspondence only
 - [B] collection of papers on a specific subject arranged together
 - [C] a binder for storing notes
 - [D] a single communication

- **121.** 'Top Secret' classification is used for documents
 - [A] of routine importance
 - [B] involving minor administrative details
 - [C] whose unauthorized disclosure may cause serious damage to national security
 - [D] related to internal transfers
- **122.** Confidential or Secret files should be kept
 - [A] in open shelves for easy access
 - [B] in the section record room
 - [C] in double-locked steel almirahs under personal custody of officer concerned
 - [D] with assistants for quick disposal
- **123.** Before destroying any record, the section must obtain approval from
 - [A] Stenographer
 - [B] Record Keeper only
 - [C] Head of the Department / competent authority
 - [D] Dispatch clerk
- **124.** The main objective of 'Check on Delay' in Secretariat work is to
 - [A] increase supervision
 - [B] ensure speedy disposal of cases and improve efficiency
 - [C] reduce staff strength
 - [D] prepare annual reports

- **125.** Cases pending beyond the prescribed period should be brought to the notice of
 - [A] Record Keeper
 - [B] Head Assistant
 - [C] Branch Officer (Under Secretary or above)
 - [D] Peon in charge of DAK
- **126.** What is the purpose of maintaining a Pending Cases' Register in each section?
 - [A] To record attendance
 - [B] To track all cases awaiting disposal and monitor their progress
 - [C] To keep a list of destroyed files
 - [D] To maintain financial records
- **127.** The Chief Secretary's office reviews delays in departments through
 - [A] monthly progress reports
- [B] spot inspections only
- [C] casual discussions[D] written complaints
- **128.** The purpose of Secretariat inspection is to
 - [A] check attendance of staff only
 - [B] verify physical infrastructure
 - [C] ensure efficiency, adherence to office procedure and prompt disposal of work
 - [D] prepare performance appraisal

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- **129.** The follow-up action on inspection reports is reviewed by
 - [A] Office Superintendent only
 - [B] Deputy Secretary or Joint Secretary of the Department
 - [C] Chief Minister's Office



- [D] Record Section
- **130.** In Secretariat inspections, particular attention is paid to
 - [A] cleanliness of offices only
 - [B] staff welfare matters only
 - [C] file discipline, noting, record maintenance and timely disposal
 - [D] financial audit exclusively
- **131.** Official correspondence in the Secretariat broadly refers to
 - [A] personal communication between officers
 - [B] written communications exchanged by the Government in the course of official business
 - [C] private correspondence of Ministers
 - [D] notes on files
- **132.** The main forms of Government correspondence are
 - [A] letters and telegrams
 - [B] official letters, office memoranda, demi-official letters, circulars and notifications
 - [C] notices and bills
 - [D] confidential memos only

- 133. A Circular is typically issued when
 - [A] individual decision is communicated
 - [B] information must reach multiple offices or sections
 - [C] only one officer needs to be informed
 - [D] a confidential matter must be discussed
- **134.** Questions raised by Members of the Legislative Assembly are meant to
 - [A] criticize the Government
 - [B] obtain information on matters of public interest related to the State Government
 - [C] replace debates
 - [D] test the efficiency of clerks
- 135. An oral (starred) question requires
 - [A] only a written reply
 - [B] an oral answer in the House followed by supplementary questions
 - [C] no answer at all
 - [D] circulation of a note
- **136.** If the question concerns more than one department, coordination is done by
 - [A] Chief Secretary's Office or Department of Parliamentary Affairs
 - [B] Assembly Secretariat
 - [C] Finance Department
 - [D] the Main Department only

- **137.** In the case of Parliamentary questions addressed to the Central Government involving the State, replies are prepared
 - [A] by the Parliament Secretariat
 - [B] by the concerned State
 Department and sent through the
 Chief Secretary to the Government
 of India
 - [C] by MLAs
 - [D] by private secretaries
- 138. The main objective of E-Governance is
 - [A] to computerize only high-level offices
 - [B] to use ICT for efficient, transparent and accountable governance
 - [C] to replace officials with computers
 - [D] to privatize Government functions
- 139. E-Office is a
 - [A] physical office building
 - [B] web-based workflow automation system for Government offices
 - [C] type of accounting software
 - [D] video conferencing app
- **140.** Which organisation developed the E-Office application for Government of India?
 - [A] NIC (National Informatics Centre)
 - [B] NITI Aayog
 - [C] Ministry of Home Affairs
 - [D] NeGD (National e-Governance Division)

- **141.** Which of the following is a non-justiciable Fundamental Rights?
 - [A] Right to Freedom
 - [B] Right Against Exploitation
 - [C] Right to Equality
 - [D] None of the above
- **142.** Which of the following is **not** a Fundamental Duty as provided in Article 51A?
 - [A] To defend the country and render national service when called upon to do so
 - [B] To safeguard public property and to abjure violence
 - [C] To strive for social and economic betterment of poor
 - [D] To value and preserve the rich heritage of our composite culture
- **143.** The electoral college for the election of the President of India consists of
 - [A] all the members of the Lok Sabha and the Rajya Sabha
 - [B] all the members of the Parliament and State Legislative Assemblies
 - [C] the elected members of both the Houses of Parliament and the elected members of the State Legislative Assemblies
 - [D] the elected members of the Lok Sabha and the Council of Ministers

- **144.** Which of the following is considered as restatement of the ideals as outlined in the Preamble?
 - [A] The Fundamental Duties
 - [B] The Directive Principles of State Policy
 - [C] The Fundamental Rights
 - [D] The Constituent Assembly
- **145.** Which of the following is **correct** in relation to Article 15 of the Indian Constitution?
 - [A] Prohibition of discrimination by the State on the ground of religion, race, caste, sex or place of birth
 - [B] Abolition of untouchability
 - [C] Equality of opportunity in matters of public employment
 - [D] Rights of minorities to run educational institutions
- **146.** The Council of Ministers in India consists of
 - [A] the Prime Minister and Cabinet Ministers
 - [B] the Prime Minister, President and Vice President
 - [C] the Prime Minister and other Ministers
 - [D] the Prime Minister, President and Speaker

- **147.** Which of the following Schedules deals with the provisions of disqualification on ground of defection?
 - [A] The Sixth Schedule



- [B] The Tenth Schedule
- [C] The Eighth Schedule
- [D] The Twelfth Schedule
- 148. Which of the following Articles of the Indian Constitution deals with reservation for ST/SC to services and posts?
 - [A] Article 335
 - [B] Article 332
 - [C] Article 342
 - [D] Article 330
- **149.** The idea of Fundamental Rights was taken from the
 - [A] British Convention
 - [B] Swiss Constitution
 - [C] US Constitution
 - [D] Constitution of Australia
- 150. The National Commission for Scheduled Tribes is an Indian Constitutional Body established in
 - [A] 2010
 - [B] 2008
 - [C] 2004
 - [D] 1996

- 151. The Prime Minister is the head of the
 - [A] Government
 - [B] State
 - [C] State and Government
 - [D] Sovereign
- **152.** Which of the following conducts the election of the office of the President?
 - [A] The Vice President of India
 - [B] The Chief Justice of India
 - [C] The Election Commission of India
 - [D] The Speaker of Lok Sabha
- **153.** If a person *does not* happen to be a member of any House at the time of his inclusion in Cabinet, he must acquire membership within a period of
 - [A] one year
 - [B] one month
 - [C] five months
 - [D] six months



- **154.** Which of the following is **correct** in relation to Gram Sabha?
 - [A] All elected members of Gram Sabha/Gram Panchayat
 - [B] All the elected Gram Parishad Members
 - [C] All the registered voters of Village Panchayat
 - [D] All the members of Sarpanch above 21 years

- **155.** The Eleventh Schedule has been added to the Constitution by the
 - [A] 84th Amendment Act
 - [B] 76th Amendment Act
 - [C] 56th Amendment Act
 - [D] 73rd Amendment Act
- **156.** Which of the following is **not** a State service?
 - [A] Health Service
 - [B] Educational Service
 - [C] State Forest Service
 - [D] Postal Service
- **157.** If the Panchayat is dissolved, elections are to be held within
 - [A] two months
 - [B] six months
 - [C] one year
 - [D] four months
- **158.** The Governor holds the office at the pleasure of the
 - [A] Constitution of India
 - [B] President
 - [C] Chief Minister
 - [D] Prime Minister

- **159.** Under which Article the Governor can promulgate ordinance?
 - [A] Article 216
 - [B] Article 213
 - [C] Article 157
 - [D] Article 310
- **160.** The minimum age required to be appointed as a Governor is
 - [A] 21 years
 - [B] 26 years
 - [C] 35 years
 - [D] 30 years
- **161.** Who administers the oath of office to the Chief Minister?
 - [A] The Chief Justice
 - [B] The Chief Secretary
 - [C] The Governor
 - [D] The President
- **162.** Who appoints the Chairman and the Members of the State Public Service Commission?
 - [A] The Governor
 - [B] The Chief Minister



- [C] The Chief Justice
- [D] The Chief Secretary

- **163.** The member of Election Commission has a term of
 - [A] five years
 - [B] six years
 - [C] four years
 - [D] eight years
- **164.** The members of UPSC can serve up to the age of
 - [A] 58 years
 - [B] 60 years
 - [C] 65 years
 - [D] 62 years
- **165.** The members of the State Public Service Commission can serve in the office up to
 - [A] 60 years
 - [B] 65 years
 - [C] 62 years
 - [D] 58 years
- **166.** Who among the following is the Ex-Officio Chairman of Rajya Sabha?
 - [A] The Vice President of India
 - [B] The Speaker of Lok Sabha
 - [C] The President of India
 - [D] The Deputy Speaker of Lok Sabha

- **167.** Part XVI of the Indian Constitution deals with
 - [A] district administration
 - [B] reservation of the weaker section in legislature
 - [C] special provisions relating to certain classes
 - [D] Finance Commission of India
- **168.** What is the strength of State Public Service Commission?
 - [A] Eight members including the Chairman
 - [B] Varies from State to State
 - [C] Five members excluding the Chairman
 - [D] Varies from exam to exam
- **169.** Which Article of the Directive Principles of State Policy in the Indian Constitution refers to Village Panchayat?
 - [A] Article 18
 - [B] Article 20
 - [C] Article 36
 - [D] Article 40
- **170.** Which of the following constitutional Amendments removed 'Right to Property' from the list of Fundamental Rights?
 - [A] 44th Amendment
 - [B] 42nd Amendment
 - [C] 24th Amendment
 - [D] 82nd Amendment



- **171.** The maximum age limit for voting in India in Parliamentary Election is
 - [A] No age limit
 - [B] above 100 years
 - [C] 92 years
 - [D] after 85 years
- 172. The 74th Amendment Act mandates the formation of a State Election Commission
 - [A] for conducting elections to State councils and elected bodies
 - [B] for conducting elections to State Legislature
 - [C] for conducting elections to municipalities
 - [D] for conducting elections to State Legislature and Mayors
- **173.** The first Municipal Corporation was set up in
 - [A] Calcutta
 - [B] Madras
 - [C] Hyderabad
 - [D] Bombay
- **174.** The Preventive Detention Act has a restraining effect on which of the following Rights?
 - [A] Right to Equality
 - [B] Right to Religion
 - [C] Right to Constitutional Remedies
 - [D] Right to Freedom

- 175. Which of the following Rights was considered by B. R. Ambedkar as the heart and soul of the Constitution? [A] Right to Education [B] Right to Equality [C] Right to Freedom [D] Right to Constitutional Remedies 176. Which of the following is the main objective of Directive Principles of State Policy? [A] Establish moral and intellectual democracy [B] Establish political and ethical democracy [C] Establish social and economic democracy [D] Establish economic and administrative democracy 177. The minimum age to become the Vice President of India is [A] 21 years
- 178. The President can nominate two members belonging to Anglo-Indian community to the [A] State Legislature [B] Legislative Council [C] House of the people [D] Inter-State Council 179. The Election Commission of India became a three-member body in [A] 2004 [B] 1991 [C] 2001 [D] 1993 180. The authority to constitute a Finance Commission to review the financial position of Panchayats rested with the [A] President [B] Minister of Panchayat

- [B] 35 years
- [C] 36 years
- [D] 40 years

is of

[C] Governor















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PAPER—II

300113

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- 1. Under Fundamental Rule 9, the term 'duty' means
 - [A] any period when a Government servant is working in office only
 - [B] the time during which a Government servant is employed in work of his post or is at the disposal of Government
 - [C] the period of leave sanctioned by competent authority
 - [D] the time a Government servant is under suspension
- 2. The term 'leave salary' as per FR 9 means
 - [A] the salary a Government servant receives when on extraordinary leave
 - [B] the amount paid to a Government servant while on leave
 - [C] the pay minus allowances
 - [D] None of the above
- **3.** Which of the following is **not** defined in FR 9?
 - [A] Duty

[B] Pay

- [C] Dearness Allowance
- [D] Lien
- **4.** The term 'probationer' under FR 9 refers to
 - [A] an employee on deputation
 - [B] a Government servant appointed on trial before confirmation
 - [C] a temporary employee
 - [D] a permanent employee

- **5.** The medical fitness certificate of a candidate for appointment is issued by
 - [A] the appointing authority
 - [B] a private medical practitioner
 - [C] the authorized Government Medical Officer or Medical Board
 - [D] the head of an office
- 6. Medical fitness certification ensures
 - [A] that the candidate is of good moral character
 - [B] that the candidate's age is verified
 - [C] that the candidate is physically fit to discharge the duties of the post
 - [D] that the candidate is a permanent resident
- 7. Under Fundamental Rule 9(13), lien means
 - [A] the right of a Government servant to hold a post permanently
 - [B] the right to claim salary of a higher post
 - [C] the right to transfer to another department
 - [D] the right to go on leave
- 8. A Government servant retains a lien
 - [A] on any post he ever held
 - [B] only on the post held substantively in a permanent capacity
 - [C] on the temporary post he is working on
 - [D] None of the above

- **9.** Unauthorized absence from duty without permission is treated as
 - [A] leave without pay
 - [B] break in service
 - [C] misconduct under Conduct Rules
 - [D] All of the above
- **10.** When a Government servant is promoted to a higher post, his pay is fixed under
 - [A] FR 21
 - [B] FR 22(I)(a)(1)
 - [C] FR 26
 - [D] FR 35
- **11.** Under FR 23, the pay of a Government servant is not reduced, *except*
 - [A] with his consent
 - [B] by disciplinary authority as a penalty
 - [C] by mistake of fixation
 - [D] All of the above
- **12.** Under FR 26, an increment shall ordinarily be drawn as a matter of course unless
 - [A] there is a break in service
 - [B] the increment is withheld as a punishment
 - [C] the employee is on EOL without MC
 - [D] All of the above

- **13.** The normal date of annual increment for all Central Government employees is
 - [A] 1st January only



- [B] 1st July only
- [C] 1st January or 1st July, depending on appointment
- [D] last day of the financial year
- 14. Advance increments are granted
 - [A] to all employees automatically
 - [B] to employees who perform additional duties or possess higher qualifications
 - [C] to only Class IV employees
 - [D] on transfer to another department
- **15.** Advance increments granted for acquiring a higher qualification are
 - [A] personal to the employee
 - [B] not absorbed in pay on promotion
 - [C] may be withdrawn if qualification is no longer relevant
 - [D] All of the above
- **16.** Reduction to a lower stage in time-scale can
 - [A] be permanent
 - [B] be for a specified period with or without cumulative effect
 - [C] subject to future good conduct
 - [D] All of the above

- **17.** Honorarium is granted to a Government servant for
 - [A] routine office work
 - [B] services rendered outside normal duties or special work
 - [C] compulsory overtime work
 - [D] None of the above
- **18.** Special pay or personal pay is considered a part of
 - [A] allowance only
 - [B] pay, as defined in FR 9(21)(a)
 - [C] Dearness Allowance
 - [D] None of the above
- **19.** An employee granted honorarium cannot claim it as a matter of right because
 - [A] it is discretionary and subject to prior sanction
 - [B] it depends on seniority
 - [C] it is automatically credited
 - [D] it is linked to overtime
- **20.** Combination of appointments under FR 49 applies when a Government servant
 - [A] holds one post permanently
 - [B] is on deputation to another post
 - [C] perform duties of another post in addition to his own post
 - [D] is on leave or suspension

- **21.** When a Government servant holds charge of another post of higher responsibility, he is entitled to
 - [A] full pay of both posts
 - [B] pay of the higher post or 10% of basic pay (whichever is less)
 - [C] additional pay not exceeding 10% of the presumptive pay of the higher post
 - [D] no additional pay
- **22.** Deputation of a Government servant means
 - [A] temporary transfer to a post under another Government or body while retaining lien on parent post
 - [B] permanent transfer to another department
 - [C] assignment of additional duties in the same office
 - [D] grant of leave for foreign study
- 23. Deputation abroad means
 - [A] working in another Government department in India
 - [B] appointment under a foreign Government or international organization
 - [C] training in India
 - [D] posting on trial basis
- **24.** The period of deputation is normally limited to
 - [A] 1 year
 - [B] 3 years
 - [C] 5 years
 - [D] 10 years

- **25.** The pay and allowances of a Government servant under suspension are regulated by
 - [A] FR 22
 - [B] FR 53
 - [C] FR 49
 - [D] FR 35
- **26.** During suspension, a Government servant is initially entitled to
 - [A] full pay and allowances
 - [B] 50% of pay as subsistence allowance plus admissible allowances
 - [C] no pay at all
 - [D] only leave salary
- **27.** If the delay in disciplinary proceedings is caused by the Government servant, then the subsistence allowance may be reduced to
 - [A] 25%
 - [B] 50%



- [C] 30%
- [D] 10%
- **28.** Dismissal or removal from service results in
 - [A] temporary suspension of duties
 - [B] termination of service and loss of lien
 - [C] reduction of pay only
 - [D] suspension without pay

- **29.** When reinstated with partial exoneration, the employee is entitled to
 - [A] full pay for suspension period
 - [B] only part of pay as determined by competent authority
 - [C] no pay
 - [D] full DA and allowances
- **30.** If an employee under suspension is reinstated but not exonerated, then the suspension period counts for
 - [A] pension only
 - [B] no purpose unless specifically ordered
 - [C] increment automatically
 - [D] half pay leave
- **31.** When suspension is declared unjustified, the period is treated as
 - [A] leave without pay
 - [B] duty for all purposes
 - [C] suspension not counting for increment
 - [D] dies non
- **32.** Period of 'dies non' due to unauthorized absence counts for
 - [A] pay only
 - [B] pension and leave
 - [C] no service benefit
 - [D] only increment

- **33.** The normal age of superannuation for most Central Government employees is
 - [A] 55 years
 - [B] 58 years
 - [C] 60 years
 - [D] 62 years
- **34.** Compulsory retirement imposed as a penalty (under CCS CCA Rules) is governed by
 - [A] FR 56(j)
 - [B] Rule 11(vii) of CCS (CCA) Rules
 - [C] Rule 48 of Pension Rules
 - [D] FR 56(k)
- **35.** Voluntary retirement under FR 56(k) can be opted
 - [A] after completing 30 years of service
 - [B] after attaining 50 years of age (Group A/B) or 55 years (Group C/D)
 - [C] only with Government approval
 - [D] at any time with 3 months' notice
- **36.** What is the notice period required by the Government to compulsorily retire an employee under FR 56(j)?
 - [A] 1 month
 - [B] 2 months
 - [C] 3 months
 - [D] 6 months

- **37.** Who conducts the medical examination for Government service appointments?
 - [A] Any registered medical practitioner
 - [B] An authorized Government Medical Officer or Medical Board
 - [C] A doctor chosen by the candidate
 - [D] The appointing authority itself
- **38.** The form and standard of the medical certificate are prescribed in
 - [A] Appendix 1 to FR & SR
 - [B] Appendix 3 to FR & SR Part I
 - [C] CCS (Medical Attendance) Rules
 - [D] CCS (Leave) Rules
- **39.** The medical certificate should be issued
 - [A] on a plain paper
 - [B] on a prescribed form with official seal and signature of medical authority
 - [C] by the appointing authority
 - [D] by the administrative head of department
- **40.** Under the Supplementary Rules, the term 'fees' generally refers to the
 - [A] salary of the employee
 - [B] payment received for a service rendered or official duty performed
 - [C] fine imposed for misconduct
 - [D] reimbursement of travel expenses

- **41.** Fees payable for services rendered are regulated by
 - [A] Government orders and departmental rules
 - [B] employee discretion
 - [C] local Panchayat regulations
 - [D] private agreement
- **42.** The Service Book of a Government servant is maintained
 - [A] by the employee personally
 - [B] by the appointing authority
 - [C] by the Treasury
 - [D] by the Finance Ministry
- **43.** Which rule requires pay fixation, increment and allowances to be entered in the Service Book?
 - [A] SR 5
 - [B] SR 28
 - [C] GFR 12
 - [D] SR 10
- **44.** According to GFR and SR, any loss or overpayment related to pay, allowances or advances must be
 - [A] ignored after 6 months
 - [B] recorded in the Service Book and recovered
 - [C] not recorded
 - [D] recorded only in personal files

- **45.** In case of suspension, dismissal, or penalty, the Service Book must include
 - [A] only pay-related entries
 - [B] details of penalty, orders and dates
 - [C] only the nature of penalty, no date
 - [D] Nothing; disciplinary files are separate
- **46.** On retirement, the Service Book must include
 - [A] only the last pay drawn
 - [B] complete service record, leave, pay, pension calculation and gratuity
 - [C] only leave records
 - [D] only disciplinary records
- **47.** The payment of Hindi incentive is based on
 - [A] employee's years of service only
 - [B] competency in official Hindi and verification by competent authority
 - [C] recommendation by colleagues
 - [D] optional declaration by the employee
- **48.** Advertised tender enquiry should be used for procurement of goods of estimated value
 - [A] ₹ 10 lakhs and above
 - [B] ₹15 lakhs and above
 - [C] ₹20 lakhs and above
 - [D] ₹25 lakhs and above

- **49.** Incentive for serving in remote or difficult areas is granted to
 - [A] all Government servants automatically
 - [B] employees posted in remote, hilly, or tribal areas as notified by the Government
 - [C] only employees in headquarters
 - [D] voluntary retirees
- **50.** An advance payment to a private firm should **not** exceed
 - [A] 10% of the contract value
 - [B] 30% of the contract value
 - [C] 25% of the contract value
 - [D] 50% of the contract value
- 51. Under the incentive scheme for sportspersons in the Central Government, the maximum number of 'advance increments' (in the form of personal pay) that can be granted in a sportsperson's career is
 - [A] 2
 - B 3



- [C] 4
- [D] 5

- **52.** Which of the following statements is **correct** regarding eligibility for recruitment/appointment under sports quota for meritorious sportspersons?
 - [A] Only sportspersons representing the country in an international competition are eligible
 - [B] Medal winners in Junior National Championships or certain Youth Games are also eligible
 - [C] The scheme applies only to the Union Government and not to State Governments
 - [D] There are no provisions for relaxation in age limit for sportspersons appointments
- **53.** Which of the following concessions is specifically mentioned for sportspersons/coaches working in Government departments (e.g., in the Postal Department) regarding practice?
 - [A] Paid leave for 10 days for each tournament
 - [B] Two hours off per day for practice each year
 - [C] Free travel for tournaments abroad
 - [D] Automatic promotion after national event

- **54.** Commuted leave is debited to the leave account at what rate?
 - [A] Half the period of leave taken
 - [B] Full period
 - [C] Double the period of leave taken
 - [D] No debit is made
- **55.** Study leave can be granted for a maximum period of
 - [A] 1 year
 - [B] 2 years
 - [C] 3 years
 - [D] 4 years
- **56.** Joining time is granted to a Government servant to enable him to
 - [A] spend time with family before joining duty
 - [B] join a new post to which he is transferred
 - [C] prepare for examination
 - [D] take rest between two assignments
- **57.** The general rule regarding joining time is laid down in
 - [A] FR 9(6)
 - [B] SR 105 to SR 116
 - [C] FR 22
 - [D] SR 120

- **58.** Sundays or holidays falling during joining time are
 - [A] not counted as a part of joining time
 - [B] counted as a part of joining time
 - [C] compensated later
 - [D] ignored altogether



- **59.** The general principles relating to TA are contained in
 - [A] FR 9(6)
 - [B] SR 131 to SR 147
 - [C] GFR 2005
 - [D] CCS (Leave) Rules
- **60.** Travelling Allowance includes which of the following components?
 - [A] Daily Allowance
 - [B] Mileage Allowance
 - [C] Actual Travelling Expenses
 - [D] All of the above
- **61.** The 'doctrine of pleasure' as mentioned in Article 310 means
 - [A] the Government servant can resign at any time
 - [B] the President or Governor can dismiss a civil servant at their discretion
 - [C] the tenure of civil servants is fixed
 - [D] the Parliament can remove any officer

- **62.** Under Article 311(2), no civil servant shall be dismissed or removed unless
 - [A] given a reasonable opportunity of being heard
 - [B] given a promotion first
 - [C] the President/Governor approves personally
 - [D] a judicial inquiry is conducted
- **63.** The 'pleasure doctrine' under Article 310 is subject to which Article?
 - [A] Article 312
 - [B] Article 311
 - [C] Article 320
 - [D] Article 309
- **64.** The Appointing Authority for a Government servant is
 - [A] always the President
 - [B] the authority empowered to make appointments to the post
 - [C] the immediate superior officer
 - [D] the Head of the Department only
- **65.** The authority competent to impose penalties under CCA Rules is
 - [A] only the Appointing Authority
 - [B] any authority subordinate to the Appointing Authority
 - [C] the Appointing Authority or any authority specified in the Schedule
 - [D] the UPSC

- **66.** The provision relating to the suspension of a Government servant is contained in which rule of the CCS (CCA) Rules, 1965?
 - [A] Rule 10
 - [B] Rule 11



- [C] Rule 12
- [D] Rule 14
- **67.** A Government servant shall be deemed to have been placed under suspension if he
 - [A] goes on leave without permission
 - [B] is detained in custody for more than 48 hours
 - [C] refuses transfer order
 - [D] is absent without intimation
- **68.** The penalties that may be imposed on a Government servant are listed under which rule of the CCS (CCA) Rules, 1965?
 - [A] Rule 10
 - [B] Rule 11
 - [C] Rule 12
 - [D] Rule 14
- 69. Censure is
 - [A] a major penalty
 - [B] a minor penalty
 - [C] not a penalty
 - [D] a judicial punishment

- **70.** The first step in a major penalty proceeding is
 - [A] inquiry by Inquiry Officer
 - [B] framing and issue of chargesheet
 - [C] personal hearing by Disciplinary Authority
 - [D] suspension of employee
- **71.** The Government servant is required to submit a written statement of defence within
 - [A] 7 days
 - [B] 10 days
 - [C] 15 days (extendable)
 - [D] 30 days (non-extendable)
- 72. The Inquiry Report must contain
 - [A] recommendations on penalty
 - [B] findings on each Article of Charge
 - [C] only summary of evidence
 - [D] personal opinion
- **73.** The first step in a minor penalty proceeding is the
 - [A] suspension of the Government servant
 - [B] framing of chargesheet
 - [C] issue of memorandum stating charges and calling for written representation
 - [D] appointment of Inquiry Officer

- 74. The special procedure under Rule 19 allows the Disciplinary Authority to impose penalties without holding a regular inquiry
 - [A] in all cases
 - [B] in specified exceptional cases
 - [C] only for minor penalties
 - [D] only for IAS officers
- **75.** Rule 19 of the CCS (CCA) Rules, 1965, deals with
 - [A] minor penalties
 - [B] major penalties
 - [C] special procedure in certain cases
 - [D] appeal procedure
- **76.** The provisions relating to borrowed and lent officers are contained in which rule of the CCS (CCA) Rules, 1965?
 - [A] Rule 14
 - [B] Rule 16
 - [C] Rule 19
 - [D] Rule 20
- 77. When a Government servant serving under a borrowing authority commits misconduct, the initial disciplinary action may be taken by
 - [A] only the lending authority
 - [B] only the borrowing authority
 - [C] either borrowing or lending authority as per Rule 20(1)
 - [D] only the President

- **78.** The right of appeal is governed by which rule of the CCS (CCA) Rules, 1965?
 - [A] Rule 11
 - [B] Rule 16



- [C] Rule 23
- [D] Rule 20
- 79. Revision means
 - [A] fresh inquiry
 - [B] re-examination of disciplinary order by a higher authority
 - [C] appeal after appeal
 - [D] judicial review
- **80.** The General Financial Rules (GFR), 2017 came into effect from
 - [A] 1st January, 2016
 - [B] 1st March, 2017
 - [C] 1st April, 2017
 - [D] 1st July, 2017
- **81.** Expenditure from public funds should *not* be incurred without the sanction of
 - [A] the Finance Minister
 - [B] the competent authority
 - [C] the Head of the Department
 - [D] the Accountant General

- **82.** Before making a payment, it must be ensured that
 - [A] the claim is reasonable and within budget allotment
 - [B] the amount is large enough to require audit
 - [C] the payment is pre-approved by the Parliament
 - [D] the claim is from the previous financial year
- **83.** 'All claims should be presented with full supporting documents' is a principle related to
 - [A] budget preparation
 - [B] maintenance of cash book
 - [C] payment of claims
 - [D] revenue receipt
- 84. The term defalcation refers to
 - [A] misuse of Government vehicles
 - [B] loss of Government money due to fraud, embezzlement or misappropriation
 - [C] delay in submission of bills
 - [D] non-maintenance of records
- **85.** When a loss is suspected to be due to theft, fraud or negligence, it should be reported to the
 - [A] Local Police and the Head of the Department
 - [B] Ministry of Finance only
 - [C] Audit Office
 - [D] Internal Committee only

- **86.** The responsibility for the preparation of the annual budget of a Ministry/ Department rests with
 - [A] the Ministry of Finance
 - [B] the Budget Division of that Ministry/Department
 - [C] the Planning Commission
 - [D] the CAG
- **87.** Unspent balances of grants or appropriations at the end of a financial year
 - [A] can be carried forward
 - [B] lapse and cannot be used in the next year
 - [C] must be deposited in Contingency Fund
 - [D] must be adjusted by audit
- **88.** The three parts of Government Accounts are
 - [A] Consolidated Fund, Contingency Fund, Public Account
 - [B] Revenue Account, Capital Account, Loan Account
 - [C] Receipts, Payments, Balances
 - [D] Income, Expenditure, Assets

- **89.** No work shall be commenced or liability incurred until
 - [A] administrative approval and financial sanction are obtained
 - [B] funds are available
 - [C] detailed estimates are technically sanctioned
 - [D] All of the above
- **90.** The rules relating to the procurement of goods and services are contained in which part of GFR 2017?
 - [A] Rule 100-110
 - [B] Rule 120-130
 - [C] Rule 144-173
 - [D] Rule 180-200
- 91. Procurement means
 - [A] only purchase of goods
 - [B] acquisition of goods, works or services through purchase or hire
 - [C] manufacture of goods in Government factories
 - [D] transfer of stores from one office to another
- **92.** Inventory in Government context refers to
 - [A] cash in hand
 - [B] stock of consumable and nonconsumable articles held for use
 - [C] buildings and land
 - [D] loans and advances



- **93.** For stores of high value or sensitive nature, verification may be
 - [A] biennial
 - [B] half-yearly or quarterly
 - [C] every five years
 - [D] not required
- **94.** A 'contract' becomes legally enforceable when
 - [A] it is made orally
 - [B] it is in writing and signed by both parties competent to contract
 - [C] it is approved by the auditor
 - [D] it is approved by the Parliament
- 95. Grant-in-Aid means
 - [A] a refundable financial assistance
 - [B] a non-recurring financial assistance from Government without repayment obligation
 - [C] a commercial loan
 - [D] advance against salary
- 96. Loans from Government are
 - [A] non-refundable
 - [B] refundable financial assistance carrying interest or specific repayment terms
 - [C] grants in disguise
 - [D] given only to individuals

- **97.** External Aid is generally obtained in the form of
 - [A] budgetary support only
 - [B] grants, loans, or a mix of both from external agencies
 - [C] donations from citizens
 - [D] tax incentives
- **98.** The main purpose of external aid is to
 - [A] support development projects requiring foreign expertise or capital
 - [B] meet revenue deficit
 - [C] pay salaries
 - [D] fund political campaigns
- 99. GeM stands for
 - [A] Government e-Market
 - [B] Government e-Marketplace
 - [C] General Electronic Market
 - [D] Government Exchange Module
- 100. Payments to sellers on GeM are made
 - [A] through GeM-integrated online payment system linked with PFMS
 - [B] through direct cash
 - [C] through cheque only



[D] manually



LDCE/SO/EXAM. 2025/132-

15











GENERAL ENGLISH, A.P. SPORTS OF THE SPORTS O **<u>RETARIAT MANUAL OF OFFICE PROCEDURE DRAFTING &</u>**

SET-A

Q NO.	ANS
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3	D
4	C
5	C
6	D
7	В
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11	A
12	D
13	A
14	C
15	В
16	D
17	В
18	C
19	В
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Q NO.	ANS
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Secretary	

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Arunachai Pradesh
Public Service Commissioner
Itanagar Itanagar



FINAL ANSWER KEY

SO (LDCE)-2025

PAPER-II

tanagat *FR & SR/ GFR/ CCS (CCA)]

SET-A

Q NO.	ANS
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12	D
13	C
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15	D
16	D
17	В
18	В
19	A
20	С
21	С
22	A
23	В
24	C
25	В

Q NO.	ANS
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27	В
28	В
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32	C
33	C
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65	C
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72	В
73	C
74	В
75	C

Q NO.	ANS
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78	C
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89	D
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93	В
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96	В
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98	A
99	В
100	A

Secretary
Arunachal Pradesh
Public Service Commissioner
Itanagar

^{*} Grace marks to be given to all the candidates.