



Series

A**CODE : CEM – 2/23**
Write here Roll Number and Answer Sheet No.

Question Booklet Sl. No.

Roll No.

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Answer Sheet No.

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Duration : 2 Hours

Total Marks : 100

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 1 mark.
7. **There is no negative marking.**
8. This Booklet contains 100 questions. Candidates must note that there will be 4 Sections in the question paper :

Sections	Test Components	No. of Questions	Page No.
A	General English	1-25	5-9
B	General Knowledge	26-50	10-14
C	Elementary Mathematics	51-75	15-18
D	Office Procedure	76-100	19-23

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.**



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DO NOT WRITE HERE



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SPACE FOR ROUGH WORK

A

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SPACE FOR ROUGH WORK



SECTION – A
(General English)

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

She was much _____ with grief.

- | | |
|----------------|---------------|
| (a) cast aside | (b) cast off |
| (c) cast out | (d) cast down |

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

Immaculate

- | | |
|--------------|--------------|
| (a) spotless | (b) pretence |
| (c) cruder | (d) indecent |

3. Choose the antonym of the given word from the alternatives given below it.

PERFORCE

- | | |
|---------------|----------------|
| (a) voluntary | (b) artificial |
| (c) enlarge | (d) scarce |

Direction (Q. No. 4 and Q. No. 5) : Choose the appropriate meaning of the underlined idiomatic expressions in each sentence from the alternatives given below them.

4. The budget presented recently, is a burning question now a days.

- | |
|---|
| (a) lacking affection or warmth |
| (b) keenly discussed issue |
| (c) to feel sorry for what has already happened |
| (d) to fail |

5. Hope I am not intruding upon your privacy.

- | | |
|-----------------------------------|-------------------|
| (a) to continue to have something | (b) encroach upon |
| (c) regard | (d) conceal |



Direction (Q. No. 6 and Q. No. 7) : Fill in the blanks with appropriate determiners from the alternatives given below them.

6. _____ of the students were absent yesterday.
(a) Any (b) Some
(c) Little (d) The little
7. There isn't _____ sugar in the pot.
(a) some (b) any
(c) few (d) a few
8. Choose the correctly spelt word from the alternatives given below.
(a) humorous
(b) humarous
(c) humorus
(d) humourous

Direction (Q. No. 9 and Q. No. 10) : Fill in the blanks with appropriate question tags from the alternatives given below them.

9. The boys often play cricket, _____ ?
(a) can they
(b) don't they
(c) do they
(d) none of these
10. She must know them in their most plausible form, _____ ?
(a) can they
(b) can't they
(c) isn't it
(d) mustn't she



Direction (Q. No. 11 and Q. No. 12) : Give one word substitutes for the following from the alternatives given below them.

11. A liquid for drinking

- | | |
|---------------|---------------|
| (a) carnival | (b) beverage |
| (c) carnivore | (d) cirrhosis |

12. A generally accepted practice with regard to social behaviour

- | | |
|-----------------|-----------------|
| (a) counterfeit | (b) convention |
| (c) creativity | (d) contretemps |

Direction (Q. No. 13 and Q. No. 14) : 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.

13. (1) the only creature (2) man is (3) endowed with the power of (4) laughter

- | | |
|----------------|----------------|
| (a) 2, 1, 3, 4 | (b) 4, 3, 2, 1 |
| (c) 1, 3, 2, 4 | (d) 2, 4, 3, 1 |

14. (1) which is essential for its complete understanding (2) the five page introduction to the script places it in the right perspective (3) and gives the uninitiated reader (4) a background to the film

- | | |
|----------------|----------------|
| (a) 3, 2, 1, 4 | (b) 2, 3, 4, 1 |
| (c) 1, 3, 2, 4 | (d) 4, 2, 3, 1 |

Direction (Q. No. 15 and Q. No. 16) : Fill in the blanks with appropriate words from the alternatives given below them.

15. Rima was ill, _____ she wanted to play.

- | | |
|-------------|---------|
| (a) though | (b) but |
| (c) because | (d) for |



16. Geeta put on a coat _____ she was feeling cold.

- (a) because (b) but
(c) for (d) though

Direction (Q. No. 17 and Q. No. 18) : Change the following sentences into passive voice.

17. I wrote a letter to my sister.

- (a) My sister wrote me a letter.
(b) A letter was written by me to my sister.
(c) My sister's letter was written by me.
(d) My sister and me wrote a letter.

18. Will anyone believe your story ?

- (a) Will your story be believed by anyone ?
(b) Will you be believed for story by anyone ?
(c) Will your story to be believed by anyone ?
(d) Will your story having been believed by anyone ?

Direction (Q. No. 19 and Q. No. 20) : In each of the following questions, we have sentences 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.

19. Elders have said/that we should not entertain/a too high opinion/of our wisdom.

- (a) (b) (c) (d)

20. Your scissor/are blunt/my razor/is sharp

- (a) (b) (c) (d)



Direction (Q.No. 21 to Q. No. 25) : Read the following passage carefully and choose the correct answers from among the alternatives given below each question.

The wise old Wazir was famous for his judgement and people came to him for justice from all parts of the country. One day two men came to his court and claimed ownership of an extraordinarily good-looking horse. It was a black beauty indeed. One of the men was tall, very well-dressed and soft spoken. The other one was just the opposite. Each of them said that the horse was his. The Wazir heard them patiently and asked them to leave the horse and come to him next morning. Both the men came the next morning. The Wazir asked his soldiers to give the horse to the tall man and to arrest the other man. The tall man wanted to know how the Wazir had learnt the truth. "Very simple", said he, "Firstly, a man of your appearance and manners could not have been the thief. Still, I wanted to be sure. Just after you had left the court. I asked one of my soldiers to leave the horse free and to see whom it followed. It went after you. This hint was enough for me".

21. Which of the following best describes the other man ?
 - (a) ill-dressed, short statured, loud-voiced
 - (b) tall, ill-dressed, courteous
 - (c) not well-dressed, short but good-mannered
 - (d) thin, poorly built, harsh in expression
22. The Wazir discovered the real owner of the horse
 - (a) by arresting the other man
 - (b) from the appearance and good manners of the tall man
 - (c) by patiently listening to the case of the theft
 - (d) by knowing whom the horse followed
23. With the Wazir's wisdom, the tall man was
 - (a) consoled
 - (b) impressed
 - (c) embarrassed
 - (d) undecided
24. People came to Wazir from all places because he was
 - (a) very famous
 - (b) an old judge
 - (c) a wise judge
 - (d) an old Wazir
25. This story proves that
 - (a) The Court soldiers were very smart
 - (b) The Judge was indeed quite intelligent
 - (c) The horse was very clever
 - (d) The horse was a real beauty



SECTION – B
(General Knowledge)

26. Which of the following countries is the largest producer of high grade iron-ore in the World ?
- (a) Brazil
 - (b) Canada
 - (c) Fiji
 - (d) India
27. When is the 'World Water Day' celebrated ?
- (a) 21 April
 - (b) 22 April
 - (c) 22 March
 - (d) None of the above
28. Where was the Pahalgam's Bird Festival held in 2022 ?
- (a) Maharashtra
 - (b) Arunachal Pradesh
 - (c) Jammu and Kashmir
 - (d) Sikkim
29. Which mirror is used in vehicle mirrors ?
- (a) Concave mirrors
 - (b) Convex mirrors
 - (c) Virtual mirrors
 - (d) OFC
30. Where was the first BRIC Summit held ?
- (a) Russia
 - (b) China
 - (c) India
 - (d) South Africa



31. Who was the founder of Arya Samaj ?
- (a) Swami Vivekananda
 - (b) Ramakrishna Paramahansa
 - (c) Swami Dayanand Saraswathi
 - (d) None of the above
32. The force acting on a unit area of a surface is called
- (a) Energy
 - (b) Gravity
 - (c) Pressure
 - (d) None of the above
33. By which of the following, Humans sound is produced ?
- (a) Larynx
 - (b) Syrinx
 - (c) Thesaurus
 - (d) None of the above
34. What is Jantar Mantar ?
- (a) A fort
 - (b) A Mughal Garden
 - (c) An Astronomical Observatory
 - (d) A museum
35. Which of the following States has the lowest literacy rate in India ?
- (a) Jharkhand
 - (b) Manipur
 - (c) Bihar
 - (d) Madhya Pradesh



36. When did the Wild Life Protection Act come into existence ?
- (a) 1987
 - (b) 1965
 - (c) 1972
 - (d) 1969
37. The Headquarters of UNESCO is in
- (a) Paris
 - (b) Germany
 - (c) USA
 - (d) New York
38. Who is the present Governor of RBI ?
- (a) C.D. Deshmukh
 - (b) Shaktikanta Das
 - (c) Y.V. Reddy
 - (d) None of the above
39. Which one of the following Five Year Plan was known as Mahalanobis Plan ?
- (a) 1st Five Year Plan
 - (b) 2nd Five Year Plan
 - (c) 3rd Five Year Plan
 - (d) 4th Five Year Plan
40. How many stars does the Flag of China have ? →
- (a) 5
 - (b) 4
 - (c) 3
 - (d) 6



41. The Non-Cooperation Movement started in
- (a) 1945
 - (b) 1919
 - (c) 1920
 - (d) 1918
42. Lord Buddha was born in
- (a) Vaishali
 - (b) Pataliputra
 - (c) Lumbini
 - (d) Bodh Gaya
43. The French Revolution took place in the year
- (a) 1647
 - (b) 1729
 - (c) 1775
 - (d) 1789
44. Cotton is which type of Crop ?
- (a) Rabi Crop
 - (b) Kharif Crop
 - (c) Zaid Crop
 - (d) None of the above
45. Longest river in the World is
- (a) Yangtze River
 - (b) Amazon River
 - (c) Nile River
 - (d) Mississippi River



46. Which among the National Park is present in Arunachal Pradesh ?
- (a) Manas National Park
 - (b) Khangchendzonga National Park
 - (c) Balphakram National Park
 - (d) Mouling National Park
47. Who was the last Lieutenant Governor of Arunachal Pradesh ?
- (a) K.A.A. Raja
 - (b) R.N. Haldipur
 - (c) T.V. Rajeshwar
 - (d) Shiva Swarup
48. This river assumes the name of Tawang Chu
- (a) Nyamjang Chu
 - (b) Namka Chu
 - (c) Dirang
 - (d) Daphla Ko
49. First through train was run from New Delhi to Arunachal Pradesh in
- (a) 2015
 - (b) 2012
 - (c) 2016
 - (d) 2010
50. Menchuka literally translates
- (a) A place of liquor
 - (b) A piece of heaven
 - (c) Medicinal water of snow
 - (d) A place of highest altitude



SECTION – C
(Elementary Mathematics)

51. The HCF of 12 and 15 is
(a) 2 (b) 3
(c) 5 (d) 1
52. The LCM of 8 and 12 is
(a) 24 (b) 12
(c) 8 (d) 4
53. If HCF of two numbers is 2 and LCM of them is 12, then the product of two numbers is
(a) 24 (b) 48
(c) 12 (d) none of these
54. If one person takes 10 days to complete a job, the number of days 10 people require to complete the same job is
(a) 10 days (b) 1 day
(c) $\frac{1}{10}$ day (d) none
55. If a bus covers 300 kms in 5 hours, then the time taken to cover 600 kms is
(a) 5 hrs (b) 10 hrs
(c) 12 hrs (d) none
56. If man A walks at a speed of 5 km/hr and man B walks at a speed of 3 kms/hr from the same starting point in opposite directions, then distance between them after an hour is
(a) 2 km (b) 8 km
(c) 15 km (d) 12 km



57. Simple interest for Rs. 1,000 at 4.5% per annum for one year is

- (a) Rs. 40.5 (b) Rs. 450
(c) Rs. 45.5 (d) Rs. 45

58. At what rate of interest will Rs. 4,000 amount to Rs. 4,220 in one year ?

- (a) 5.5% (b) 4%
(c) 6% (d) 5%

59. Compound interest on Rs. 10,000 at 10% per annum C.I. for 2 years is

- (a) Rs. 2,000
(b) Rs. 2,100
(c) Rs. 210
(d) none

60. Value of $\frac{5}{6} \times \frac{6}{7} \times \frac{7}{5}$ is

- (a) 1 (b) 0
(c) $\frac{25}{49}$ (d) none

61. If $2^{x-1} = 32$, then $x =$

- (a) 6 (b) 4
(c) 5 (d) 8

62. If $a : 3 = 6 : 9$, then $a =$

- (a) 2 (b) 12
(c) 6 (d) none



63. If X and Y are 2 sets such that X has 35 elements, X or Y has 45 elements and X and Y has 10 elements, then the number of elements in Y is
- (a) 15 (b) 20
(c) 25 (d) 10
64. If an article is sold at a profit of 10% at Rs. 110, then its cost price should be
- (a) Rs. 90 (b) Rs. 100
(c) Rs. 120 (d) Rs. 110
65. If a certain sum of money is doubled in 8 years at a given rate of S.I., the number of years required for the money to become triple itself is
- (a) 24 yrs. (b) 16 yrs.
(c) 8 yrs. (d) none
66. The decimal 0.12 in percentage form is
- (a) 0.12% (b) 1.2%
(c) 120% (d) 12%
67. While taking measurement a tailor writes 34 instead of 24. The percentage error is
- (a) 10%
(b) 40%
(c) 41.66%
(d) none
68. 10 paise is what percent of one rupee ?
- (a) 1% (b) 10%
(c) 11% (d) 9%



69. If a bus covers a distance of 100 kms in 5 hours, its average speed is
- (a) 60 km/hr (b) 20 km/hr
(c) 15 km/hr (d) 100 km/hr
70. If average score of A and B is 80%. If A's score is 90% then B's score is
- (a) 70% (b) 65%
(c) 90% (d) 85%
71. Simplified value of 25% is
- (a) $\frac{1}{4}$ (b) $\frac{1}{6}$
(c) $\frac{1}{2}$ (d) none
72. Value of $0.1 \times 10 \times 0.001 \times 1000$ is
- (a) 1 (b) 0.1
(c) 10 (d) none
73. 1 less than $\frac{1}{3}^{\text{rd}}$ of 270 is
- (a) 89 (b) 88
(c) 87 (d) 90
74. The ratio 1 : 5 in percentage form is
- (a) 5% (b) $\frac{1}{5}\%$
(c) 20% (d) none
75. 50% of a hour is
- (a) 30 min. (b) 50 min.
(c) 12 min. (d) none



SECTION – D
(Office Procedure)

76. 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
77. "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
78. 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
79. Which of the following is not recognised under CCS (Leave) Rules ?
- (a) Maternity Leave
 - (b) Study Leave
 - (c) Casual Leave
 - (d) Earned Leave
80. "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



81. 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 Statement 1 and 2 are correct
- (d) None of the above

82. 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 (a), (b) and (c)

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

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

84. "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

85. Two main parts of a file are

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



86. 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
87. 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
88. Central Civil Services (Leave) Rules came into force with effect from
- (a) 1952
 - (b) 1962
 - (c) 1972
 - (d) 1982
89. 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
90. 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



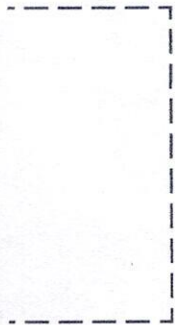
91. No leave shall be granted to Government servant if he is
- (a) To enter on leave preparatory to retirement
 - (b) To attend to urgent domestic work
 - (c) Under suspension
 - (d) To visit abroad with proper permission
92. Subject to certain conditions, a Government servant may be permitted to encash 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
93. Central Civil Services (Conduct) Rules came into force in which year ?
- (a) 1964
 - (b) 1954
 - (c) 1984
 - (d) 1994
94. 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
95. "Notes" in office files are normally written in
- (a) Blue or black ink
 - (b) Red ink
 - (c) Pink ink
 - (d) Yellow ink



96. 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
97. 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
98. A “Department” is normally headed by
- (a) Section Officer
(b) Assistant
(c) Secretary/ Principal Secretary
(d) Under Secretary
99. 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
100. 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
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CEM - 2/23



A

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