

Departmental Examination for the post of Jr. Clerk  
held on 14.07.2012  
PAPER-I

M.M. 30+30= 60 Marks

Time: 1 Hour

**Note:** Candidates must attempt all the questions. Each question carries one mark.

## SECTION - A: GENERAL AWARENESS

**Please mark the correct option.**

1. The right to information Act, 2005 provides for:
  - a. Information to be ordinarily given within 30 days
  - b. Appointment of PIO
  - c. Penalty for not providing information in time or providing false information
  - d. All of the above
2. Parliament consists of:
  - a. Lok Sabha and Rajya Sabha
  - b. President, Lok Sabha & Rajya Sabha
  - c. Lok Sabha, Rajya Sabha and Supreme Court
  - d. None of the above
3. The book "Wings of Fire" is written by
  - a. Dr. Rajendra Prasad
  - b. Vikram Choudhary
  - c. Dr. A.P.J. Abdul Kalam
  - d. Pandit Jawahar Lal Nehru
4. The mascot of the Commonwealth Games held at Delhi was:
  - a. Appu
  - b. Pappu
  - c. Shera
  - d. Five circles
5. Which of the following terms is related to cricket:
  - a. Bully
  - b. Hole
  - c. Gully
  - d. Goal
6. Choose the correct statement for 'Starred Question':
  - a. Reply is given orally
  - b. Only a written reply is given
  - c. No Supplementary questions are allowed
  - d. 50 questions are admitted in one Sitting

7. Money Bill is certified by
  - a. Speaker of Lok Sabha
  - b. Chairman of Rajya Sabha
  - c. Secretary General
  - d. President
8. Quorum in either House of Parliament requires:
  - a. Presence of one-tenth of Members
  - b. Presence of one-fourth of Members
  - c. Presence of one-sixth of Members
  - d. Presence of one One-half of Members
9. Allocation of Business Rules indicates:
  - a. Ministries/Departments and their functions
  - b. Matters to be decided by the Vice President
  - c. Matters to be decided by the Prime Minister
  - d. All of the above
10. Power to Prorogue the Parliament lies with the:
  - a. Secretary General
  - b. Speaker of Lok Sabha
  - c. Vice President
  - d. President
11. A Member of Parliament asks you to procure a form for giving notice for a Short Duration Discussion. Which office/ section will you go to get it?
  - a. Table Office
  - b. Distribution Branch
  - c. Notice Office
  - d. None of the above
12. Table office is concerned with the:
  - a. Making arrangements for oath
  - b. Preparing obituary and other references
  - c. Election to the office of President/Vice President and Deputy Chairman
  - d. All of the above
13. Every employee of the Secretariat is required to:
  - a. Maintain absolute integrity
  - b. Maintain devotion to duty
  - c. Do nothing which is unbecoming of an employee
  - d. All the above
14. Recording:
  - a. Is a process of closing a file after action is over
  - b. Is a process of opening a file
  - c. Is a process of weeding out a file
  - d. None of the above

15. Notice office is concerned with:
- Dealing with member's queries as a single window
  - Issue of passes for Rajya Sabha galleries
  - Issue of identity cards to former members
  - All the above
16. A file has:
- Correspondence portion
  - Notes portion
  - File Number
  - All of the above
17. Which section is responsible for the preparation of the List of Business of Rajya Sabha?
- Table Office
  - Notice Office
  - Office of the Chairman Rajya Sabha
  - Bill Office
18. BPST is:
- A part of Lok Sabha Secretariat
  - A part of PMO
  - A part of President Secretariat
  - A part of Cabinet Secretariat
19. Sachin Tendulkar has been in the news recently for:
- Nomination to Lok Sabha
  - Nomination to Rajya Sabha
  - Conferment of Honorary Doctorate by Oxford University
  - Conferment of Honorary Doctorate by Delhi University
20. Find the odd man out:
- Tuesday
  - Friday
  - Sunday
  - Yesterday
21. Who is the Divisional Head of the Question Branch?
- Shri N.C. Joshi, Secretary
  - Smt. Vandana Garg, Additional Secretary
  - Shri S.K. Ganguli, Joint Secretary
  - Shri Govind Lal, Joint Secretary
22. Official Gallery in Parliament House is for
- Prominent Citizens
  - Secretariat Staff
  - Government Officials
  - None of the above



23. Where is the Members' Amenities Section located?
- On first floor of Parliament House
  - On the second floor of the Parliament House
  - On the Second floor of the Parliament House Annexe
  - On the fourth floor of the Parliament House
24. Anaemia is caused due to deficiency of:
- Carbohydrates
  - Fat
  - Iron
  - Vitamin 'D'
25. If you go to Parliament House from Parliament House Annexe Building *via* Talkatora road, whose statue will you first find on entering Parliament House compound?
- Shri B.R.Ambedkar
  - Mahatma Gandhi
  - Jhansi ki Rani
  - None of the above
26. The debates of Constituent Assembly were held at:
- Central Hall of Parliament
  - Constitution Club
  - South Block
  - Viceroy Lodge
27. Recently in the Parliament, the issue of a Cartoon in a NCERT book was raised. Who amongst the following was one of the persons depicted in the Cartoon?
- Sardar Patel
  - Maulana Azad
  - Indira Gandhi
  - None of the above
28. How many Members of Rajya Sabha are nominated by the President?
- 13
  - 245
  - 12
  - 112
29. Milk is basically a type of:
- Emulsion
  - Solvent
  - Suspension
  - Gel
30. The famous Chinese traveller Fa-hien came to India in the reign of:
- Harshvardhan
  - Chandragupta II
  - Kanishka
  - Samudragupta

## SECTION - B: ENGLISH LANGUAGE

**Directions:** Question No. 31 to 34: Mark the synonym of the given word.

31. **Corrupt**  
a. Courage  
b. Dishonest  
c. Grow  
d. Worry
32. **Homage**  
a. Respect  
b. Security  
c. Kind  
d. Oblige
33. **Obvious**  
a. Far  
b. Unclear  
c. Clear  
d. Peaceful
34. **Ideal**  
a. Model  
b. Low  
c. Slow  
d. Reject

**Directions:** Question No. 35 to 38: Fill in the blank with appropriate option.

35. I passed my matric examination \_\_\_\_\_ the age of seventeen.  
a. on  
b. at  
c. in  
d. of
36. I have not slept \_\_\_\_\_ yesterday.  
a. from  
b. since  
c. for  
d. on
37. He is firm \_\_\_\_\_ his opinion.  
a. on  
b. from  
c. in  
d. to

38. He reached the station \_\_\_\_\_ bus.
- a. in
  - b. by
  - c. on
  - d. from

Directions: Question No. 39 to 42: Fill in the blank with appropriate option.

39. Neil Armstrong was \_\_\_\_\_ first man to land on the Moon.
- a. the
  - b. a
  - c. an
  - d. Indian

40. Ramachandran is \_\_\_\_\_ honorable Man.
- a. an
  - b. a
  - c. the
  - d. on

41. Give me \_\_\_\_\_ book to read.
- a. a
  - b. an
  - c. the
  - d. for

42. Vaishali has applied for \_\_\_\_\_ post of lecturer.
- a. the
  - b. a
  - c. an
  - d. two

Directions: Question No. 43 to 47: Tick - mark the word which is correctly spelt.

- 43.
- a. Suceess
  - b. Success
  - c. Succes
  - d. Succses

- 44.
- a. Ofence
  - b. Offennnc
  - c. Offence
  - d. Ofencee

- 45.
- a. Suitable
  - b. Sutiable
  - c. Sutaebil
  - d. Suitbale

46.

- a. comittee
- b. committee
- c. commitee
- d. comitee

47.

- a. Dessolution
- b. Disolution
- c. Dissolution
- d. Dissoluteon

**Directions:** Question No. 48 to 51: Mark the option which indicates the meaning of the given phrase/ idiom.

48. A flying visit

- a. Visit for a very short time
- b. Visit for a very long time
- c. Visit without stopping
- d. Visit by air

49. The lion's share

- a. The biggest part
- b. The smallest part
- c. The pet's share
- d. food of lion

50. A maiden speech

- a. First speech
- b. Second speech
- c. Last speech
- d. Funeral speech

51. A man of letters

- a. Religious
- b. Wise
- c. Scholar
- d. poet

**Directions:** Question No. 52 to 55: Mark the antonym of given word.

52. Quit

- a. Leave
- b. Join
- c. Run
- d. Shout



53. Release
- a. Arrest
  - b. Free
  - c. Liberate
  - d. Reward

54. Precious
- a. Costly
  - b. Dear
  - c. Invaluable
  - d. Cheap

55. Withhold
- a. Hold back
  - b. Allow
  - c. Detain
  - d. Stop

Directions: Question No. 56 to 60: Mark the correct sentence.

- 56.
- a. have eaten nothing from yesterday.
  - b. I have to eat nothing from yesterday.
  - c. I had been eaten nothing from yesterday.
  - d. I have eaten nothing since yesterday.

- 57.
- a. I do not agree to you.
  - b. I do not agreed to you.
  - c. I do not agree with you.
  - d. I do not agree too you.

- 58.
- a. The quality of mangoes was not good.
  - b. The quality of mangoes were not good.
  - c. The quality of mangoes are not good.
  - d. The quality of mangoes have not been good.

- 59.
- a. It is seven from my watch.
  - b. It is seven to my watch.
  - c. It is seven by my watch.
  - d. It is seven in my watch.

- 60.
- a. Everyone of the girls love to ride.
  - b. Everyone of the girls loves to ride.
  - c. Everyone of the girls do love to ride.
  - d. Everyone of the girls have love to ride.



अधिकतम अंक: 30

समय: 1 घंटा

नोट: अभ्यर्थी सभी प्रश्नों का उत्तर दें । प्रत्येक प्रश्न 01 अंक का है ।

खंड-क: सामान्य जागरूकता

सही विकल्प पर निम्नान लगाएं -

1. सूचना का अधिकार अधिनियम, 2005 में निम्नलिखित हेतु व्यवस्था की गई है:

- क. सूचना सामान्य: 30 दिनों के भीतर देनी होती है ।
- ख. लोक सूचना अधिकारी की नियुक्ति ।
- ग. समय पर सूचना न देने अथवा गलत सूचना देने पर दंड ।
- घ. उपर्युक्त सभी ।

2. संसद में निम्नलिखित निहित है:

- क. लोकसभा और राज्यसभा ।
- ख. राष्ट्रपति, लोकसभा और राज्यसभा ।
- ग. लोकसभा, राज्यसभा और उच्चतम न्यायालय ।
- घ. उपर्युक्त में से कोई नहीं ।

3. पुस्तक "विंग्स ऑफ फायर" के लेखक है:

- क. डा. राजेन्द्र प्रसाद ।
- ख. विक्रम चौधरी ।
- ग. डा. ए.जे.पी. अब्दुल कलाम ।
- घ. डा. जवाहर लाल नेहरू ।

4. दिल्ली में आयोजित राष्ट्रमंडल खेलों का शुभंकर था।

- क. अप्पू ।
- ख. पप्पू ।
- ग. शोरा ५ ।
- घ. पांच वृत्त ।

5. निम्नलिखित में से कौन सा शब्द क्रिकेट से संबंधित है :

- क. बुली ।
- ख. होल ।
- ग. गलीफ़ ।
- घ. गोल ।

6. 'तारांकित प्रश्न' के संबंध में सही कथन का चुनाव करें :

- क. उत्तर मौखिक रूप से दिया जाता है ।
- ख. उत्तर केवल लिखित रूप में दिया जाता है ।
- ग. अनुपूरक प्रश्न पूछने की अनुमति नहीं है ।
- घ. एक सिटिंग में 50 प्रश्न दाखिल किए जाते हैं ।

7. धन-विधेयक निम्नलिखित द्वारा प्रमाणित किया जाता है:

- क. लोकसभा के सभापति
- ख. राज्यसभा का अध्यक्ष
- ग. महासचिव
- घ. राष्ट्रपति

8. संसद के दोनों सदनों में अपेक्षित कोरम निम्नलिखित है:

- क. कुल सदस्यों के एक दहाई सदस्यों की उपस्थिति ।
- ख. कुल सदस्यों के एक चौथाई सदस्यों की उपस्थिति
- ग. कुल सदस्यों के एक-छठवें सदस्यों की उपस्थिति
- घ. कुल सदस्यों के आधे सदस्यों की उपस्थिति

9. कार्य आबंटन नियमों में निम्नलिखित सूचित होते हैं:

- क. मंत्रालयों/विभागों और उनके कार्य ।
- ख. मामले जिन पर उप- राष्ट्रपति द्वारा निर्णय दिए जाने हैं ।
- ग. मामले जिन पर प्रधामंत्री द्वारा निर्णय दिए जाने हैं ।
- घ. उपर्युक्त सभी ।

10. संसद को स्थगित करने की शक्ति निम्नलिखित के पास होती है:

- क. महासचिव
- ख. लोक सभा के सभापति
- ग. उप राष्ट्रपति
- घ. राष्ट्रपति

11. एक संसद-सदस्य आपसे अल्प-अवधि चर्चा की सूचना देने हेतु फार्म लाने के लिए कहता है। आप फार्म लेने के लिए किस कार्यालय/अनुभाग में जाएंगे?

- क. टेबल कार्यालय
- ख. वितरण शाखा
- ग. सूचना कार्यालय
- घ. उपर्युक्त में से कोई नहीं । ५

12. टेबल कार्यालय निम्नलिखित कार्यों से संबंधित है:

- क. शपथ ग्रहण हेतु व्यवस्था करना ।
- ख. शोक संदेदा तथा अन्य संदर्भ हवाला तैयार करना ।
- ग. राष्ट्रपति/उप राष्ट्रपति तथा उपाध्यक्ष के पदों के लिए चुनाव
- घ. उपर्युक्त सभी

13. सचिवालय के प्रत्येक कर्मचारी से अपेक्षित है कि वे:

- क. पूर्णतया सत्यनिष्ठ रहें ।
- ख. कर्तव्य के प्रति समर्पित रहें ।
- ग. ऐसा कुछ न करें जो एक कर्मचारी के लिए अदोषनीय हो ।
- घ. उपर्युक्त सभी



14. अभिलेखन:

- क. कार्रवाई समाप्त होने के पश्चात फाइल को बंद करने की प्रक्रिया है ।
- ख. फाइल खोलने की प्रक्रिया है ।
- ग. फाइलों की छंटाई करने की प्रक्रिया है ।
- घ. उपर्युक्त में से कोई नहीं ।

15. सूचना कार्यालय संबंधित है:

- क. सिंगल विंडो के तौर पर सदस्यों की पृच्छा से निबटना ।
- ख. राज्य सभा दीर्घा के लिए पास जारी करना ।
- ग. पूर्व सदस्यों को पहचान पत्र जारी करना ।
- घ. उपर्युक्त सभी ।

16. फाइल में होता है:

- क. पत्राचार भाग ।
- ख. टिप्पण भाग ।
- ग. फाइल संख्या ।
- घ. उपर्युक्त सभी ।

17. राज्यसभा की कार्य सूची तैयार करने के लिए कौन सा अनुभाग उत्तरदायी है?

- क. टेबल ऑफिस
- ख. सूचना कार्यालय
- ग. राज्य सभा के सभापति का कार्यालय
- घ. विधेयक कार्यालय

18. ठेक है :

- क. लोक सभा सचिवालय का एक भाग ।
- ख. प्रधानमंत्री कार्यालय का एक भाग ।
- ग. राष्ट्रपति सचिवालय का एक भाग ।
- घ. कैबिनेट सचिवालय का एक भाग ।

19. सचिन तेंदुलकर हाल में सुखियों में रहे हैं :

- क. लोक सभा में नामित किए जाने के कारण ।
- ख. राज्य सभा में नामित किए जाने के कारण ।
- ग. ऑक्सफोर्ड विद्वविद्यालय द्वारा डॉक्टरेट की मानद उपाधि प्रदान किए जाने के कारण ।
- घ. दिल्ली विद्वविद्यालय द्वारा डॉक्टरेट की मानद उपाधि प्रदान किए जाने के कारण।

20. असंगत को अलग कीजिए:

- क. मंगलवार ।
- ख. शुक्रवार ।
- ग. रविवार ।
- घ. कल (बीता हुआ)।

21. प्रदन शाखा का प्रभाग प्रमुख कौन है?

- क. श्री एन0सी0जोशी, सचिव ।
- ख. श्रीमती वन्दना गर्ग, अपर सचिव ।
- ग. श्री एस0के0गांगुली, संयुक्त सचिव ।
- घ. श्री गोविन्द लाल, संयुक्त सचिव ।

22. संसद भवन में आधिकारिक दीर्घा होती है:

- क. गणमान्य नागरिकों के लिए
- ख. सचिवालय स्टाफ के लिए
- ग. सरकारी अधिकारियों के लिए
- घ. उपर्युक्त में से कोई नहीं ।

23. सदस्य सुविधाएं अनुभाग कहां अवस्थित हैं?

- क. संसद भवन के प्रथम तल पर
- ख. संसद भवन के द्वितीय तल पर
- ग. संसद भवन एनेक्सी के द्वितीय तल पर
- घ. संसद भवन के चतुर्थ तल पर

24. रक्ताल्पता निम्नलिखित में से किसकी कमी के कारण से होता है?

- क. काबोहाइड्रेट
- ख. चर्बी
- ग. लोह
- घ. विटामिन 'डी'

25. यदि आप संसद भवन एनेक्सी भवन से तालकटोरा रोड़ होते हुए संसद जाएंगे, तो संसद भवन के प्रांगण में प्रवेष्ट करने पर आप पहले किसकी प्रतिमा पाएंगे?

- क. श्री बी.आर. अम्बेडकर
- ख. महात्मा गांधी
- ग. झांसी की रानी
- घ. उपर्युक्त में से कोई नहीं ।

26. संविधान-सभा की बहस निम्नलिखित स्थान पर होती थी:

- क. संसद का केन्द्रीय सभागार
- ख. कॉन्स्टिट्यूशन क्लब
- ग. साउथ ब्लॉक
- घ. वाइसराय लॉज

27. हाल ही संसद में, एनसीईआरटी की पुस्तक में एक कार्टून का मुद्दा उठाया गया था । यह कार्टून निम्नलिखित में से किस व्यक्ति का था?

- क. सरदार पटेल
- ख. मौलाना आज़ाद
- ग. इंदिरा गांधी
- घ. उपर्युक्त में से कोई नहीं

28. राष्ट्रपति द्वारा राज्यसभा के लिए कितने सदस्य नामित किए जाते हैं?

- क. 13
- ख. 245
- ग. 12
- घ. 112



29. दूध मूलतया: निम्नलिखित का एक प्रकार है:

- क. इमल्दान
- ख. शोधक्षम
- ग. सस्पेन्डान
- घ. जैल

30. प्रसिद्ध चीनी यात्री फाह्यान भारत में किसके शासन के दौरान आया:

- क. हर्षवर्धन
- ख. चंद्रगुप्त ष
- ग. कनिष्क
- घ. समुद्रगुप्त

## ENGLISH LANGUAGE

M.M. 40 marks

Time: 1 Hour 30 Minutes

**Note:** Candidates must attempt all the questions. Marks carried by each question are indicated against it.

1. Write a paragraph of about 100 words on any one of the following topics:- (6 marks)
- a) My Ambition in Life
  - b) My Hobby
  - c) The Happiest Day of my Life
  - d) Importance of Punctuality

2. One day you come to office late at around 12.00 Noon. There were important files to be dispatched. Your Executive Officer is unhappy and asks you to explain why you were late. Please write a letter explaining the reasons for coming late to office. (6marks)

OR

You are a newly appointed LDC on promotion. Write a letter to the Director (Admn.) in Rajya Sabha Secretariat to arrange relevant training for all the newly promoted LDCs so that they could perform their duties more efficiently. (6 marks)

3. Read the following paragraph and answer the questions that follow it. (5 marks)

Once upon a time, a man called Bhallu Shah lived in Gujarat. He was a great miser. He did not like to spend any money on anybody, even on himself. One day he saw some ripe dates on a tall tree. He liked dates very much and wanted to have some. But how could he get them? He did not want to ask anyone to climb up and get them for him for he feared he might have to pay him something. So Bhallu Shah decided to climb the tree himself. He had never climbed a date palm before, but he managed to reach the top. He was about to pick some dates when he happened to look down. The height from the ground frightened him so much that he began to tremble. Just then he saw a man going that way. He cried out to him, "O dear sir, please help me climb down this tall tree." The man at once saw that it was Bhallu Shah, a great miser. He looked up and said, "I will help you climb down this tree if

you give me one thousand rupees". Bhallu Shah had to agree because he knew that he would die if he fell down from that height.

- a. Where did Bhallu Shah live?
- b. What did Bhallu Shah not like?
- c. What can you say about Bhallu's nature?
- d. Where did he find some ripe dates?
- e. 'He was a great miser.' What does the word 'great' here means?

4. Rearrange the following words/phrases to form meaningful sentences from them. (2 marks)

- a. brilliant / His both / are / sons.
- b. is / important / this / chapter / an .

5. You have taken Earned Leave from 10<sup>th</sup> June to 15<sup>th</sup> June, 2012 to avail LTC to Bombay. On 15<sup>th</sup> June, 2012, you learn that due to an agitation by the farmers, train services between Bombay and Delhi have been cancelled and you would not be able to reach Delhi and join duties in the forenoon of 16<sup>th</sup> June, 2012, as planned.

Write an application addressed to Joint Director (G), Rajya Sabha Secretariat seeking an extension of leave for 3 days on the grounds mentioned above. (6 marks)

5. The following sentences are incorrect. Correct and Rewrite the correct sentences. (10marks)

- i. He killed two birds on one shot.
- ii. He invited all his friends by tea.
- iii. He is searching his lost pen.
- iv. The examination begins from Monday.
- v. Fifteen minutes are allowed from each Speaker.
- vi. The Department related Parliamentary Committee on Health and Family Welfare have decided to go on study tour to Rajasthan.
- vii. He is a most talented Assistant in the Section.
- viii. Each of the scholars have done well.
- ix. There is still no cure of the common cold.
- x. They were talking for one another.



7. The letter reproduced below has been received in the Personnel Section. It has been marked to Mr. XX for processing. Make appropriate entries in the Section Diary as per format given below: -

8.

<u>Number &amp; Date of document received</u>		From whom received	Brief Subject	Marked to
Number	Date			
1	2	3	4	

(5 marks)



No. A-33099/9/2012-ISTM [CSS-D]  
GOVERNMENT OF INDIA  
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU (OLD) CAMPUS  
OLOF PALME MARG, NEW DELHI-110067  
TEL. 26175590 TELEFAX: 26104183

Dated: 10.07.2012

To

Joint Director (G),  
Rajya Sabha Secretariat,  
Parliament House Annexe  
New Delhi - 110001

**SUB:** Acceptance of nominations for the training on Establishment Rules.

Sir,

Kindly refer to your letter no. A - 12012/5/2011 forwarding nominations of five Assistants for participation in the training on Establishment Rules at ISTM from 17.7.2012 to 21.7.2012. In this connection this is to inform that following nominations have been accepted:-

- i. Mr. ABC, Assistant
- ii. Mr. XTZ, Assistant

The above mentioned officials may be directed to join the training at 9.15 am on 17.7.2012.

Yours faithfully,

(PQS)  
Deputy Director & Course Director