

CSEET e-BULLETIN

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*A journey of a thousand miles begins with a single step.
~ Lao Tzu*

Dear Students,

Penning down my address to all of you, and given the results declared recently, I cannot help but reminisce my own stints with examinations and the results following them. The feeling of anticipation, the various possibilities of outcomes and the relief of sailing through were all too overwhelming at times. While having being bestowed with the opportunity of holding the Office of the President, the journey may seem easy when told as a story; but believe me when I say that, each and every day, month and year of my Company Secretaryship brought with it a newness, heightened expectations and not to mention the hunger to learn more and achieve more.

While extending my heartiest congratulations to the candidates who have successfully cleared the Company Secretary Executive Entrance Test (CSEET) 2020 in their first attempt, I would like to take this moment as an opportunity to extend a word of advice to younger friends of mine who were not able sail through to the next level.

Friends, the first attempt at becoming a professional is to bring about a professional approach in your attitude and mindset; and to me a professional attitude is one where no failure or setback can bog you down or hinder your journey of achieving what you have set your heart on. I am confident that if you embrace a truly professional approach you will soon see yourself on the other side of this road.

Only you need to have focused approach with determination to conquer CSEET. Those who have passed CSEET, to them I would like to advise you to not be complacent, since CSEET is

just the first step of the thousand miles journey lying ahead of it. So prepare yourselves for an intensive 'Academic Journey'.

And while giving two different sets of advice for my friends, I would like to render a common word to all of you.

Remember 'Once you start working on something don't be afraid of failure and don't abandon it.' If and whenever you fail in your endeavors, remember this beautiful quote of Thomas A. Edison that,

"I have not failed. I've just found 10,000 ways that won't work".

Wishing you all the best for a bright and glorious future.

CS Ashish Garg

President

The Institute of Company Secretaries of India

Overcoming Barriers to Communication

Introduction

For today's managers, good communication plays an essential role in their success in the workplace and in their personal life. Leaders who know how to communicate effectively with those around them will see better productivity and improved relationships in every aspect of their lives.

Effective communication involves knowing how to listen attentively. It's the ability to offer empathy, open-mindedness, and helpful feedback based on what you hear. Also, a friendly manner, confidence, and quality nonverbal communication will also help you, as a manager, develop good relationships with the members of your team. Effective communication helps your organization run smoothly, and it can also improve your bottom line. Customers return for your business' professionalism, while employees work with greater efficiency.

Factors of Communication Barriers

The significant factors that create barriers in effective communication are as under:

1. **Assumptions:** One of the biggest communication blocks is the assumption that you understand what the other person is saying. People often leap to conclusions based on their own experiences and interpretation. Sometimes you don't even realize you are not talking about the same thing.
2. **Tech Talk, Jargon, and Acronyms:** People and organizations use acronyms and jargon to speed up communication between peers. However using these short cuts with people outside your department or organization makes it difficult for them to understand your message.
3. **Distractions:** Today distractions are more prevalent than ever. Your computer and smart phone not only beep and ring, but also vibrate when messages and emails come in. Other distractions include visual stimulation, accents, lack of language fluency, irritating non-verbal cues or tone-of-voice.
4. **Emotional Barriers and Taboos:** Some people may find it difficult to express their emotions and certain topics can be completely "off-limits" or taboo. Cross-cultural communication can be challenging, but overcoming communication barriers is completely possible with greater awareness and training.
5. **Expectations and Prejudices:** People often hear what they expect to hear rather than what is actually being said. In addition, jumping to incorrect conclusions is a frequent communication problem. The listeners' expectations and prejudices can lead to false assumptions, stereotyping and difficulties in being understood. Overcoming these communication barriers is essential for providing exceptional customer service and dealing with difficult people.
6. **Cultural Differences:** Norms for social interaction and expressing emotions differ greatly by culture. For example, the concept of personal space varies greatly between cultures

and even within social settings. These differences must be understood to communicate well.

Measures to Overcome Communication Barriers

The following points focus on the ways to overcome communication bottlenecks:

- ***Have Clarity In Your Thoughts:*** You should be very clear about your objective and what you want to convey. Arrange your thoughts in proper order and then communicate accordingly. Systematic communication and clarity in thought get adequately received and appreciated. Aimless talks can be misleading so you should always try to show that there is an aim or motive behind your talk.
- ***Understand the needs of your audience:*** You should be emotional and sensitive towards the needs of your receiver. Understand his behaviour, nature, culture, and religion, however, it does not mean you cannot express your feelings or thought, but it simply means that you are showing respect to his religious beliefs or thoughts and then stating your point of view. Most importantly the message should also be structured as per his level or ability. If you are conveying the message to a layman then avoid using technical words and if you are addressing corporate elite, the language should have professional sophistication and maturity.
- ***Seek the advice of others before Communicating:*** If you are going for a high prolific meeting, seek the advice from your seniors and colleagues on the level and kind of talk that should be given. The main advantage of this practice is simple, you can get many ideas which can build your motivation and knowledge and you can then use the same to meet your purpose.
- ***Take adequate care of your Tone, Language, and way you are speaking:*** Messages should be framed in a simple and polite tone that attracts the listeners. Care should be taken to keep the sentences short and simple. Technical words should be used only where they are required the most. The most important of all the interest of the receiver should be kept in mind and the things that conveyed should attract the users else you might find your audience or listening yawning while you are speaking.
- ***Have a Feedback from the receiver:*** Avoid asking listener, "Have you understood," ask them instead their views about what you have said and the aspects they had grasped from your message. This is a most polite and best way to have your listener involve in a conversation. This would help you to have a better understanding of their aptitude and the interest he or she is showing towards the subject.
- ***Retain Consistency about the Message:*** The message conveyed should conjure with the organizational goals and policies. Whenever you are replacing any old message instead of the new one, you should clearly mention about it and clear all the doubts.
- ***Keep a Routine check on the communication system:*** You should analyze the weaknesses in the communication system. All the efforts should be made to know whether you should focus on the formal or informal way to communicate. The situation needs to be analyzed to decide on the appropriate way of communication and whether the audience loves to talk informally or in a formal way.
- ***Make use of the body language:*** During the process of communication make sure you make the most appropriate use of your body language, Avoid showing too much of emotions as the receiver might misapprehend the message. Try to always keep a smiling

face while talking and make eye to eye contact with the listener but make sure not to keep your eyes gazed at the person for more than five seconds and avoid too much of fluttering of eyes which indicate you are not confident. Sit in an upright position and feel relaxed.

- ***Avoid overloading too much of information:*** People would get bored if they are bombarded with unnecessary and too much of information. So try to deliver the parts which are useful and informative and of value to the listener in a most simple and straight forward way. There should not be any confusion left in the mind of the listener.
- ***Reduce the level of noise as far as possible:*** Always make sure to speak and interact with someone where there is no noise and least disturbance. Find the source of noise, remove it and then start conversing.
- ***Communication chain should be short:*** You should avoid using the mediocre or send the message through the third person unless it is very urgent. Try to directly communicate with the person concerned. The risk of distortion of the facts gets more if message is passed through the third party and just imagine if there are more people in between the sender and receiver the chances of filtering of the messages is doubled.

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Indian Steel Sector- A Key Sector of Indian Economy

Introduction

With the emergence of economies driven by industrialisation at the beginning of the twentieth century, countries with robust steel industries benefited from a first-mover advantage. India became independent in the middle of this century and looked to become self-reliant under its newly adopted model of a mixed economy. To achieve this goal, the primary (raw materials), secondary (manufacturing) and tertiary (services) sectors had to be developed simultaneously. As a raw material and intermediate product, steel was the common link between all three sectors.

Apart from being a product of the primary sector, steel is probably the most extensively used input in manufacturing. Due to its high corrosion resistance, steel finds wide usage in many complex industries dealing with various reactive/non-reactive elements. Immense strength, low weight, durability and ductility at a low cost make steel the most valuable raw material of the manufacturing sector.

India was the world's second-largest steel producer with production standing at 111.2 million tonnes (MT) in 2019. The growth in the Indian steel sector has been driven by domestic availability of raw materials such as iron ore and cost-effective labour. Consequently, the steel sector has been a major contributor to India's manufacturing output. The Indian steel industry is modern with state-of-the-art steel mills. It has always strived for continuous modernisation of older plants and up-gradation to higher energy efficiency levels.

Indian steel industry is classified into three categories - major producers, main producers and secondary producers. India's finished steel consumption grew at a CAGR of 5.2 per cent during FY16-FY20 to reach 100 MT. India's crude steel and finished steel production increased to 108.5 MT and 101.03 MT in FY20P, respectively.

COVID-19 and its Impact on Demand

India's steel demand is likely to face a sharp decline of 18 per cent in 2020, while global steel demand is expected to contract 6.4 per cent to 1,654 million tonnes (MT) due to the COVID-19 crisis, as per industry body Worldsteel. According to official figures, India consumed over 100 MT steel during 2019. In 2020, worldsteel projects that steel demand will reduce by 6.4 per cent, dropping to 1,654 MT due to the COVID-19 crisis, the World Steel Association (worldsteel) mentioned in its latest Short Range Outlook (SRO), a publication on steel demand scenario.

Steel demand is expected to decline substantially in 2020-21 in line with a forecasted contraction in the global economy due to the impact of coronavirus pandemic, as mentioned in the recent annual report of Tata Steel. Most of the steel producing regions are expected to witness a decline in crude steel output due to production cuts amidst ongoing lockdowns. The global economic growth is expected to see a contraction of over 3 per cent in 2020. It is important to note that a reduction in the global GDP is not at all a good sign for the global steel sector as steel demand is positively correlated with the economic growth.

Steel demand in developed economies is expected to decline by 17.1 per cent in 2020. Although the downturn is led by consumer and service sectors, massive dislocations in spending, labour markets, and confidence are fuelling declines in steel-using sectors, the global body said. While, the steel demand in the developing economies excluding China is expected to fall by 11.6 per cent in 2020. India is likely to face an 18 per cent decline in steel demand in 2020, which will rebound by 15 per cent in 2021. At this juncture, it would be interesting to note various significant developments in the journey of the Indian steel sector to ascertain the participation of both public and private sector players. The important developments in the journey of the Indian steel sector is as under:

| Years | Significant Developments |
|-----------|---|
| 1907-18 | Production of steel started in India (TISCO was setup in 1907) IISC was set up in 1918 to compete with TISCO |
| 1923-48 | Mysore Iron and Steel Company was set up in 1923 According to the new Industrial Policy Statement (1948), new ventures were only undertaken by the central Government |
| 1954-64 | Hindustan Steel Ltd and Bokaro Steel Ltd were setup in 1954 and 1964, respectively In the early 1990s, the public sector dominated steel production Private players were in downstream production mainly producing finished steel using crude steel products |
| 1973-92 | SAIL was created in 1973 as a holding company to oversee most of India's iron and steel production In 1989, SAIL acquired Vivesvata Iron and Steel Ltd In 1993, the Government set plans in motion to partially privatise SAIL |
| 1993-2014 | Foreign players began entering the Indian steel market No license requirement for capacity creation Imposition of export duty on iron ore, to focus more on catering growing domestic demand Decontrol of domestic steel prices Launch of Scheme for promotion of Research and Development in Iron and Steel sector |
| 2015-2020 | In 2019, India ranked as the second largest crude steel producer in the world In FY20, 8.23 MT of steel was exported from India |

Silver Lining in the Sky

Domestic steel companies have increased prices by Rs 2,700-3,000 per tonne in August 2020 — the third time since the start of the pandemic — as demand improves and input costs remain high due to shortage of iron ore. The uptick is in line with an increase in the international price of steel.

While both primary and secondary steel players increased benchmark prices of hot-rolled coils by Rs 700-750 per tonne on an average from July 2020, for cold-rolled coils, prices have gone up by Rs 500-550 per tonne. Those of pig iron and steel have gone up by Rs 3,000 per tonne in the local market in August 2020. One of the factors that have played a crucial role in increasing the steel prices in India is the rise in international steel prices which has improved by almost \$500 per tonne. A number of domestic user industries, including infrastructure, are showing strong demand trends which have also led to the price increase.

It is to be noted that the recent surge in steel prices is an indication of the pent-up demand which could not get serviced on account of the pandemic. As infrastructure, MSME and specialty steel sectors start getting back to business, there is a high probability of rise in the prices of steel.

Conclusion

The National Steel Policy, 2017 envisage 300 million tonnes of production capacity by 2030-31. The per capita consumption of steel has increased from 57.6 kgs to 74.1 kgs during the last five years. Huge scope for growth is offered by India's comparatively low per capita steel consumption and the expected rise in consumption due to increased infrastructure construction and the thriving automobile and railways sectors. Further, the following significant initiatives embraced by the Government of India will go a long way in strengthening the Indian steel sector-

- a) Government of India launched Steel Scrap Recycling Policy to bring down import.
- b) An export duty of 30 per cent has been levied on iron ore (lumps and fines) to ensure supply to domestic steel industry.
- c) Government of India's focus on infrastructure and recommencement of road projects is stoking up the demand for steel. In addition, further likely acceleration in rural economy and infrastructure is expected to lead to growth in demand for steel.
- d) The Union Cabinet, Government of India approved the National Steel Policy (NSP) 2017, as it intends to create a globally competitive steel industry in India. NSP 2017 envisaged 300 million tonnes (MT) steel-making capacity and 160 kgs per capita steel consumption by 2030-31.
- e) The Ministry of Steel is facilitating establishment of an industry driven Steel Research and Technology Mission of India (SRTMI) in association with the public and private sector steel companies to spearhead research and development activities in the iron and steel industry at an initial corpus of Rs 200 crore (US\$ 30 million).
- f) The Government of India raised import duty on most steel items twice, each time by 2.5 per cent and imposed measures including anti-dumping and safeguard duties on iron and steel items.

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Current Affairs

Parliament passes “The Farmers' Produce Trade and Commerce (Promotion and Facilitation) Bill, 2020 and The Farmers (Empowerment and Protection) Agreement of Price Assurance and Farm Services Bill, 2020”.

The Farmers' Produce Trade and Commerce (Promotion and Facilitation) Bill, 2020 and The Farmers (Empowerment and Protection) Agreement of Price Assurance and Farm Services Bill, 2020 were introduced in Lok Sabha on 14th September 2020 by Union Minister of Agriculture & Farmers' Welfare, Rural Development & Panchayati Raj, Shri Narendra Singh Tomar, to replace ordinances promulgated on 5th June 2020. Same were passed by Lok Sabha and Rajya Sabha on 17th September 2020 and on September 20, 2020 respectively. These bills aimed at transforming agriculture in the country and raising farmers' incomes. Main Provisions of the respective bills are as under:

1. The Farmers' Produce Trade and Commerce (Promotion and Facilitation) Bill, 2020

Main provisions –

- The new legislation will create an ecosystem where the farmers and traders will enjoy freedom of choice of sale and purchase of agri-produce.
- It will also promote barrier-free inter-state and intra-state trade and commerce outside the physical premises of markets notified under State Agricultural Produce Marketing legislations.
- The farmers will not be charged any cess or levy for sale of their produce and will not have to bear transport costs.
- The Bill also proposes an electronic trading in transaction platform for ensuring a seamless trade electronically.
- In addition to mandis, freedom to do trading at farmgate, cold storage, warehouse, processing units etc.
- Farmers will be able to engage in direct marketing thereby eliminating intermediaries resulting in full realization of price.

2. The Farmers (Empowerment and Protection) Agreement of Price Assurance and Farm Services Bill, 2020

Main provisions –

- The new legislation will empower farmers for engaging with processors, wholesalers, aggregators, wholesalers, large retailers, exporters etc., on a level playing field. Price assurance to farmers even before sowing of crops. In case of higher market price, farmers will be entitled to this price over and above the minimum price.
- It will transfer the risk of market unpredictability from the farmer to the sponsor. Due to prior price determination, farmers will be shielded from the rise and fall of market prices.

- It will also enable the farmer to access modern technology, better seed and other inputs.
- It will reduce cost of marketing and improve income of farmers.
- Effective dispute resolution mechanism has been provided for with clear time lines for redressal.
- Impetus to research and new technology in agriculture sector.

Reference:

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Sample Questions

Business Communication

1. A word used to describe or point out, a person, animal, place or thing which the noun names, or to tell the number and quantity, is called a/an _____.
 - a) Adjective
 - b) Verb
 - c) Noun
 - d) Preposition
2. A _____, by definition is placed before a noun or its equivalent in order to show its relationship in terms of time, place, etc.
 - a) Pronoun
 - b) Preposition
 - c) Verb
 - d) Noun
3. Which of the following is not the tip for choosing right words?
 - a) Simplicity
 - b) Use familiar words
 - c) Choose short words
 - d) Use Gender oriented words
4. The words, Access and Excess are examples of:
 - a) Synonym
 - b) Antonym
 - c) Homophone
 - d) Homonym
5. Anno Domini means:
 - a) For the Lord
 - b) Faith on the Lord
 - c) Believer of Lord
 - d) In the year of the Lord

6. Which of the following is / are the requisite skills for comprehension?
 - a) Logical ability
 - b) Inference power
 - c) Vocabulary power
 - d) All of the above
7. What will be the correct order of the following steps of communication?
 - a) Receive, Transmit, Encode and Develop an Idea.
 - b) Encode, Develop an Idea, Receive and Transmit
 - c) Develop an Idea, Encode, Transmit and Receive
 - d) Transmit, Develop an Idea, Receive and Encode
8. Which of the following is not the form of digital communication?
 - a) Video Conferencing
 - b) Letter sent through post.
 - c) Blogs
 - d) Skype
9. In _____, we make judgments about what the other person is saying.
 - a) Evaluative listening
 - b) Biased listening
 - c) Appreciative listening
 - d) Empathetic listening
10. Which of the following is a disadvantage of using email communication?
 - a) Email is fast
 - b) Email is inexpensive
 - c) Email is easy to filter
 - d) Internet connectivity

Answers

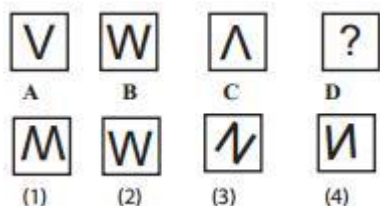
| | | | | |
|-----|-----|-----|-----|------|
| 1-a | 2-b | 3-d | 4-c | 5-d |
| 6-d | 7-c | 8-b | 9-a | 10-d |

Sample Questions

Legal Aptitude and Logical Reasoning

1. Who is known as the sculptor of the constitution of India?
 - a) Rajendra Prasad
 - b) V.V. Giri
 - c) B.R. Ambedkar
 - d) Dr. S. Radhakrishnan
2. Under which of the following articles of constitution of India, president can impose presidential rule in a state?
 - a) Article 352
 - b) Article 360
 - c) Article 355
 - d) Article 356
3. When one person signifies to another his willingness to do or to abstain from doing anything with a view to obtaining the assent of that other person to such act or abstinence he is said to make a____
 - a) Proposal
 - b) Promise
 - c) Both (a) and (b)
 - d) None of these
4. An agreement not enforceable by law is called____
 - a) Void agreement
 - b) Valid agreement
 - c) Voidable agreement
 - d) None of above
5. Which of the following interests is not protected by the law of tort?
 - a) Loss of commercial profit due to competition
 - b) Reputation
 - c) Physical safety
 - d) Peaceful enjoyment of one's land
6. What is the maximum number of members in a private company, as per new Companies Act, 2013?
 - a) 50
 - b) 200
 - c) 250
 - d) 100

7. Choose the word which is not similar to the other words in the group.
- Bonnet
 - Fender
 - Dashboard
 - Dock
8. What is next in the series - 1, 4, 8, 13, _____, 26
- 15
 - 19
 - 20
 - 21
9. Pointing towards a girl, Amit said, "She is the daughter of only son of my grandfather". How is the Amit related to the girl?
- Brother
 - Uncle
 - Cousin
 - Father
- 10.



- Image 1
- Image 2
- Image 3
- Image 4

Answers

| | | | | |
|-----|-----|-----|-----|------|
| 1-c | 2-d | 3-a | 4-a | 5-a |
| 6-b | 7-d | 8-b | 9-a | 10-a |

Sample Questions

Economic and Business Environment

1. "No change in the goals of the firm" is the assumption of which of the following laws of economics?
 - a) Law of Supply
 - b) Law of Diminishing Marginal Utility
 - c) Law of Demand
 - d) Law of Increasing Returns to Scale.

2. From the following information, calculate elasticity of demand
 Original quantity of mangoes demanded= 100 kgs
 Original price of mangoes = Rs10/ kg
 New quantity of mangoes demanded = 60kgs.
 New price of mangoes = Rs20/kg
 - a) 1.4
 - b) 0.4
 - c) 2.0
 - d) 0.6

3. If the price of a product increases by 30% and the demand for the product decreases only by 10%, then the demand would be called _____
 - a) Perfectly Elastic
 - b) Relatively Inelastic
 - c) Unitary Elastic
 - d) Relatively Elastic

4. From the following information, compute Gross National Product (GNP) according to the Expenditure Method
 Private Consumption Expenditure = INR 200 Crores
 Gross Domestic Private Investment = INR 80 Crores.
 Net Foreign Investment = INR 20 Crores
 Rent = INR 60 Crores
 Wages = INR 100 Crores
 Mixed Income = INR 25 Crores

Government Expenditure on Goods and Services = INR 60 Crores

- a) INR 360 Crores
 - b) INR 200 Crores
 - c) INR 385 Crores
 - d) INR 270 Crores
5. Which of the following formula to be used for deriving GNP at Market Prices?
- a) NNP at Market Prices + Depreciation
 - b) NNP at Market Prices – Depreciation
 - c) NNP at Factor Cost + Depreciation
 - d) GNP at Factor Cost – Depreciation.
6. All revenues raised by the government, money borrowed and receipts from loans given by the government flow into the _____
- a) Contingency Fund
 - b) Profit and Loss Account
 - c) Public Account
 - d) Consolidated Fund of India
7. ***“A fashion designer that creates bell bottom, striped pants will not succeed in an environment where straight-leg, solid colored pants are desired”.*** This statement relates to which of the following business environment?
- a) Social
 - b) Technological
 - c) Economical
 - d) Political
8. Commercial Banks are regulated under the _____ and their business model is designed to make profit.
- a) Negotiable Instruments Act, 1881
 - b) Indian Contract Act, 1872
 - c) Banking Regulation Act, 1949
 - d) Essential Commodities Act, 1955
9. During which Five Year Plan, Green Revolution Programme was started on a small scale?
- a) First Five Year Plan
 - b) Tenth Five Year Plan
 - c) Twelfth Five Year Plan
 - d) Third Five Year Plan

10. Which of the following is not the objectives of the Competition Commission of India?
- a) To prevent practices having adverse effect on competition.
 - b) To promote manipulative trade practices.
 - c) To promote and sustain competition in markets
 - d) To ensure freedom of trade

Answers

| | | | | |
|-----|-----|-----|-----|------|
| 1-a | 2-b | 3-b | 4-a | 5-a |
| 6-d | 7-a | 8-c | 9-d | 10-b |

Sample Questions

Current Affairs

1. Which country is the chairman of BRICS 2020?
 - a) Brazil
 - b) India
 - c) Japan
 - d) Russia
2. Pranab Mukherjee who passed away recently is the ____ President of India?
 - a) 14th
 - b) 11th
 - c) 13th
 - d) 12th
3. Which among the following Ministry has banned 118 Chinese Mobile Apps recently?
 - a) Ministry of Electronics and Information Technology
 - b) Ministry of Science and Technology
 - c) Ministry of Home Affairs
 - d) Ministry of Finance
4. Who has been appointed as the 14th Comptroller and Auditor General (CAG) of India?
 - a) Rajiv Mehrishi
 - b) Girish Chandra Murmu
 - c) Pradeep Kumar Joshi
 - d) Arvind Saxena
5. Who launched “Transparent Taxation – Honoring the Honest” platform of Income tax department recently?
 - a) Anurag Singh Thakur
 - b) Nirmala Sitharaman
 - c) Nitin Gadkari
 - d) Narendra Modi

6. Shri Narendra Modi, Hon'ble Prime Minister recently inaugurated submarine Optical Fibre Cable (OFC) connecting Chennai and which city?
 - a) Kolkata
 - b) Chennai
 - c) Port Blair
 - d) Vishakhapatnam
7. Who has been appointed as the new Election Commissioner of India recently?
 - a) Amitabh Kant
 - b) Rajiv Kumar
 - c) Ajay Tyagi
 - d) V K Paul
8. Who among the following has conferred with Rajiv Gandhi Khel Ratna Award in Hockey Discipline during National Sports Awards 2020?
 - a) Vinesh Phogat
 - b) Rani Rampal
 - c) Rohit Sharma
 - d) Manika Batra
9. Which state government has launched 'Indira Rasoi Yojana' to provide meals at Rs.8?
 - a) Goa
 - b) Rajasthan
 - c) Chhattisgarh
 - d) Uttar Pradesh
10. Who has authored the book titled 'The Presidential Years'?
 - a) Pratibha Patil
 - b) Abdul Kalam
 - c) Pranab Mukherjee
 - d) Ram Nath Kovind

Answers

| | | | | |
|-----|-----|-----|-----|------|
| 1-d | 2-c | 3-a | 4-b | 5-d |
| 6-c | 7-b | 8-b | 9-b | 10-c |

Sample Questions

Viva Voce

Instructions for Question 1 to 3: Tick the correct Dialogue for Fill in the Blank

1. A: What school do you go to, George?
 B: I go to Highton Secondary School.
 A: _____
 B: No, It is about 5 kilometres away.
 a) How do you get there?
 b) Is it near your house?
 c) Where is it?
 d) Is it a boarding school?

2. A: What is your favourite subject?
 B: My favourite subject is English.
 A: _____
 B: Yes, but I like doing homework.
 a) Does your English teacher give much homework?
 b) Did you do your homework?
 c) How much homework does your teacher give?
 d) Don't you like other subjects?

3. A: Do you have to wear school uniform?
 B: _____
 A: So, you are lucky.
 B: Yes, wearing school uniform is not compulsory in my school.
 a) Yes, I have to.
 b) No, I don't have to.
 c) I must wear school uniform.
 d) Yes. My school uniform is blue.

4. Which of the following is NOT a rule of precis writing?
 a) Always have a heading
 b) Use as extensive vocabulary as possible
 c) Remove any irrelevant information present in the original passage
 d) Do not use any short forms or abbreviations

5. What is the meaning of Precis?
 - a) To write meaning
 - b) To write in own words
 - c) To write a paragraph
 - d) To cut Short
6. What is the Antonym of FOREMOST?
 - a) Unimportant
 - b) Disposed
 - c) Mature
 - d) Premature
7. What is Antonym of BEAUTIFUL?
 - a) Wonderful
 - b) Graceful
 - c) Ugly
 - d) Handsome
8. What is the Synonym of FOSTERING?
 - a) Safeguarding
 - b) Neglecting
 - c) Ignoring
 - d) Nurturing
9. One who abandons his religious faith?
 - a) Apostate
 - b) Prostate
 - c) Profane
 - d) Agnostic
10. Rajeev failed in the examination because none of his answers were _____ to the questions asked.
 - a) Allusive
 - b) Revealing
 - c) Pertinent
 - d) Referential

Answers

| | | | | |
|-----|-----|-----|-----|------|
| 1-b | 2-a | 3-b | 4-b | 5-d |
| 6-a | 7-c | 8-d | 9-a | 10-c |

Motto

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