

# CSEET e-BULLETIN

JANUARY 2021



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)



# CSEET e-BULLETIN

◆ Issue : 10 ◆ January 2021 ◆

## Content

### President

- CS Ashish Garg

### Vice President

- CS Nagendra D. Rao

### Editorial Team

**CS Alka Kapoor**  
*Joint Secretary (SG)*

**CS Lakshmi Arun**  
*Joint Director*

**Dr. Akinchan Buddhodev Sinha**  
*Deputy Director*

### Directorate of Academics

Message from President	1
The Indispensable Intranet	3
Recent Significant Accomplishments of NITI Aayog in Agriculture / Allied Activities Sector	8
Current Affairs	13
Sample Questions : Business Communication	14
Sample Questions : Legal Aptitude and Logical Reasoning	17
Sample Questions : Economic and Business Environment	20
Sample Questions : Current Affairs	23

© The Institute of Company Secretaries of India.

All rights reserved. No part of this e-bulletin may be translated or copied in any form or by any means without the prior written permission of The Institute of Company Secretaries of India.

Disclaimer : Although due care and diligence have been taken in preparation and uploading this e-bulletin, the Institute shall not be responsible for any loss or damage, resulting from any action taken on the basis of the contents of this e-bulletin. Anyone wishing to act on the basis of the material contained herein should do so after cross checking with the original source.



*“Success is not final, failure is not fatal: it is the courage to continue that counts.”  
-Winston Churchill*

### **Dear Students,**

At the very outset, I wish you and all your family members a very Happy and Prosperous New Year. The Company Secretary Executive Entrance Test (CSEET) the gateway to the journey of becoming a Governance Professional having introduced through the Company Secretaries (Amendment) Regulations, 2020 in the month of February, 2020 is about to complete its first year and to me it has been quite a successful year given the tremendous response received from the future legion of Governance Professionals.

I extend my heartiest congratulations to all those candidates who have passed the CSEET held on January 9, 2021. My best wishes to all of you on stepping foot into the beginning of your journey towards becoming a true professional. To all the candidates who could not make it this time, I would strongly advise and urge them to not be disheartened at any cost but to consider this as a moment of thought and pondering.

जब बाण पीछे खींचते हैं तो यह नहीं सोचते कि बाण पीछे जा रहा है।  
बाण शक्ति इकट्ठी कर दोगुनी शक्ति से गंतव्य तक पहुंचता है।  
हम यह सोचें कि बाण की तरह शक्ति कैसे इकट्ठी करें ताकि हम स्वयं को दोगुनी शक्ति से रीलॉन्च कर पाएं।

With this thought in mind and with the fusion of patience, perseverance and performance I am sure you will achieve the desired results not just in the upcoming Company Secretary Executive Entrance Test (CSEET) but in every other Examination to follow and in your life as well.

Given the fact that this is my last address to you through the pages of this e-bulletin, I would like to wish you all the very best in your future professional journey and all your endeavours. To me, you are the future torchbearers of governance in this nation and it would be a delight to see all of you acing in your dedicated roles and responsibilities.

***Educate, Elevate and Excel!!!***

**CS Ashish Garg**

*President*

The Institute of Company Secretaries of India

Date : 18<sup>th</sup> January, 2021

# *The Indispensable Intranet*

## **Introduction**

An intranet is a private network within an enterprise that is used to securely share company's information and computing resources among employees. An intranet can also be used to facilitate working in groups and teleconferences.

Intranet increases communication within an organization by allowing employees to easily access important information, links, applications and forms as well as databases that can provide records of the company. Security can also be increased within the intranet by establishing a database that maintains all the usernames of people who are allowed access to the network.

In the past few years, the world of intranet technology has seen meaningful improvements and innovations that make it easier for employees to do their jobs efficiently. Social, workflow and other engagement features within an intranet are now key to the running of a successful digital workplace. Today's intranet is a well-oiled machine with intuitive features, time-saving elements and an increased capacity for collaborative efforts.

## **Significance of Intranet**

In today's business world, communication holds the key in enhancing productivity of the resources and accomplishment of organisational goals. More quickly the pace of business communication, the response will be swift and requisite actions can be initiated without delay. In this regard, intranet plays a crucial role in dissemination of significant information to the work force, thereby ensuring timely implementation of plans, policies, procedures etc.

In light of the aforesaid facts, the importance of intranet are as under:

1. **Increased Communication** : Today, it is not uncommon to have employees stationed remotely, which can make encouraging communication and trust difficult. Having a well-established intranet system creates a sense of comradeship in a modern workplace. Employees can tangibly see the team they contribute to and what role they serve. The social network aspects allow for daily interaction on company goals, shared projects, and corporate culture. Features like integrated instant messengers allow for quick communication between employees as well as decreased travel and meeting times.
2. **Time Efficiency** : From the moment a job listing is posted until retirement, an employee's life can be made more efficient with a centralized system. Job boards can be posted internally, and notes on applicants shared between departments to make sure the right candidate is selected. On boarding is easy and consistent, with just one login and system to master. Documents can be quickly distributed and searched for, eliminating siloed departments while retaining security integrity. If an employee leaves the company, all of the work he has done is still fully accessible on the server. Document management can be applied externally too,

sharing certain folders with suppliers or clients so they can securely access an updated version.

3. ***Live Project Tracking*** : The ability to track changes and overall progress of projects gives employees a sense of ownership for their work. This helps the company to reward innovative thinking or see who was responsible in the event of a slipup. Task accountability is also a breeze, centralizing to-do lists and meeting notes so nothing gets buried in a string of emails. With time tracking you can keep a running tally of aggregated team hours on a project to automatically update a client's invoice.

Utilizing an intranet provides a network of transparency but also individuality at every level of the company. However, a willingness for employees to fully embrace the system and some training is still necessary. It is crucial for leadership to set the example highlighting the importance of intranet by fully utilizing the system to get employees on board. Taking the time to correctly implement a system upfront can save a lot of time and money in the long run.

### **Intranet Trends for 2021**

The year 2021 is set for even more advancement to allow intranets to take businesses to new heights of success and efficiency.

1. ***The Digital Workplace and Intranet***

The digital workplace was one of the biggest trends last year, and it will only become more popular as businesses realise the benefits of going digital. Intranets are central to the digital workplace, which could include a variety of tools available to employees in order to complete processes and engage the workforce.

Acting as a gateway to these tools, an intranet provides numerous benefits. It facilitates teamwork, engagement and productivity while also providing benefits to organisations that rely on remote team members.

2. ***Mobile Integration***

The focus in 2021 will again be on optimising intranet access and intranet features on mobile devices. This is naturally the next step for intranet technology. Platforms are being used extensively in workplaces, however, remote team members and team members who are required to work while travelling without a desktop will benefit from improvements to intranet mobile integration. Intranets need to be user-friendly no matter the device, situation or location.

Mobile-friendly intranet interfaces and features will mean optimised touchscreen performance, fast implementation and smart innovation. Introducing a mobile integrated intranet will also allow an organisation to gather more data that can be used to optimise and improve mobile features in the future.

3. ***Social Collaboration***

Social features in intranets are just as important as positive company culture when it comes to employee engagement. Social intranet tools like blogging, sharing, chat, team workspaces and video conferencing are included in workforce intranets to encourage engagement between teams and between individual team members.

Social tools will continue to play an important role in an intranet platform this year. New features to look out for could include employee updates (where they are, what they are working on) and more in-depth personal profiles.

The more users engaging with the social tools in an intranet, the more feedback you will get on how to improve and optimise this area of your digital intranet strategy.

#### **4. *Personalised Experience***

Personalisation is successful in many digital areas including content strategies and website user experience. Another area where it has seen success and will continue to do so is intranets. Hundreds of employees might use the same intranet platform at work.

How do organisations create a personalised experience on their intranet so employees will keep coming back and adding value to an intranet? More meaningful and efficient interactions with an intranet will mean more customisation and personalisation of features for individual employees or teams. If users are seeing what they want and need to see on an intranet platform, they are more likely to enjoy using that platform. This could be as simple as showing company news specific to a particular department or team or suggesting relevant internal content based on an employee's interests and skills.

An intranet personalisation strategy is not only of value to the users of the intranet, it benefits the entire organisation with increased productivity.

#### **5. *Integrating Systems***

No system can handle all the needs of an organisation. An organisation needs to create an ecosystem of support systems, platforms and tools to help its employees succeed in their positions from CRMs and information management systems to Microsoft Exchange and identity management providers. Intranet providers understand this, which is why integration to other systems will become more accessible and easy to set up in 2021. Intranets are still often the start of the internal journey for users, and they can be used to access other systems that make it possible to get the job done. This is just one way companies can become more organised this year.

However, for robust integration with other systems, the following pertinent questions need to be looked into- Does the intranet come with native integration to popular systems? How deep is the integration (what information is pulled through and pushed back? Is it possible to extend on the platform and build new integrations? Is access to API (Application Programming Interface) is free?

#### **6. *Intranet Engagement***

Intranets have been making it easier for large organisations to stay connected and engaged for years. The year 2021 should see improvements to inter-departmental and team engagement opportunities like workspaces, calendars, event organisation and management and collaboration tools in general.

## 7. *Internal and External*

The internal user and customer experience is now just as important as the external user and customer experience. The growing social nature of intranets has already increased communication in businesses, internally and externally. When this aspect is functioning at its very best, employees and customers feel heard, respected and know their individual opinion matters.

Company owners will have an even more focused interest in the user experience. From there, the input will allow the company intranet to be made even more efficient and effective for each business.

## 8. *Measuring Intranet Success*

Analysis of key metrics and data-driven decisions will improve intranet features and processes in 2021. A minor change to an intranet system can make a big difference in enhancing productivity and performance, so this type of change is not to be taken lightly.

Analysing engagement statistics as well as feedback from users can assist with making intranets more user-friendly and personalised to a business and its employees.

Companies that make progressive changes in a more intuitive manner will be able to better maximise intranet performance year after year, or even month to month.

The 5 best practices for measuring intranet success includes:

- (i) Develop an intranet metrics strategy and roadmap
- (ii) Talk to your stakeholders
- (iii) Optimise and understand your intranet metrics dashboard
- (iv) Reformat your reporting and overhaul the related process
- (v) Record a review of metrics and plan actions

## 9. *Design*

Intranets rely on functionality, practicality and usability to engage a workforce. However, there's another key element to this mix that has been overlooked in the past few years, and that is good design.

The look and feel of an intranet can determine how often and how efficiently that intranet is used by employees. A great-looking intranet platform that brings a cool corporate culture vibe to the digital workplace experience is a must in 2021. If an organisation working with an outdated, visually unappealing platform, it's time to upgrade.

## 10. *Learning Integration*

It is expected that 2021 will bring closer integration between intranets and Learning Management Systems (LMS). As training and skill advancement becomes a higher priority in the workplace, these systems can no longer be separate. LMS integrated with an intranet will allow workforces to train new staff, measure training programs, and encourage personalised learning across the organisation in an easy to use and highly integrated platform.

## Conclusion

For efficient utilisation of resources, it is imperative for any organisation to ensure free flow of communication across various hierarchy and it is only possible when an organisation implements robust intranet structure. Today we are living in the era of cut-throat competition and time is essence, as delay in achieving the targets may put the organisation behind its competitors.

Whether the information pertain to deployment of resources to some divisions / departments, conducting of training programmes, transfer of employees, initiation of innovative measures, implementation of plans, policies, procedures etc. a robust intranet structure holds the key. Thus, every organisation must strive for upgrading their intranet with the changing internal and external business environment.

## References

1. <https://whatis.techtarget.com/definition/intranet>
2. <https://intinc.com/technical/2019/07/importance-of-a-strong-intranet/>
3. <https://www.elcom.com.au/resources/blog/10-intranet-trends-for-2021>

\*\*\*

# Recent Significant Accomplishments of NITI Aayog in Agriculture / Allied Activities Sector

## Introduction

The NITI Aayog was formed on January 1, 2015. In Sanskrit, the word “NITI” means morality, behavior, guidance, etc. But, in the present context, it means policy and the NITI stands for “National Institution for Transforming India”. It is the country’s premier policy-making institution that is expected to bolster the economic growth of the country. It aims to construct a strong state that will help to create a dynamic and strong nation. This helps India to emerge as a major economy in the world. The NITI Aayog’s creation has two hubs called “Team India Hub” and “Knowledge and Innovation Hub”.

1. *Team India*: It leads to the participation of Indian states with the central government.
2. *The Knowledge and Innovation Hub*: it builds the institution’s think tank capabilities.

NITI Aayog has been entrusted with the role to co-ordinate ‘Transforming our world: the 2030 Agenda for Sustainable Development’ (called as SDGs). Moving ahead from the Millennium Development Goals (MDGs), SDGs have been evolved through a long inclusive process for achievement during 2016-2030. The SDGs cover 17 goals and 169 related targets resolved in the UN Summit meet 25-27 September 2015, in which India was represented at the level of Hon’ble Prime Minister. These SDGs will stimulate, align and accomplish action over the 15-year period in areas of critical importance for the humanity and the planet.

## Recent Achievements of NITI Aayog

### 1. Collaborative Research Project with Food and Agriculture Organization, United Nations, and India

NITI Aayog and the Food and Agriculture Organization (FAO) of the United Nations signed a Memorandum of Understanding (MoU) for implementing the Monitoring and Analysing Food and Agricultural Policies (MAFAP) programme in India. MAFAP seeks to establish sustainable systems to monitor, analyse and reform food and agricultural policies to make them more effective, efficient, and inclusive. Globally, MAFAP is being implemented by FAO across fourteen developing and emerging economies. MAFAP analyses are used to inform targeted food and agricultural policy reforms, which will result in a more conducive environment for agricultural investment and productivity growth, especially for small-holder farmers. The MoU for Phase I was effective from 23 September–31 December 2019. Under this phase, the technical cooperation programme produced intermediate reports on the National Agriculture Price Policy for selected agriculture produce market committees in Haryana and Odisha, and the National Food Security Policy for selected districts in Chhattisgarh and Bihar. Subsequently, considering the short timeline available under Phase I, the MoU was proposed to be renewed in order to commence Phase II of the technical cooperation programme from January 2020 to December 2021.

**2. Cooperative Federalism–State of Uttarakhand**The agriculture vertical consulted respective ministries on various issues raised by the Chief Minister of Uttarakhand in the fourth and fifth Governing Council meetings of NITI Aayog. The vertical monitored and expedited the settlement of issues raised by the state in coordination with Central Ministries. NITI Aayog also arranged review meetings to discuss developmental matters and rural migration in the presence of Member (Agriculture). To take it forward, another meeting was proposed in December 2019 in Dehradun. In addition, the vertical appraised a number of externally funded projects (EAPs) proposed by the state besides the review of ongoing activities of the state.

**3. Policy Matters:**

Member (Agriculture) contributed inputs to PMO on various policy and critical issues such as price forecasting mechanism, scope for development of oil palm cultivations in the Andaman and Nicobar Islands, value chain development related to Operation Green (integrated development of tomato, onion and potato). Besides, the contribution of additional inputs related to the action plan on doubling farmers' income, action plan on eradication of foot and mouth disease in cattle and glanders disease in equines, oil processing industry and drafting of PM-KISAN. A committee was constituted under the chairmanship of Member (Agriculture) to recommend the level of buffer-stock of pulses in the country to address fluctuation in domestic production. The committee recommended 2.06 million tons of stock to maintain stability in pulses' prices in the country.

**4. Start-Ups for Smart Agriculture Conclave on 7 March 2019 at NABI, Mohali**

With the aim to bring agri-startups together and inspire them to devise appropriate solutions for agribusiness issues, NITI Aayog organized a one-day conclave on 'Start-ups for Smart Agriculture'—with the support of National Bank for Agriculture and Rural Development (NABARD) and National Agri-Food Biotechnology Institute (NABI)—at NABI, in Mohali, Punjab, on 7 March 2019. Governor of Punjab VP Singh Badnore was the chief guest and inaugurated the conclave as well as the stalls. The objective of the conclave was to provide an opportunity to showcase technology used by FPOs, cooperatives, agri-entrepreneurs and start-ups, especially for enhancing agriculture export, value addition and utilization of agriculture equipment, success stories/best practices, among others. More than 100 start-ups and FPOs attended the event along with senior officials of concerned ministries, state governments, NABARD, Small Farmers' Agribusiness Consortium and state agriculture universities of Punjab, Haryana, Uttarakhand, Himachal Pradesh, Jammu and Kashmir and Delhi. The participants included exceptionally performing start-ups and FPOs, which are transforming the agribusiness space through their innovative technologies and business models. The conclave helped create the desired awareness and built an entrepreneurial environment in the agriculture sector. A unique networking opportunity was provided to the participating entrepreneurs for peer learning from contemporary founders, in an informal yet high-energy, interactive environment.

## 5. Agriculture Reforms

### **Doubling of Farmers' Income Constitution of High-Powered Committee of Chief Ministers for Transformation of Indian Agriculture:**

In pursuance of the decision taken in the fifth Governing Council meeting of NITI Aayog, the Prime Minister announced the setting up of a high-powered committee of chief ministers for transforming Indian agriculture under the convenorship of Devendra Fadnavis, Former Chief Minister of Maharashtra.

In its first meeting on 18 July 2019, the committee discussed ways to incentivize the states to implement various reforms in agriculture. The committee emphasized the need to accelerate the growth of the food-processing sector, modalities to draw more investment in agriculture, subsidy on drip irrigation, water conservation, including the need to stress upon required amendments to the Agricultural Produce Market Committee Act and Essential Commodities Act. The committee will also suggest the appropriate way out for adoption and time-bound implementation of agriculture sector reforms. The second meeting of the committee was held in Mumbai on 16 August 2019 after taking into account the inputs shared by participating states to develop the report in a more articulated and comprehensive manner. The report of the committee is yet to be finalized.

## 6. Ensuring the Implementation of Minimum Support Price (MSP), Including PM-AASHA :

In the Budget of 2018–19, there was an announcement that NITI Aayog, in consultation with Central and state governments, will develop a foolproof mechanism so farmers can get remunerative price for their produce. A meeting of Central ministries, states and union territories was held on 9 March 2018 under the chairmanship of NITI Aayog Vice Chairman Dr. Rajiv Kumar to discuss about the mechanism of implementation of MSP for the selected agricultural produce or to provide MSP to the farmers through some other way. As an outcome of the discussion, the Ministry of Agriculture and Farmers' Welfare rolled out new schemes—Pradhan Mantri Annadata Aay Sanrakshan Abhiyan (PM-AASHA), Price Deficiency Procurement Scheme (PDPS), Price Support Scheme (PSS) and Private Procurement and Stockiest Scheme (PPSS)—for procurement of notified crops from farmers.

## 7. Zero Budget Natural Farming (ZBNF)

A conference was held in NITI Aayog on 9<sup>th</sup> July 2018 under the chairmanship of NITI Vice Chairman Dr. Rajiv Kumar to discuss about the scope and promotion of natural farming. The meeting was also attended by NITI Aayog Member (Agriculture) Dr. Ramesh Chand; CEO Amitabh Kant; Secretary (Agriculture) Sanjay Agarwal; Former Minister of State (Agriculture) Gajendra Singh Sekhawat; and other senior officers and academics. Padma Shri awardee Subhash Palekar, an expert on natural farming, was also present at the event. He narrated how zero budget natural farming is different from organic farming. However, Dr Chand mentioned that ZBNF should be scaled-up nationally only after scientific validation. NITI Aayog Vice Chairman Dr Rajiv Kumar said states can promote natural farming under the set of existing farm-sector schemes, such as Paramparagat Krishi Vikas Yojana (PKVY) and Rashtriya Krishi Vikas Yojana (RKVY).

Subsequently, NITI Aayog conducted a series of meetings to discuss ZBNF on 2 January and 28 February 2019, in which agriculture ministers of states and lieutenant governors of union territories were present for wider consultations with the Central ministry. Dr Rajiv Kumar also attended a workshop on natural farming held at Gandhinagar, Gujarat, on 4 September 2019, and visited such farms. In addition, he visited Solan, Himachal Pradesh, on 13 July 2019, which is popularizing natural farming. The Vice Chairman, along with the Adviser (Agriculture) and senior officers of the Government of Andhra Pradesh went to Atkur cluster in the state on 13 September 2019 to interact with farmers, youth and women engaged in ZBNF cultivation. Finance Minister Nirmala Sitharaman spoke in the first Budget speech of the seventeenth Lok Sabha on the promotion of natural farming under the back-to-basics approach; accordingly, Department of Agriculture, Cooperation and Farmers' Welfare planned to launch 'Bhartiya Prakritik Krishi Paddhati', in a pan-India mode to cover 12 lakh hectares of area and 600 clusters, as a centrally sponsored scheme.

### 8. Promotion of Village Storage Scheme

A meeting was held under the chairmanship of NITI Aayog CEO Amitabh Kant on 17th May 2019 to discuss the strategies to be adopted for the Village Storage Scheme. Ways to enhance village-level storage facilities were critically deliberated.

While participating in the discussions, CEO, National Centre for Cold-chain Development (NCCD), Department of Agriculture, Cooperation and Farmers' Welfare (MoA&FW) mentioned that the Village Storage Scheme should address basic four categories of produce:

- (i) Hardy food crops like grains
- (ii) Long-holding perishables
- (iii) Short-life perishable crops
- (iv) Produce like cotton, wool, industrial feedstock, which serve as raw material to the non-food industry

It was further quoted that holding of perishables in refrigerated village stores may not promote the development of a suitable post-harvest supply chain but would instead delay the problem of establishing a supply line to market channels, leading to deferred distress. It was suggested that village-storage and post-harvest facilities may primarily be set up at Gramin Agricultural Markets as an interface of APMC and farmers, which would provide preconditioning and connectivity to any market or user or organized storage in the country. It was also decided that the National Bank for Agriculture and Rural Development in collaboration with the National Centre of Geo-Informatics would create a portal and evolve a mechanism for geotagging warehouses, including the refrigerated ones done in base-line survey for cold storages, all over India.

### Conclusion

Thus, NITI Aayog is playing a pivotal role in fostering economic development of India by focusing on critical elements of agriculture and allied activities. The endeavours of NITI Aayog is paving the way for attainment of holistic development of agriculture, thereby increasing its contribution to India's Gross Domestic Product (GDP) and Per Capita Income.

## References

1. <https://niti.gov.in/niti-aayogs-role>
2. <https://byjus.com/free-ias-prep/niti-aayog/>
3. <https://niti.gov.in/verticals/agriculture/achievements-year-2019-20>

\*\*\*

# Current Affairs

## 1. Visakhapatnam's civic body ranks first in country

Greater Visakhapatnam Municipal Corporation (GVMC) has been selected as the best performing civic body in the country. The GVMC has been chosen under the annual awards for excellence instituted by the Union Ministry of Housing and Urban Affairs to recognise the outstanding contribution of PMAY-Urban in 2019.

Andhra Pradesh has secured the third position in the best performing State category. Similarly, the State has also bagged the special category award in project monitoring tools and innovative construction technology.

*References: <https://www.newindianexpress.com/states/andhra-pradesh/2020/dec/27/visakahapatnams-civic-body-ranks-first-in-country-2241632.html>*

## 2. Prime Minister inaugurated India's first-ever driverless train operations on Delhi Metro's Magenta Line

Prime Minister Shri Narendra Modi inaugurated India's first-ever driverless train operations on Delhi Metro's Magenta Line on December 28<sup>th</sup>, 2020. The Prime Minister said with the achievement of Metro Rail without a driver, our country has joined the select countries of the world where such facilities are available.

Further, the National Common Mobility Card was also expanded to the Airport Express Line of Delhi Metro, which was started in Ahmedabad last year. This one card will give integrated access to the commuters wherever they travel, whichever public transport they take.

*<https://www.pib.gov.in/PressReleasePage.aspx?PRID=1684082>*

## 3. E-Sampada: Government launches new web portal and mobile app on Good Governance Day

The Ministry of Housing and Urban Affairs on December 25, 2020, launched a new web portal and mobile app, e-Sampada to boost transparency and accountability while ensuring ease of living for the citizens of India.

The website and mobile app were inaugurated by Hardeep S. Puri, Minister of Housing and Urban Affairs on the birth anniversary of former PM Atal Bihari Vajpayee on December 25 which is celebrated annually as Good Governance Day.

*References: <https://www.jagranjosh.com/current-affairs/e-sampada-government-launches-new-web-portal-and-mobile-app-on-good-governance-day-1609141687-1>*

\*\*\*

# Sample Questions

## Business Communication

1. A / An \_\_\_\_\_ is a word that tells or asserts something about a person or thing.
  - a) Verb
  - b) Adjective
  - c) Noun
  - d) Pronoun
2. Which of the following is not a tip for choosing a right word?
  - a) Simplicity
  - b) Use of familiar words
  - c) Choose short words
  - d) Use of gender biased words
3. \_\_\_\_\_ are prefixes that support or are for the root word.
  - a) Opposing Prefixes
  - b) Supportive Prefixes
  - c) Negative Prefixes
  - d) Reversative Prefixes

Read the following passages carefully and answer the questions given below them:

The Jataka Stories recount the many previous births of the Buddha in human and animal lives. In all there are 547 stories, originally told by the Buddha to his disciples. They were written down in Pali Language around 400 B.C. and absorbed into the Buddhist Canon not long ago after his death. The stories show the progression of his lives through many incarnations, gradually acquiring the wisdom, selflessness and thoughtfulness which eventually lead to enlightenment. In each birth he performed some meritorious deed to bring him spiritual progress. Here is one of his stories.

A hare once lived in the forest with his animal friends, the jackal, the otter and the monkey. The animal respected the hare as he was wise and gentle. One day he said that they should all fast and give whatever food they gathered to whoever needed it. So the monkey found ripe mangoes, the jackal found a Lizard and a pot of milk and the otter found a fish. But the hare could not find any food and vowed that if anyone is hungry, he would offer him his own body. His tremendous vow was heard by the earth herself, who told Sakka, Lord of the devas. He decided to test the hare. Sakka entered the forest disguised as a beggar and asked hare for food.

- Please eat my body' the hare replied without hesitation. So Sakka built fire and the hare willingly ran into the flames. Feeling no pain, he rose up to heaven. In gratitude, Sakka drew an image of hare on the moon for everyone to see and remember the hare's selfless sacrifice.
4. Jataka stories are related to the previous incarnations of\_\_\_\_\_
    - a) Lord Krishna
    - b) Mahaveer
    - c) Dattatraya
    - d) Gautam Buddha.
  5. In which language stories are written?
    - a) Sanskrit
    - b) Pali
    - c) Prakrit
    - d) Awadhi
  6. Sakka entered the forest in disguise of\_\_\_\_\_
    - a) a beggar
    - b) a monk
    - c) a fakir
    - d) a peasant.
  7. The Jataka stories were written in
    - a) 400 A.D.
    - b) 400 B.C.
    - c) 420 A.D.
    - d) 420 B.C.
  8. Which of the following is not included in the non-verbal communication?
    - a) Facial expressions
    - b) Gestures
    - c) Movements
    - d) Writing an email

9. \_\_\_\_\_ is highly centralized type of communication network where each subordinate receives commands or instructions from a single authority
- a) Vertical network
  - b) Circuit network
  - c) Wheel network
  - d) Chain network
10. A planned reduction in the number of employees needed in a firm in order to reduce costs and make the business more efficient is called \_\_\_\_\_
- a) Downsizing
  - b) Recruiting
  - c) Transfers
  - d) Deputation

**Answers**

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

\*\*\*

# Sample Questions

## Legal Aptitude and Logical Reasoning

1. Which of the following JUSTICE is not secured to all its citizens according to Preamble of the Constitution of India?
  - a) Social
  - b) Political
  - c) Financial
  - d) Economical
2. Protection of Life and Personal Liberty is provided in \_\_\_\_\_ of the Constitution of India.
  - a) Article 21
  - b) Article 21A
  - c) Article 25
  - d) Article 123
3. \_\_\_\_\_ is also known as Mini-Constitution.
  - a) Constitution (Forty – Second Amendment) Act, 1976
  - b) The Constitution (Second Amendment) Act, 1952
  - c) The Constitution (First Amendment) Act, 1951
  - d) Constitution (Sixty – Ninth Amendment) Act, 1991
4. Which of the following statement is true with respect to ‘Del Credere Agent’?
  - a) A del credere agent is a mercantile agent
  - b) A del credere agent is not an Agent
  - c) A del credere agent is owner, not an agent
  - d) In the event of a third-party failing to pay, the del credere agent is not bound to pay his principal the sum owned by thirdparty
5. Which of the following is not a disadvantage of Corporate Form of Enterprise?
  - a) Formalities and expenses
  - b) Corporate disclosures
  - c) Limited Liability
  - d) Detailed winding-up procedure

6. What is the angle between the two hands of a clock when the time shown by clock is 3.00 pm?
- a) 90 Degree
  - b) 10 Degree
  - c) 360 Degree
  - d) 135 Degree
7. How many years have 29 days in February from 2001 to 2010?
- a) 1
  - b) 2
  - c) 3
  - d) 4
8. If Rajesh's Birthday is on April 25 which is Sunday and his sister's birthday on July 31, which day of the week is his sister's birthday?
- a) Monday
  - b) Saturday
  - c) Friday
  - d) Sunday
9. Read both the statements below and mark your answer accordingly.
- Statements
- I. Orange has vitamin C that helps in boosting immunity
  - II. It is generally advised to eat orange at regular intervals
- a) Statement I is the reason and statement II is the response
  - b) Both the statements I and II are the response of some common reasons
  - c) Both the statements I and II are the not depended reasons
  - d) Statement II is the reason and statement I is the response
10. 'GHIJ' as coded as 'LMNO' then 'CDEF' is coded as.....
- a) HIJK
  - b) BCDE
  - c) XYZA
  - d) MNOP

**Answers**

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

\*\*\*

# Sample Questions

## Economic and Business Environment

1. No Change in Consumer's Income' is assumption of which of the following laws of economics?
  - a) Law of Demand
  - b) Law of Supply
  - c) Law of Variable Proportion
  - d) Law of Returns to Scale
2. A service or commodity has a \_\_\_\_\_ if a given quantity of it can be supplied whatever might be the price.
  - a) Relatively Less-Elastic Supply
  - b) Perfectly Inelastic Supply
  - c) Relatively Greater-Elastic Supply
  - d) Unitary Elastic Supply
3. Under which of the following methods of computing national income, the production value of following sectors are added up- Agriculture, Manufacturing, Construction, Transport and Communication, Banking, Administration and Defence.
  - a) Income Method
  - b) Expenditure Method
  - c) Value Added Method
  - d) Profit Method
4. Salaries, subsidies and interest payments of government are covered under which of the following?
  - a) Capital Expenditure
  - b) Miscellaneous Expenditure
  - c) Imputed Expenditure
  - d) Revenue Expenditure

5. Which of the following does not form part of the Indian financial services sector?
  - a) Capital markets
  - b) Insurance sector
  - c) Non-banking financial companies (NBFCs)
  - d) Unscrupulous Money lenders
6. When a company situated in one country makes an investment in a company situated abroad, it is known as \_\_\_\_\_
  - a) Foreign Portfolio Investment
  - b) Foreign Direct Investment
  - c) Foreign donation
  - d) Foreign grant
7. Which of the following is / are the bottleneck / (s) for entrepreneurial growth?
  - a) Inefficient time management
  - b) Lack of money
  - c) Too much noise
  - d) All of the above
8. During recession the consumers tend to spend less on luxury items. This phenomenon is related to which of the following business environment?
  - a) Political environment
  - b) Social environment
  - c) Economic environment
  - d) Legal environment
9. Which of the following is not the affiliated office of the Ministry of Corporate Affairs?
  - a) Serious Fraud Investigation Office
  - b) Competition Commission of India
  - c) Indian Institute of Corporate Affairs
  - d) Securities and Exchange Board of India

10. The Central Office of the Reserve Bank of India was initially established in \_\_\_\_\_ but was permanently moved to Mumbai in 1937.
- a) Kolkata (Erstwhile Calcutta)
  - b) Chennai (Erstwhile Madras)
  - c) Coimbatore
  - d) Ahmedabad

**Answers**

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

\*\*\*

# Sample Questions

## Current Affairs

1. On which date, Union Budget 2021 will be presented?
  - a) February 15
  - b) February 28
  - c) March 01
  - d) February 01
2. Who won the Sir Garfield Sobers Award for ICC Male Cricketer of the Decade?
  - a) Virat Kohli
  - b) Kane Williamson
  - c) AB de Villiers
  - d) Steve Smith
3. Which city's Municipal Corporation has been selected as the best performing civic body in India?
  - a) Guntur
  - b) Vishakhapatnam
  - c) Bhagalpur
  - d) Rourkela
4. PM Narendra Modi was honoured with the 'Legion of Merit' award by which nation's President?
  - a) United States
  - b) Canada
  - c) France
  - d) United Kingdom
5. Which nation's street food has been added to the UNESCO list of Intangible Cultural Heritage of Humanity?
  - a) Thailand
  - b) Malaysia
  - c) Indonesia

- d) Singapore
6. Veteran political leader Moti Lal Vohra has passed away. He was a part of which political party?
- a) BJP  
b) TMC  
c) INC  
d) SP
7. Who has been appointed as the new President of ASSOCHAM?
- a) Amartya Kumar Sen  
b) Vineet Aggarwal  
c) S P Kothari  
d) Abhijit Vinayak Banerjee
8. Who will be the Chief Guest at India's Republic Day Parade 2021?
- a) Sheikh Hasina  
b) Chandrikapersad Santokhi  
c) Boris Johnson  
d) None of the above
9. Which country has banned the entry of cotton, tomato products from China's Xinjiang region?
- a) United States  
b) United Kingdom  
c) France  
d) Canada
10. Renowned fashion designer Satya Paul passed away on January 6, 2021. He was known for giving a modern look to which traditional outfit?
- a) Saree  
b) Dhoti  
c) Suit  
d) Lehenga

**Answers**

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

\*\*\*

## Motto

सत्यं वद | धर्मं चर।

इष्टार्क तेड त्रुथे. अबेवेटे डु तेड लव.

## Vision

"To be a global leader in promoting good corporate governance"

## Mission

"To develop high calibre professionals facilitating good corporate governance"



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

### Headquarters

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003  
tel 011- 4534 1000 fax +91-11-2462 6727 email info@icsi.edu