

# CSEET e-BULLETIN

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# CSEET e-BULLETIN

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***"Learning never exhausts the mind."  
- Leonardo da Vinci***

***Dear Students,***

Conversing with all of you through the pages of this newsletter gives me a very unique opportunity. While I may on various occasions converse with various political figures, Officials of Regulatory Authorities, learned academicians and even our own members and students; but what makes your group unique and sets you apart from the rest of them is the fact that you, my friends, are the youngest of them all.

They say that the first steps are often the hardest to take, but I believe that this statement may be true if you were to take those steps alone. As students enrolled for the Company Secretary Executive Entrance Test (CSEET), you have been placed in a position, where to me you are not alone at all. While your parents and guardians might be the first go-to persons, but rest assured that the Institute of Company Secretaries of India (ICSI) while fully understanding its responsibility towards its youngest members-to-be stands with you as you take your first steps towards becoming a true professional.

Although given the situations on account of the pandemic the first CSEET was held in remote proctored mode, it gives me immense pride to share that the students in this initial stage portrayed true professionalism by undertaking the examinations with utmost seriousness and great enthusiasm. While many sailed through with success, there would be others who would be giving it their second shot in the one scheduled right ahead.

Taking a cue from the above quote, I believe you would all agree with me that learning and growth should never cease for its this continuous attainment of knowledge that shall support us in surpassing all hurdles in the times to come.

Wishing you all the very best for your Company Executive Entrance Test (CSEET) November 2020, I on behalf of the entire Team-ICSI wish you and all your family members a very Happy and Prosperous Festival of Lights.

Wish you and your loved ones a very Happy Diwali !!!

**CS Ashish Garg**

*President*

The Institute of Company Secretaries of India

# *Comprehending E-Correspondence*

## **Introduction**

The need for the internet is ever so increasing. Whether you are an expert, student, non-professional, professional, everyone is turning extensively towards the internet for their daily use. There are many things which we can do on the internet. Perhaps many things have become a lot easier because of the use of the Internet. Even formal e-mail writing has been so accessible nowadays that many companies don't even need to train their employees regarding this.

E-correspondence means that when one firm writes an email to another firm, and the answers thereto to the mail is given then the correspondence between the firms is formed. Such correspondence when done through the online means of email. Thus, E-correspondence is generally an election correspondence or the email correspondence. The use of the communication here is via electronic means. The information between the parties is exchanged through email addresses. Therefore, it is viable for both the parties to give their correct email address. This is how both of them will receive the information.

## **Merits of Email**

1. Email or E-correspondence is convenient to use as it assists in organizing daily correspondence which may be saved in a local storage device.
2. The approach is faster than others and therefore, can deliver all at once, no matter how far the sender or receiver is situated.
3. The language used in drafting an email is easy and simple to comprehend without being informal.
4. If one wishes to reply to a certain email, the original message may be attached to keep track of the previous charts and events. It is crucial, especially if one is numerous emails on daily basis.
5. With email correspondence, it is possible to send automated emails with a certain set of messages. This assist a lot when one is out for vacation. These are generally termed as auto responders.
6. If required, images may be inserted in the emails. This assist in using the platform for remitting greeting cards or composing a newsletter in the form of a mail.
7. A company may advertise its products or services with the help of email. The concept of email assist in making the business owner reach out to numerous people and keep them conversant regarding the company and other relevant details.



## Points to be remembered in E-Correspondence

The following points need to be taken into consideration while sending emails:

1. **Proper introduction** : While drafting an email, it is important that the sender of the message introduces himself / herself, especially when the communication is made to a person or organisation for the first time and the recipient does not know the sender personally.
2. **Spell Check** : It's important to run a spell-check for official correspondence, especially if someone is sending an email from your phone. The sender must ensure that grammar and punctuations are correct as well.
3. **Use of Reply all feature sparingly** : Reply-all feature for an email is to be used only if that really needs it. If the reply is meant for only one person, just reply to the concerned person. Further, it should be remembered one should not use it to reply to a sender's greetings for the festive season.
4. **BCC for generic emails** : Bcc field should be used only when a person is sending out emails to many people who may not know each other. It's also a way to ensure that all the contacts' addresses are not out there for people unknown to them to access.
5. **Use of abbreviation** : One should avoid usage of abbreviations to a great extent while drafting an email, i.e. FYI, PFA, PDF or FYR as it may lead to confusion for the recipient who may also form an impression that the sender does not have sufficient time to draft a proper email.
6. **Formatting of emails** : Usage of caps and bold fonts to be avoided as it may give an impression to the recipient that the sender is rude. The same rule applies for underlining in the middle of a text. Further, it is advisable that fancy fonts or multiple font colours to be avoided while writing an email.
7. **Focus on tone** : One needs to be careful regarding how an email sounds. It may be an official email, but it should not sound too abrupt. One should not sound over-friendly either, particularly if the sender is communicating for the first time with the recipient. Moreover, it is also advisable not to send an email when a person is upset as it may result into typing of inappropriate words thereby spoiling a professional relationship.
8. **Fix up forwards** : One should remember to clean up forwards before the sender in turn forwards them to other people. Not only does this make an email look cleaner, but it also ensures that others' email addresses are not disclosed to the recipients.
9. **Restricting the number of attachments** : In case of sending an email containing many files as attachments, it is advisable to get the files zipped before transmission in order to avoid cluttering of files. Further, it would also assist a person to access the files with ease, in case he or she is accessing emails from mobile.
10. **Check the recipient of the email** : Before sending the email, it is essential to ensure that the mail is sent to the right recipient, i.e. in the To field the recipient should be checked to make sure that the mail is not received by some other person.

## Conclusion

In this era of digitalisation E-correspondence occupies a crucial position. Email communication is faster, cost effective and response time being very less. Today business moves on emails and so it is imperative to take requisite care while drafting an email and its remittance. Moreover, utmost care needs to be exercised when bulk emails needs to be sent to certain group of employees or all the employees of the organisation or to some specific group as email once sent the message get disseminated to numerous people at one go.

Thus email communication is like a double edged sword, i.e. on the one hand it increases efficiency in communication but on the contrary if not used properly it may exert negative impacts.

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# *Comprehending Fiscal Deficit*

## **Introduction**

The difference between total revenue and total expenditure of the government is termed as fiscal deficit. It is an indication of the total borrowings needed by the government. While calculating the total revenue, borrowings are not included.

The gross fiscal deficit (GFD) is the excess of total expenditure including loans net of recovery over revenue receipts (including external grants) and non-debt capital receipts. The net fiscal deficit is the gross fiscal deficit less net lending of the Central government.

Generally fiscal deficit takes place either due to revenue deficit or a major hike in capital expenditure. Capital expenditure is incurred to create long-term assets such as factories, buildings and other development.

A deficit is usually financed through borrowing from either the central bank of the country or raising money from capital markets by issuing different instruments like treasury bills and bonds.

## **Fiscal Deficit- Exploring Further**

The central government accounts are divided mainly into two parts- Revenue Account and Capital Account. The revenue account consists of revenue receipts and revenue expenditure. Revenue receipts are accumulated from tax revenues (both via direct and indirect taxes) and non-tax revenues (interest payments dividend & profits etc.), while the revenue expenditure is broadly the expenditure which doesn't result in the creation of assets (administrative expenses of government, interest charges on debt incurred, subsidies etc.)

Similarly, the capital account consists of capital payments and capital expenditure. The capital receipts mainly include recoveries of loans & advances and earnings from disinvestment while the capital expenditure is the expenditure on acquisition of buildings, lands, and investments in bonds, shares etc.

The excess of expenditure over receipts (on both accounts) gives the fiscal health measure of the government known as the gross fiscal deficit (GFD). Another important gauge of fiscal operations is the revenue deficit (excess of expenditures over receipts in the revenue account). The increase in revenue deficit generally implies that the government is increasingly using its finances to fund its recurring non-productive expenses and no actual asset creation is taking place.

## **Current Fiscal Deficit Scenario**

In FY 20 the fiscal deficit increased to 4.6% of GDP versus planned 3.5%. Fiscal deficit is the difference between what a government earns and what it spends and is expressed as a percentage of GDP. This huge rise in the fiscal deficit was because of the lower gross tax revenue of Rs 20.1 trillion against the revised estimate of Rs 21.63 trillion, a gap of more than Rs 1.5 trillion. Also GDP growth was lower than estimated. And market borrowings too have seen a hefty increase.



India's fiscal deficit has hit 109% of the full-year target in the first 5 months of FY 21 as the coronavirus pandemic continued to be a constraint on the government's finances. The fiscal deficit target estimated in the Budget 2020-21 was Rs 7.96 lakh crore, or 3.5% of GDP. But it is expected to be revised as the government has raised its borrowing target to bail out from the Covid-19 crisis. Market borrowings for FY 21 was raised to Rs 12 lakh crore from Rs 7.8 lakh crore. So fiscal deficit will increase to 5.75-6% in FY 21.

The following exhibit displays the fiscal performance of India –

### Central Government's Fiscal Performance

(Percent of GDP)

Item	2004-08	2008-10	2010-15	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20 (RE)	2019-20 (PA)	2020-21 (BE)
1	2	3	4	5	6	7	8	9	10	11	12
Non Debt Receipts	11.0	9.7	9.5	9.2	9.1	9.4	9.1	8.8	9.5	8.6	10.0
Gross Tax Revenue (a+b)	10.7	10.4	10.2	10.0	10.6	11.1	11.2	11.0	10.6	9.9	10.8
a) Direct Tax	5.1	6.0	5.7	5.6	5.4	5.5	5.9	6.0	5.8	5.2	5.9
b) Indirect Tax	5.6	4.4	4.5	4.4	5.2	5.6	5.4	5.0	4.9	4.7	4.9
Net Tax Revenue**	7.9	7.6	7.3	7.2	6.9	7.2	7.3	6.9	7.4	6.7	7.3
Non-tax Revenue	2.2	1.8	1.8	1.6	1.8	1.8	1.1	1.2	1.7	1.6	1.7
Non Debt Capital Receipts	0.9	0.3	0.4	0.4	0.5	0.4	0.7	0.6	0.4	0.3	1.0
Total Expenditure	14.5	16.1	14.4	13.3	13.0	12.8	12.5	12.2	13.3	13.2	13.5
Revenue Expenditure	12.1	14.4	12.6	11.8	11.2	11.0	11.0	10.6	11.6	11.6	11.7
Capital Expenditure	2.4	1.7	1.8	1.6	1.8	1.8	1.5	1.6	1.7	1.7	1.8
Revenue Deficit	2.0	5.0	3.5	2.9	2.5	2.1	2.6	2.4	2.5	3.3	2.7
Gross Fiscal Deficit	3.5	6.3	4.9	4.1	3.9	3.5	3.5	3.4	3.8	4.6	3.5

BE: Budget Estimates. RE: Revised Estimates. PA: Provisional Accounts.  
 \*: GDP figures used in this table are on 2011-12 base, which are the latest available estimates. Going by the principle of using latest available GDP data for any year, GDP used for 2019-20 (RE) is the latest available Provisional Estimate (released on May 29, 2020). In view of this, the fiscal indicators as per cent of GDP given in this Table may at times marginally vary from those reported in the Union Budget Documents.  
 \*\*: Net tax revenue represents gross tax revenue net of devolution to state governments.  
 Source: Union Budget Documents.

### Measures to control Fiscal Deficit

Generally, the fiscal deficit may be controlled by two ways, i.e. by decreasing the expenditure and increasing the revenue by the government. The following approaches may be embraced by the government to reduce the expenditure:

- Sale or closure of sick units.
- Reduce subsidies
- Reduce interest payments

The methods to increase revenue of the government are as under:

- i) Prevent evasion of taxes.
- ii) Disinvestment
- iii) Strengthening economic growth.

### Conclusion

India's fiscal deficit, for many years, has been a concern. Although, fiscal deficit affects the economy in many ways like by increasing inflation, increasing interest rates, crowding out private investment, etc., it can be helpful when borrowings are done for productive uses, which can amplify government revenue. It can also be controlled by several measures when it is harmful for the country. The government, in recent years, has taken several reforms like introducing GST to bring down fiscal deficit.

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# Key Announcements under Aatma Nirbhar Bharat 3.0

Union Minister for Finance & Corporate Affairs Smt. Nirmala Sitharaman announced 12 key measures, as part of Government of India's stimulus to the economy, under Aatma Nirbhar Bharat 3.0. The net stimulus announced on November 12, 2020 amounts to ₹2.65 Lakh crore. While addressing the Press Conference, Finance Minister also informed that the total stimulus announced by the Government and Reserve Bank of India till date, to help the nation tide over the COVID-19 pandemic, works out to ₹29.87 lakh crore, which is 15% of national GDP. Out of this, stimulus worth 9% of GDP has been provided by the government.

The following are the 12 key announcements under Aatma Nirbhar Bharat 3.0-

## 1. Aatma Nirbhar Bharat Rozgar Yojana

A new scheme to incentivize job creation during COVID-19 recovery has been launched. If EPFO-registered establishments take in new employees without EPFO registration or those who lost jobs earlier, the Yojana will benefit these employees.

Beneficiaries / New Employees under the scheme would be:

- any new employee joining employment in EPFO registered establishments on monthly wages less than Rs. 15,000
- EPF members drawing monthly wage of less than Rs. 15,000 who made exit from employment during COVID Pandemic from 01.03.2020 to 30.09.2020 and is employed on or after 01.10.2020.

Central Govt. will provide subsidy for two years in respect of new eligible employees engaged on or after 01.10.2020 at following scale:

- **Establishments employing up to 1000 employees:** Employee's contributions (12% of Wages) & Employer's contributions (12% of wages) totalling 24% of wages
- **Establishments employing more than 1000 employees:** Only Employee's EPF contributions (12% of EPF wages)

The scheme will be effective from October 1, 2020 and operational till 30<sup>th</sup> June 2021. Certain other eligibility criteria would have to be met, and Central Government will provide subsidy for two years in respect of new eligible employees.

## 2. Emergency Credit Line Guarantee Scheme for MSMEs, businesses, MUDRA borrowers and individuals (loans for business purposes), has been extended till March 31, 2021.

A Credit guarantee support scheme ECLGS 2.0 is being launched for Healthcare sector and 26 stressed sectors with credit outstanding of above Rs. 50 crore and up to ₹500 Crore as on 29.2.2020 stressed due to COVID-19, among other criteria. Entities will get **additional credit up to 20% of outstanding credit** with a tenor of

five years, including 1 year moratorium on principal repayment. This scheme will be available till 31.3.2021.

### 3. **Production Linked Incentive worth ₹1.46 Lakh Crore to 10 champion sectors**

10 more Champion Sectors will be covered under the Production Linked Incentives Scheme to help boost competitiveness of domestic manufacturing. This will give a big boost to economy, investment, exports and job creation. A total amount of nearly 1.5 Lakh Crore has been earmarked across sectors, for next five years. The ten sectors are - Advance Cell Chemistry Battery, Electronic/Technology Products, Automobiles & Auto Components, Pharmaceuticals Drugs, Telecom & Networking Products, Textile Products, Food Products, High Efficiency Solar PV Modules, White Goods (ACs & LED), and Specialty Steel.

### 4. **₹18,000 Crore Additional outlay of for PM Awaas Yojana - Urban**

A sum of Rs 18000 cr is being provided for PMAY- Urban over and above Rs. 8000 Crore already allocated this year. This will help ground 12 Lakh houses and complete 18 Lakh houses, create additional 78 Lakh jobs and improve production and sale of steel and cement, resulting in multiplier effect on economy.

### 5. **Support for Construction & Infrastructure – Relaxation of Earnest Deposit Money & Performance Security on Government Tenders**

To provide ease of doing business and relief to contractors whose money otherwise remains locked up, performance security on contracts has been **reduced from 5-10% to 3%**. It will also extend to ongoing contracts and Public Sector Enterprises. EMD for tenders will be replaced by Bid Security Declaration. The relaxations in the General Financial Rules will be in force till December 31, 2021.

### 6. **Income Tax relief for Developers & Home Buyers**

Differential between circle rate and agreement value in real estate income tax under Section 43 CA of IT Act has been increased from 10% to 20%. This is for primary sale of residential units up to ₹2 Crore (from date of announcement of this scheme, till June 30 2021). Consequential Relief up to 20% shall also be allowed to buyers of these units under section 56(2) (x) of IT Act for the said period. The Income Tax relief provides incentive to middle class to buy homes.

### 7. **Platform for Infra Debt Financing**

Government will make ₹6,000 Crore equity investment in debt platform of National Investment and Infrastructure Fund (NIIF), which will help NIIF provide a debt of ₹ 1.1 Lakh Crore for infrastructure projects by 2025.

### 8. **Support for Agriculture: ₹65,000 Crore for subsidized fertilizers**

As fertilizer consumption is going up significantly, ₹65,000 Crore is being provided to ensure increased supply of fertilizers to farmers to enable timely availability of fertilisers in the upcoming crop season.

### 9. **Boost for Rural Employment**

Additional outlay of ₹10,000 Crore is being provided for PM Garib Kalyan Rozgar Yojana to provide rural employment. This will help accelerate rural economy.

**10. Boost for Project Exports**

₹3,000 Crore boost is being provided to EXIM Bank for promoting project exports under Indian Development and Economic Assistance Scheme (IDEAS Scheme). This will help EXIM Bank facilitate Lines of Credit development assistance activities and promote exports from India.

**11. Capital and Industrial Stimulus**

₹10,200 Crore additional budget stimulus is being provided for capital and industrial expenditure on domestic defence equipment, industrial infrastructure and green energy.

**12. R&D grant for COVID Vaccine**

₹900 Crore is being provided to Department of Biotechnology for Research and Development of Indian COVID Vaccine.

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# Sample Questions

## Business Communication

1. \_\_\_\_\_ are the names given in common to all persons, places or things of the same class. For example, bank, shop, market, etc.
  - a) Common nouns
  - b) Proper nouns
  - c) Collective nouns
  - d) Abstract nouns
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) Verb
  - b) Adverb
  - c) Adjective
  - d) Preposition
3. The words 'Efforts' and 'Exertion' are-
  - a) Antonyms
  - b) Homonyms
  - c) Synonyms
  - d) Homophones
4. Which of the following are the synonyms of Abridge?
  - a) Proficient, Skilled
  - b) Shorten, Curtail
  - c) Plentiful, Ample
  - d) Follower, Disciple
5. Which of the following is / are the important strategy / (ies) for solving comprehension passages?
  - a) Read the passage as fast as possible.
  - b) Get thoroughly involved with the paragraph to understand it.
  - c) Do not assume anything based on your personal belief.
  - d) All of the above

Opera refers to a dramatic art form, originating in Europe, in which the emotional content is conveyed to the audience as much through music, both vocal and instrumental, as it is through the lyrics. By contrast, in musical theater an actor's dramatic performance is primary, and the music plays a lesser role. The drama in opera is presented using the primary elements of theater such as scenery, costumes, and acting. However, the words of the opera, or libretto, are sung rather than spoken. The singers are accompanied by a musical ensemble ranging from a small instrumental ensemble to a full symphonic orchestra.

On the basis of the above passage answer the following questions:

6. It is pointed out in the reading that opera ----.
  - a) has developed under the influence of musical theatre
  - b) is a drama sung with the accompaniment of an orchestra
  - c) is not a high-budget production
  - d) is often performed in Europe
7. We can understand from the reading that ----.
  - a) people are captivated more by opera than musical theater
  - b) drama in opera is more important than the music
  - c) orchestras in operas can vary considerably in size
  - d) musical theater relies above all on music
8. It is stated in the reading that ----.
  - a) acting and costumes are secondary to music in musical theater
  - b) many people find musical theater more captivating than opera
  - c) music in musical theater is not as important as it is in opera
  - d) an opera requires a huge orchestra as well as a large choir
9. Rearrange the following sentence in the correct order:
  - i) I bought
  - ii) a camera at the store
  - iii) yesterday
  - iv) to photograph the parade.

Which of the following is the correct sequence?

  - a) i), ii), iii), iv)
  - b) iii), i), ii), iv)
  - c) iv), iii), ii), i)
  - d) ii), iv), i), iii)

10. Which of the following is not the advantage of the intranet?
- a) Cost effective
  - b) Enhance collaboration
  - c) Immediate updates
  - d) Time consuming

**Answers**

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

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# Sample Questions

## Legal Aptitude and Logical Reasoning

1. \_\_\_\_\_ shall be the head of the 'executive power' of the union.
  - a) The President of India
  - b) The Governor of a State
  - c) The Prime Minister
  - d) The Chief Justice of India
2. The Fundamental Duties under Article 51A includes:
  - a) to abide by the constitution and respect its ideals and institutions, the National Flag and the National Anthem
  - b) to defend the country and render national service when called upon to do so
  - c) to value and preserve the rich heritage of our composite culture
  - d) All of the above
3. The word "Socialist", added by the \_\_\_\_\_, aims to secure to its people "Justice – Social, Economic and Political"
  - a) 42<sup>nd</sup> Amendment
  - b) 51<sup>st</sup> Amendment
  - c) 72<sup>nd</sup> Amendment.
  - d) 101<sup>st</sup> Amendment
4. Under Section 2(h), an agreement enforceable by law is:
  - a) Obligation
  - b) Contract
  - c) Consideration
  - d) All of the above
5. The communication of the offer may be \_\_\_\_\_.
  - a) General only
  - b) Specific only
  - c) General or Specific
  - d) None of the above
6. RQP, ONM, LKJ, \_\_\_\_, FED
  - a) IHG
  - b) CAB
  - c) JKL
  - d) GHI

7. KBJ, LCK, MDL, NEM, \_\_\_\_  
 a) OEP  
 b) OFN  
 c) MEN  
 d) PFQ
8. Team A has scored more goals than Team B  
 Team C has scored fewer goals than Team B  
 Team A has scored fewer goals than Team C.  
 If the first two statements are true, the third statement is  
 a) True  
 b) False  
 c) Uncertain
9. CDC, EFE, GHG, IJI  
 a) KLK  
 b) HJH  
 c) IJI  
 d) JHJ
10. John has more coins than Sonu.  
 Sonu has fewer coins than Danish.  
 Danish has more coins than John.  
 If the first two statements are true, the third statement is  
 a) True  
 b) False  
 c) Uncertain

### Answers

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

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# Sample Questions

## Economic and Business Environment

1. When a small change in price of a product causes a major change in its demand, it is said to be \_\_\_\_\_
  - a) Perfectly inelastic demand
  - b) Inelastic demand
  - c) Relatively elastic demand
  - d) Perfectly elastic demand
2. ABC limited incurred capital expenditure of INR 100 Crores in setting up of a new plant. The mentioned capital expenditure will be considered for computation of national income under which of the following methods?
  - a) Product Method
  - b) Expenditure Method
  - c) Income Method
  - d) Turnover Method
3. \_\_\_\_\_ account for flows for those transactions where the government is merely acting as a banker.
  - a) Public
  - b) Private
  - c) Sales
  - d) Profit & Loss
4. Which of the following banks were not established by British East India Company?
  - a) Bank of Bengal
  - b) Bank of Bombay
  - c) Bank of Madras
  - d) Bank of Baroda
5. The \_\_\_\_\_ is the difference between the monetary value of exports and imports of output in an economy over a certain period of time.
  - a) Balance of trade
  - b) Balance of payment
  - c) Balance of national accounts
  - d) Balance of Consolidated Fund of India

6. Which of the following is not the need for having entrepreneurs in India?
  - a) Entrepreneurs promote capital formation by mobilising the idle saving of the people.
  - b) They promote balanced regional development by establishing small-scale enterprises in rural, remote and less developed regions.
  - c) They help in reducing the concentration of economic power.
  - d) They help in promoting monopoly.
7. If a company is sued over data breach of confidential information, a business may need to change how information is collected and stored. This is covered under which of the following?
  - a) Political environment
  - b) Economic environment
  - c) Technological environment
  - d) Social environment
8. Consider the following functions:
  - i) Issuers of the Securities
  - ii) Protects the Interests of Traders & Investors
  - iii) Financial Intermediaries
 Which of the following organisations perform the aforesaid functions?
  - a) Securities and Exchange Board of India
  - b) Reserve Bank of India
  - c) National Stock Exchange (NSE Ltd.)
  - d) Ministry of Finance
9. The Central Government has constituted National Company Law Tribunal (NCLT) under section 408 of the \_\_\_\_\_.
  - a) Income Tax Act, 1961
  - b) Indian Companies Act, 1956
  - c) Negotiable Instruments Act, 1881
  - d) Indian Companies Act, 2013
10. The Central Office of the Reserve Bank was initially established in \_\_\_\_\_ but was permanently moved to Mumbai in 1937.
  - a) Hyderabad
  - b) Calcutta
  - c) Madras
  - d) Ahmedabad

**Answers**

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

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# Sample Questions

## Current Affairs

1. Which messaging platform has launched its own UPI payment feature in India?
  - a) Facebook Messenger
  - b) WeChat
  - c) Telegram
  - d) WhatsApp
2. Which nation has targeted to achieve zero carbon emissions by 2050?
  - a) United States
  - b) India
  - c) Japan
  - d) China
3. Veteran BJP leader, Keshubhai Patel passed away on October 29, 2020. He had served as the Chief Minister of which state?
  - a) Madhya Pradesh
  - b) Gujarat
  - c) Maharashtra
  - d) West Bengal
4. Who became the first cricketer to score consecutive centuries in IPL's history?
  - a) KL Rahul
  - b) Virat Kohli
  - c) Shikhar Dhawan
  - d) Mayank Agarwal
5. India was ranked at which position in the recent Global Hunger Index 2020?
  - a) 94
  - b) 10
  - c) 87
  - d) 66

6. Which state will be setting up the world's biggest zinc smelter project?
  - a) Madhya Pradesh
  - b) Gujarat
  - c) West Bengal
  - d) Maharashtra
7. Which nation has been re-elected as the President of the International Solar Alliance?
  - a) Germany
  - b) India
  - c) Russia
  - d) Japan
8. At which of the following place, the Institute of Company Secretaries of India is organising its 48<sup>th</sup> National Convention of Company Secretaries?
  - a) Raipur
  - b) Indore
  - c) Mumbai
  - d) Hyderabad
9. Which among the following nation will remain in the Financial Action Task Force (FATF) grey list till February 2021?
  - a) Syria
  - b) Sudan
  - c) Pakistan
  - d) Iran
10. Prime Minister Narendra Modi launched 'Kisan Suryodaya Yojana' in which state on October 24, 2020?
  - a) Madhya Pradesh
  - b) Gujarat
  - c) Bihar
  - d) Maharashtra



## Answers

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

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# Sample Questions

## Viva Voce

1. Don't make so much noise. Piyush \_\_\_\_ to study for his CSEET test.
  - a) try
  - b) tries
  - c) tried
  - d) is trying
2. Weather report says that "It's eight o'clock in Moscow and .....".
  - a) it's snowing
  - b) there is snow
  - c) it snows
  - d) it snowed
3. What is the synonym of 'IMMACULATE'?
  - a) Spotless
  - b) Untidy
  - c) Repeat
  - d) Incomparable
4. Ramesh: "What \_\_\_\_\_ in the evening?" Abhay: "Usually I watch TV or read a book."
  - a) you doing
  - b) do you do
  - c) you do
  - d) are you doing
5. She is \_\_\_\_\_ to \_\_\_\_\_ any kind of work with due sincerity.
  - a) fond, perform
  - b) determined, undertake
  - c) reluctant, entrust
  - d) eager, void

6. The war\_\_\_ immediately after the ceasefire proposal was\_\_\_\_\_ bilaterally.
  - a) ended, accepted
  - b) receded, exchanged
  - c) started, prepared
  - d) extended, mitigated
7. Which of these are examples of positive feedback?
  - a) Excellent, your work has improved.
  - b) I noticed your dedication towards the project.
  - c) You are always doing it the right way.
  - d) All of the above
8. Which of these are examples of negative feedback?
  - a) I hate to tell you this but your drawing skill is poor.
  - b) You can surely improve your drawing.
  - c) These are good drawings but you can do better.
  - d) None of the above
9. Which of these is NOT a common communication barrier?
  - a) Linguistic barrier
  - b) Interpersonal barrier
  - c) Financial barrier
  - d) Organisational barrier
10. In which of these sentences can you find an adverb?
  - a) Divya drinks milk every day.
  - b) Sanjay gifted me a new pen.
  - c) I opened the door lock.
  - d) Sita is 5-feet tall.

### Answers

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

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## Motto

सत्यं वद | धर्मं चर।

इष्टवैरं तेन त्रुथे. अबेवैरं तेन लव.

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

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"To develop high calibre professionals facilitating good corporate governance"



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**भारतीय कम्पनी सचिव संस्थान**

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