

# CSEET e-BULLETIN

APRIL 2020



## Business Strategy



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
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# CSEET e-BULLETIN

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***“And suddenly you know it’s time to start something new and trust the magic of new beginnings”***

***Dear Students,***

It fills my heart with joy unspeakable to author the maiden message for connecting with prospective Governance Professionals through this first issue of CS Executive Entrance Test (CSEET) e-bulletin. CSEET is a unique initiative of the Institute of Company Secretaries of India (ICSI) to select candidates with right aptitude and attitude, seeking admission into Executive Programme of Company Secretaryship Course.

It was after great thought and deliberation that the CS Foundation Programme has been replaced by the CS Executive Entrance Test (CSEET) through the Company Secretaries (Amendment) Regulations, 2020 keeping in view the diverse academic standards of students seeking admission in the Company Secretaryship Course.

We at ICSI truly hope that this CSEET will act as the perfect catalyst in bringing about ease of admission into the CS Executive Programme, especially for students beginning their professional journey right after Class XIIth. It is through this initiative that the time period to enter the course shall be fairly reduced thus bringing all of us closer to the achievement of our mission “To develop high caliber professionals facilitating good corporate governance”.

Aligning with our vision perfectly, CSEET comes across as an apt stepping stone for candidates intending to make a mark in the India Inc. as Leaders, Strategists, Key Managerial Personnel, Governance Professionals and even further becoming successful professionals.

I am sure that akin to the CSEET, this unique CSEET e-bulletin will also play a crucial role in the professional journey of the students by providing them with a reservoir of wisdom and making the prospective CSEET candidates well conversant with the latest developments and concepts of their relevant subjects and other related guidance.

All the above said and done, the recent turn of events, the spread of the COVID-19 pandemic has warranted efforts not just from the Government or the medical world or the professional bodies but from each one of us as aware citizens of this nation.

In view of the same I would urge and advise all of you to kindly adhere to the Guidelines and norms issued by the Government for this purpose and utilize this time at hand to the fullest for your overall personal development in whatever manner possible.

***Stay home, stay safe and wishing you all the best for CSEET!***

**CS Ashish Garg**  
President, ICSI

## *Company Secretary Profession : Prospects and Preparedness*

A qualified Company Secretary can become a Key Managerial Personnel in a Company or can set up his/her own practice, through various advisory services including fields such as business strategy, guidance on setting up of various forms of business organisation, compliance, arbitration, valuers, and other business related matters.

Every private company which has a paid up share capital of ten crore rupees or more is required to appoint a whole-time company secretary.

Further, Every listed company and every other public company having a paid-up share capital of ten crore rupees or more shall have whole-time key managerial personnel (KMP), the term KMP includes the-

- i. Managing Director (MD), or Chief Executive Officer or manager and in their absence, a whole-time director;
- ii. Company Secretary (CS); and
- iii. Chief Financial Officer (CFO)

The Company Secretaries are referred to as KMP along with MD/CFO in a senior managerial category who has the direct access to Board of the Company and Guiding the board on the various business related matters.

Company Secretary is a strategist, Compliance Officer, Chief Governance Officer and Key Managerial Personnel of the Company and is appointed by the Board of Directors to ensure that the organization complies with all the legal and regulatory influencing the business activities. Company Secretary acts as an interface between internal and external stakeholders of the company. He guides the Board of Directors on management and administration of the Company, statutory compliances and on various other matters such as business policies, strategic planning, formulation of risk management and risk mitigation strategies, corporate social responsibility, sustainability reporting, brand equity, image building etc.

Beside these, the roles and responsibilities of the Company Secretary have grown immensely in other areas as well, such as : Arbitration, Mediation and Conciliation Services, Insolvency Professional, Registered Valuer, Preparation of Diligence Report for Bank etc.

As the profession of Company Secretaries provides world of opportunities, the preparedness to be a successful company secretary needs to be initiated right from the entry level of the profession. The Institute has structured the course curriculum and the training requirements suiting the industry demands. The initiative is required from the students as well in continuously improving themselves with the technical, soft and business skills necessary for the profession.



## COMPANY SECRETARY

'Company Secretary' or 'Secretary' means a Company Secretary as defined in clause (c) of sub-section (1) of section 2 of the Company Secretaries Act, 1980 who is appointed by a company to perform the functions of a Company Secretary under this Act. [Section 2(24) of the Companies Act, 2013]



# How to Prepare for CSEET

In light of the introduction of CSEET, it is essential to know about as to how to prepare for it, in order to score good marks. The following points lay emphasis on the preparation of CSEET:

1. **Understanding of the CSEET Syllabus** : For any entrance test, we must be thoroughly aware of its syllabus, i.e. the Papers covered under the entrance test, topics and sub-topics covered under various Papers; otherwise our preparation may not be appropriate. In view of this, it is advisable that the candidates must go through the syllabus in detail to know the coverage of the contents under various Papers. For referring detailed syllabus, please access at:

[https://www.icsi.edu/media/webmodules/CSEET\\_SYLLABUS.pdf](https://www.icsi.edu/media/webmodules/CSEET_SYLLABUS.pdf)

2. **Reading Materials/CSEET Bulletin**

Candidates are advised to thoroughly go through the Reference Reading Material. The reference material is available on four Papers at ICSI website :

<b>Paper 1 :</b> <b>Business Communication</b>	<b>Paper 2 :</b> <b>Legal Aptitude and Logical Reasoning</b>
<b>Paper 3 :</b> <b>Economic and Business Environment</b>	<b>Paper 4 :</b> <b>Current Affairs and Viva Voice</b>

The Reference Reading Material may be accessed at:

<https://www.icsi.edu/reference-reading-material/>

However, a candidate may refer other books / reading material also available on Business Communication, Legal Aptitude, Logical Reasoning, Economics, Business Environment and Current Affairs.

For providing latest developments and concepts on various Papers of CSEET and other relevant information pertaining to CSEET, the Institute is going to introduce CSEET E-bulletin, an innovative learning approach.

3. **Joining CSEET Preparation Classes** : We are pleased to inform that the Institute has commenced with CSEET classes at various Regional / Chapter Offices situated across India. In these classes, renowned and learned faculty members conduct sessions on the Papers of CSEET. The details of CSEET Preparation Classes may be accessed at:

[https://www.icsi.edu/media/webmodules/Schedule\\_of\\_Classes\\_for\\_1st\\_CSEET\\_Test\\_to\\_be\\_held\\_in\\_the\\_month\\_of\\_May\\_2020.pdf](https://www.icsi.edu/media/webmodules/Schedule_of_Classes_for_1st_CSEET_Test_to_be_held_in_the_month_of_May_2020.pdf)

However, it is to be noted that due to widespread of Corona Virus and Lockdown, currently the classes are not being conducted. But on resumption of classes at various Regional / Chapter Offices, the information regarding the same would be displayed at our Institute's website.

4. **Mocktest as Performance Booster** : In order to improve performance in CSEET, the Institute would soon introduce unique and innovative concept of Mock Test of CSEET so that the candidates can know their preparation level for CSEET, have broad idea regarding the structure of CSEET and improve their performance.
5. **Study Plan** : In order to pass any entrance test, we must have an appropriate study plan in place. In this regard, it is suggested that you need to devote sufficient time for the above mentioned four Papers of CSEET. While drawing up the study plan, please ensure that all the Papers are given due weightage as it should not happen that for one Paper you devote more time while for the other less time, thereby, affecting your results.

Further, you may allocate two – three hours for each Paper on daily basis and study all the four Papers on alternate days. For example, Monday- Business Communication; Tuesday- Legal Aptitude and Logical Reasoning; Wednesday- Economic and Business Environment and Thursday- Current Affairs and Viva Voice and likewise again repeat this cycle.

6. **Self Practice for Viva Voice** : It is to be noted that in Paper 4, there is a portion on Viva Voice alongwith Current Affairs. Now the Viva Voice is somewhat similar to practical test in laboratory that we appear prior to Class Xth / Class XIIth Board Examinations. The main objective of Viva Voice is to check the communication skills of a candidate; since after becoming a Company Secretary, you need to communicate with the stakeholders of the company, government / regulatory bodies, stock exchanges etc. and without having strong communication skills it may be difficult to convey the views properly.

Now to prepare for Viva Voice, you may practice in front of the mirror by speaking on topics like- About yourself; About the Indian economy in a very general manner; About your goals in life etc. This will assist you in overcoming fear of speaking and improve your communication skills.

7. **Thorough Reading of recommended material and other books** : For a comprehensive preparation, it is advised that a candidate must thoroughly read various topics and sub-topics covered under the Papers of CSEET. Selective study is not at all advisable. Moreover, it is only through thorough reading of various concepts you can develop a better understanding and prepare properly for the CSEET.

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# Basics of Business Communication

## Introduction<sup>1</sup>

Communication is a process whereby a message is successfully conveyed to the receiver. The message may include information, ideas, perceptions and symbols which are sent either with or without intention. It need not be spoken or written. In other words, a person may communicate through signs and gestures. For example the traffic lights or the sign boards that we see on the roads are also means of communication where the traffic authorities intend to instruct us using these signs to ensure safety.

*Business communication is the transmission of information among people within an organization for the organization's commercial benefit. Business communication also involves the ways; a company uses to share information for the promotion of its services or products to their consumers.*

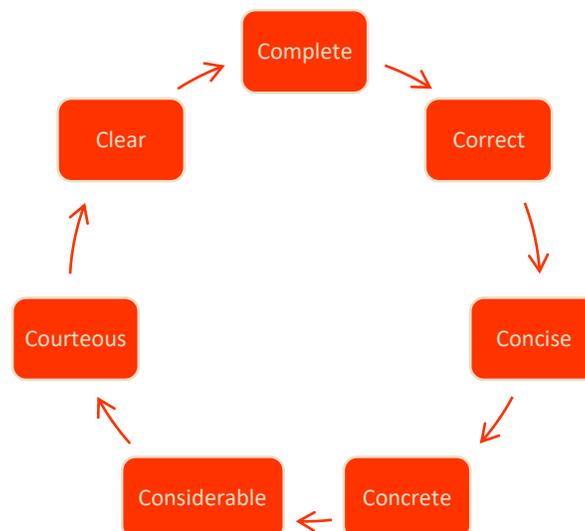
## The Communication Process

The process of communication goes through the following steps:

- Sender - The person who initiates the communication process
- Encoding - The sender gathers all the information that they intend to convey
- Message - The information gathered by the sender takes the form of a message
- Channel - The medium the sender chooses to convey his/her message
- Receiver - The message is then delivered to the receiver
- Decoding - The receiver then interprets the message and responds accordingly on which the communication process comes to an end.

## 7 Cs of Business Communication

Business etiquettes and skills play a major role in effective communication which requires what are known as the 7 Cs of business communication. An effective communication can be achieved only when the message is :



### ***Types of Business Communication***

Business communication involves the standard process of communication involving the aforementioned steps.

*It basically means the type of communication that aims at promotion of products and services and increasing sales and profits for a business, where the message can be conveyed through various channels of mass media or even personally.*

An organization can employ business communication in 2 ways:

- Internal communication
- External communication

#### ***Internal Communication***

The communication taking place within the organization is called internal communication. For instance, the interaction between an employee and the boss regarding business strategies or product development schemes etc. Internal communication can either be upward, downward or horizontal. These types are determined by the system of hierarchy. The communication from the director of a company with their subordinates is downward and the vice versa. . The interaction which takes place between the personnel of the same designation within an organization is referred to as horizontal internal communication.

#### ***External Communication***

External communication is all about the interaction of a business with the outside world i.e. other corporate houses, the buyers, government / regulatory bodies, public at large etc. This can be done by means of advertisement, promotions, offers with or without personal interaction. In external communication, the organizations are more particular about the communication formalities and skills because they can be overlooked within the four corners of the organization to some extent but outside they have to be duly regarded.

External communication meets another factor called competition where the communication skills of one organization if supersede those of the other can make the former win the battle. For an instance, markets are overloaded with advertisements and the most effective and influential ad attracts the most stakeholders.

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# Current Affairs

- **National Company Law Appellate Tribunal's bench constituted in Chennai**

In exercise of the powers conferred by section 410 of the Companies Act, 2013 (18 of 2013), the Central Government constituted another Bench of the National Company Law Appellate Tribunal (NCLAT) at Chennai to hear the appeals against the orders of the Benches of the National Company Law Tribunal (NCLT) having jurisdiction of Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Telangana, Lakshadweep and Puducherry.

The Bench of the NCLAT at New Delhi shall be known as the Principal Bench of the NCLAT which shall continue to hear appeals other than those in the jurisdiction of Chennai Bench of the NCLAT. This has come into force with effect from the 18th March, 2020.

- **Yes Bank's Reconstruction Scheme**

The Ministry of Finance issued a notification on **Yes Bank's reconstruction scheme** on March 13 stating that the moratorium issued by the government will cease to be in effect from 6 pm on March 18. The SBI and other investors have expressed interest in making an investment in the private sector bank and to participate in its rescue plan.

*Constitution of New Board of Directors*

The following new board has been constituted for one year or until an alternate board is constituted by the reconstructed bank, whichever is earlier.

- **Prashant Kumar** : Former CFO/ Deputy MD of SBI will be the new CEO and MD of Yes Bank.
- **Sunil Mehta** : Former Non-Executive Chairman of PNB will be the new non-executive chairman of reconstructed Yes Bank.
- **Mahesh Krishnamurthy** : Non-Executive Director
- **Atul Bheda** : Non-Executive Director
- In addition to this, the investor banks will nominate two officers as Directors of the reconstructed bank in addition to the given names. The RBI may also appoint additional directors as it may deem necessary. The investor with voting right of 15 percent will have the right to nominate one Director on the reconstituted Board. The total number of Board members, excluding the additional directors appointed by the RBI, shall, however, not exceed the maximum prescribed under the articles of association.
- **India extends COVID assistance worth \$ 1 million under SAARC emergency fund**  
Within days of Prime Minister Narendra Modi's announcement on creation of \$10 million SAARC Emergency Fund to fight Covid-19, India has supplied various medical supplies, testing equipment and sanitisers among other items to Maldives, Sri Lanka, Afghanistan, Nepal, Bangladesh and Sri Lanka. These supplies were made through release of one million dollar out of 10-million-dollar allotment by India to SAARC countries.
- **'COVID-19 Economic Response Task Force' set-up to meet economic challenges of the pandemic**

To deal with the economic challenges caused by the pandemic, Prime Minister announced the creation of 'COVID-19 Economic Response Task Force' under the Union Finance Minister. The Task Force will consult stakeholders, take feedback, on the basis of which decisions will be

taken to meet the challenges. The Task Force will also ensure implementation of the decisions taken to meet these challenges.

**References:**

1. <https://www.pib.gov.in>
2. <https://www.finmin.nic.in>
3. <https://economictimes.indiatimes.com/news/politics-and-nation/india-extends-covid-assistance-worth-1-million-under-saarc-emergency-fund/articleshow/74722067.cms>
4. <https://www.currentaffairs.gktoday.in>

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## CSEET Paperwise Guidance

- (a) CS Executive Entrance Test (CSSET) will be a Computer Based Examination (CBT) which will be conducted at designated Test Centres. The structure of the CSEET is as under:

<i>S.No.</i>	<i>Subject</i>	<i>No. of Questions</i>	<i>Marks</i>
1.	Business Communication	35	50
2.	Legal Aptitude and Logical Reasoning	35	50
3.	Economic and Business Environment	35	50
4.	Current Affairs	15	20
	Total	120	170

- (b) **Viva Voce** - The Presentation and Communication Skills (Viva Voce) of 15 Minutes for 30 Marks will be conducted simultaneously with or immediately after the MCQ based CBT through online mode.

### ***Expectations out of Paper-1: Business Communication***

Business Communication comprises of four units divided into eight lessons. The objective of this Paper is to test the knowledge of the candidates pertaining to essentials of English Grammar and critical aspects of Business Communication. The candidates are expected to be well versed with the basic concepts of English Grammar and its usage. The unit on Communication emphasises the importance of communication in an organisation, i.e. the various mediums and modes of communication within an organisation and the barriers related to it.

Business Correspondence being an important element in the day to day operations of an organisation is also dealt in this paper and covers various forms of internal and external communication and concepts like Management Information system, email etc. The candidates should also be aware of the various business terminologies used in day to day functioning of an organisation.

#### **Recommended websites for reference :**

- <https://www.iabc.com/>
- <https://www.businesscommunication.org/>
- <https://hbr.org/topic/communication>
- <http://blog.britishcouncil.org.in/tag/business-communication/>

#### **Reference books :**

1. Art And Science Of Business Communication by Chaturvedi, Pearson India, 4th edition
2. Business Studies: Principles and Functions of Management- Part I, Textbook for Class XII by NCERT
3. Business Communication by R K Madhukar, Vikas Publications, 3rd edition
4. Business Communication: Making Connections in a Digital World by Raymond Lesikar, Marie Flatley, Kathryn Rentz, Neerja Pande, McGraw Hill Education; 11th edition
5. Business Communication by K K Sinha, Taxmann Publication, 4th revised edition
6. Business Communication by N Gupta and P Mahajan, Sahitya Bhawan Publications
7. Business Communication by Meenakshi Raman and Prakash Singh, Oxford University Press, 2nd edition

**Sample Questions**  
**Business Communication (Paper-1)**

1. The struggle for justice brings..... the best of moral qualities in men.
  - a) Forward
  - b) About
  - c) In
  - d) Out
2. Give Synonym for the following word:  
*Pensive*
  - a) Sad
  - b) Thoughtful
  - c) Tormenting
  - d) Affectionate
3. Give Antonyms for the following word:  
*Startled*
  - a) Amused
  - b) Relaxed
  - c) Endless
  - d) Astonished
4. Choose the correct spelling
  - a) integrity
  - b) intigerity
  - c) integerety
  - d) integrety
5. Choose the explanation that catches the spirit of the idiom/phrase:  
Crocodile tears
  - a) True tears
  - b) Insincere tears
  - c) Very angry
  - d) Very Sad
6. Rearrange the following parts (i, ii, iii and iv) in proper sequence to obtain a correct sentence.
  - i. The CEO
  - ii. of making the right decision
  - iii. was not scared
  - iv. despite a loss in profits
  - a) i, ii, iii, iv
  - b) i, ii, iv, iii

- c) i, iii, ii, iv  
d) ii, iii, iv, i
7. \_\_\_\_\_ enables the sender to know whether or not his message has been received and interpreted correctly.
- a) Encoding  
b) Decoding  
c) Feedback  
d) Noise
8. The word 'confidential' superscribed on the envelope is a\_\_\_\_\_.
- a) Salutation  
b) Special marking  
c) Subject line  
d) Attention line
9. Email can be filtered using the\_\_\_\_\_option which prevents unwanted mails from entering your inbox.
- a) Spam  
b) Trash  
c) Sent  
d) All of the above
10. A list of items in stock at a given point of time is called\_\_\_\_\_.
- a) Lease  
b) Inventory  
c) Jury  
d) Liabilities

### *Answers*

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

## ***Expectations out of Paper 2 - Legal Aptitude and Logical Reasoning***

'Legal Aptitude and Logical Reasoning' aims at judging the legal aptitude, research aptitude, logical aptitude and problem solving ability of the candidates. Legal Aptitude and Logical Reasoning comprises of two parts and divided into eight chapters.

*What is expected out of Legal Reasoning?*

The Legal Reasoning section checks your legal reasoning rather than legal knowledge. The section is based on established propositions of law, current events in law, legal facts and principles of law.

*What is expected out of Logical reasoning?*

Logical reasoning is a highly specialized thinking which helps an individual to explore the *cause and effect relationship of an event or solution of a problem. It is always supported by the logic and reasoning of the candidate*

The motive of the section is to judge a candidate's ability as to deducing and inducing the solution, problem-solving ability and aptitude based on logic and reasoning.

### **Legal Aptitude and Logical Reasoning: Few Tips**

*Legal Aptitude:*

- Identifying and inferring the principles and rules of law in the given question.
- Applying such principles and rules to different fact situations.
- Understanding how changes to the principles or rules may make amends in their application to different fact situations.

*Logical Reasoning*

- Logic only ensures a valid conclusion.
- This conclusion may or may not be consistent with our usual experience. But the questions based on logic are to be solved only as per information provided, without using one's own conscience.
- Therefore, conclusion should follow directly from the statements provided in question, and no deviation from it is allowed.
- Questions on Logical Reasoning are of different types. You may be asked to derive an inference or a conclusion from given statements. Sometimes, you have to consider a statement and decide from among given assumptions, which one is more implicit in the statement and which is not.
- You may have to weigh pros and cons of some arguments given for a statement.
- You will have to decide whether the argument is a strong argument or a weak argument.
- The key to have a command over this Chapter is to practise as many questions as you can.*

### **Recommended websites for reference :**

Candidates may refer the following websites and books for their further reference and preparation:

1. <https://www.icsi.edu/home/>
2. CSSET Reference Reading Material By ICSI
3. Analytical Reasoning by M. K.Pandey
4. Legal Aptitude by A.P. Bharadwaj
5. Legal Aptitude and Logical Reasoning by Taxmann
6. Logical Reasoning by R.S Aggarwal
7. Verbal Reasoning by R.S. Aggarwal

## Sample Questions

### Legal Aptitude and Logical Reasoning (Paper - 2)

1. Article \_\_\_\_\_ of Indian Constitution discusses the concept of Right to equality.
  - a) Article 5
  - b) Article 11
  - c) Article 12
  - d) Article 14
2. Which Article is related with "Abolition of Untouchability"?
  - a) Article 20
  - b) Article 19
  - c) Article 18
  - d) Article 17
3. Which of the following is called 'Mini Constitution'?
  - a) Government of India Act, 1935
  - b) 42nd Constitutional Amendment
  - c) 44th constitutional amendment
  - d) Government of India Act, 1919
4. Which of the following statements is false?
  - a) Most of the structure of the Indian Constitution has been taken from the Government of India Act, 1935.
  - b) The original constitution had 10 schedules
  - c) The part related to Polity of the Indian Constitution is taken from the British Constitution
  - d) Article 368 is related to the constitutional amendment
5. What is known as a charter of a Company?
  - a) Memorandum of Association
  - b) Bye Laws
  - c) Article of Association
  - d) Prospectus
6. Which of the following feature is not essential for a contract?
  - a) It should be in writing only
  - b) free consent of parties competent to contract
  - c) lawful consideration and with a lawful object
  - d) It should not be declared void expressly

7. A person who is the husband of my son's sister is my
- a) Nephew
  - b) Son-in-law
  - c) Son
  - d) Brother
8. In a row of trees, one tree is fifth from either end of the row. How many trees are there in the row?
- a) 8
  - b) 9
  - c) 10
  - d) 11
9. Look at this series: 12, 11, 13, 12, 14, 13, ... What number should come next?
- a) 10
  - b) 16
  - c) 13
  - d) 15
10. Which word does NOT belong with the others?
- a) Tyre
  - b) Steering Wheel
  - c) Car
  - d) Engine

***Answers***

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

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### ***Expectations out of Paper 3 - Economic and Business Environment***

The Economic and Business Environment Paper aims to gauge the understanding of the students regarding various significant concepts of both micro and macro economics and business environment. Since, a business operates under a given economic and business environment which is subject to changes in government policies, it is essential to understand the basic concepts of economics and business, that will ease the process of learning at different stages of profession.

Thus, CSEET expects students to be familiar with important concepts pertaining to micro and macro economics and business environment and latest developments taking place in them.

#### **Recommended websites for Reference :**

1. <https://economictimes.indiatimes.com/>
2. <https://niti.gov.in/>
3. <https://opentextbc.ca/businessopenstax/chapter/understanding-the-business-environment/>
4. <https://www.toppr.com/guides/business-economics/theory-of-demand/law-of-demand-and-elasticity-of-demand/>
5. <http://www.mospi.gov.in/>
6. <https://www.finmin.nic.in/>
7. <https://nsdcindia.org/>

#### **Recommended Reference Books:**

1. Macroeconomics by Ahuja H.L., S.Chand
2. A Textbook of Microeconomic Theory by Pankaj Tandon, Sage Publications
3. Business Environment in India by Chopra BK, Everest Publishing

## Sample Questions

### Economic and Business Environment (Paper-3)

1. According to \_\_\_\_\_, other things being equal, if price of commodity falls, the quantity demanded of it will rise, and if price of commodity rises, its quantity will decline.
  - a) Law of Demand
  - b) Law of Supply
  - c) Law of Diminishing Marginal Utility
  - d) Law of Increasing Marginal Utility
2. When a small change in price of a product causes a major change in its demand, it is said to be \_\_\_\_\_.
  - a) Relatively inelastic demand
  - b) Perfectly elastic demand
  - c) Perfectly inelastic demand
  - d) Unitary elastic demand
3. Which of the following is not the method of measuring national income?
  - a) Product Method
  - b) Income Method
  - c) Expenditure Method
  - d) Profit Method
4. The formula for computing Real GDP is:
  - a)  $\text{GDP for the Current Year} \times \text{Base Year (100)}$
  - b)  $\text{GDP for the Base Year} \times \text{Current Year Index}$
  - c)  $\text{GDP for the Current Year} \times \text{Base Year (100)} / \text{Current Year Index}$
  - d)  $\text{GDP for the Current Year} / \text{Base Year (100)}$
5. The components of Capital Budget are:
  - a) Capital Receipts and Capital Expenditure
  - b) Capital Receipts and Revenue Receipts
  - c) Only Capital Expenditure
  - d) Only Capital Receipts
6. Which of the following is not covered under the commercial banks?
  - a) Public sector banks
  - b) Private sector banks
  - c) Reserve Bank of India
  - d) Foreign banks

7. \_\_\_\_\_ is aimed at promoting exports of services from India by providing duty scrip credit for eligible support
- Services Exports from India Scheme
  - Services Exports from States Scheme
  - Services Exports Support Scheme
  - Services Exports Surety Scheme
8. \_\_\_\_\_ could be in the form of either establishing business operations or by entering into joint ventures by mergers and acquisitions, building new facilities etc.
- Foreign Portfolio Investment
  - Foreign Direct Investment
  - Foreign Institutional Investment
  - Foreign Innovative Investment
9. Which of the following is / are the component /s of business environment?
- Political Environment
  - Economic Environment
  - Social Environment
  - All of the above
10. The Competition Commission of India (CCI) was established under the \_\_\_\_\_
- Companies Act, 1956
  - Competition Act, 2002
  - Consumer Protection Act, 1986
  - Indian Contract Act, 1872

### *Answers*

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

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### ***Expectations out of Paper 4 - Current Affairs***

Current Affairs is the most scoring section in any competitive examination. Candidates who want to perform well in their exams must concentrate on the current affairs section meticulously. It plays a pivotal role in cracking the examination but this is only possible if students stay updated with latest happenings around the nation and world.

Students are advised to keep updating themselves continuously by reading economic dailies, newspapers, business journals, magazines etc. Students are also advised to go through with the CSEET e-bulletin and other updates which will be regularly circulated by the Institute.

Students are expected to update themselves with all important international and national affairs such as important dates and events, economic and financial affairs, appointments, summits and conferences and their themes, awards and achievement, sports affairs, art and culture, legal affairs, international diplomacy, science and technology etc.

Some of the websites which students may refer while preparing for current affairs are as under:

1. <https://www.jagranjosh.com/current-affairs>
2. <https://currentaffairs.gktoday.in/>
3. <https://www.indiatoday.in/education-today/gk-and-current-affairs>
4. <https://www.vajiramandravi.com/current-affair-material.php>
5. <https://affaircloud.com/current-affairs/>
6. <https://examsdaily.in/current-affairs>

### **Suggested Readings:**

1. Banking Service Chronicle
2. Current Affairs today
3. Wizard Current Affairs
4. Competition Success Review
5. Civil Service Chronicle
6. Business Today

**Sample Questions**  
**Current Affairs (Paper-4)**

1. G-20 summit 2019 was held in which of the following country?
  - a) Japan
  - b) India
  - c) China
  - d) Saudi Arabia
  
2. Who is the current Chief Minister of Madhya Pradesh?
  - a) Kamal Nath
  - b) Digvijaya Singh
  - c) Jyotiraditya Scindia
  - d) Shivraj Singh Chouhan
  
3. The legislative assembly of which among the following states has become paperless?
  - a) Andhra Pradesh
  - b) Arunachal Pradesh
  - c) Jharkhand
  - d) Uttar Pradesh
  
4. Who is the current speaker of Lok Sabha?
  - a) Om Birla
  - b) Sumitra Mahajan
  - c) Meira Kumar
  - d) Somnath Chatterjee
  
5. India has been ranked at which position in the list of world's largest economies, as per IMF data?
  - a) Seventh
  - b) Fifth
  - c) Sixth
  - d) Fourth
  
6. Which company will use ISRO's NavIC navigation technology in its upcoming smartphones for the first time in the world?
  - a) Samsung
  - b) Realme
  - c) Nokia
  - d) Vivo

7. The shooting and archery events of the Birmingham Commonwealth Games 2022 will be held in which Indian city?
- a) Chandigarh
  - b) Bengaluru
  - c) New Delhi
  - d) Kochi
8. The Reserve Bank of India conducted Financial Literacy Week from February 10 to 14, 2020 on which of the following theme?
- a) Consumer Protection
  - b) Farmers
  - c) Micro, Small and Medium Enterprises (MSMEs)
  - d) Educate the Customers
9. Which place won the best Swachh Iconic Place award in Swachh Bharat Mission Awards?
- a) Golden Temple
  - b) Tirupati Balaji Temple
  - c) Vaishno Devi Temple
  - d) Shirdi Sai Baba Temple
10. Who among the following conferred Padma Vibhushan Award 2020 in the field of Public Affairs?
- a) Arun Jaitley
  - b) Syed Muazzem Ali
  - c) M. C Mary Kom
  - d) Amit Shah

***Answers***

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

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### ***How to Prepare for Viva and Mock Questions***

In CS Executive Entrance Test (CSEET), the part B of Paper 4- Current Affairs and Viva Voice comprises of Viva-Voice. Candidates' basic communication skills are tested through viva-voce through very basic questions that is being asked in common parlance. Eg., Why do you want to pursue CS Course?

Viva voice helps in building self-confidence, articulation skills, public speaking skills and vocabulary. Keeping in view the relevance of communication skills in today's business scenario and the need for future Company Secretary to be well versed with communication skills, the Paper 4 of CSEET has included Viva voce portion.

It is to be noted that in Viva Voice, no domain knowledge will be tested. It has been included to test the basic communication skills of the candidates, i.e. how well a candidate is in communicating his thoughts and ideas.

In order to prepare for Viva Voice a candidate may do the following:

1. Read English Newspapers like, Times of India, Economic Times, Business Standard, Statesman, Telegraph, Business Line etc. and read the newspaper in front of the mirror to observe his / her expressions while reading the newspaper and fluency in reading.
2. Practice in front of mirror of speaking in English about himself / herself for 5 minutes about introducing himself / herself by mentioning his / her name, about family members, what their parents do, about school, hobbies, what they want to be in future etc.
3. Follow English News Channel anchors on how they read or present the news item.
4. The candidates may quickly sequence the thoughts and may present their answers to questions that are being asked.

Some of the Mock Questions that students may practice are as under:

- Q1. Why you want to join Company Secretary Course?
- Q2. What is the current state of Indian economy? (in a very general manner).
- Q3. Tell us about yourself.
- Q4. What are the goals of your life?
- Q5. What are your strengths and weaknesses?
- Q6. Can you briefly explain the role of Company Secretary in a Company?

## Motto

सत्यं वद | धर्मं चर।

इष्टार्थे त्थे त्थुते. शोतेते तु त्थे त्थु.

## 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)

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