

**'SELF LEARNING KIT' ON OFFICIAL LANGUAGE RULES & PROVISIONS**

1. Who will be the President of the Official Language Implementation Committee in the field offices?

- (A) Head of the Department (B) Administrative Head of the Office  
(C) Any Group Officer (D) Any Branch Officer

**ANS: (A) Head of the Department, [Para 7(1) of O.M. No. 12024/3/93-OL (B-II), dated 15.4.1993 of the Ministry of Home Affairs]**

2. Who will be the Member-Secretary of the Official Language Implementation Committee in the field offices?

- (A) Head of the Department (B) Administrative Head of the Office  
(C) Any Group Officer (D) Hindi Officer

**ANS: (D) Hindi Officer, [Para 2 of O.M. No. 12024/3/93-OL (B-II), dated 15.4.1993 of the Ministry of Home Affairs]**

3. Communications from a Central Government office to State or Union Territory in Region 'C' or to any office (not being a Central Government office) or person in such State shall be in

- (A) English (B) Hindi  
(C) Bilingual (D) the Language of State Concerned

**ANS: (A) In English, [Rule 3(3) of OL rules 1976]**

4. Communications from a Central Government office to a State in Region 'A' or to any office (not being a Central Government office) or person shall (save in exceptional cases) be in

- (A) English (B) Hindi  
(C) Bilingual (D) the Language of State Concerned

**ANS: (B) In Hindi, (and if any communication is issued to any of them in English it shall be accompanied by a Hindi translation thereof) [Rule 3(1) of OL rules 1976]**

5. Communications from a Central Government office to any person in a State or Union Territory of Region 'B' may be in

- (A) English
- (B) Hindi
- (C) Either Hindi or English
- (D) the Language of State Concerned

**ANS: (C) Either Hindi or English, [Rule 3/2(b) of OL rules 1976]**

6. Communications from a Central Government office in Region 'C' to a State or Union Territory of Region 'A' or Region 'B' or to any office (not being a Central Government office) or person in such State may be in

- (A) English
- (B) Either in Hindi or English
- (C) Hindi
- (D) the Language of State Concerned

**ANS: (B) Either in Hindi or English, [Rule 3(4) of OL rules 1976]**

7. Communications from a Central Government office in reply to communications in Hindi shall be in

- (A) English
- (B) Hindi
- (C) Bilingual
- (D) the Language of State Concerned

**ANS: (B) In Hindi, [Rule 5 of OL rules 1976]**

8. All documents referred to in sub-section (3) of section 3 of the OL Act shall be in

- (A) English
- (B) Hindi
- (C) Both Hindi & English
- (D) the Language of State Concerned

**ANS: (C) Both Hindi & English, [Rule 6 of OL rules 1976]**

9. It shall be the responsibility of the persons..... to ensure the compliance of sub-section (3) of section 3 of the OL Act 1963.

- (A) Signing such documents
- (B) Writing such documents
- (C) Group Officer
- (D) Hindi Officer

**ANS: (A) Signing such documents [Rule 6 of OL rules 1976]**

10. Where an employee desires any order or notice relating to service matters (including disciplinary proceedings) required to be served on him to be in Hindi, or as the case may be, in English, it shall be given to him in

- (A) English (B) Both Hindi & English  
(C) Hindi (D) the desired Language

**ANS: (D) In the desired Language [Rule 7(3) of OL rules 1976]**

11. Any Application, appeal or representation, when made or signed in Hindi, shall be replied to in

- (A) English (B) Hindi  
(C) Bilingual (D) the Language of State Concerned

**ANS: (B) In Hindi [Rule 7(2) of OL rules 1976]**

12. If any question arises as to whether a particular document is of a legal or technical nature, it shall be decided by the

- (A) Head of the Department (B) Group officer concerned  
(C) Branch Officer concerned (D) Hindi Officer

**ANS: (A) Head of the Department [Rule 8(3) of OL rules 1976]**

13. An employee shall be deemed to possess proficiency in Hindi if he has passed the Matriculation or any equivalent or higher examination with ..... as the medium of examination.

- (A) English (B) Hindi  
(C) Urdu (D) the Language of State Concerned

**ANS: (B) Hindi, [Rule 9(A) of OL rules 1976]**

14. An employee shall also be deemed to possess proficiency in Hindi if he has taken ..... as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination.

- (A) English (B) Hindi  
(C) Urdu (D) the Language of State Concerned

**ANS: (B) Hindi, [Rule 9(B) of OL rules 1976]**

15. An employee shall be deemed to have acquired a working knowledge of Hindi if he has passed the Matriculation or an equivalent or higher examination with .....as one of the subjects.

(A) English

(B) Hindi

(C) Urdu

(D) the Language of State Concerned

**ANS: (B) Hindi [Rule 10(A/1) of OL rules 1976]**

16. An employee shall also be deemed to have acquired a working knowledge of Hindi if he has passed the ..... conducted under the Hindi Teaching Scheme of the Central Government.

(A) Pragya (B) Praveen

(C) Prabodh (D) Pragya/Praveen/Prabodh exam specified by the Govt. as per Group A/B/C

**ANS: (D) Pragya/Praveen/Prabodh exam specified by the Govt. as per Group A/B/C [Rule 10(A/1) of OL rules 1976]**

17. The Staff of a Central Government office shall ordinarily be deemed to have acquired a working knowledge of Hindi if ..... percent of the Staff working therein have acquired such knowledge.

(A) 50

(B) 60

(C) 70

(D) 80

**ANS: (D) 80, [Rule 10(2) of OL rules 1976]**

18. All manuals, codes and other procedural literature (printed or cyclostyled as the case may be) relating to Central Government offices shall be published in

(A) English

(B) Hindi

(C) Hindi & English

(D) Hindi and English in diglot form

**ANS: (D) in Hindi and English in diglot form, [Rule 11(1) of OL rules 1976]**

19. The forms and headings of registers used in any Central Government office shall be in

(A) English

(B) Hindi

(C) Hindi & in English

(D) Hindi and English in diglot form

**ANS: (C) in Hindi & in English, [Rule 11(2) of OL rules 1976]**

20. All name-plates, sign-boards, letter-heads and inscriptions on envelopes and other items of stationery written, printed or inscribed for use in any Central Government office, shall be in

- (A) English      (B) Hindi      (C) Hindi & in English      (D) Hindi and English in diglot form

**ANS: (C) in Hindi & in English, [Rule 11(3) of OL rules 1976]**

21. It shall be the responsibility of the .....of each Central Government office to ensure that the provisions of the OL Act and the OL Rules are properly complied with.

- (A) Administrative Head of the Department      (B) Group officer concerned  
(C) Branch Officer      (D) Hindi Officer

**ANS: (A) Administrative Head of the Department, [Rule 12(1) of OL rules 1976]**

22. Notwithstanding anything contained in rules the Central Government may, by order specify the notified offices where Hindi alone shall be used for noting, drafting and for such other official purposes as may be specified in the order by employees who possess proficiency in Hindi.

- (A) 8(1) of OL rules 1976      (B) Rule 8(2) of OL rules 1976  
(C) 8(4) of OL rules 1976      (D) 8(3) of OL rules 1976

**ANS: (C) 8(4) of OL rules 1976**

23. Union Territory of Andaman and Nicobar Islands is under

- (A) Region 'A'      (B) Region 'B'  
(C) Region 'C'      (D) Exempted from any Region limits

**ANS: (A) Region 'A', [Rule 2(F) of OL rules 1976]**

24. The provisions of section 6 and section 7 of the OL Act 1963 shall not apply to the State of

- (A) Jammu and Kashmir      (B) Tamil Nadu      (C) Nagaland      (D) None

**ANS: (A) Jammu and Kashmir, [Section 9 of the OL Act 1963]**

25. The names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette under rule .....

- (A) 10(1) of OL rules 1976      (B) Rule 10(2) of OL rules 1976  
(C) 10(3) of OL rules 1976      (D) 10(4) of OL rules 1976

**ANS: (D) [Rule 10(4) of OL rules 1976]**

26. .... might be co-opted as Member-Secretary to the Selection/Purchase Committee of the Libraries in the attached and subordinate offices.

- (A) Branch Officer (B) Group Officer  
(C) Secretary (D) Hindi Officer

**ANS: (D) Hindi Officer, [Para 1 of O.M. No. 20034/6/90-O.L. (Patrika), dated 5.3.1990]**

27. The Central Government may, if it is considered necessary to do by general or special order exempt any Central Government office from all or any of the provisions of the ..... of OL Rules 1976.

- (A) Rule 11 (B) Rule 12 (C) Rule 10 (D) Rule 8

**ANS: (A) Rule 11, [Provision given under Rule 11(3) of OL rules 1976]**

28. As per Section 2 (b) of OL Act 1963 'Hindi' means-

- (A) Bhojpuri (B) Khari Boli  
(C) Saurshaini (D) Hindi in Devanagari Script

**ANS: (D) Hindi in Devanagari Script [Section 2(b) of the OL Act 1963]**

29. The ..... shall be used for purposes of communication between the Union and a State which has not adopted Hindi as its Official Language.

- (A) English language (B) Hindi language  
(C) Urdu language (D) Concerned State Language

**ANS: (A) English language [Provision given under Section 3/1 (b) of the OL Act 1963]**

30. From the given below which document is mandatory to be issued both in Hindi and English Language?

- (A) General Orders (B) Branch Orders  
(C) Notes (D) Letters issued to Headquarters situated in region 'A'

**ANS30. (A) General Orders [Section 3/3 (1) of the OL Act 1963]**

31. The Committee on Official Language shall consist of

- (A) 20 Members (B) 30 Members (C) 40 Members (D) 50 Members

**ANS: (B) 30 Members [Section 4(2) of the OL Act 1963]**

32. It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purposes of the Union and submit a report to the ..... making recommendations thereon.

- (A) Minister of Home Affairs                      (B) Prime Minister  
(C) OL Department                                      (D) President

**ANS: (D) President [Section 4(3) of the OL Act 1963]**

33. The Committee on Official Language shall consist of ..... Members from Lok Sabha

- (A) 10 Members    (B) 15 Members  
(C) 20 Members    (D) 30 Members

**ANS: (C) 20 Members [Section 4(2) of the OL Act 1963]**

34. The Committee on Official Language shall consist of ..... Members from Rajya Sabha

- (A) 10 Members    (B) 15 Members  
(C) 20 Members    (D) 30 Members

**ANS: (A) 10 Members [Section 4(2) of the OL Act 1963]**

35. The directions of the President on the report submitted by the Committee on Official Language shall not be inconsistent with the .....

- (A) Section 3 of OL Act 1963                      (B) OL Rules 1976  
(C) View of home Minister                      (D) View of Prime Minister

**ANS: (A) Section 3 of OL Act 1963 [Provision given under Section 4(4) of the OL Act 1963]**

36. The Ministry of.....may provide an authorized Hindi translation of Parliamentary legislation.

- (A) Home Affairs    (B) Law  
(C) Parliamentary Affairs                                      (D) Personnel, Public Grievances and Pensions

**ANS: (B) Law, [President's Orders 1960 point 11]**

37. "As the medium of examination of 'All-India Services and higher Central Services' both Hindi and English shall be available at the option of the candidate" This option has been given under the authority of

- (A) Section 3 of OL Act 1963
- (B) Rule 6 of OL Rules 1976
- (C) Para 9 of the President's Orders 1960
- (D) Para 10 of the President's Orders 1960

**ANS: (C) Para 9 of the President's Orders 1960**

38. The Chairman of the Council of States or Speaker of the House of the People, or person acting as such, as the case may be, may permit any member who cannot adequately express himself in Hindi or in English to address the House in

- (A) any Regional Language    (B) his mother tongue
- (C) the Language of his State    (D) any foreign Language

**ANS: (B) his mother tongue, [Provision given under Article 120 (1) of Constitution of India]**

39. 'The official language of the Union shall be Hindi in Devanagari Script' is mentioned in

- (A) Sec. 2 (b) of OL Act 1963
- (B) OL Rules 1976
- (C) the President's Orders 1960
- (D) Article 343 (1) of the Constitution

**ANS: (D) Article 343 (1) of Constitution of India**

40. Which Section from following authorized the President to issue Orders 1960 on the report of Official Language Commission?

- (A) OL Act
- (B) Rule 6 of OL Rules
- (C) The President himself being an Authority
- (D) Article 344 (6) of the Constitution

**ANS: (D) Article 344 (6) of Constitution of India**





45. Compulsory knowledge of either Hindi or English shall be required at the stage of selection of candidates for recruitment to the Union services is mentioned in the

(A) Para 4(B) of the Official Language Resolution, 1968

(B) Rule 3(1) of OL Rules 1976

(C) Section 3 (2) of OL Act 1963

(D) Article 350 of the Constitution of India

**ANS: (B) Para 4(A) of the Official Language Resolution, 1968**

46. Which item from following authorizes the Ministry of Home Affairs for the preparation and implementation of annual programme that is concerned with preparatory measures for facilitating the progressive use of Hindi?

(A) OL Act 1963

(B) OL Rules 1976

(C) The Ministry of Home Affairs itself being an Authority

(D) Para 14 of the President's Order 1960

**ANS: (D) Para 14 of the President's Order 1960**

47. The Eighth Schedule of the Constitution specifies ..... major languages of India besides Hindi, and it is necessary in the interest of the educational and cultural advancement of the country that concerted measures should be taken for the full development of these languages;

(A) 14

(B) 18

(C) 22

(D) 24

**ANS: (C) 22, [8<sup>th</sup> Schedule of the Constitution of India]**

48. "In interview for recruitment, option of Hindi medium should be also available along with English" is mentioned in

(A) Section 3(3) of OL Act 1963

(B) Rule 6 of OL Rules 1976

(C) Para 12 of the President's Order 1960

(D) Presidential Orders on Para 22 (E) of the 3<sup>rd</sup> part of the Report of Committee of Parliament

**ANS: (D) Presidential Orders on Para 22 (E) of the 3<sup>rd</sup> part of the Report of Committee of Parliament**

49. Which of the following provisions compels the Head of the Office to attend the Meeting of TOLIC

(A) Section 9 of OL Act 1963

(B) Para 10 of the President's Order 1960

(C) Presidential Orders on Para 16.5 (i) of the 7th part of the Report of Committee of Parliament

(D) There is no compulsion to attend such meetings by the Head of the Offices

**ANS: (C) Presidential Orders on Para 16.5 (i) of the 7th part of the Report of Committee of Parliament**

50. "The headings of the registers available in all the Govt. Offices and of the service books of all categories of officers and employees should be bilingual and the entries therein should be made in Hindi as far as possible" is mentioned in

(A) Section 3 of OL Act 1963

(B) The President's Order 1960

(C) Presidential Orders on the 4th part of the Report of Committee of Parliament

(D) There is no compulsion to follow the above in the region 'C' Offices

**ANS: (C) Presidential Orders on the 4th part of the Report of Committee of Parliament**