

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: HYDERABAD  
 FINAL ANSWER KEY :: No.of Questions: 150 :: Total Marks: 150  
 GROUP-IV SERVICES (38/2011) :: Paper-2 SERIES: A  
 401 - SECRETARIAL ABILITIES

| QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 1.   | 3    | 2.   | 2    | 3.   | 1    | 4.   | 4    | 5.   | 2    | 6.   | 4    |
| 7.   | 2    | 8.   | 3    | 9.   | 2    | 10.  | 3    | 11.  | 2    | 12.  | 4    |
| 13.  | 1    | 14.  | 1    | 15.  | 3    | 16.  | 4    | 17.  | 2    | 18.  | 3    |
| 19.  | 2    | 20.  | 1    | 21.  | 4    | 22.  | 1    | 23.  | 2    | 24.  | 3    |
| 25.  | 2    | 26.  | 2    | 27.  | 1    | 28.  | 3    | 29.  | 1    | 30.  | 2    |
| 31.  | 3    | 32.  | 3    | 33.  | 1    | 34.  | 4    | 35.  | 1    | 36.  | 3    |
| 37.  | 1    | 38.  | 3    | 39.  | 4    | 40.  | 3    | 41.  | 2    | 42.  | 1    |
| 43.  | 4    | 44.  | 1    | 45.  | 4    | 46.  | 2    | 47.  | 2    | 48.  | 4    |
| 49.  | 2    | 50.  | 3    | 51.  | 4    | 52.  | 9    | 53.  | 1    | 54.  | 3    |
| 55.  | 1    | 56.  | 2    | 57.  | 4    | 58.  | 3    | 59.  | 3    | 60.  | 1    |
| 61.  | 1    | 62.  | 1    | 63.  | 2    | 64.  | 1    | 65.  | 3    | 66.  | 3    |
| 67.  | 2    | 68.  | 1    | 69.  | 2    | 70.  | 4or1 | 71.  | 2    | 72.  | 3    |
| 73.  | 2    | 74.  | 1    | 75.  | 4    | 76.  | 2    | 77.  | 4    | 78.  | 1    |
| 79.  | 3    | 80.  | 1    | 81.  | 2    | 82.  | 3    | 83.  | 1    | 84.  | 4    |
| 85.  | 1    | 86.  | 2    | 87.  | 4    | 88.  | 3    | 89.  | 1    | 90.  | 2    |
| 91.  | 3    | 92.  | 1    | 93.  | 2    | 94.  | 4    | 95.  | 1    | 96.  | 3    |
| 97.  | 2    | 98.  | 4    | 99.  | 2    | 100. | 1    | 101. | 3    | 102. | 4    |
| 103. | 2    | 104. | 1    | 105. | 3    | 106. | 2    | 107. | 4    | 108. | 1    |
| 109. | 2    | 110. | 3    | 111. | 1    | 112. | 2    | 113. | 4    | 114. | 2    |
| 115. | 1    | 116. | 1    | 117. | 3    | 118. | 2    | 119. | 4    | 120. | 2    |
| 121. | 1    | 122. | 4    | 123. | 3    | 124. | 2    | 125. | 4    | 126. | 3    |
| 127. | 3    | 128. | 2    | 129. | 4    | 130. | 2    | 131. | 1    | 132. | 4    |
| 133. | 2    | 134. | 3    | 135. | 2    | 136. | 3    | 137. | 1    | 138. | 2    |
| 139. | 3    | 140. | 9    | 141. | 3    | 142. | 2    | 143. | 1    | 144. | 3    |
| 145. | 1    | 146. | 2    | 147. | 2    | 148. | 3    | 149. | 3    | 150. | 2    |

Q.Nos. 52 & 140 Cancelled.  
 Q.No. 70 Answer choice is (4or1).

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ANDHRA PRADESH PUBLIC SERVICE COMMISSION: HYDERABAD  
 FINAL ANSWER KEY :: No.of Questions: 150 :: Total Marks: 150  
 GROUP-IV SERVICES (38/2011) :: Paper-2 SERIES: B  
 401 - SECRETARIAL ABILITIES

| QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 1.   | 1    | 2.   | 4    | 3.   | 3    | 4.   | 2    | 5.   | 4    | 6.   | 3    |
| 7.   | 3    | 8.   | 2    | 9.   | 4    | 10.  | 2    | 11.  | 1    | 12.  | 4    |
| 13.  | 2    | 14.  | 3    | 15.  | 2    | 16.  | 3    | 17.  | 1    | 18.  | 2    |
| 19.  | 3    | 20.  | 9    | 21.  | 3    | 22.  | 2    | 23.  | 1    | 24.  | 3    |
| 25.  | 1    | 26.  | 2    | 27.  | 2    | 28.  | 3    | 29.  | 3    | 30.  | 2    |
| 31.  | 1    | 32.  | 1    | 33.  | 2    | 34.  | 1    | 35.  | 3    | 36.  | 3    |
| 37.  | 2    | 38.  | 1    | 39.  | 2    | 40.  | 4or1 | 41.  | 2    | 42.  | 3    |
| 43.  | 2    | 44.  | 1    | 45.  | 4    | 46.  | 2    | 47.  | 4    | 48.  | 1    |
| 49.  | 3    | 50.  | 1    | 51.  | 2    | 52.  | 3    | 53.  | 1    | 54.  | 4    |
| 55.  | 1    | 56.  | 2    | 57.  | 4    | 58.  | 3    | 59.  | 1    | 60.  | 2    |
| 61.  | 3    | 62.  | 3    | 63.  | 1    | 64.  | 4    | 65.  | 1    | 66.  | 3    |
| 67.  | 1    | 68.  | 3    | 69.  | 4    | 70.  | 3    | 71.  | 2    | 72.  | 1    |
| 73.  | 4    | 74.  | 1    | 75.  | 4    | 76.  | 2    | 77.  | 2    | 78.  | 4    |
| 79.  | 2    | 80.  | 3    | 81.  | 4    | 82.  | 9    | 83.  | 1    | 84.  | 3    |
| 85.  | 1    | 86.  | 2    | 87.  | 4    | 88.  | 3    | 89.  | 3    | 90.  | 1    |
| 91.  | 3    | 92.  | 2    | 93.  | 1    | 94.  | 4    | 95.  | 2    | 96.  | 4    |
| 97.  | 2    | 98.  | 3    | 99.  | 2    | 100. | 3    | 101. | 2    | 102. | 4    |
| 103. | 1    | 104. | 1    | 105. | 3    | 106. | 4    | 107. | 2    | 108. | 3    |
| 109. | 2    | 110. | 1    | 111. | 4    | 112. | 1    | 113. | 2    | 114. | 3    |
| 115. | 2    | 116. | 2    | 117. | 1    | 118. | 3    | 119. | 1    | 120. | 2    |
| 121. | 3    | 122. | 1    | 123. | 2    | 124. | 4    | 125. | 1    | 126. | 3    |
| 127. | 2    | 128. | 4    | 129. | 2    | 130. | 1    | 131. | 3    | 132. | 4    |
| 133. | 2    | 134. | 1    | 135. | 3    | 136. | 2    | 137. | 4    | 138. | 1    |
| 139. | 2    | 140. | 3    | 141. | 1    | 142. | 2    | 143. | 4    | 144. | 2    |
| 145. | 1    | 146. | 1    | 147. | 3    | 148. | 2    | 149. | 4    | 150. | 2    |

Q.Nos. 20 & 82 Cancelled.  
 Q.No. 40 Answer choice is (4or1).

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ANDHRA PRADESH PUBLIC SERVICE COMMISSION: HYDERABAD  
 FINAL ANSWER KEY :: No.of Questions: 150 :: Total Marks: 150  
 GROUP-IV SERVICES (38/2011) :: Paper-2 SERIES: C  
 401 - SECRETARIAL ABILITIES

| QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 1.   | 3    | 2.   | 1    | 3.   | 2    | 4.   | 4    | 5.   | 1    | 6.   | 3    |
| 7.   | 2    | 8.   | 4    | 9.   | 2    | 10.  | 1    | 11.  | 3    | 12.  | 4    |
| 13.  | 2    | 14.  | 1    | 15.  | 3    | 16.  | 2    | 17.  | 4    | 18.  | 1    |
| 19.  | 2    | 20.  | 3    | 21.  | 1    | 22.  | 2    | 23.  | 4    | 24.  | 2    |
| 25.  | 1    | 26.  | 1    | 27.  | 3    | 28.  | 2    | 29.  | 4    | 30.  | 2    |
| 31.  | 3    | 32.  | 2    | 33.  | 1    | 34.  | 4    | 35.  | 2    | 36.  | 4    |
| 37.  | 2    | 38.  | 3    | 39.  | 2    | 40.  | 3    | 41.  | 2    | 42.  | 4    |
| 43.  | 1    | 44.  | 1    | 45.  | 3    | 46.  | 4    | 47.  | 2    | 48.  | 3    |
| 49.  | 2    | 50.  | 1    | 51.  | 4    | 52.  | 1    | 53.  | 2    | 54.  | 3    |
| 55.  | 2    | 56.  | 2    | 57.  | 1    | 58.  | 3    | 59.  | 1    | 60.  | 2    |
| 61.  | 1    | 62.  | 4    | 63.  | 3    | 64.  | 2    | 65.  | 4    | 66.  | 3    |
| 67.  | 3    | 68.  | 2    | 69.  | 4    | 70.  | 2    | 71.  | 1    | 72.  | 4    |
| 73.  | 2    | 74.  | 3    | 75.  | 2    | 76.  | 3    | 77.  | 1    | 78.  | 2    |
| 79.  | 3    | 80.  | 9    | 81.  | 3    | 82.  | 2    | 83.  | 1    | 84.  | 3    |
| 85.  | 1    | 86.  | 2    | 87.  | 2    | 88.  | 3    | 89.  | 3    | 90.  | 2    |
| 91.  | 1    | 92.  | 1    | 93.  | 2    | 94.  | 1    | 95.  | 3    | 96.  | 3    |
| 97.  | 2    | 98.  | 1    | 99.  | 2    | 100. | 4or1 | 101. | 2    | 102. | 3    |
| 103. | 2    | 104. | 1    | 105. | 4    | 106. | 2    | 107. | 4    | 108. | 1    |
| 109. | 3    | 110. | 1    | 111. | 2    | 112. | 3    | 113. | 1    | 114. | 4    |
| 115. | 1    | 116. | 2    | 117. | 4    | 118. | 3    | 119. | 1    | 120. | 2    |
| 121. | 3    | 122. | 3    | 123. | 1    | 124. | 4    | 125. | 1    | 126. | 3    |
| 127. | 1    | 128. | 3    | 129. | 4    | 130. | 3    | 131. | 2    | 132. | 1    |
| 133. | 4    | 134. | 1    | 135. | 4    | 136. | 2    | 137. | 2    | 138. | 4    |
| 139. | 2    | 140. | 3    | 141. | 4    | 142. | 9    | 143. | 1    | 144. | 3    |
| 145. | 1    | 146. | 2    | 147. | 4    | 148. | 3    | 149. | 3    | 150. | 1    |

Q.Nos. 80 & 142 Cancelled.  
 Q.No. 100 Answer choice is (4or1).

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ANDHRA PRADESH PUBLIC SERVICE COMMISSION: HYDERABAD  
 FINAL ANSWER KEY :: No.of Questions: 150 :: Total Marks: 150  
 GROUP-IV SERVICES (38/2011) :: Paper-2 SERIES: D  
 401 - SECRETARIAL ABILITIES

| QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. | QNo. | ANS. |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 1.   | 1    | 2.   | 1    | 3.   | 2    | 4.   | 1    | 5.   | 3    | 6.   | 3    |
| 7.   | 2    | 8.   | 1    | 9.   | 2    | 10.  | 4or1 | 11.  | 2    | 12.  | 3    |
| 13.  | 2    | 14.  | 1    | 15.  | 4    | 16.  | 2    | 17.  | 4    | 18.  | 1    |
| 19.  | 3    | 20.  | 1    | 21.  | 2    | 22.  | 3    | 23.  | 1    | 24.  | 4    |
| 25.  | 1    | 26.  | 2    | 27.  | 4    | 28.  | 3    | 29.  | 1    | 30.  | 2    |
| 31.  | 1    | 32.  | 4    | 33.  | 3    | 34.  | 2    | 35.  | 4    | 36.  | 3    |
| 37.  | 3    | 38.  | 2    | 39.  | 4    | 40.  | 2    | 41.  | 1    | 42.  | 4    |
| 43.  | 2    | 44.  | 3    | 45.  | 2    | 46.  | 3    | 47.  | 1    | 48.  | 2    |
| 49.  | 3    | 50.  | 9    | 51.  | 3    | 52.  | 2    | 53.  | 1    | 54.  | 3    |
| 55.  | 1    | 56.  | 2    | 57.  | 2    | 58.  | 3    | 59.  | 3    | 60.  | 2    |
| 61.  | 3    | 62.  | 1    | 63.  | 2    | 64.  | 4    | 65.  | 1    | 66.  | 3    |
| 67.  | 2    | 68.  | 4    | 69.  | 2    | 70.  | 1    | 71.  | 3    | 72.  | 4    |
| 73.  | 2    | 74.  | 1    | 75.  | 3    | 76.  | 2    | 77.  | 4    | 78.  | 1    |
| 79.  | 2    | 80.  | 3    | 81.  | 1    | 82.  | 2    | 83.  | 4    | 84.  | 2    |
| 85.  | 1    | 86.  | 1    | 87.  | 3    | 88.  | 2    | 89.  | 4    | 90.  | 2    |
| 91.  | 3    | 92.  | 3    | 93.  | 1    | 94.  | 4    | 95.  | 1    | 96.  | 3    |
| 97.  | 1    | 98.  | 3    | 99.  | 4    | 100. | 3    | 101. | 2    | 102. | 1    |
| 103. | 4    | 104. | 1    | 105. | 4    | 106. | 2    | 107. | 2    | 108. | 4    |
| 109. | 2    | 110. | 3    | 111. | 4    | 112. | 9    | 113. | 1    | 114. | 3    |
| 115. | 1    | 116. | 2    | 117. | 4    | 118. | 3    | 119. | 3    | 120. | 1    |
| 121. | 3    | 122. | 2    | 123. | 1    | 124. | 4    | 125. | 2    | 126. | 4    |
| 127. | 2    | 128. | 3    | 129. | 2    | 130. | 3    | 131. | 2    | 132. | 4    |
| 133. | 1    | 134. | 1    | 135. | 3    | 136. | 4    | 137. | 2    | 138. | 3    |
| 139. | 2    | 140. | 1    | 141. | 4    | 142. | 1    | 143. | 2    | 144. | 3    |
| 145. | 2    | 146. | 2    | 147. | 1    | 148. | 3    | 149. | 1    | 150. | 2    |

Q.Nos. 50 & 112 Cancelled.  
 Q.No. 10 Answer choice is (4or1).

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