

DE-7/2021/27

Question Booklet
Alpha Code

A

Question Booklet
Serial Number

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Name:	Reg.No.	Signature:
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DEPARTMENTAL TESTS — JULY, 2021

Total Number of Questions : 100

[Time : 1 $\frac{1}{2}$ hours

(Maximum Marks : 100)

INSTRUCTIONS TO CANDIDATES

1. The question paper will be given in the form of a Question Booklet. There will be four versions of question booklets with question booklet alpha code viz. A, B, C & D.
2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the question booklet.
3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
4. If you get a question booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your question booklet is un-numbered, please get it replaced by new question booklet with same alpha code.
6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the question booklet, until the indication is given to start answering.
7. Immediately after the commencement of the examination, the candidate should check that the question booklet supplied contains all the 100 questions in serial order. The question booklet does not have unprinted or torn or missing pages and if so the fact should be brought to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
8. A blank sheet of paper is attached to the question booklet. This may be used for rough work.
9. **Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.**
10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball-Point Pen in the OMR Answer Sheet.
11. **Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative marks for unattended questions.**
12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over the Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.
14. **If any candidates make a marking of answer in the question paper and exchange with other candidate during the course of the examination, the answer script will be invalidated and the candidates will be debarred for a minimum period of 2 years from appearing the Departmental Tests.**

DE-7/2021/27

Maximum : 100 marks

Time : 1½ hours

1. Which of the following category of papers need not be registered in the Distribution Register?
 - (A) Un stamped petitions
 - (B) Paper wrongly addressed
 - (C) Applications that are not in prescribed form
 - (D) All the above

2. All the members of the establishment are expected to attend office from _____ daily.
 - (A) 9 AM – 4 PM
 - (B) 9.30 AM – 4.30 PM
 - (C) 8 AM – 4 PM
 - (D) 10 AM – 5 PM

3. Forfeiture of a days casual leave will ordinarily be the penalty for every _____ late attendance without permission.
 - (A) Five days
 - (B) Two days
 - (C) Three days
 - (D) Seven days

4. The names of the _____ and the section clerk maintaining the Personal Register should be written on the fly leaf in each volume.
 - (A) Section Supt.
 - (B) Manager
 - (C) Head of the office
 - (D) Office Supt.

5. The Attendance Register will be laid by its custodian before the Superior Officer together with the :
 - (A) Distribution Register
 - (B) Tappal Book
 - (C) Daily Attendance Abstract Register
 - (D) Movement Register

6. The orders of _____ should be taken annually for the destruction of record files.
 - (A) Head Clerk
 - (B) Head of the Office
 - (C) Manager
 - (D) Office Supt.

7. Each drafting Clerk in a section will keep a reminder diary of a manuscript form of _____ pages.
 - (A) Twelve
 - (B) Thirty
 - (C) Six
 - (D) Twenty Four

8. The instructions in the note under Rule 92(a)(i) Kerala Treasury Code Vol. I shall be followed for _____ in the case of maintaining different registers in the office.
- (A) Security Register (B) Cash Book
(C) Call Book (D) Attendance Register
9. Colour of the fly leaf which is added to at the beginning of the Note file :
- (A) Red (B) Green
(C) Yellow (D) Blue
10. A communication or a statement or a plan, sketch or other document which is attached to or accompanies another communication to supplement or elucidate the point intention or orders or orders conveyed in the letter is called :
- (A) Putup papers (B) Enclosure
(C) Current file (D) Case
11. Peons will be under the immediate control of :
- (A) Head of Office (B) Fair Copy Supt.
(C) Office Supt. (D) Section heads
12. The term used to denote the process of copying and despatching communications intended for any person or authority is :
- (A) Despatch (B) Disposal
(C) Local delivery (D) Issue
13. As a general rule the _____ should be used only for messages which are short and really urgent.
- (A) Telegram (B) Spl. Messenger
(C) Teleprinter (D) Telephone
14. All papers marked for issue are ordinarily expected to be issued within _____ hours of its receipt in the fair copy section.
- (A) Six (B) Ten
(C) Twenty Four (D) Twelve
15. A _____ consists of current file, Note file and any previous papers and book putup for reference.
- (A) Current (B) Case
(C) Reference (D) Tappal

16. The _____ shall make arrangements for the maintenance, accounting and security of registers.
- (A) The Head of the Office (B) Section Supt.
(C) Fair Copy Supt. (D) Office Supt.
17. The Fair Copy Supt. is directly responsible for :
- (A) The efficient working of the section
(B) Supervision of entries in the Fair Copy Register
(C) Prompt despatch of papers sent to him for issue
(D) All the above
18. A case under disposal consists ordinarily, in addition to the papers and books put up for reference of two main portions namely :
- (A) Current file and Stock file (B) Stock file and Note file
(C) Current file and Note file (D) Linked file and Note file
19. Number of records to be asked for in one requisition slip :
- (A) One (B) Two
(C) Three (D) Five
20. Which among the following is the process of putting up in a case previous correspondence, laws, rules, reports etc. required for its disposal flagging them and indicating their presence by reference in the margin?
- (A) Noting (B) Referencing
(C) Enclosure (D) Cross referencing
21. XL-Disposal is to be destroyed :
- (A) After three years (B) Do not register but lodge
(C) After seven years (D) Do not register but return in original
22. The closing of a current merely because it has been pending a long time and opening a new current is :
- (A) Intermediate disposal (B) Part disposal
(C) Final disposal (D) Premature disposal
23. Fair Copy of office order can be signed by :
- (A) Section Supt. (B) Fair Copy Supt.
(C) Manager (D) Secretary

24. Effective mechanism for checking delay and arrears :
- (A) Reminder diary (B) Inward register
(C) Distribution register (D) Personal register
25. Printed slips of papers one end of which is pasted to the flap and other to the front of the envelope is :
- (A) Economy slip (B) Despatch cover
(C) Acknowledgement slip (D) None of the above
26. Despatch cum Stamp Account Register will be destroyed :
- (A) After 5 years (B) After 4 years
(C) After 3 years (D) After 10 years
27. Call Book will be destroyed :
- (A) After 4 years (B) After 3 years
(C) After 5 years (D) After 8 years
28. Records are more easily and more quickly obtained from the _____ than by hunting for them in ill arranged lots detained in the section.
- (A) record room (B) store room
(C) office section (D) reference room
29. A new requisition slip should be taken wherever a file or book has to be retained for more than _____ since the earlier slip was issued.
- (A) One month (B) Six months
(C) Two months (D) Three months
30. Security register will be destroyed :
- (A) After 5 years (B) After 10 years
(C) After 3 years (D) After 8 years
31. Post Copy of the message shall invariably be sent to the addressee immediately after transmitting the :
- (A) letters (B) teleprinter message
(C) proceedings (D) telegram
32. _____ should set an example to others by themselves attending office punctually.
- (A) Section Supt. (B) Office Supt.
(C) Manager (D) Head of Office

33. Which method should be used if an order deals with more than one subject which falls under more than one head?
- (A) Referencing (B) Indexing
(C) Chaining (D) Cross reference
34. Any reference issued from the office which originates the file is called a :
- (A) old case (B) arising reference
(C) new case (D) current
35. Who among the following officials is responsible for examining the stock file at frequent intervals and seeing that they are kept carefully and tidily and brought up to date?
- (A) Office Supt. (B) Manager
(C) Fair Copy Supt. (D) Section Supt.
36. Specify the colour of the fly leaf added to the current file at the beginning :
- (A) Brown (B) Yellow
(C) Blue (D) Red
37. When writing an index title it is important to select the suitable _____ which must be a word that will naturally occur to any one who wants the paper.
- (A) Head (B) Name of the office
(C) Name of the sender (D) Name of the head of office
38. In an office who is expected to open the envelopes addressed by name and those marked 'secret' or 'strictly confidential'?
- (A) The Section Supt. (B) The Tappal Clerk
(C) The Office Supt. (D) The Addressee
39. If an order filed in a stock file is superceded by another or when an order becomes obsolete, who is responsible to see that such orders are removed from the stock file and placed in the record file :
- (A) Office Supt. (B) Section Supt.
(C) Section Clerk (D) Record Keeper
40. Communications etc. intended for the officers living in the Headquarters will be delivered through :
- (A) Tappal Book (B) Distribution Register
(C) Local Delivery Book (D) Despatch Register
41. The details of money, cheque and other valuables received as enclosures to communications will be entered in the :
- (A) Security Register (B) Distribution Register
(C) Stock Register (D) Personal Register

42. When a current file is closed the nature of the disposal R-Dis, D-Dis etc and the date will be entered in red ink in _____ of the Personal Register?
- (A) Column – 9 (B) Last Column
(C) Column – 7 (D) Column – 5
43. Copies of official communications addressed to Govt. Officers should not be sent to non officials. They should be addressed by :
- (A) Letter (B) Demi-official letter
(C) Proceedings (D) Memorandum
44. Casual leave of ministerial staff is sanctioned by the :
- (A) Head of Office (B) Head Clerk
(C) Manager (D) Section Supt.
45. Which of the following need not be registered in the personal register?
- (A) Application for motor conveyance advance
(B) Casual leave application
(C) Transfer application
(D) Earned leave application
46. Govt. sometimes call for a report to be submitted after a year or so, such calls need not be kept open till the time to reply to them arrives. Such files may be closed and entered in the :
- (A) Cash Book (B) Stock Register
(C) Call Book (D) Record Book
47. The R, D, L and N–disposals are indexed in duplicate by the _____ who makes necessary entries and closes the current in the personal register.
- (A) Tappal Clerk (B) Office Supt.
(C) The Clerk Concerned (D) Despatch Clerk
48. Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a :
- (A) letter (B) proceedings
(C) memorandum (D) circular
49. The office copy of the draft and enclosures are to be added to the :
- (A) current file (B) note file
(C) disposal file (D) stock file

50. Annual index list will be destroyed after :
- (A) Two years (B) Five years
(C) Twenty years (D) Ten years
51. Which of the following registers are to be destroyed after three years?
- (A) Call Book (B) Local Delivery Book
(C) Personal Register (D) All the above
52. Memorandum form of correspondence can be signed by :
- (A) The Manager (B) Section Supt.
(C) Fair Copy Supt. (D) Head Clerk
53. Correspondence directly to Govt. only through :
- (A) Head of Dept. (B) Secretary
(C) Joint Directors (D) Regional Officers
54. The custodian of daily workload register for typists :
- (A) The Section Clerk (B) The Typist
(C) Fair Copy Supt. (D) The Despatch Clerk
55. General ruling which arises from a particular case should be communicated to :
- (A) All of whom it may concern (B) All Depts.
(C) The Government (D) The General Public
56. Petitions from private parties and elected members should be immediately :
- (A) Granted (B) Rejected
(C) Acknowledged (D) Accepted
57. The head of the office inspecting the record room should verify :
- (A) Whether the record room is in good repair and protected from white ants
(B) Whether the records are well arranged and kept neatly
(C) Whether fire fighting equipments is available
(D) All the above
58. Distribution register contains :
- (A) 1 – 10 columns (B) 1 – 5 columns
(C) 1 – 9 columns (D) 1 – 6 columns

59. Security register consists of :
- | | |
|--------------------|-------------------|
| (A) 1 – 9 columns | (B) 1 – 5 columns |
| (C) 1 – 10 columns | (D) 1 – 6 columns |
60. Record issue register consists of :
- | | |
|-------------------|--------------------|
| (A) 1 – 9 columns | (B) 1 – 12 columns |
| (C) 1 – 5 columns | (D) 1 – 10 columns |
61. Personal Register contains :
- | | |
|-------------------|--------------------|
| (A) 1 – 9 columns | (B) 1 – 10 columns |
| (C) 1 – 5 columns | (D) 1 – 12 columns |
62. Form of correspondence to the Vice Chancellor or registrar of university should be :
- | | |
|----------------|-------------------|
| (A) Memorandum | (B) Demi official |
| (C) Letter | (D) Proceedings |
63. Rules to be observed in fair copying :
- (A) Verify whether the draft has been approved by competent authority
 - (B) Ascertain the number of copies required
 - (C) Should be typed on both sides of the paper
 - (D) All the above
64. A reply to a reference issued from the office, or a paper which though not a reply of that nature has for any other reasons to be filed with a current already pending in the office is called :
- | | |
|--------------------|-----------------|
| (A) An old case | (B) A new case |
| (C) A current file | (D) A note file |
65. A precis of previous papers, statement of the facts reported and the proposals made in the current file is called :
- | | |
|-------------|--------------|
| (A) Draft | (B) Note |
| (C) Current | (D) Disposal |
66. The process of filing the slips in the record room in one combined index for the whole office is known as :
- | | |
|---------------------------|-------------------------|
| (A) filing of slips | (B) indexing files |
| (C) filing of index slips | (D) indexing of records |

67. Which among the following will enable one to trace the papers containing the orders passed on any particular subject?
- (A) Titles (B) Indexes
(C) Heads (D) Bracketed heads
68. In the case of an arising current the word _____ will be entered in column 4 of the personal register.
- (A) Lodged (B) Old case
(C) New case (D) Arising
69. Tappals either by post or by messenger or otherwise are received in the office by :
- (A) Tappal Clerk (B) Office Supt.
(C) Office Peon (D) None of these
70. Which of the following form of correspondence is used when the copy of a paper is sent to a subordinate officer for remarks?
- (A) Letter (B) Memorandum
(C) Proceedings (D) Endorsement
71. All records issued out of the record section shall be entered in the :
- (A) Record Register (B) Stock Register
(C) Record Issue Register (D) Distribution Register
72. Permanent files of important Govt. orders which are required for frequent references must be carefully kept upto date in the :
- (A) Stock Register (B) Stock File
(C) Periodical Register (D) Record Register
73. The form of correspondence used when an officer has to be addressed without the formality of official procedure with a view to the interchange of communication of opinions or information :
- (A) Letter (B) Proceedings
(C) Demi-official (D) Memorandum
74. Grace time allowed to an employee to mark his attendance in the concerned section attendance register :
- (A) 10 minutes (B) 5 minutes
(C) 15 minutes (D) 20 minutes
75. Who is the custodian of the attendance register in a section?
- (A) Head of the office (B) Office Supt.
(C) Section Supt. (D) Section Clerk

76. Which of the following is a statement of the final decision of the head of the office on any matter submitted for information or orders?
- (A) Proceedings (B) Note
(C) Draft (D) Disposal
77. A detailed inspection of the record section will be conducted in April every year and submit a report to the immediate superior authority by :
- (A) Head of the office (B) Office Supt.
(C) Section Supt. (D) Manager
78. Personal Register in form No. III App. I contains _____ columns on each page.
- (A) Eleven (B) Seven
(C) Ten (D) Nine
79. Who will be held responsible for any paper found pending in his section without grounds for more than five days?
- (A) Office Supt. (B) The Section Supt.
(C) Tappal Clerk (D) Subject Clerk
80. Disposal papers which have no numbers are arranged chronologically in the record section under :
- (A) KL (B) NL
(C) XL (D) RD
81. Out of office hours and on holidays the clerk on duty should see that any telegram or other communication marked 'special' or 'urgent' or 'Express' are sent to :
- (A) The head of the dept. (B) Head of the office
(C) Office Supt. (D) Manager
82. Each subject clerk should prepare an abstract of pendency in form XII. App I on the _____ of every month.
- (A) first (B) third
(C) fifth (D) second
83. The Call Book will be in the custody of :
- (A) Subject Clerk (B) Section Supt.
(C) Office Supt. (D) Tappal Clerk
84. Official correspondence to the Kerala Public Service Commission should be addressed to the :
- (A) Chairman (B) Joint Secretary
(C) Secretary (D) Controller

85. Fair copies of proceedings on disciplinary cases should be signed by the :
- (A) Junior Supt. (B) Senior Supt.
(C) Head Ministerial Officer (D) Head of the Office
86. Confidential papers which the head of the office does not think if necessary to retain in his own custody will be kept by the :
- (A) The Manager (B) The Supt.
(C) The Personal Assistant (D) The Confidential Assistant
87. All communications in the office which are official or non-official are until _____ known as Tappal.
- (A) opening (B) registering
(C) numbering (D) disposal
88. Number of entries on each page of the Personal Register shall ordinarily be :
- (A) One (B) Two
(C) Four (D) Three
89. A paper which is not connected with a pending case in the office or one which originates in the office is treated as :
- (A) an old case (B) a new case
(C) a current (D) a Tappal
90. Which form of correspondence is adopted when an officer of one dept. wants any information from an officer or another dept.?
- (A) Demi official (B) Endorsement
(C) Letter (D) Proceedings
91. The attendance register will be laid by its custodian before the superior officer together with the :
- (A) Daily Attendance Abstract Register
(B) Day Book
(C) Distribution Register
(D) Tappal Book
92. The process of the preparation of any communication which it is proposed to issue is :
- (A) Referencing (B) Noting
(C) Drafting (D) Filing

93. A paper is said to be _____ when it is given a current number and entered with an abstract in the personal register.
- (A) registered (B) despatched
(C) disposed (D) filed
94. It is the duty of one of the following officers to check the accuracy of the titles when he examines the personal register :
- (A) Head of the Office (B) Office Supt.
(C) Manager (D) Section Supt.
95. The process of marking the number of the disposal as a forward number on the inside of the jackets of all the back number files is known as :
- (A) Linking (B) Chaining
(C) Jacketing (D) Indexing
96. The entry in the index relating to an individual paper is called a :
- (A) Head (B) Subhead
(C) Subject (D) Title
97. To watch the punctual receipt or despatch of periodical reports and returns each clerk will maintain one of the following registers :
- (A) Register of reports (B) Register of returns
(C) Register of periodicals (D) Despatch register
98. No paper should be transferred to the Call Book unless no action is due in the office for a period of :
- (A) Six months (B) One year
(C) Two years (D) Three months
99. When one case has relevance in relation to another case, both the cases are submitted together and this process is called?
- (A) Referencing (B) Linking
(C) Tagging (D) Chaining
100. The body of the letter follows after the :
- (A) Address (B) Number
(C) Subject (D) Reference

SPACE FOR ROUGH WORK

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