

PROVISIONAL ANSWER KEY

Paper: The Secretariat Manual Test
Date of Test 06-05-2022

Question1:-Which form is not ordinarily used to communicate a decision or order of Government?

- A:-Proceedings
- B:-Letters
- C:-DO letters
- D:-Memorandum

Correct Answer:- Option-B

Question2:-When the Head of the Institution takes an important decision or records his decision in exercise of a statutory power, such order is communicated in the form of

- A:-Memorandum
- B:-Proceedings
- C:-Endorsement
- D:-Letters

Correct Answer:- Option-A

Question3:-When a paper or its copy has to be sent to a subordinate office for information or remarks or disposal, it is sent in the form of an

- A:-Memorandum
- B:-Proceedings
- C:-Endorsement
- D:-Letters

Correct Answer:- Option-B

Question4:-_____ cannot be referred in communications

- A:-Memorandum
- B:-Proceedings
- C:-Endorsement
- D:-D. O. Letters

Correct Answer:- Option-B

Question5:-Only the _____ can address the Government directly.

- A:-Head of department
- B:-Head of Office
- C:-Head of Section
- D:-All the above

Correct Answer:- Option-D

Question6:-The preparation of any communication which it is proposed to issue is

- A:-Noting
- B:-Referencing
- C:-Indexing
- D:-Drafting

Correct Answer:- Option-C

Question7:-The statement of the final decision of the head of the office on any matter submitted for information or orders is

- A:-Correspondence
- B:-Disposal
- C:-Proceedings
- D:-Rulings

Correct Answer:- Option-A

Question8:-When Government officers correspond with each other or with any member of the the public in administrative or official matters without the formality of official procedure, the form of correspondence adopted is

- A:-Demi-official
- B:-Unofficial
- C:-Letter
- D:-Endorsement

Correct Answer:- Option-A

Question9:-The process of attaching to the top of papers put up for reference in a case, slips printed with letters of the alphabet or Arabic or Roman numerals is called

- A:-Referencing
- B:-Indexing
- C:-Noting
- D:-Flagging

Correct Answer:- Option-D

Question10:-All communications received in the office which are official or demi official are, until numbering known as

- A:-New case
- B:-Arising reference
- C:-Tappal
- D:-Current

Correct Answer:- Option-B

Question11:-The _____ shall sign fair copies of letters addressed to higher authorities.

- A:-Head of Department
- B:-Head of office
- C:-Head of Section
- D:-All the above

Correct Answer:- Option-B

Question12:-All communications must be issued in the name of

- A:-Head of Department
- B:-Head of Office
- C:-Head of Section
- D:-All the above

Correct Answer:- Option-B

Question13:-Communication to the High Court will be addressed

- A:-Register
- B:-Chief Justice
- C:-Advocate General
- D:-All the above

Correct Answer:- Option-B

Question14:-R. Dis indicates that the closed file should be kept

- A:-1 year
- B:-3 years
- C:-10 years
- D:-Permanently

Correct Answer:- Option-D

Question15:-D. Dis indicates that the closed file should be kept

- A:-1 year
- B:-3 years
- C:-10 years
- D:-Permanently

Correct Answer:- Option-C

Question16:-Fair copies intended for higher authorities are signed by

- A:-The head of the office
- B:-The Section Superintendent
- C:-Section Clerk
- D:-The Manager

Correct Answer:- Option-D

Question17:-A reference, issued from office and originating a file will be-as-signed a number and registered in the same way as any other paper received in the Tappal is called

- A:-Cross reference
- B:-Arising reference
- C:-Office reference
- D:-Original reference

Correct Answer:- Option-C

Question18:-As soon as the papers are received in the section the subject clerk must at once enter them in the

- A:-Tappal Register
- B:-Distribution Register
- C:-Personal Register
- D:-Stock Register

Correct Answer:- Option-A

Question19:-The number of entries on each page of the Personal Register shall ordinarily be

- A:-Two
- B:-Five
- C:-Four
- D:-Three

Correct Answer:- Option-D

Question20:-A new personal Register is opened for every

- A:-Three months
- B:-Calendar year
- C:-Ten months
- D:-Financial year

Correct Answer:- Option-A

Question21:-K Dis indicates that the closed file should be kept

- A:-1 year
- B:-3 years
- C:-10 years
- D:-Permanently

Correct Answer:- Option-B

Question22:-L Dis indicates that the closed file should be kept

- A:-1 year
- B:-3 years
- C:-10 years
- D:-Permanently

Correct Answer:- Option-C

Question23:-Disposals are dated on the day

- A:-they are drafted
- B:-they are passed by the officer
- C:-they are dispatched
- D:-they are fair-copied

Correct Answer:- Option-B

Question24:-The object of _____ is to enable one to trace papers containing orders passed on any particular subject.

- A:-Indexing
- B:-Flagging
- C:-Referencing
- D:-Linking

Correct Answer:- Option-B

Question25:-Only papers of an ephemeral character which are not numbered will be given _____ disposal.

- A:-XN/XL Dis
- B:-K Dis
- C:-D Dis
- D:-L Dis

Correct Answer:- Option-B

Question26:-Money, cheques and other valuables received as enclosures to communications will be entered by the Tappal Clerk in the

- A:-Stock Register
- B:-Record Register
- C:-Distribution Register
- D:-Security Register

Correct Answer:- Option-D

Question27:-Valuables received as enclosures to communications in the office will be handed over for safe custody to

- A:-The office Superintendent
- B:-The Section Superintendent
- C:-The Manager

D:-The Head of the Office
Correct Answer:- Option-D

Question28:-How many columns are there in the Personal Register as provided in Form III Appendix I?

A:-Ten
B:-Five
C:-Twelve
D:-Seven

Correct Answer:- Option-A

Question29:-Who among the following officers should see that all currents received in the section are duly registered in the Personal Register on the very day of their receipt?

A:-The Manager
B:-The Section Superintendent
C:-The Fair Copy Superintendent
D:-The Head of the Office

Correct Answer:- Option-A

Question30:-Specify the colour of the Fly leaf which is added to at the beginning of the current file

A:-Red
B:-Yellow
C:-Blue
D:-Green

Correct Answer:- Option-C

Question31:-When a case is disposed of an to be indexed the clerk shall prepare an index slip in

A:-Duplicate
B:-K Dis
C:-Triplicate
D:-Quadruplicate

Correct Answer:- Option-A

Question32:-Cross reference of disposal in the inside of docket is classed

A:-Linking
B:-Referencing
C:-Indexing
D:-Chaining

Correct Answer:- Option-B

Question33:-The contains Head, Sub Head and Title

A:-Referencing
B:-Indexing
C:-Noting
D:-Drafting

Correct Answer:- Option-B

Question34:-While sending disposal to record Section _____ will see that all actions are completed.

A:-Section Clerk
B:-Section Superintendent
C:-Fair Copy Superintendent
D:-Manager

Correct Answer:- Option-C

Question35:-The irregular way of disposal of a file before completion of all action in a file

A:-Premature closing
B:-Erroneous closing
C:-Early Closing
D:-Improper closing

Correct Answer:- Option-A

Question36:-R-disposals are those that are to be retained permanently where R-stands for

A:-Retain
B:-Reserves
C:-To records
D:-Returned

Correct Answer:- Option-A

Question37:-D-Disposals are those that are to be destroyed after

A:-One year
B:-Five years
C:-Six years
D:-Ten years

Correct Answer:- Option-A

Question38:-The entry in the index relating to an individual paper is called a

A:-Title
B:-Subhead
C:-Head
D:-Subject

Correct Answer:- Option-A

Question39:-Which among the following forms of correspondence will be used where the head of the office record his decision in exercise of a statutory power or when he records important executive decisions?

A:-Memorandum form
B:-Proceedings form
C:-Endorsement form
D:-Demi-official form

Correct Answer:- Option-A

Question40:-When the copy of a paper is sent to a subordinate officer for remarks or for information the disposal takes the form of a

A:-Proceedings form
B:-Memorandum form
C:-Demi-official form
D:-Endorsement form

Correct Answer:- Option-D

Question41:-The office copy of the draft and enclosure are to be added to the _____ of the case.

A:-Note file
B:-Current File

C:-Disposal File

D:-Stock File

Correct Answer:- Option-C

Question42:-The disposed case is arranged in such a way that

A:-the note file first and the current file next

B:-the current file first and the note file next

C:-the current file and the note file are separate

D:-the notes of each current are just below it

Correct Answer:- Option-B

Question43:-An interval of 45 minutes are allowed to Government employees from

A:-12.45 pm to 1.30 pm

B:-1.15 pm to 2 pm

C:-1 pm to 1.45 pm

D:-12.30 pm to 1.15 pm

Correct Answer:- Option-A

Question44:-A daily account of stamps should be maintained by the

A:-Section Clerk

B:-Section Superintendent

C:-Fair Copy Superintendent

D:-Tappal Clerk

Correct Answer:- Option-D

Question45:-The daily account of stamp should be verified by the

A:-Section clerk

B:-Section Superintendent

C:-Fair copy Superintendent

D:-Tappal Clerk

Correct Answer:- Option-D

Question46:-Official communications intended for the High Court should be addressed to the

A:-Chief Justice

B:-Registrar

C:-Advocate General

D:-Secretary

Correct Answer:- Option-B

Question47:-The Fair Copy Superintendent is directly responsible for

A:-The efficient working of the section

B:-Prompt dispatch of papers sent to him for issue

C:-Supervision of entries in the Fair Copy Register

D:-All the above

Correct Answer:- Option-D

Question48:-Copies of proceedings on disciplinary cases should be signed by

A:-The Head of the Office

B:-Head Ministerial officer

C:-Senior Superintendent

D:-Fair Copy Superintendent

Correct Answer:- Option-D

Question49:-In the case of official letters received in the departmental officers and collectorates from M.Ps and MLAs replies will be issued over the signature of

A:-An officer not below the rank of Joint Director in the case of replies from the headquarters officer of the department

B:-An officer not below the rank of Deputy Director or District officer himself in the case replies from the collectorates and district officer

C:-The head of the office himself in the case of replies from offices below the district level

D:-All the above

Correct Answer:- Option-C

Question50:-For the purpose of maintenance and check of Stamp Account and dispatch of communications a Register in Form No. VIII of Appendix I shall be used namely

A:-Distribution Register

B:-Stock Register

C:-Despatch cum-Stamp Account Register

D:-Fair Copy Register

Correct Answer:- Option-C

Question51:-Proceedings of disciplinary cases and proceedings criticizing a subordinate shall be signed by

A:-Section Superintendent

B:-Manager

C:-Head of Office

D:-Head of Department

Correct Answer:- Option-C

Question52:-It is the duty of the _____ to check delays

A:-Section Clerk

B:-Section Superintendent

C:-Head of Department

D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question53:-Inspection of _____ is an effective mechanism for checking delay and arrears.

A:-Inward register

B:-Distribution register

C:-Reminder Diary

D:-Personal Register

Correct Answer:- Option-C

Question54:-_____ must inspect the PR every month.

A:-Section Clerk B

B:-Section Superintendent

C:-Reminder Diary

D:-Personal Register

Correct Answer:- Option-D

Question55:-The inspecting officer must see that papers are submitted by the clerk within _____ days of receipt.

A:-5

B:-3
C:-10
D:-2

Correct Answer:- Option-A

Question56:-Who among the following will be in charge of the Record Section?

A:-The Record Keeper
B:-The Manager
C:-The Fair Copy Superintendent
D:-The store keeper

Correct Answer:- Option-B

Question57:-Which are the important rules to be followed while supplying records?

A:-Records shall be supplied only on requisitions made in the prescribed form
B:-Not more than one record shall be asked for in the same form
C:-Requisition for records shall be signed by clerks
D:-All the above

Correct Answer:- Option-B

Question58:-All records issued out of the Record Section shall be entered in a Register in Form X Appendix I called

A:-Stock Register
B:-Distribution Register
C:-Record Issue register
D:-Periodical Register

Correct Answer:- Option-A

Question59:-A new requisition slip should be taken whenever a file or book has to be retained for more than _____ since the earlier slip was issued.

A:-One month
B:-Three months
C:-Five months
D:-Six months

Correct Answer:- Option-D

Question60:-Watching of return of records is one of the important duties of the

A:-Fair Copy Superintendent
B:-Office Superintendent
C:-The Store Keeper
D:-The Record Keeper

Correct Answer:- Option-C

Question61:-When action in a file for a conceivable time is not active, then such case are closed and entered in the _____ to be opened on a specified date or earlier.

A:-Reminder Diary
B:-Index Register
C:-Call book
D:-Suit register

Correct Answer:- Option-B

Question62:-The _____ is primarily intended to remind initiation of further action in any file on a specified future date.

A:-Reminder Diary
B:-Periodical register
C:-Call Book
D:-Suit Register

Correct Answer:- Option-A

Question63:-_____ should be maintained in sections receiving as well as issuing periodical returns to watch their punctual receipt and dispatch.

A:-Reminder Diary
B:-Periodical Register
C:-Call book
D:-Suit Register

Correct Answer:- Option-B

Question64:-Cases which are ordered by the _____ to be kept in abeyance for a definite period, say not exceeding 3 months is known as Lie-over cases.

A:-Section Clerk
B:-Section Superintendent
C:-Head of Department
D:-Fair copy Superintendent

Correct Answer:- Option-A

Question65:-Permanent files of important orders maintained for reference by each subject clerk is called

A:-Stock File
B:-Index File
C:-Arrear List
D:-Periodical file

Correct Answer:- Option-A

Question66:-The _____ is intended to bring to the notice of superior officers the slackness in disposal or accumulation of arrears.

A:-Stock file
B:-Index file
C:-Arrear List
D:-Periodical file

Correct Answer:- Option-A

Question67:-The monthly Business Statement is to be prepared by the Subject Clerk before every _____ of the month.

A:-1st
B:-3rd
C:-5th
D:-10th

Correct Answer:- Option-D

Question68:-_____ is the custodian of Attendance Register of a section

A:-Section Clerk
B:-Section Superintendent
C:-Head of Department
D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question69:-Attendance Register is closed, _____ after the office opens and sent to the superior officer.

- A:-5 mts
- B:-10 mts
- C:-15 mts
- D:-30 mts

Correct Answer:- Option-C

Question70:-If anyone does not attend office punctually, mark, 'late', forfeiture of a days' causal leave is the penalty for _____ such 'lates'.

- A:-2
- B:-3
- C:-5
- D:-1

Correct Answer:- Option-A

Question71:-Papers will normally be submitted by the office within _____ days of their receipt in Office.

- A:-Two
- B:-Three
- C:-Ten
- D:-Five

Correct Answer:- Option-B

Question72:-Who will be preparing the consolidated arrear list for the whole office being submitted to the head of the Office?

- A:-Tappal Clerk
- B:-Section Superintendent
- C:-The Superintendent of the Fair Copy Section
- D:-The Head Clerk

Correct Answer:- Option-A

Question73:-All papers marked for issue are ordinarily expected to be issued within _____ of its receipt in the Fair Copy Section

- A:-Twelve hours
- B:-Two days
- C:-Twenty four hours
- D:-five days

Correct Answer:- Option-B

Question74:-The call Book shall be submitted for inspection once in

- A:-A year
- B:-Every year
- C:-Twenty Four Hours
- D:-Three months

Correct Answer:- Option-D

Question75:-In the case of maintaining different registers in the office the instructions in the note under Rule 92 (A) (1) KTC Vol. I shall be followed for

- A:-Security Register
- B:-Cash Book
- C:-Attendance Register
- D:-Call Book

Correct Answer:- Option-C

Question76:-Casual Leave of Ministerial staff is sanctioned by

- A:-Head of Office
- B:-Section Superintendent
- C:-Head of Department
- D:-Fair Copy Superintendent

Correct Answer:- Option-C

Question77:-Orders or Instruction communicated over telephone should be copied out on the

- A:-Current File
- B:-Note File
- C:-Separate Sheet
- D:-Any one of the above

Correct Answer:- Option-B

Question78:-Confidential papers which are sent to Sections should be kept in the safe custody of

- A:-Section Clerk
- B:-Supervisory Officers
- C:-Fair Copy Superintendent
- D:-Head of Office

Correct Answer:- Option-D

Question79:-Peons will be under the immediate control of

- A:-Head of Office
- B:-Section Superintendent
- C:-Head of Department
- D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question80:-_____ are held responsible for lapses in five day rule, without sufficient grounds.

- A:-Section Clerk
- B:-Supervisory Officers
- C:-Tappal Clerk
- D:-Head of Office

Correct Answer:- Option-A

Question81:-One receipt of the Arrear List, which of the following officials should compare them with the pendency as per the Distribution Register?

- A:-Office Superintendent
- B:-Section Superintendent
- C:-Fair Copy Superintendent
- D:-Subject Clerk

Correct Answer:- Option-C

Question82:-No papers should be transferred to the Call Book unless no action is due in the office for a period of

- A:-Three months
- B:-Six months
- C:-Two years

D:-One year

Correct Answer:- Option-A

Question83:-The term used to denote the process of copying and dispatching communications intended for any person or authority is

A:-Issue

B:-Dispatch

C:-Local Delivery

D:-Disposal

Correct Answer:- Option-B

Question84:-Each drafting clerk in a section will keep Reminder Diary of a manuscript form of _____ pages.

A:-Fifteen

B:-Twenty Four

C:-Six

D:-Twelve

Correct Answer:- Option-B

Question85:-The orders of _____ should be taken annually for the destruction of record files.

A:-Head of the Office

B:-Office Superintendent

C:-The Manager

D:-None

Correct Answer:- Option-A

Question86:-Arrear Lists are to be prepared by the _____ in the prescribed proforma (in form XII)

A:-Section Clerk

B:-Section Superintendent

C:-Head of Department

D:-Fair Copy Superintendent

Correct Answer:- Option-C

Question87:-The _____ should arrange to prepare a consolidate statement and submit to the head of Office.

A:-Section Clerk

B:-Section Superintendent

C:-Head of Department

D:-Fair Copy Superintendent

Correct Answer:- Option-C

Question88:-_____ should see that papers pending issue at the end of the day are attended in the next day with priority.

A:-Section Clerk

B:-Section Superintendent

C:-Head of Department

D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question89:-The Supervisory Officers may use _____ to keep track of files having time limits and to remind of appointments

A:-Reminder Diary

B:-Personal Register

C:-Government Diary

D:-Daily Remembrance

Correct Answer:- Option-B

Question90:-The _____ will decide whether a copy of the communication of general or important nature should be added to the stock file.

A:-Section Clerk

B:-Section Superintendent

C:-Head of Department

D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question91:-Who among the following officials should make proper arrangements for the disposal of work during holidays?

A:-Office Superintendent

B:-Section Superintendent

C:-The Head of the Office

D:-The Manager

Correct Answer:- Option-B

Question92:-It is the duty of one of the following officers to check the accuracy of the titles when he examines the Personal Register?

A:-Section Superintendent

B:-Head of the Office

C:-Manager

D:-Office Superintendent

Correct Answer:- Option-B

Question93:-Who among the following, officers is expected to open the envelopes marked as 'Secret' or 'Strictly Confidential'?

A:-The Section Superintendent

B:-The Office Superintendent

C:-The Tappal Clerk

D:-The Addressee

Correct Answer:- Option-B

Question94:-Tappal received in an office will be opened in the presence of

A:-Manager

B:-Office Superintendent

C:-Head of the Office

D:-Fair Copy Superintendent

Correct Answer:- Option-B

Question95:-A paper is said to be _____ when it is given a current number and entered with an abstract in the Personal Register.

A:-Disposed

B:-Despatched

C:-Filed

D:-Registered

Correct Answer:- Option-B

Question96:-Which of the following is a minor division of the Office consisting of a Superintendent and one or more clerks?

A:-Office Section

B:-Section

C:-Secret Section

D:-Sub-division office

Correct Answer:- Option-A

Question97:-The Attendance Register will be laid by its custodian before the Superior Officer together with the

A:-Tappal Book

B:-Distribution Register

C:-Movement Register

D:-Daily Attendance Abstract Register

Correct Answer:- Option-D

Question98:-Printed slips of papers, end of which is pasted to the flap and other to the front of the envelop is

A:-Stamp Paper

B:-Economy labels

C:-Despatch cover

D:-None of the above

Correct Answer:- Option-B

Question99:-Official Correspondence to the Kerala Public Service Commission should be addressed to the

A:-Chairman

B:-Joint Secretary

C:-Secretary

D:-Controller

Correct Answer:- Option-D

Question100:-Papers received as tappal excepting those of ephemeral character are numbered by the Tappal Clerk in the

A:-Distribution Register

B:-Local Delivery Book

C:-Personal Register

D:-Security Register

Correct Answer:- Option-B