

DE-7/2021/28

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 : 1½ 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.**

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Maximum : 100 marks

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1. The preparation of any communication which it is proposed to issue
 - (A) Noting
 - (B) Referencing
 - (C) Indexing
 - (D) Drafting
2. 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) Ruling
3. When Government officers correspond with each other or with any member of the public on 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
4. 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
5. 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
6. Fair copies intended for higher authorities are signed by:
 - (A) The head of the office
 - (B) The Section Officer
 - (C) Section Clerk
 - (D) The Manager
7. A reference issued from office and originating a file will be assigned 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
8. 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

9. The number of entries on each page of the Personal Register shall ordinarily be:
- (A) Two (B) Five
(C) Four (D) Three
10. A new Personal Register is opened for every:
- (A) Three months (B) Calendar year
(C) Ten months (D) Financial year
11. 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
12. Valuables received as enclosures to communications in the office will be handed over for safe custody to:
- (A) The Office Superintendent (B) The Section Officer
(C) The Manager (D) The Head of the Office
13. How many columns are there in the Personal Register as provided in Form III Appendix I
- (A) Ten (B) Five
(C) Twelve (D) Seven
14. 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 Officer
(C) The Fair copy Superintendent (D) The Head of the office
15. Specify the color of the Fly leaf which is added to at the beginning of the current file-
- (A) Red (B) Yellow
(C) Blue (D) Green
16. R-Disposals are those that are to be retained permanently where R stands for:
- (A) Retain (B) Reserve
(C) To records (D) Returned
17. D- Disposals are those that are to be destroyed after:
- (A) One year (B) Five years
(C) Six years (D) Ten years
18. The entry in the index relating to an individual paper is called a:
- (A) Title (B) Subhead
(C) Head (D) Subject

19. Which among the following forms of correspondence will be used where the head of the office records 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
20. 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
21. Official communications intended for the High Court should be addressed to the:
- (A) Chief Justice (B) Registrar
(C) Advocate General (D) Secretary
22. 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
23. 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
24. In the case of official letters received in the departmental offices and collectorates from M.Ps and MLAs replies will be issued over the signature of:
- (A) An officer not below the rank of Joint Secretary
(B) An officer not below the rank of Deputy Collector or District Officer himself in the case of 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
25. For the purpose of maintenance and check of Stamp Account and dispatch of communications a Register in Form No.VIII of Appendix shall be used namely:
- (A) Distribution Register (B) Stock Register
(C) Dispatch cum Stamp Account Register (D) Fair copy Register
26. 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

27. Which are the important rules to be followed while supplying records?
- (A) Records shall be supplied only in 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
28. All records issued out of the Records 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
29. 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
30. Watching of return of records is one of the important duties of the:
- (A) Fairy copy Superintendent
 - (B) Office Superintendent
 - (C) The Store Keeper
 - (D) The Record Keeper
31. The Manager or the Head Ministerial Officer will inspect the records room at least once:
- (A) in six months
 - (B) in a quarter
 - (C) in a year
 - (D) in one month
32. The Head of the office will make a detailed inspection of the Record Section in _____ every year:
- (A) April
 - (B) December
 - (C) July
 - (D) January
33. To watch the punctual receipt of periodical reports and returns, each clerk will maintain a Register in Form XI Appendix I:
- (A) Register of Periodicals
 - (B) Distribution Register
 - (C) Security Register
 - (D) Personal Register
34. Permanent files of important orders maintained for case of reference and which must be carefully kept up to date for official use is called:
- (A) Record files
 - (B) Stock file
 - (C) Closed files
 - (D) Current file
35. How many columns are there in the Daily Work Load Register for Typists?
- (A) Ten
 - (B) Eight
 - (C) Three
 - (D) Six

36. Papers will normally be submitted by the office within _____ Days of their receipt in office :
- (A) two (B) three
(C) ten (D) five
37. 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 Copy Section
(D) The Head Clerk
38. All papers marked for issue are ordinarily expected to be issue within _____ of its receipt in the Fair Copy Section:
- (A) Twelve hours (B) Two days
(C) Twenty four hours (D) Five days
39. The call book shall be submitted for inspection once in:
- (A) A year (B) Every month
(C) Six month (D) Three month
40. 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
41. On 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 Officer
(C) Fair copy Superintendent (D) Subject clerk
42. No paper 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
43. 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

44. 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
45. 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) Head Ministerial Officer
46. Who among the following officials should make proper arrangements for the disposal of work during holidays
- (A) Office Superintendent (B) Section Officer
(C) The Head of the Office (D) The Manager
47. 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 Officer (B) Head of the Office
(C) Manager (D) Office Superintendent
48. Who among the following officers is expected to open the envelopes marked as “Secret” or Strictly Confidential?
- (A) The Section Officer (B) The Office Superintendent
(C) The Tappal Clerk (D) The Addressee
49. 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
50. 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) dispatched
(C) filed (D) registered
51. Which of the following is a minor division of the office consisting of a Section Officer and two or more Assistants?
- (A) Office section (B) Section
(C) Secret Section (D) Sub-division office
52. 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

53. Printed slips of papers, end of which is pasted to the flap and other to the front of the envelope is:
- (A) Stamp paper (B) Economy labels
(C) Dispatch cover (D) None of the above
54. Official correspondence to the Kerala Public Service Commission should be addressed to the:
- (A) Chairman (B) Joint Secretary
(C) Secretary (D) Controller
55. 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
56. The names of the _____ and the Section Clerk maintaining the Personal Register should be written on the fly leaf in each volume:
- (A) Head of the office (B) Section Officer
(C) Manager (D) Office superintendent
57. Grace time allowed to an employee to mark his attendance in the concerned Section Attendance Register:
- (A) Thirty minutes (B) Five minutes
(C) Ten minutes (D) Fifteen minutes
58. Forfeiture of a days Casual Leave will ordinarily be the penalty for every late attendance without permission:
- (A) Three days (B) Two days
(C) Five days (D) Seven days
59. Members of the establishment are expected to attend office in correct time and shall not leave the office premises during working hours without the previous permission of the:
- (A) Head of the office (B) Head Ministerial officer
(C) Section Officer (D) Manager
60. The Personal Register will be destroyed after a period of:
- (A) Three years (B) Five years
(C) One Year (D) Two years
61. Who among the following officials will be held responsible for any paper found pending in his section without sufficient grounds for more than five days?
- (A) Tappal Clerk (B) Section Officer
(C) Office Superintendent (D) Subject clerk

62. When a case has been finally disposed of the concerned Assts. will send them together one copy of the index slip to:
- (A) Record Section (B) Dispatch Section
(C) Office Section (D) Fair Copy Section
63. Which among the following is the process of putting up in a case previous correspondence, laws, reports etc required for its disposals, flagging them and indicating their presence by reference in the margin?
- (A) Cross referencing (B) Referencing
(C) Enclosure (D) Noting
64. Which of the following category of papers need to be registered in-the - Distribution Register
- (A) Unstamped or insufficiently stamped petition
(B) Papers wrongly addressed
(C) Applications that are not in prescribed forms
(D) All the above
65. K-Disposals are those that are to be destroyed after:
- (A) Ten years (B) Five years
(C) Three years (D) One year
66. XN-Disposals are those that are to be:
- (A) Destroyed after one year (B) Destroyed after three years
(C) Do not register but lodge (D) Do not register but return in original
67. Correspondence to the Vice-Chancellor or Registrar of University shall be in the form of
- (A) Demi- Official (B) Memorandum
(C) Letter (D) Proceedings
68. Correspondence directly to Government only through:
- (A) The Secretary (B) District Officers
(C) Head of Department (D) Joint Directors
69. Memorandum form of correspondence can be signed by:
- (A) The Manager (B) Section Officer
(C) Fair copy Superintendent (D) Head Clerk
70. The custodian of Daily Workload Register for typists:
- (A) Fair copy Superintendent (B) The Section Clerk
(C) Dispatch clerk (D) The Typist

71. 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
72. 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 the fighting equipment is available
 - (D) All the above
73. Distribution Register consists of
- (A) 1 - 12 Columns
 - (B) 1 - 5 Columns
 - (C) 1 - 7 Columns
 - (D) 1 - 10 Columns
74. Security Register consists of:
- (A) 1 - 5 Columns
 - (B) 1 - 9 Columns
 - (C) 1 - 10 columns
 - (D) 1- 3 columns
75. A precis of previous papers statement of the facts reported and the proposals made in the current file is called
- (A) Draft
 - (B) Disposal
 - (C) Note
 - (D) Current
76. Record Issue Register consists of:
- (A) 1 – 10 Columns
 - (B) 1 – 9 Columns
 - (C) 1 – 5 Columns
 - (D) 1 – 6 Columns
77. Which among the following Registers are to be destroyed after three years?
- (A) Personal Register
 - (B) Local Delivery Book
 - (C) Call Book
 - (D) All the above
78. Annual index slips will be destroyed after:
- (A) Ten years
 - (B) Five years
 - (C) Twenty years
 - (D) Fifteen years
79. Which of the following need not be registered in the Register?
- (A) Casual Leave application
 - (B) Earned Leave application
 - (C) Transfer application
 - (D) Application for motor conveyance advance

80. The body of the letter follows after the:
- | | |
|-------------|---------------|
| (A) Address | (B) Reference |
| (C) Subject | (D) Number |
81. Petitions from private parties are elected members should be immediately:
- | | |
|------------------|--------------|
| (A) granted | (B) rejected |
| (C) acknowledged | (D) accepted |
82. General ruling which arises from a particular case should be communicated to :
- | | |
|---------------------|--------------------------------|
| (A) The Government | (B) The General Public |
| (C) All Departments | (D) All of whom it may concern |
83. Important instructions of a standing nature to be uniformly followed by various authorities are communicated in the form of a :
- | | |
|--------------|-----------------|
| (A) Circular | (B) Memorandum |
| (C) Letter | (D) Proceedings |
84. Casual Leave of Ministerial Staff is sanctioned by:
- | | |
|-------------------------|----------------------------|
| (A) The Section Officer | (B) The Head of Office |
| (C) The Manager | (D) Head of the Department |
85. Cross reference of disposals in the inside of the jackets of all the back number files is known as:
- | | |
|--------------|-----------------|
| (A) Indexing | (B) Referencing |
| (C) Chaining | (D) Linking |
86. The office copy of the draft and enclosure are to be added to the:
- | | |
|----------------|-------------------|
| (A) Note file | (B) Current file |
| (C) Stock file | (D) Disposal file |
87. The process of filing the slips in the record room in one combined index for the whole office is known as:
- | | |
|-------------------------|---------------------------|
| (A) Indexing of records | (B) Filing of index slips |
| (C) Filing slips | (D) Compilation of files |
88. When a current file is closed the nature of the disposal G.O. (Rt) / G.O. (P) 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 |

89. Communications etc. intended for the officers living in Head quarters will be delivered through:
- (A) Despatch Register (B) Tappal Book
(C) Local Delivery book (D) Distribution register
90. Copies of special communications addressed to Government officers should not be sent to non-officials. They should be addressed by:
- (A) Demi Official letter (B) Memorandum
(C) Letter (D) Proceedings
91. Government sometimes call for a report to be submitted after a year or so, such files 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) Record book
(C) Call book (D) Stock Register
92. 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) Personal Register (D) Stock Register
93. _____ should be used if an order deals with more than one subject which falls under more than one head :
- (A) Referencing (B) Internal reference
(C) Indexing (D) Cross reference
94. If an order filed in a stock file is superseded 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) Section Officer
(B) Office Superintendent
(C) Section Assistant
(D) Record Keeper

- 95.** While classifying papers for indexing, personal papers relating to officials should be indexed under :
- (A) Name of the officer concerned
 - (B) Name of the sender
 - (C) Name of the office
 - (D) Name of the Head of Office
- 96.** All the members of the Govt. Sect. establishment are expected to attend office from:
- (A) 1.15 AM – 5.15 PM
 - (B) 9.30 AM – 5 PM
 - (C) 10 AM – 4 PM
 - (D) 9 AM – 4PM
- 97.** In an office which officer is expected to open the envelopes addressed by name and those marked “Secret” or ‘Strictly Confidential’?
- (A) The Section Superintendent
 - (B) The Office Superintendent
 - (C) The Tappal Clerk
 - (D) The Addressee
- 98.** A case consists of:
- (A) Current file
 - (B) Note file
 - (C) Previous papers and books put up for reference
 - (D) All the above
- 99.** A communication received in the office which is stamped with the number of the office is, until disposal known as:
- (A) Current
 - (B) Case
 - (C) Enclosure
 - (D) Received papers
- 100.** 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 conveyed in the letter is called:
- (A) put-up papers
 - (B) current file
 - (C) enclosure
 - (D) disposal

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK