

DE-7/2021/40

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. Excess levy of fees shall be refunded only with the sanction of:
(A) District Registrar (B) Sub Registrar
(C) IGR (D) Tax Secretary
2. All documents which do not affect any right, title or interest over specified immovable properties are registrate in book:
(A) IV (B) III
(C) I (D) none of the above
3. In transcribing a document to be resented for registration in duplicate or duplicates _____ shall be first copied.
(A) Duplicate (B) Original Document
(C) Foot-notes (D) The note referred to in Rule 109 (1)
4. _____ from an essential part in identification and they shall accordingly be described in documents in full.
(A) Stamp Paper (B) Deposition
(C) Counter part of a document (D) Boundaries
5. It is the duty of the _____ to examine every document produced before him in order to ascertain whether it is duly stamped.
(A) Clerk (B) Copyist
(C) Registering Officer (D) Document writer
6. Which manual order deals with the cancellation of Adhesive Court fee stamp?
(A) M.O.15 (B) M.O.48
(C) M.O.260 (D) M.O.110
7. For the services of a woman employed in the examination of a gosha woman the fee prescribed shall be collected from _____ concerned and disbursed.
(A) the party (B) document writer
(C) agent (D) Sub Registrar

8. Memorandum under order _____ shall be transmitted only in cases where a previously registered document is expressly rectified or cancelled by another document.
- (A) 15 (B) 250
(C) 188 (D) 626
9. The registering officer shall compare the date of _____ given in a document with the date of purchase of the stamp paper as papers or which the document is written.
- (A) registration (B) presentation
(C) execution (D) vendors seal
10. The acceptance of the document shall be in the order of:
- (A) stamp purchased (B) execution
(C) presentation (D) none of the above
11. Entry in register book an exact reproduction of the:
- (A) copy (B) original
(C) duplicate (D) none of the above
12. Documents destroyable under section 85 of the Indian Registration Act, an unclaimed encumbrance certificates and certified copies, shall be destroyed once a year on or before the:
- (A) 15th of January (B) 1st March
(C) 1st April (D) 31st December
13. The return of a document is a duty laid up on the _____ under section 61(2) of the Indian Registration Act.
- (A) Office Attendant (B) Despatch Clerk
(C) Document writer (D) Sub Registrar
14. Return of documents by posts shall find an entry in _____ Account
- (A) A (B) E
(C) B (D) C
15. The cash collected from parties as postal charges shall be ledgered in account:
- (A) C (B) D
(C) B (D) A
16. A cancellation of a previously registered cancellation deed is only:
- (A) an evidence (B) Sale
(C) Cancellation (D) optionally registrable

17. The signature of the hammannce shall be obtained twide in the endorsement under _____ if she identifies the gosha lady.
- (A) presentant and witness examined (B) executant and under identified by
(C) claimant and witness examined (D) identified by and witness examined
18. What shall the Registering officers do if the thumb impression taken is fainted?
- (A) Second or third impression may be taken in the subsequent columns
(B) Score it
(C) take another impression in the same column
(D) none of the above
19. It is the duty of the Registering Officer to obtain from the party presenting the instrument an application in _____ for transfer of revenue registry of the land conveyed.
- (A) Form No. 25 (B) Form no. 28
(C) Form No. 16 (D) Form no. 58
20. _____ attested by a Registering officer under the Civil Proceedure Code, shall find no place in the office records
- (A) Sale Certificate (B) Attachments
(C) Vakkalath (D) Wills
21. A document so framed as to time within two or more descriptions shall where the fees chargeable there under are different, be chargeable only with the _____ of such fees.
- (A) highest (B) lowest
(C) average (D) twice
22. On an agreement to sell as re-sell the registration fee shall be levied on the:
- (A) intended sale amount (B) earnest money
(C) market value (D) none of the above
23. A ledger shall be maintained _____ in which every register volume, file book I and thumb impression register shall be entered.
- (A) Form No: 16 (B) Form No: 48
(C) Form No: 25 (D) Form No: 60
24. The interest of a lessee or tenant on land is an interest in:
- (A) rent (B) tax
(C) security (D) immovable property

25. No refund is permitted on _____ of a document.
- (A) partial refusal (B) total refund
(C) appeal application order (D) none of the above
26. Reasons for refusal shall be entered in:
- (A) Index (B) Book 2
(C) Book 1 (D) Account A
27. _____ is a sort of suspense account.
- (A) Account B (B) Unclaimed register
(C) Account C (D) Remittance register
28. Receipts shall be issued immediatly in duplicate in carbon in Form No _____ the duplicate being issued to the parties.
- (A) 27 (B) 18
(C) 3 (D) 58
29. The date of _____ of a document shall be the criterian for its inclusion in the encumbrance certificates.
- (A) execution (B) Purchase of stamp
(C) presentation (D) registration
30. When intimation is received from a court that a will forwarded to it has been permanently retained there, the fact shall be noted in:
- (A) Book III (B) Column 13 (b) of Book 5
(C) 10 c of Book 5 (D) Appendix 4 (1)
31. State the Mannual Order in which the witness examined under a commission, the endorsement prescribed by Rule 86 (1) of the Registration Rules shall mutation mutandis be adopted:
- (A) M.O. 180 (B) M.O. 86
(C) 463 (D) 882
32. The Register of special recoveries shall be in:
- (A) Form No: 34 (B) Form No: 53
(C) Form No: 32 (D) Form No: 51

33. Who conducts the enquiries as contemplated in Rule 70 of the Registration Rules when a non-testamentary document is presented for registration after the death of the executant:
- (A) District Registrars Audit
 - (B) IGR
 - (C) Sub Registrar
 - (D) Clerk placed in charge of a sub office
34. The arrangement of records and registers in record-receptacles shall be in:
- (A) The consecutive order of the serial numbers
 - (B) Alphabetic Order
 - (C) Any order
 - (D) None of the above
35. In the case of a copy of a court sale certificate the date on which the original certificate of sale is signed by the _____ should be taken as the date of execution of the document.
- (A) Executant
 - (B) Claimant
 - (C) Petitioner
 - (D) Presiding Judge
36. Every page of a document shall be attested by the signatures of _____ with their names.
- (A) all the executing parties
 - (B) both presentant and executant
 - (C) claimant and executant
 - (D) witnesses and presentant
37. Receipts and documents shall be handed over to the parties by:
- (A) Senior Clerk
 - (B) Office Attendant
 - (C) Document Writer
 - (D) Registering Officer
38. Registrars have powers to demand for production of _____ in enquiries under section 74 of the Indian Registration Act.
- (A) documents
 - (B) prisoners
 - (C) document writers
 - (D) public
39. When only a portion of the leasehold right is surrendered without consideration, fee shall be levied in the value of the?
- (A) Original lease
 - (B) average annual rent
 - (C) security
 - (D) none of the above
40. The reservation of a life interest does not itself suffice to make document:
- (A) non-testamentary
 - (B) testamentary
 - (C) Registrable
 - (D) none of the above

41. Document whose registration is directed by a court under section 77 of the Indian Registration Act must in the ordinary course be presented within _____ days after the passing of Court is decree.
- (A) 15 (B) 25
(C) 60 (D) 30
42. State the Mannual Order in case in which a Sub Registrar applies for leave sufficiently early, the Registrar shall while sanctioning the leave specifically state as to whom the charge of the office has to be handed over, so as to be in confirmity with section 12 of the Indian Registration Act?
- (A) M.O. 901 (B) M.O. 350
(C) M.O. 150 (D) 115
43. The search fee required for an encumbrance certificate for a period of ten years for Government purpose:
- (A) 250 (B) 260
(C) 100 (D) no fee
44. The Register of sealed covers shall be maintained in:
- (A) Form No: 16 (B) 93 (11)
(C) Wooden box (D) none of the above
45. The registering officers should be guided by Order No _____ in the matter of acceptance of documents.
- (A) 182 (B) 42
(C) 14 (D) 35
46. Each Registrar shall show in the register maintained under order _____ particulars of all documents in adjudicating the stamp duty on an instrument.
- (A) 41(1) (B) 31
(C) 387 (D) 385 (a)
47. The collection at non-treasury stations shall not be handed over to an office attendant before:
- (A) 12 pm (B) 6 am
(C) 4 pm (D) 8.30 am
48. _____ shall not be allowed to present documents at the residence even on payment of additional attendence fee.
- (A) Gosha ladies (B) executant
(C) non-exempted persons (D) none of the above

49. Safe custody fee shall be written in:
 (A) A (B) B
 (C) C (D) E
50. All process fees should be realised in:
 (A) Chalan (B) TR.5
 (C) Court fee stamps (D) receipt
51. Where a female in the executant in a deed and her illiterate husband appears as identifying witness it is desirable that his _____ in taken.
 (A) Signature attested (B) Signature
 (C) Deposition (D) Impression
52. Rule 29 ii of the Kerala Registration Rules lays down that a document referred to in 88 (2) of the Indian Registration Act may be presented through _____ with a covering letter signed by the Govt. official.
 (A) Document writer (B) Subordinate
 (C) Executant (D) Messenger
53. Certificate of sale of immovable property issued by a civil court filed in _____ is a registered document.
 (A) Book II (B) Book I
 (C) Book IV (D) none of the above
54. The deficit duty and penalty received in the case of an impounded document shall be credited in Account:
 (A) A (B) B
 (C) C (D) F
55. Which one of the following application for copies shall bear a court fee stamp?
 (A) Single search (B) list certificate
 (C) general search (D) miscellaneous records
56. Which shall generally be followed in the matter of correspondence in all district offices?
 (A) Manual of office procedure (B) Financial Code
 (C) Registration Manual (D) Registration Act
57. A _____ shall be treated as a Register Book I volume for issuing Copies.
 (A) Index II (B) Appeal orders
 (C) Index I (D) File Book I

58. Who is responsible for remittances and up-keep of records in Sub Registrars Office?
 (A) Office Attendant (B) Sub Registrar
 (C) A clerk deputed for this (D) Senior Clerk
59. Certification of documents under section 16 of the Stamp Act is regulated as per.
 (A) M.O. 895 (B) 119
 (C) Rule 16 (D) M.O. 391
60. _____ may find an entry in the history of office.
 (A) Transfer of charge (B) Succession list of officers
 (C) Details of permanent advance (D) none of the above
61. How many times does the Registrar inspect the sub offices?
 (A) once (B) thrice
 (C) twice a year (D) none of the above
62. The registration fee payable for a declaration of trade mark shall be under _____ of the table of fees.
 (A) article 1 (t) (B) article 1 (p)
 (C) article 2 (D) article 1(g)
63. How do the Registrar preserve the sealed covers?
 (A) in woodenbox (B) almirah
 (C) fire-proof box (D) none of the above
64. A person applying for a search regarding a document registered in _____ shall specify his title to search such books.
 (A) Book I (B) Book II
 (C) Minutes Book (D) Book III
65. Document accepted at a private residence shall invariably be brought to account on the:
 (A) next day (B) Previous day
 (C) Same day itself (D) last working day
66. Registrar Book III shall be in volumes of:
 (A) 500 (B) 150
 (C) 120 (D) 300

67. Any writing which furnishes proof or evidence is
 (A) instrument (B) index
 (C) suit register (D) document
68. Name of the Postal delivery book in Form No: 51 maintained in every office:
 (A) Despatch Register (B) Ledger
 (C) Account E (D) Permanent Record
69. Spare impression sheets used for taking the record of impression at a private residence shall be in:
 (A) Form. 16 (B) Form 13
 (C) Form 5 (D) Form 45
70. A document evidencing a surrender of the right obtained by a lease the term of which has expired should be treated as:
 (A) a release (B) surrender to lease
 (C) perpetual lease (D) none of the above
71. When the agent is authorized to do all things and to take all steps it should be regarded as?
 (A) Special Power (B) ratification
 (C) General Power (D) none of the above
72. A document whereby the executants undertakes to occupy a house of the claimant for a certain period and look after the trees receiving a remuneration from the claimant is a:
 (A) release (B) power of attorney
 (C) mortgage (D) lease
73. A power attested by a Registering Officer in _____ cannot be accepted and acted upon for registration purposes in Kerala.
 (A) Maharashtra (B) Jammu and Kashmir
 (C) New Delhi (D) Metropolitan cities
74. The registering officer and his establishment shall be presented in the office during the hours prescribed in the:
 (A) Account Code (B) Financial Code
 (C) Registration Rules (D) Kerala Service Rules
75. _____ in Form No: 37 shall be maintained in each office for recording the turnover of work of each day test checked by the Sub Registrar.
 (A) Memoranda (B) Indexing
 (C) Work-diary (D) none of the above

76. A presentant is not authorized to revoke a nomination already effected before the expiry of:
- (A) Seven days (B) Ten days
(C) Six months (D) 15 days
77. Whenever a Sub Registrar proceeds on casual leave, a report of the fact shall be submitted to the District Registrar General for prior sanction as stated in:
- (A) M.O. 89 (B) M.O. 20
(C) M.O 222 (D) M.O.899
78. The Register maintained in Form No. 78 is
- (A) Unclaimed Register (B) Undisbursed Register
(C) Punishment Register (D) Remittance Register
79. A power of attorney executed by two or more persons in favour of an agent to act on their behalf, jointly and severally can be revoked by anyone of them in the manner prescribed in:
- (A) Section 15 of the Registration Act (B) Rule 64 of the Registration Rules
(C) M.O. 382 (D) Rule 121
80. Registration of a document or documents in between the registration of the original and its counter parts will render the deed in eligible for
- (A) registration (B) presentation
(C) stampduty (D) concession in fee
81. A document which purports to supply the omission of attestation in a previous mortgage deed should be treated as:
- (A) Rectification deed (B) Ratification
(C) Settlement (D) Gift
82. The legal declaration of the intentions of the testator with respect to his property which he desires to be carried into effect after his death is:
- (A) Settlement (B) Will
(C) Attested Power (D) Gift
83. When a document relating to a ferry across a river of jurisdiction of 2 Sub districts is registered in one of the Sub Districts _____ of the document shall be sent to the other Sub District.
- (A) a duplicate (B) a true copy
(C) copy (D) a memorandum

84. A machinery permanently fastened to anything which is attached to the earth would be
 (A) movable property (B) immovable property
 (C) registered in book IV (D) none of the above
85. The interval between the date of inspection of a Sub-Office and the date of submission of the report to the Inspector of Registration office shall not exceed:
 (A) 3 months (B) 15 days
 (C) six months (D) one month
86. A copy of the monthly total of all entries in the disbursing officer's Register of Expenditure and Liabilities for the month shall be certified by:
 (A) Inspector General of Registration (B) Sub Registrar
 (C) District Registrar General (D) Treasury Officer
87. A Head Clerk or senior clerk who is in charge of the ASR office shall use the books of:
 (A) Sub Registrar alone
 (B) Joint Sub Registrar above
 (C) Both Sub Registrar and Joint Registrar
 (D) None of the above
88. Who is primarily responsible for the accuracy of the indexes
 (A) Indexing Clerk (B) Head Clerk
 (C) Sub Registrar (D) Copyist
89. The endorsement of refusal shall bear the number assigned to the order of refusal under:
 (A) M.O. 91 a (B) M.O. 121 f
 (C) M.O. 455 (D) M.O. 443
90. The reservation of a life interest does not itself suffice to make the document:
 (A) valid (B) invalid
 (C) testamentary (D) non-testamentary
91. Notes of previous registration shall be entered in red ink in:
 (A) Index I (B) Index II
 (C) Book II (D) Encumbrance Certificate
92. The person who is to be incharge of a Sub Registry office when Sub Registrar in absent is regulated by:
 (A) M.O. 23 (B) 24
 (C) M.O. 26 a (D) M.O. 26 b

93. In searches for copies _____ is taken as the primary criterion to conduct the search.
- (A) Survey number (B) Date of Registration
(C) document number (D) Names of the party
94. In the case of private building hired for use as a public office the maintenance shall be done by the _____ in time.
- (A) Owner of the building (B) concerned local bodies
(C) PWD (D) Sub Registrar
95. The provisions of Part XII of the Indian Registration Act regarding appeals are applicable to:
- (A) Power of Attorney (B) Settlement
(C) Gift (D) Wills
96. A copy of a document _____ for being not duly stamped shall not be granted until it is registered.
- (A) Pending transcription (B) refused registration
(C) impounded (D) none of the above
97. A subordinate officer who may wish to appeal to a higher authority shall submit his appeal:
- (A) by post (B) through an agent
(C) through his immediate superior (D) by hand
98. Records relating to punishments shall be preserved for:
- (A) six months (B) forty years
(C) five years (D) ten years
99. When the bills are cashed a note of check prescribed under Treasury Rule _____ shall be made in the office copies of the bill.
- (A) 414 (b) (B) 425 (a)
(C) 444 (d) (D) 432 (d)
100. Which of the following shall not be entered in the history of office:
- (A) Succession list (B) Establishment
(C) Transactions (D) List of furniture

SPACE FOR ROUGH WORK

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