

DE-7/2021/25

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.**

DE-7/2021/25

Maximum : 100 marks

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

1. Pages of stock file should be numbered with _____ ink.
(A) Red (B) Blue
(C) Black (D) Violet
2. Call book is kept for _____ years.
(A) 3 (B) 5
(C) 10 (D) 7
3. _____ disposals are those that are to be destroyed after 3 years.
(A) R (B) L
(C) K (D) N
4. Personal registers and periodical registers should be inspected by the Unit officers of the collectorate on :
(A) Every month paper (B) Every two months
(C) Annually (D) Quarterly
5. When a pauper suit decree is received from the court it should be first entered into?
(A) New case register (B) Call book
(C) Pauper suit register (D) Security register
6. Duplicating paper should be used only for taking copies more than _____ copies.
(A) 25 (B) 50
(C) 200 (D) 250
7. The Deffadar must be at the office on every day at :
(A) 10 am (B) 9 am
(C) 9:30 am (D) 8:30 am
8. Register to enter valuation like cash note etc having an actual monetary value will be entered in :
(A) Periodical register (B) Personal Register
(C) Fair copy register (D) Security register

9. After _____ years paper marked as XLDs can be destroyed.
- (A) 2 (B) 1
(C) 3 (D) 4
10. Revenue day is celebrated every year on :
- (A) February 9 (B) February 24
(C) March 8 (D) April 18
11. In Taluk offices all files relating to certificates can be destroyed only after _____ years.
- (A) 1 (B) 2
(C) 5 years (D) 3 years
12. Call book should be in the custody of :
- (A) Record clerk (B) Tapal clerk
(C) Dispatch clerk (D) Section clerk
13. Security Register has _____ columns.
- (A) 9 (B) 10
(C) 8 (D) 12
14. In office arrear list should be written both forms :
- (A) VII and IX (B) VII and X
(C) VIII and X (D) IX and X
15. In Deputy Tahsildar office one call book will be maintained for the office by :
- (A) Junior Clerk (B) Senior Clerk
(C) Head Clerk (D) Deputy Tahsildar
16. The length of the stout bamboo the watchman carrier is :
- (A) 2 feet (B) 3 feet
(C) 5 feet (D) 7 feet
17. Who is responsible for seeing that the office and the collector's room must be properly swept and dusted daily?
- (A) Junior Superintendent (B) Sheristadar
(C) Deffadar (D) ADM

18. Stamp account register is to be maintained in :
(A) Form V appendix A (B) Form XV appendix A
(C) Form V appendix B (D) Form XV appendix B
19. In Taluk offices the register should be checked by the Tahsildar in :
(A) Every fortnight (B) Every three months
(C) Every month (D) Every two months
20. In RD Offices the Personal and Periodical Registers should be checked by the RDO is :
(A) Every week (B) Every fortnight
(C) Every 2 months (D) Every month
21. In Collectors office Distribution Register should be maintained :
(A) Two in each section (B) One for each section
(C) Two for the whole office (D) Three for the whole office
22. The number of common call book for the whole office is limited to :
(A) One (B) Two
(C) Five (D) Ten
23. Passages in the current and note files should always be referred to in the note by the number of _____ on which they occur.
(A) File (B) Paragraph
(C) Pages (D) Order
24. The general discipline etc is dealt with in chapter _____ of the Manual.
(A) III (B) I
(C) II (D) IV
25. The periods after which registers can be destroyed is prescribed in Appendix :
(A) D (B) E
(C) H (D) J
26. Confidential paper must be placed in _____ envelope/s.
(A) Double (B) Single
(C) Special (D) Red

27. The colour of the fly leaf marked current file is :
- (A) Blue (B) Yellow
(C) Red (D) Green
28. Records are filed on the record racks :
- (A) Diagonally (B) Horizontally
(C) Zig zag manner (D) Vertically
29. Unused pages in the register is to be :
- (A) Cut out and burnt
(B) Cut out and utilized for preparing fresh volume
(C) Discarded at the end of the year
(D) None of these
30. Second column in register of new cases is :
- (A) Nature and date of disposal (B) Section, letter and clerks number
(C) Record keeper initials (D) Current number
31. Duty time of a Night watch men ends at :
- (A) 6 AM (B) 7 AM
(C) 5 AM (D) 4 AM
32. In every inspection of personal register the Collector will note his remarks on the :
- (A) Personal Register (B) Periodical Register
(C) Separate note (D) Running note
33. Attendance Register of Collectorate is being kept in the custody of :
- (A) ADM (B) Sheristadar
(C) Collector (D) Huzhur head clerk
34. It is the duty of _____ to see that the typed papers send for signature of the collector are received back after signature and despatched with in the least possible delay.
- (A) Section clerk (B) Fair copy Supt
(C) Dispatch clerk (D) Typist

35. Any valuable document received in Tapal should be entered :
- (A) Tapal Register (B) Suit Register
(C) Security Register (D) Stock Register
36. Which of the following is a register maintained in the form XV of Appendix B of DOM?
- (A) Distribution Register (B) Dispatch Register
(C) Security Register (D) Stock Register
37. In Collectorate the personal register is checked by the Collector :
- (A) Once in a month (B) Every 2 months
(C) Every fortnight (D) Every 3 months
38. Arrear list should be prepared by :
- (A) Head of the Office (B) Section Head
(C) Unit Head (D) Section Clerk
39. Second punching of stamps will be done :
- (A) Punched with a diamond punch (B) Punched with a Circular punch
(C) Punched with a star Punch (D) None of these
40. Kerala Gazette will circulate as soon as it is received to the ————— who must read it and invite the attention of the Collector to anything of importance in it.
- (A) Head of Section (B) ADM
(C) Camp Clerk (D) Sheristadar
41. Which of the following is not a category for arrangements of papers submitted to the collector?
- (A) Ordinary (B) Urgent
(C) Very urgent (D) Special
42. The title of the file which should be identical with the entry in column No ————— of the Personal Register.
- (A) One (B) Four
(C) Ten (D) Six
43. Which of the following is a register kept for 10 years?
- (A) Call Book (B) Periodical Register
(C) Personal Register (D) Fair Copy Register

44. Who is the custodian of one set of duplicate office keys?
 (A) Head clerk (B) Head Office
 (C) Peon (D) Head Watchman
45. Periodicals are given ————— Disposal.
 (A) D (B) B
 (C) C (D) None of these
46. Who is responsible to ensure general supervision with regard to discipline in a Collectorate?
 (A) ADM (B) Sheristadar
 (C) Head Clerk (D) Deffadar
47. In record room, index slips are filed :
 (A) In separate bundle for each subject (B) In separate bundle for each unit
 (C) Combined index for whole office (D) Any of these
48. During lunch time :
 (A) Section wise break for 15 minutes (B) Clerks can leave by turns
 (C) Section wise break for 30 minutes (D) Lunch board should be displayed
49. If any officer who does not attend punctually, in the column against his name in the attendance register for that day is entered as :
 (A) Casual leave (B) Late
 (C) Absent (D) Late permission
50. In a current file, papers are arranged :
 (A) Chronologically (B) Subject wise
 (C) According to the importance (D) According to disposal
51. Lodge papers are destroyed after :
 (A) One year (B) Three years
 (C) Five years (D) Ten years
52. When a record is returned by the clerk, the requisition slip is to be?
 (A) Returned (B) Registered
 (C) Kept in record issue registers (D) Destroyed

53. When valuable are dispatched from an office?
- (A) Should be sent by registered post only
 (B) Only monetary value need to be mentioned
 (C) Its description need to be entered on the outside cover
 (D) Its description need not be entered on the outside cover
54. A clerk's first duty on each working day is to examine :
- (A) The entries in his reminder diary against that date
 (B) Examine PR
 (C) Sign the attendance
 (D) Write notes on pending files
55. A clerk should hand over keys to the head of the section when proceed on :
- (A) Earned leave (B) Commuted leave
 (C) Casual leave (D) All of the above
56. Temporary shed required in the compound of any building should be built with combustible materials only with the permission of :
- (A) The head of the institution (B) Secretary PWD
 (C) Chief Engineer (Building) (D) Executive Engineer
57. K disposals are disposals that are to be :
- (A) Destroyed after three years (B) Kept permanently
 (C) Destroyed after 5 years (D) None of these
58. Appendix A deals with :
- (A) Destruction of records (B) Rules of precautions against fire
 (C) Standard list of index heads (D) Administration reports
59. While drafting a letter care should be taken to write the title :
- (A) After the salutation Sir, Madam etc. (B) After the address
 (C) Just below the reference number (D) Just after the subject
60. Revenue Business Returns from each Taluk should be submitted to the :
- (A) Divisional Officer (B) Collector
 (C) Board of Revenue (D) All of the above

61. Forfeiture of a day's casual leave will be ordinarily be penalty for every _____ late attendance without permission.
- (A) Three days (B) Four days
(C) Five days (D) Seven days
62. When a clerk proceeds on casual leave he must invariably hand over any office keys in his custody to?
- (A) The Huzur Sheristadar
(B) The Senior Most Clerk in the section
(C) The Clerk designated by the Huzur Sheristadar
(D) The Section Head
63. What papers need not be registered?
- (A) Papers marked "I" (B) Arising cases
(C) Papers marked F (D) All papers should be registered
64. The entry in the index relating to an individual paper is called :
- (A) head (B) subhead
(C) general (D) title
65. The letter N refers to :
- (A) Keep (B) Lodge
(C) Reminders (D) Endorsement
66. District Collector is an officer of :
- (A) All India Service (B) State Civil Service
(C) Central Civil Service (D) None of these
67. In Register of new cases Record keepers initials is in :
- (A) 2nd column (B) 3rd column
(C) 4th column (D) 5th column
68. Third column in periodical register denotes :
- (A) Name of periodical (B) Date of dispatch
(C) Time of dispatch (D) None of these

69. Stamp account register is destroyed after :
- (A) 1 year (B) 3 years
(C) 10 years (D) 30 years
70. When Deputy Tahsildar is on tour who is responsible for control and supervision of office?
- (A) Head Clerk (B) UDC
(C) LDC (D) None of these
71. When a Collector writes a question in the margin of the note, the reply is to be written?
- (A) In a separate sheet of paper, flagged and placed below the note file
(B) In the margin itself, below the question/query
(C) In continuation of the note
(D) None of the above
72. Revenue Business Returns are submitted by :
- (A) 25th of the month (B) 15th of the month
(C) 30th of the month (D) 20th of the month
73. Jamabandhi refers to :
- (A) Inspection of Land Tribunals (B) Inspection of Village Officers
(C) Inspection of PWD Officers (D) None of these
74. Correction slip should be :
- (A) pasted onto the book (B) pinned into the book
(C) tagged (D) none of these
75. Disposal number system was introduced by :
- (A) George (B) Joseph
(C) Dr Macclean (D) Benjamin
76. Pauper suits Register is destroyed after :
- (A) 1 year (B) 10 years
(C) 30 years (D) 3 years
77. When a document liable to stamp duty under Court Fees act is properly stamped adhesive stamp is cancelled by?
- (A) Punching out figure head (B) Punching at the bottom
(C) Punching at the side (D) None of these

78. Periodical can be closed as :
- (A) R disposal (B) D disposal
(C) K disposal (D) Simply filed
79. Distribution Register is destroyed after :
- (A) 1 year (B) 5 years
(C) 3 years (D) 7 years
80. The practice of closing a current merely it has been long pending and opening a new current is :
- (A) Good practice (B) Convenient procedure
(C) Safe procedure (D) Prohibited
81. Explanation and notes of a personal nature will be signed legibly and submitted with the officer's :
- (A) Only titles no initials (B) Only initials no titles
(C) Initials and titles (D) Full name and titles
82. The current file and previous papers put up for reference are arranged :
- (A) Folded vertically
(B) Folded horizontally
(C) Flat
(D) Current laid flat and previous papers folded
83. All rubbish and obsolete forms or publications must be :
- (A) Kept beneath the table (B) Kept securely for sale
(C) Left to litter the office (D) Cleared away
84. In building where there is special danger of oil, chemical or electrical fires for a superficial area of 5000 sq ft or less the capacity of one foam type chemical extinguisher provided is :
- (A) 2 gallon (B) 3 gallon
(C) 4 gallon (D) 5 gallon
85. Reply or fresh current received with details of the sender number and date are entered in the personal register in column :
- (A) 8 (B) 10
(C) 12 (D) 7

86. The purpose behind the use of boxes made of steel for submissions of files to the collectors house or camp is preferred to bags is :
- (A) To avoid loss (B) Because it is handy
(C) For protection from rain (D) To avoid damage
87. Punching of stamps must be properly done so as to remove the whole of the :
- (A) Imprint value (B) Figure head
(C) Imprint words (D) Vendors seal
88. R Disposals file should be reviewed after :
- (A) 10 years (B) 50 years
(C) 20 years (D) 30 years
89. The colour of the disposal jacket for R and D Disposals is :
- (A) Blue (B) Yellow
(C) Brown (D) Green
90. _____ Disposals that are to be sent out in original.
- (A) L (B) K
(C) N (D) R
91. The colour of the fly leaf used in note file is :
- (A) Red (B) Blue
(C) Yellow (D) Green
92. Maps and statements in book form :
- (A) must not be tagged with the current files
(B) must not be tagged with the note files
(C) must be tagged with the current files
(D) must be tagged with the note files
93. The queries raised in the running notes should be replied within :
- (A) 24 hours (B) 48 hours
(C) 72 hours (D) 96 hours

94. In the collector's office the personal and periodical registers should be checked by the section heads in :
- (A) Every fortnight (B) Every week
(C) Every month (D) Every 2 months
95. The list drawn up showing which clerks have to attend each day on Christmas and Easter holidays is termed as :
- (A) Current list (B) Regular list
(C) Duty list (D) Turn list
96. Which of the following is noted in the index of a Stock File?
- (A) Date of receipt (B) Number and date of order
(C) Date of disposal of the order (D) None of these
97. Running note file of a Special Register is destroyed after :
- (A) 1 year (B) 7 years
(C) 3 years (D) None of these
98. At the time of arranging papers submitted to district collector _____ should be arranged first.
- (A) Funds related files (B) Fair copy
(C) Law and order file (D) Long letters
99. Which of the following register is destroyed after 5 years?
- (A) Distribution register (B) Call Book
(C) Security Register (D) Govt. Suit Register
100. In Normal course brown paper disposal jackets are used to cover and disposals of :
- (A) L Dis and K Dis (B) N Dis and X N Dis
(C) R Dis and D Dis (D) X L Dis and L Dis

SPACE FOR ROUGH WORK

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