

--	--	--	--	--

Time : 1½ Hours

FIRST-TERM SECRETARIAL PRACTICE

Subject Code

H	4	6	5	4
---	---	---	---	---

Total No. of Questions : 40 (Printed Pages : 12)

Maximum Marks : 40

- INSTRUCTIONS :**
- (i) Every question has four choices (A), (B), (C) and (D) and only one of them is the correct answer.
 - (ii) On the OMR sheet darken completely with a ball point pen only ONE bubble you consider as the most appropriate answer.
 - (iii) Multiple markings are invalid.
 - (iv) Use Blue or Black ball point pen only.
 - (v) Do not fold the OMR sheet or use white ink.
 - (vi) For each question, you will be awarded ONE mark, if you have darkened only the bubble corresponding to the correct answer. In all other cases, you will get zero mark. There is no negative mark.
 - (vii) Once the bubble is filled it is not possible to change the answer.
 - (viii) Only one OMR sheet will be provided. Hence sufficient care must be taken while darkening the bubble.

1. The lower price in a price range of a Book Building Process is known as : 1
- (A) Floor price
 - (B) Cap price
 - (C) Bid price
 - (D) Cut-off price
2. A return of allotment must be filed with the Registrar of companies within 1
- (A) 90 days
 - (B) 60 days
 - (C) 30 days
 - (D) 10 days
3. Passing of property or title in the shares by the operation of law is called 1
- (A) Transfer of shares
 - (B) Transmission of shares
 - (C) Application of shares
 - (D) Allotment of shares
4. A document sent by the company to the transferor and the transferee requesting them to communicate their objections if they have to the proposed transfer is 1
- (A) Letter of transfer
 - (B) Transfer receipt
 - (C) Dividend notice
 - (D) Notice of Lodgement

5. The process of conversion of electronic holdings of securities into physical certificate form is called 1
- (A) Rematerialisation of shares
 - (B) Dematerialisation of shares
 - (C) Calls on shares
 - (D) Allotment of shares
6. The very first sale of securities issued by a company to the public in the primary market is known as 1
- (A) Book-building process
 - (B) Initial public offer
 - (C) Employee stock option plan
 - (D) Private placement
7. Inclusion of securities of a company in the official list of a recognized stock exchange for trading is known as 1
- (A) Listing of securities
 - (B) Allotment of shares
 - (C) Book-building process
 - (D) Calls on shares
8. When a shareholder dies testate his shares will be received by his 1
- (A) Official receiver
 - (B) Guardian
 - (C) Executor
 - (D) Official assignee

9. The time gap between two calls should be 1
- (A) Six months
 - (B) Three months
 - (C) Two months
 - (D) One month
10. The prospectus should be issued to the public after it is filed with the registrar of companies within..... 1
- (A) 100 days
 - (B) 90 days
 - (C) 80 days
 - (D) 60 days
11. In dematerialisation of shares the account of the shares is maintained by the 1
- (A) Depository Participant
 - (B) Depository
 - (C) Registrar of companies
 - (D) Company
12. National Securities Depository Limited (NSDL), the largest depository in India is situated in 1
- (A) Chennai
 - (B) Mumbai
 - (C) Bengaluru
 - (D) Patna

13. The subscription list of a recognized stock exchange shall be kept open for at least three working days and a maximum of 1
- (A) 10 working days
 - (B) 6 working days
 - (C) 5 working days
 - (D) 4 working days
14. The person nominated by the company to manage the Initial Public Offer under book building process is 1
- (A) Book Running Lead Manager
 - (B) Syndicate Members
 - (C) Secretary
 - (D) Registrar of Companies
15. Under private placement, the company making an offer shall allot securities, from the receipt of application money within 1
- (A) 80 days
 - (B) 60 days
 - (C) 30 days
 - (D) 20 days
16. Every director of the company is punishable with imprisonment, if he is knowingly a party to the default in payment of dividend for a period of 1
- (A) Six years
 - (B) Five years
 - (C) Two years
 - (D) One year

17. Annual dividend is recommended by Board of Directors and approved by the 1
- (A) Secretary
 - (B) Registrar of companies
 - (C) Chairman
 - (D) Shareholders
18. The sum of final dividend and interim dividend must be deposited in a scheduled bank in a separate account within 1
- (A) 10 days
 - (B) 8 days
 - (C) 5 days
 - (D) 3 days
19. Avoiding irrelevant information and providing clear and brief information to the directors of the company is known as 1
- (A) Correctness
 - (B) Punctuality
 - (C) Tactfulness and patience
 - (D) Preciseness
20. Elected representative of a company is a 1
- (A) Director
 - (B) Shareholder
 - (C) Secretary
 - (D) Underwriter

21. The Bank that undertakes to convert the currency of one nation into the currency of another nation is 1
- (A) Cooperative Bank
 - (B) Exchange Bank
 - (C) Reserve Bank of India
 - (D) Industrial Bank
22. The Government of India nationalised 14 commercial banks in the year 1
- (A) 1996
 - (B) 1969
 - (C) 1956
 - (D) 1950
23. The type of bank account in which a particular amount is deposited for a fixed period is 1
- (A) Saving Account
 - (B) Current Account
 - (C) Recurring Deposit Account
 - (D) Fixed Deposit Account
24. The facility provided by the bank for meeting the working capital needs of the borrower is 1
- (A) Overdraft
 - (B) Term Loan
 - (C) Cash credit
 - (D) Bills discounting

25. A cheque which is not presented for payment within three months from the date of its issue is known as a 1
- (A) Bearer cheque
 - (B) Order cheque
 - (C) Ante Dated cheque
 - (D) Stale cheque
26. The person in whose favour the Letter of Credit is opened is 1
- (A) Importer
 - (B) Importer's Bank
 - (C) Beneficiary
 - (D) Exporter's Bank
27. The Bank that acts as a lender of Last Resort is 1
- (A) Commercial Bank
 - (B) Reserve Bank of India
 - (C) Industrial Bank
 - (D) Cooperative Bank
28. Which of the following is the function of Reserve Bank of India ? 1
- (A) To issue coins
 - (B) To deal with the general public
 - (C) To destroy currency and coins not fit for circulation
 - (D) To issue one-rupee notes

29. All Cooperative Banks in India are registered under 1
- (A) Cooperative Societies Act, 1912
 - (B) Cooperative Societies Act, 1932
 - (C) Cooperative Societies Act, 1942
 - (D) Cooperative Societies Act, 1962
30. Use of polite and kind language by the Secretary while corresponding with Bank is 1
- (A) Confidentiality
 - (B) Courtesy
 - (C) Clarity
 - (D) Correctness
31. A periodic instalment which an insured has to pay to the insurance company in a insurance contract is 1
- (A) Stamp fee
 - (B) Claim
 - (C) Loan
 - (D) Premium
32. The Implied Warranty under the Fire Insurance wherein the policyholder must disclose all the material facts about the subject matter being insured to the insurer, honestly and truthfully is known as 1
- (A) Utmost good faith
 - (B) Mitigation of loss
 - (C) Changes without consent
 - (D) Good care

33. Insurance Regulatory Development Authority (IRDA) has its Headquarters at 1
- (A) Hyderabad
 - (B) Mumbai
 - (C) Shimla
 - (D) Mangaluru
34. Comprehensive package policy is also known as 1
- (A) Valued Policy
 - (B) Declaration Policy
 - (C) Consequential loss policy
 - (D) All Insurance Policy
35. In India, the number of General Insurance Companies owned by the Government are 1
- (A) 12
 - (B) 8
 - (C) 6
 - (D) 4
36. The Principle of Insurance wherein rights get transferred from the insured to the insurance company, when the insured is compensated for the financial loss is 1
- (A) Principle of Indemnity
 - (B) Principle of Subrogation
 - (C) Principle of Contribution
 - (D) Principle of Utmost good faith

37. The type of marine loss in which the ship is not destroyed completely but the cost of repairing would be greater than the value of property saved is 1
- (A) Actual total loss
 - (B) Salvage loss
 - (C) Constructive total loss
 - (D) General average loss
38. The type of Marine policy issued on works of art, sculptures, pictures etc. and whose value cannot be easily determined is 1
- (A) Comprehensive package policy
 - (B) Specific policy
 - (C) Valued policy
 - (D) Floating policy
39. A specific policy taken for ₹ 20,000 against property worth ₹ 40,000 and wherein loss suffered is ₹ 22,000. The insured will be entitled for a compensation of 1
- (A) ₹ 40,000
 - (B) ₹ 32,000
 - (C) ₹ 22,000
 - (D) ₹ 20,000
40. Under Fire Insurance the insured has to submit a claim for the loss with the insurer within a period of 1
- (A) 60 days
 - (B) 35 days
 - (C) 15 days
 - (D) 5 days