Name (in Capital Letters):

Roll Number:

Mobile Number:

Signature:

Note: Welcome to IIT Delhi and thanks for showing interest for joining the Institute as an employee. Please read the following instructions carefully:

1. . The Test for the post of Junior Assistant has TWO phases.

   Phase – I: Written Test (70 marks) of 2 hours duration. There are 70 questions in the written test and each question carries one mark each.

   Phase – II: Trade Test - 30 marks (to be conducted on 17th Feb'2020 at Computer Service Center, Ground Floor, Main Admin Building, Opposite to Seminar Hall for those who will qualify the written test conducted on 16th Feb'2020).

2. The Written Test will start at 10:00am on February 16, 2020. No candidate shall be allowed to leave the Examination Hall before finish of the test (except medical emergency)

3. Calculators and mobile phones or any other such gadgets or any other reading material etc. are not allowed during the test. Mobiles can be kept on the front desk in "Switched Off" mode.

4. Please answer all questions in the OMR sheet provided. Also fill in the information required carefully on the OMR sheet. Only duly filled in OMR sheet will be evaluated. Kindly mark the OMR sheet with Ball PEN. No duplicate OMR sheet will be issued.

5. There is only one correct /most appropriate answer to each question and the same may be properly indicated in the OMR sheet.

6. There is "No Negative Marking".

7. Except questions in the section on "GENERAL ENGLISH" all other questions are bi-lingual (Hindi and English). In-case of any ambiguity in translation, the ENGLISH version should be referred.

8. On completion of the examination, all candidates are required to submit the filled in OMR sheet and the Question Booklet to the invigilators in the examination hall.

9. The result of the Written Test will be displayed in front of the **Security Office and near the front gate of Lecture Hall Complex (LHC).**

10. Attempt will be made to inform the written test qualifiers through SMS text "You have qualified in the Written Test for the post of Junior Assistant". Kindly mention the number of the phone you are carrying in the OMR sheet for sending the information.

11. Kindly sign in all the pages of the question paper.

Wish you "All the BEST".

1/12

Part-A/ भाग–क

General English

Directions (1-4): In the following questions sentences are given with blanks to be filled in with appropriate word(s). Four alternatives are suggested for each question. Choose the correct alternative out of the four.

1. The company let me _____ time off work.

   (A) take   (B) taking   (C) to take   (D) took

2. I assume ____ with me.

   (A) everyone agreeing   (B) that everyone agrees
   (C) everyone to agree   (D) that everyone to agree

3. _____ the rain forests is very important, if we do not want the flora and fauna found there to become extinct.

   (A) Reserving   (B) Destroying
   (C) Preserving   (D) Maintaining

4. If I had helped him, he_____.

   (A) will not be drowned   (B) would be drowned
   (C) will not be drowned   (D) would not have drowned

Directions (5-8): In the following questions, choose the word opposite in meaning to the given word.

5. Denounce

   (A) grant   (B) praise   (C) signify (D) confirm

6. Disorderly

   (A) chaotic   (B) linear (C) adjusted   (D) arranged

7. Eloquent

   (A) lucid (B) vivid (C) short   (D) inarticulate

8. Glossy

   (A) dull   (B) shining   (C) weary   (D) tired

Directions (9-12): In each of the following questions, four alternatives are given for the meaning of the given Idiom/Phrase. Choose the alternative which best expresses the meaning of the Idiom/Phrase.

9.   A bolt from the blue

      (A)   a delayed event   (B)   an inexplicable event
      (C)   an unexpected event   (D)   an unpleasant event

10.   Cold comfort

      (A)   absurdity   (B)   deception
      (C)   slight satisfaction   (D)   foolish proposal

11.   To be all at sea.

      (A)   A family voyage   (B)   lost and confused
      (C)   in the middle of the ocean   (D)   a string of island

12.   To take to one's heels

      (A)   to walk slowly   (B)   to run away
      (C)   to march forward   (D)   to hop and jump

Directions (13-16): In the following questions, four alternatives are given for the idiom/phrase printed in **bold**. Choose the alternative which best expresses the meaning of the idiom/phrase.

13.   In spite of his recent financial troubles, Ashok has not learnt **to cut his coat according to his cloth**.

      (A)   overcome his problem   (B)   wear modest clothes
      (C)   improve his tailoring abilities   (D)   live within his income

14.   The secretary had the information **at her fingertips**.

      (A)   on her typewriter   (B)   readily available
      (C)   in the compact disc   (D)   not accessible

15.   Eventually he decided **to take the bull by the horns**

      (A)   to check rumours from spreading   (B)   to inflict a crushing defeat upon the enemy
      (C)   to face danger   (D)   to restrain anger

16.   Consoling her daughter, the mother said that there was no use **crying over spilled milk**.

      (A)   to slip and spill milk
      (B)   complaining about an event that cannot be changed
      (C)   worrying about the milk that was spilled
      (D)   to cry demanding a glass of milk

Directions (17-20): In the following questions, some parts of the sentences have errors and some are correct. Find out which part of a sentence has an error. The number of that part is your answer. If a sentence is free from error, then your answer is (D) i.e., No error.

17. With our great annoyance, (A)/ we found the ground (B)/ filled with broken glasses. (C)/ No error. (D)

18. He was (A)/ a learnt man among lords, (B) / and a lord among learned men. (C)/ No error. (D)

19. The new device (A)/ aims at eliminating (B)/ the risk of short-circuiting. (C)/ No error. (D)

20. You can eat (A)/as much as you like (B)/at the newly lunch bar (C)/No error (D)

Directions (21- 22): Provide one word substitution for the following sentences

21.   A person who thinks of only himself.
       (A) Egoist   (B) Eccentric   (C) Proud   (D) Boaster
22.   The practice of having more than one wife.
       (A) Bigamy   (B) Polyandry   (C) Polygamy   (D) Monogamy

Directions (23-25): Read the passage and answer the questions that follow:

It has often been said that the scale of natural phenomena in India and her total dependence on the monsoon, have helped to form the character of her people. Even today, major disasters, such as flood, famine and plaque, are hard to check, and in olden times, their control was almost impossible. Many other ancient civilizations, such as those of the Greeks, Romans and Chinese, had to contend with hard winters, which encouraged sturdiness and resourcefulness. India, on the other hand, was blessed by a bounteous nature, which demanded little of man in return for, but in her terrible anger could not be appeased by any human effort. Hence it has been suggested that the Indian character has tended to quietism, accepting fortune and misfortune alike without complaint.

23. The author's main argument is
       (A) Description of natural phenomena of India
       (B) Unpredictability of Indian Monsoon
       (C) Correlation between the climate and the character of inhabitants of a region
       (D) Hardships caused by natural calamities

24. The expression "India on the other hand, was blesses by a bounteous nature....." means
       (A) Indian soil is fertile
       (B) India is a land of flora and fauna
       (C) Indian people have been rewarded more generously by nature in proportion to their efforts
       (D) Indian soil is suited for growing a variety of crops

25. Which trait of Indian Character has been formed by the monsoon
       (A) Fatalism   (B) Sturdiness
       (C) Asceticism   (D) Epicureanism

Part-B / भाग—ख

Office Procedures / कार्यालय पद्धति

26. What is the maximum limit of un-availed portion of Earned Leave that can be encashed by a Govt. servant at the time of his/her retirement?
    - (A) 100 days
    - (B) 200 days
    - (C) 300 days
    - (D) 400 days

26. अर्जित अवकाश के अनुपभुक्त हिस्से की अधिकतम सीमा क्या है जिसके एवज़ में सेवानिवृत्ति के समय एक सरकारी कर्मचारी द्वारा नक़द प्राप्त किया जा सकता है?
    - (A) 100 दिन
    - (B) 200 दिन
    - (C) 300 दिन
    - (D) 400 दिन

27. The business to be conducted in any meeting is conveyed to the members through
    - (A) Letter
    - (B) Notice
    - (C) Agenda
    - (D) Both (B) & (C)

27. किसी बैठक में संचालित किया जाने वाला बिजनेस सदस्यों को किस माध्यम से अवगत कराया जाता है
    - (A) पत्र
    - (B) सूचना
    - (C) कार्यसूची (एजेंडा)
    - (D) दोनो (B) तथा (C)

28. A central government employee is due to retire on attaining 60 years of age. His date of birth is January 1, 1960. His retirement date is
    - (A) January 1, 2020
    - (B) December 31,2019
    - (C) January 31, 2020
    - (D) None of these

28. एक केन्द्रीय सरकारी कर्मचारी 60 वर्ष की आयु प्राप्त होने पर सेवा निवृत्त होने वाला है, यदि उसकी जन्मतिथि 1 जनवरी 1960 है तो उसकी सेवा निवृत्ति की तिथि क्या होगी?
    - (A) 1 जनवरी 2020
    - (B) 31 दिसम्बर 2019
    - (C) 31 जनवरी 2020
    - (D) इनमे से कोई नहीं

29. In order to maintain the office equipment in good running condition often organizations resort to a yearly system of contract with the vendor/supplier. What is this contract called?
    - (A) Repair & Maintenance Contract
    - (B) Annual Maintenance Contract
    - (C) Annual Contract
    - (D) None of these.

29. कार्यालय उपकरणों (ऑफिस इक्विपमेंट) की अच्छी स्थिति बनाए रखने हेतु प्राय: विक्रेता/आपूर्तिकर्ता के साथ वार्षिक अनुबंध का सहारा लिया जाता, इस अनुबंध को क्या कहा जाता है?
    - (A) मरम्मत एवं रखरखाव अनुबंध
    - (B) वार्षिक रखरखाव अनुबंध
    - (C) वार्षिक अनुबंध
    - (D) इनमे से कोई नहीं

30. ICC under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 stands for –
    - (A) International Complaint Committee
    - (B) Internal Complaint Committee
    - (C) Internal Complaints Committee
    - (D) Inquiries into Complaint Committee

30. कार्यस्थल पर महिलाओं के यौन उत्पीड़न (रोकथाम, निषेध और निवारण) अधिनियम, 2013 के तहत आई.सी.सी. का तात्पर्य है :–
    - (A) अंतर्राष्ट्रीय शिकायत समिति
    - (B) आंतरिक शिकायत समिति
    - (C) आंतरिक शिकायतों की समिति
    - (D) शिकायत समिति में पूछताछ

31. The term 'QUORUM 'relating to any meeting denotes what?
    - (A) Presence of minimum number of members required to conduct the meeting
    - (B) Total number of members who are called for the meeting
    - (C) Both (A) & (B)
    - (D) None of the above

31. किसी बैठक के संबंध में गणपूर्ति (कोरम) शब्द क्या दर्शाता है
    - (A) बैठक का संचालन करने हेतु आवश्यक न्यूनतम सदस्यों की उपस्थिति
    - (B) कुल सदस्यों की संख्या जिन्हे बैठक में बुलाया जाता है
    - (C) दोनो (A) तथा (B)
    - (D) इनमे से कोई नहीं

32. What is the maximum number of days of casual leave that can be granted to a Govt. servant at any one time?

(A)   5 days   (B)   8 days
(C)   6 days (D)   7 days

33. In a two bid system, what are the two bids -(i) Technical bid (ii) Dynamic bid (iii) Financial bid (iv) Online bid

(A)   (i) and (iii)   (B)   (i) and (ii)
(C)   (ii) and (iv)   (D)   (ii) and (iii)

34.. What is the percentage of Employer's contribution under National Pension Scheme (NPS) from 1.4.2019?

(A)   10%   (B)   12%
(C)   14%   (D)   15%

35. The full form of DO Letter is

(A) Divisional Official Letter
(B) Direct Official Letter
(C) Demi –Official Letter
(D) None of these.

36. IIT Act was passed in the year

(A) 1959   (B) 1960
(C) 1961   (D)1962

37. The process of discarding old documents and files is called.
(A) Culling
(B) Weeding
(C) Destroying
(D) All of the above

38. The decisions taken during a meeting are recorded as
(A) Notes   (B) Resolution
(C) Minutes   (D) Both (B) & (C)

39. A financial estimate of receipts and expenditure of an organization is called
 (A) Accounts   (B) Budget
(C) Projection   (D) None of these

32. एक समय में किसी भी सरकारी कर्मचारी को दी जा सकने वाली आकस्मिक अवकाश की अधिकतम संख्या क्या है?

(A)   5 दिन   (B)   8 दिन
(C)   6 दिन   (D)   7 दिन

33. दो निविदा प्रणाली में, दो निविदा क्या हैं? –(i) तकनीकी निविदा (ii) गतिशील निविदा (iii)वित्तीय निविदा (iv) ऑनलाइन निविदा।

(A)   (i) और (iii)   (B)   (i) और (ii)
(C)   (ii) और (iv)   (D)   (ii) और (iii)

34. 01.04.2019 से राष्ट्रीय पेंशन प्रणाली के तहत नियोक्ता के योगदान का प्रतिशत क्या है?

(A)   10%   (B)   12%
(C)   14%   (D)   15%

35. डी. ओ. पत्र का पूरा नाम है
(A) डिवीज़नल ऑफिसियल पत्र
(B) डाइरेक्ट ऑफिसियल पत्र
(C) डेमी-ऑफिसियल पत्र
(D) इनमे से कोई नहीं

36. आई आई टी अधिनियम (एक्ट) किस वर्ष में पारित हुआ था?

(A)   1959   (B)   1960
(C)   1961   (D)   1962

37. पुराने दस्तावेजों और फ़ाइलों को डिस्कार्ड करने की प्रक्रिया को कहा जाता है:
(A) कल्लिंग
(B) वीडिंग
(C) डेस्ट्राईंग
(D) ये सभी

38. एक बैठक के निर्णय किस रूप में दर्ज किए जाते हैं
(A)   नोट्स   (B)   संकल्प
(C)   कार्यवृत्त (मिनट)   (D)   दोनो (B) तथा (C)

39. किसी संगठन की प्राप्तियों (रिसीप्ट्स) और व्यय के वित्तीय अनुमान को कहा जाता है
(A) लेखा   (B) बजट
(C) प्रोजेक्सन   (D) इनमे से कोई नहीं

40. What is the maximum number of days within which an applicant is to be provided response by a public authority under RTI Act, 2005?

(A) 30 days   (B) 60 days
(C) 90 days   (D) 45 days

41. Total number of IITs at present in India is

(A) 21   (B) 23
(C) 25   (D) 22

42. In the initial phase of its establishment, IIT Delhi received substantial assistance in the form of equipment and expert service etc. from

(A) USA   (B) United Kingdom
(C) Germany   (D) USSR

43. One of the following activities undertaken by a government servant may not require prior permission from the organization –

(A) To join educational institutions or course of studies for university degree
(B) To accept fee for work done for any private or public body or person
(C) To enter into negotiations with private firms to secure commercial employment even while in service
(D) To seek redressal in a Court of Law for grievances arising out of employment or conditions of service

44 The IITs are autonomous bodies under

(A) Ministry of Human Resource Development
(B) Ministry of Finance
(C) Ministry of Science and Technology
(D) Prime Minister's Office

40. सूचना का अधिकार अधिनियम, 2005 के तहत अधिकतम कितने दिनों के भीतर एक आवेदक को जनसूचना अधिकारी द्वारा अपना जवाब दे देना है?

(A) 30 दिन   (B) 60 दिन
(C) 90 दिन   (D) 45 दिन

41. भारत में इस समय कुल कितनी आई आई टी हैं

(A) 21   (B) 23
(C) 25   (D) 22

42. उपकरणों एवं विशेषज्ञ सेवाओं के रूप में आई आई टी दिल्ली को प्रारंभ में सहायता किस देश से प्राप्त हुई

(A) संयुक्त राज्य अमेरिका   (B) यूनाईटेड किंगडम
(C) जर्मनी   (D) यू एस एस आर

43. एक सरकारी कर्मचारी द्वारा निम्नलिखित गतिविधियों में से किसी एक गतिविधि के लिए विभाग से पूर्व अनुमति की आवश्यकता नहीं होती है?

(A) विश्वविद्यालय की उपाधि के लिए शैक्षिक संस्थानों या अध्ययन के पाठ्यक्रम में शामिल होने के लिए
(B) किसी भी निजी या सार्वजनिक निकाय या व्यक्ति के लिए किए गये कार्य के लिए शुल्क स्वीकार करने के लिए
(C) सेवा में रहते हुए भी व्यावसायिक रोजगार सुरक्षित करने लिए निजी कम्पनियों के साथ बातचीत करने के लिए
(D) रोजगार या सेवा की शर्तों से उत्पन्न शिकायतों के लिए न्यायालय में कानूनी-निवारण प्राप्त करने के लिए

44. आई आई टी किसके अंतर्गत स्वायत्त निकाय है

(A) मानव संसाधन विकास मंत्रालय
(B) वित्त मंत्रालय
(C) विज्ञान और प्रौद्योगिकी मंत्रालय
(D) प्रधानमंत्री कार्यालय

45. Joint Entrance Examination (Mains) is conducted by

   (A) Indian Institute of Technology
   (B) Indian Institute of Management
   (C) Central Board of Secondary Education
   (D) None of the Above

46. What is the percentage of reservation provided for Persons with Disabilities –

   (A) 10%   (B) 3%
   (C) 4%   (D) 5%

47. Total number of second generation IITs (started/converted during 2008-2012) are

   (A) 8
   (B) 9
   (C) 7
   (D) 10

48. The income from all sources for the financial year prior to the year of application for the purpose of EWS reservation should not exceed

   (A) Rs. 5 lakhs
   (B) Rs. 6 lakhs
   (C) Rs. 7 lakhs
   (D) Rs. 8 lakhs

49. What is the number of pay levels available in Pay Matrix for Government Servants (Civilian Employees), upon implementation of 7th Pay Commission?
   (A) 15
   (B) 18
   (C) 20
   (D) 16

45. संयुक्त प्रवेश परीक्षा (मुख्य) निम्न में से किसके द्वारा आयोजित की जाती है
   (A) भारतीय प्रौद्योगिकी संस्थान
   (B) भारतीय प्रबंधन संस्थान
   (C) केंद्रीय माध्यमिक शिक्षा बोर्ड
   (D) इनमें से कोई नहीं

46. शारीरिक रूप से अक्षम व्यक्तियों के लिए आरक्षण का प्रतिशत क्या है?

   (A) 10%   (B) 3%
   (C) 4%   (D) 5%

47. दूसरी पीढ़ी के आईआईटी, जो (2008-2012 के दौरान शुरू हुए / आई आई टी में परिवर्तित) हुए की कुल संख्या क्या है?

   (A) 8
   (B) 9
   (C) 7
   (D) 10

48. ई डब्लु एस आरक्षण हेतु आवेदन पत्र प्रस्तुत करने के वर्ष से पूर्व वाले वित्तीय वर्ष में सभी स्रोतों से होने वाली अधिकतम आय क्या होनी चाहिए?

   (A) 5 लाख रुपये
   (B) 6 लाख रुपये
   (C) 7 लाख रुपये
   (D) 8 लाख रुपये

49. सातवें वेतन आयोग के लागू होने के पश्चात सरकारी (सिविलियन) कर्मचारियों हेतु पे-मेट्रिक्स में कितने पे-लेवल का प्रावधान किया गया है
   (A) 15
   (B) 18
   (C) 20
   (D) 16

50. The Central Government declares the birth anniversary of Baba Saheb Dr. B. R. Ambedkar as a holiday every year. This holiday is not mentioned in the list of 'Gazetted Holidays' of the Central Government. Under what provisions this holiday is declared?
(A) Special Powers of the Central Government
(B) Presidential Orders
(C) Negotiable Instruments Act
(D) All of these

50. केंद्र सरकार प्रत्येक वर्ष बाबा साहेब डॉ बी आर अंबेडकर की जयंती को अवकाश के रूप में घोषित करती है। इस अवकाश का उल्लेख केंद्र सरकार के 'राजपत्रित अवकाश' की सूची में नहीं है। किन प्रावधानों के तहत यह अवकाश घोषित किया जाता है?

(A) केंद्र सरकार के विशेषाधिकार
(B) राष्ट्रपति के आदेश
(C) निगोसीएवल इन्स्ट्रूमेंट्स एक्ट
(D) ये सभी

Part-C/ भाग—ग
Simple Arithmetic / सामान्य अंकगणित

51. If the average of *a* and *b* is 40 and the average of *b* and *c* is 60. What is the value of $c - a$?
[A] 50   [B] 40
[C] 58   [D] 62

51. यदि *a* और *b* का औसत 40 है तथा *b* और *c* का औसत 60 है तो $c - a$ का मान क्या होगा?
[A] 50   [B] 40
[C] 58   [D] 62

52. A cyclist moving on a circular track of radius 84 meters completes one revolution in 4 minutes. What is the speed of the cyclist?
[A] 140 m/min   [B] 121 m/min
[C] 132 m/min   [D] 146 m/min

52. 84 मी0 की त्रिज्या के एक वृत्ताकार ट्रैक पर घूमने वाला साइकिल चालक 4 मिनट में एक चक्कर पूरा करता है। साइकिल चालक की गति क्या है?
[A] 140 मी./मिनट   [B] 121 मी./मिनट
[C] 132 मी./मिनट   [D] 146 मी./मिनट

53. A number is increased by 20% and then decreased by 40%. The result is what percent of the original number?
[A] 72%   [B] 82%
[C] 100%   [D] 63%

53. एक संख्या पहले 20 प्रतिशत बढ़ाई जाती है और उसके बाद में 40 प्रतिशत घटाई जाती है। उसका परिणाम मूल संख्या का कितना प्रतिशत है?
[A] 72%   [B] 82%
[C] 100%   [D] 63%

54 The perimeter of a square is twice the perimeter of a rectangle. If the perimeter of the square is 72 cms and the length of the rectangle is 12 cms, what is the difference between the side of the square and the breadth of the rectangle?

[A] 9 cm   [B] 12 cm
[C] 18 cm   [D] 3 cm

54. एक वर्ग की परिधि एक आयत की परिधि की दुगनी है। यदि वर्ग की परिधि 72 सेमी है और आयत की लंबाई 12 सेमी है तो वर्ग की भुजा और आयत की चौड़ाई में कितना अंतर है ?

[A] 9 सेमी   [B] 12 सेमी
[C] 18 सेमी   [D] 3 सेमी

55. Find compound interest on Rs. 7500 at 4% per annum for 2 years, compounded annually?

[A] 710   [B] 612
[C] 622   [D] 610

56. A copper ball of 18 cm diameter is drawn into a wire of 4mm diameter. What will be the length in meters of the wire so drawn?

[A] 243   [B] 2430
[C] 24.3   [D] 2.43

57. A train of length 270 meters is running at 36 km per hour. How much time it will take to cross a bridge of 180 meters?

[A] 45 seconds   [B] 50 seconds
[C] 35 seconds   [D] 40 seconds

58. Odd numbers from 1 to 45, which are divisible by 3, have been arranged in an ascending order series. Which number will come at serial number 6?

[A] 18   [B] 24
[C] 33   [D] 36

59. A man performs 2/15th of his journey by train, 9/20th by bus and remaining 10 kilometer by cycle. How many kilometers his total journey is?

[A] 15.6   [B] 24
[C] 16.4   [D] 12.8

60. Cost of 8 buckets and 5 mugs is Rs. 92 and the cost of 5 buckets and 8 mugs is Rs. 77. Find out the cost of 2 mugs and 3 buckets.

[A] Rs. 35   [B] Rs. 70
[C] Rs. 30   [D] Rs. 38

55. रु. 7500 की धनराशि पर 4 प्रतिशत प्रतिवर्ष की ब्याज दर से 2 वर्ष का चक्रवृद्धि ब्याज कितना होगा?

[A] 710   [B] 612
[C] 622   [D] 610

56. एक तांबे के गोले को जिसका व्यास 18 सेमी है खींचकर 4 मिमी व्यास वाले एक तार में ढाला गया है। तदनुसार उस तार की लंबाई कितने मीटर होगी?
[A] 243   [B] 2430
[C] 24.3   [D] 2.43

57. 270 मीटर लम्बी एक रेलगाड़ी 36 किलोमीटर प्रति घंटा की गति से चल रही है। तदनुसार वह 180 मीटर लम्बे पुल को कितने समय में पार कर लेगी ?
[A] 45 सेकिंड   [B] 50 सेकिंड
[C] 35 सेकिंड   [D] 40 सेकिंड

58. 1 से 45 तक की उन विषम संख्याओं को जो 3 से विभाजित हों एक आरोही क्रम में रखा गया है, जो संख्या क्रम संख्या 6 पर आएगी उसकी राशि है
[A] 18   [B] 24
[C] 33   [D] 36

59 एक व्यक्ति अपनी यात्रा का 2/15 भाग रेल से पूरी करता है, 9/20 भाग बस से करता है और शेष 10 किलोमीटर साईकिल से चलता है। उसकी कुल यात्रा कितने किलोमीटर है ?

[A] 15.6   [B] 24
[C] 16.4   [D] 12.8

60 8 बाल्टियों और 5 मगों की कुल लागत 92 रुपए है और 5 बाल्टियों और 8 मगों की कुल लागत 77 रुपए है। तदनुसार 2 मगों तथा 3 बाल्टियों की लागत ज्ञात कीजिये।

[A] 35 रुपए   [B] 70 रुपए
[C] 30 रुपए   [D] 38 रुपए

61. In a square field of 50 meter side, production of rice is 1000kg. How much rice will be produced in same type of square field having a side of 100 meters

[A] 2000 kg   [B] 1100 kg

[C] 4000 kg   [D] 1150 kg

62. A sum at simple interest at a rate of $13\frac{1}{2}\%$ per annum amounts to Rs. 2502.50 after 4 years. Find the sum?

[A]   1925   [B]   1775
[C]   1675   [D]   1625

63. If square of sum of two numbers is 4 times of their multiplication, what will be the ratio of these two numbers?

[A] 1:3   [B] 1:1

[C] 1:2   [D] 2:1

64. A person invests Rs. 4000 for three years and Rs. 3000 for 5 years at the same rate of simple interest. She gets Rs. 150 more as interest on her second investment. What is the annual rate of interest?

[A] 4%   [B] 4.5%

[C] 5%   [D] 6%

65. A man sold 250 chairs and earned profit equal to selling price of 50 chairs. What was his profit percentage?

[A] 25%   [B] 50%

[C] 15%   [D] 20%

66. A library has an average of 510 visitors on Sundays and 240 on other days. The average number of visitors per day in month of 30 days beginning with a Sunday is?
[A]   250   [B]   276
[C]   280   [D]   285

61 50 मीटर भुजा वाले एक वर्गाकार क्षेत्र में चावल का उत्पादन 1000 किग्रा है। तदनुसार उसी तरह के 100 मीटर भुजा वाले एक खेत में कितने चावल का उत्पादन होगा

[A] 2000 किलोग्राम   [B] 1100 किलोग्राम

[C] 4000 किलोग्राम   [D] 1150 किलोग्राम

62. किसी धन का साधारण ब्याज की $13\frac{1}{2}$ वार्षिक दर से 4 वर्ष का मिश्रधन रु. 2502.50 है। वह धन ज्ञात कीजिए।

[A]   1925   [B]   1775
[C]   1675   [D]   1625

63. यदि दो संख्याओं के योग का वर्ग उनके गुणनफल का 4 गुना है, तो उन दो संख्याओं का अनुपात क्या होगा?
[A] 1:3   [B] 1:1

[C] 1:2   [D] 2:1

64. एक व्यक्ति 4000 रुपये तीन वर्षों के लिए और 3000 रुपये पाँच वर्षों के लिए एक समान साधारण ब्याज पर निवेश करता है। उसे बाद वाले निवेश पर 150 रुपए अधिक ब्याज प्राप्त होता है। वार्षिक ब्याज की दर कितनी है?

[A] 4%   [B] 4.5%

[C] 5%   [D] 6%

65. एक व्यक्ति ने 250 कुर्सियाँ बेचीं और उन पर 50 कुर्सियों की बिक्री मूल्य के बराबर लाभ प्राप्त किया। उसके लाभ का प्रतिशत कितना था?
[A] 25%   [B] 50%

[C] 15%   [D] 20%

66. एक पुस्तकालय में रविवार को आगन्तुकों का औसत 510 तथा अन्य दिनों में 240 है। 30 दिनों के महीनें में जिसकी रविवार से शुरूआत होती है। आगन्तुकों की दैनिक औसत संख्या क्या होगी?
[A]   250   [B]   276
[C]   280   [D]   285

67. A hostel has food material for 50 students sufficient for 45 days. For how many days the same quantity of food material will be sufficient for 75 students

[A] 25 days   [B] 28 days

[C] 30 days   [D] 40 days

67 एक छात्रावास में 50 छात्रों के लिए 45 दिन की भोजन सामग्री है तो यह खाद्य सामग्री 75 छात्रों के लिए कितने दिनों के लिए पर्याप्त होगी?

[A] 25 दिन   [B] 28 दिन

[C] 30 दिन   [D] 40 दिन

68. A and B together can complete a piece of work in 4 days. If A alone can complete the same work in 12 days, in how many days can B alone complete that work?

[A]   6 days   [B]   5 days
[C]   7 days   [D]   10 days

68. A और B किसी कार्य को साथ में मिलकर 4 दिनों में पूरा कर सकते हैं। यदि A उसी कार्य को 12 दिनों में पूरा कर सकता है उसी कार्य को B कितने दिनों में पूरा करेगा?

[A]   6 दिनों में   [B]   5 दिनों में
[C]   7 दिनों में   [D]   10 दिनों में

69. The average weight of 21 students is 64 kg. If the weight of the teacher is added, the average weight is increased by one (1) kg. What is the weight of the teacher?
[A] 86 kg   [B] 64 kg
[C] 72 kg   [D] 98 kg

69. 21 छात्रों का औसत वजन 64 किलोग्राम है यदि शिक्षक का वजन जोड़ा जाता है, तो औसत वजन एक (1) किलोग्राम बढ़ जाता है। शिक्षक का वजन क्या है?

[A] 86 किलोग्राम   [B] 64 किलोग्राम

[C] 72 किलोग्राम   [D] 98 किलोग्राम

70. Raj sold an item for Rs 7000 and incurred a loss of 30 %. At what price should he have sold the item to have gained a profit of 30 %?

[A] Rs 13000   [B] Rs 10000
[C] Rs 9100   [D] Rs 11830

70. राज ने 7000 रुपए में एक वस्तु बेची और उसे 30% हानि हुई। उसे 30 % लाभ प्राप्त करने के लिए इस वस्तु को किस कीमत पर बेचना चाहिए था ?

[A] 13000 रुपए   [B] 10000 रुपए

[C] 9100 रुपए   [D] 11830 रुपए

COMPUTER TEST (On Paper) for the Post of Junior Assistant

Roll No:

Name:

Signature of Candidate:

Signature of Invigilator:

Time: 45 minutes.   Each question carries ½ marks.

Total marks: 20

There are 40 questions. All questions are compulsory. Put a tick (✓) mark for the correct answer.

1. What is the maximum number of lines you can set for a drop cap?

a. 3   b. 10   c. 15   d. 20

2. How many columns can you insert in a word document in maximum?

a. 35   b. 45   c. 55   d. 65

3. With word's auto correct entries, to display an indifferent face (:/) type _.

a. :)   b. :(c. :| d. :/

4. In mail merge operation which of the following might represent the main document?

a. A sales brochure   b. A form letter   c. A database names and addresses

d. All of the above

5. Ctrl + Z

a. Undo the last Action   b. Redo the last Action

c. Add the new page   d. Paste the contents from clipboard

6. What does Ctrl + = key effect?

a. Superscript   b. Subscript   c. All Caps   d. Shadow

7. The spike

a. Allows you to combine text from several documents and then insert all the text into one document at one time

b. Allows you to edit auto text entries

c. Allows you to format auto text entries

d. All of above

8. Which of the following is the second step in creating a macro?

a. Start recording

b. Using your mouse or keyboard, perform the task you want to automate

c. Assign a keyboard shortcut to the macro

d. Give the macro a name

9. If the number of columns is selected 1 and the line between check-box is marked, where is the line drawn?

a. in the left margin

b. in the right margin

c. both in left and right margin

d. None of Above

10. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?

a. From format menu choose bullets and Numbering and configure necessary setting

b. From Insert menu choose Page Number and specify necessary setting

c. Click on Page Number Format tool and specify required setting

d. All of above

11. Which of the following is not a way to complete a cell entry?

a. Pressing enter

b. Pressing any arrow key on the keyboard

c. Clicking the Enter button on the Formula bar

d. Pressing spacebar

12. Which is used to perform what if analysis?

a. Solver   b. Goal seek   c. Scenario Manager   d. All of above

13. Multiple calculations can be made in a single formula using

a. standard formulas   b. array formula   c. complex formulas   d. smart formula

14. To hold row and column titles in place so that they do not scroll when you scroll a worksheet, click the

a. Unfreeze panes command on the window menu

b. Freeze panes command on the window menu

c. Hold titles command on the edit menu   d. Split command on the window menu

15. Rounding errors can occur

a. When you use multiplication, division, or exponentiation in a formula

b. When you use addition and subtraction in a formula

c. Because excel uses hidden decimal places in computation

d. When you show the results of formulas with different decimal places on the calculated results

16. When you link data maintained in an excel workbook to a word document

a. The word document cannot be edited

b. The word document contains a reference to the original source application

c. The word document must contain a hyperlink

d. The word document contains a copy of the actual data

17. A circular reference is

a. Geometric modeling tool   b. A cell that points to a drawing object

c. A formula that either directly or indirectly depends on itself

d. Always erroneous

18. Which of the following is not a valid data type in excel

a. Number   b. Character   c. Label   d. Date/time

19. Which elements of worksheet can be protected from accidental modification

a. Contents   b. Objects   c. Scenarios   d. All of above

20. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?

a. Pie chart   b. Row chart   c. Line chart   d. Column chart

21. When you want to insert a blank imbedded excel object in a word document you can

a. Click the object command on the insert menu

b. Click the office links button on the standard toolbar

c. Click the create worksheet button on the formatting toolbar

d. Click the import excel command on the file menu

22. Which of the following is not a worksheet design criterion?

a. Efficiency   b. Aditibility   c. Description   d. Clarity

23. Which of the following formulas will Excel Not be able to calculate?

a. =SUM(Sales)-A3   b. =SUM(A1:A5)*.5

c. =SUM(A1:A5)/(10-10)   d. =SUM(A1:A5)-10

24. How many characters can be typed in a single cell in Excel?

a. 256   b. 1024   c. 32000   d. 65535

25. Which function will calculate the number of workdays between 6/9/2004 and 8/12/2004?

a. Workday   b. Date   c. Networkdays   d. All of the above

26. Concatenation of text can be done using

a. Apostrophe (')   b. Exclamation (!)   c. Hash (#)   d. Ampersand (&)

27. You can group noncontiguous worksheets with

a. The group button on the standard toolbar

b. The shift key and the mouse   c. The ctrl key and mouse   d. The alt+enter key

28. What term refers to a specific set of values saved with the workbook?

a. Range   b. Scenario   c. Trend line   d. What-if analysis

29. Which of the cell pointer indicates you that you can make selection?

a. Doctor's symbol (Big Plus)   b. small thin plus icon

c. Mouse Pointer with anchor at the tip   d. None of above

30. Which of the following you can paste selectively using Paste Special command?

a. Validation   b. Formats   c. Formulas   d. All of above

31. _ controls all the main slide control tasks for your presentation.

a. Task Pane   b. Task bar   c. Control Panel   d. None of the above

32. Which of the following statement is false?

(a) If you choose to select from one of the pre-made slide layouts, you can change the positioning

(b) If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout   (c) Blank slide is at the top of the 'Content layouts' area in the slide layout panel

(d) All of the above

33. What feature will you use to apply motion effects in between a slide exits and another enters?

(a) Slide transition   (b) Slide design   (c) Animation objects   (d) Animation Scheme

34. The difference between Slide design and Auto Content Wizard is _.

(a) Both are same   (b) Auto content wizard is just the wizard version of slide design

(c) Slide design doesn't provide sample content but Auto content wizard provides sample content

(d) Slide design asks your choice in steps but Auto content wizard doesn't let you make choices

35. Which of the following is not a part of Slide design?

(a) Design template   (b) Colour scheme   (c) Animation scheme   (d) Slide layout

36. In Microsoft power point, two kinds of sound effects files that can be added to the presentation are

(a) .wav files and .mid files

(b) .wav files and .gif files

(c) .wav files and .jpg files

(d) .jpg files and .gif files

37. E-mail address is made up of _.

(a) Single part   (b) Two parts   (c) Three parts   (d) Four parts.

38. The e-mail component of Internet Explorer is called _.

(a) message box   (b) outlook express   (c) messenger mailbox   (d) none of the above

39. Verification of a login name and password is known as _.

(a) configuration   (b) accessibility   (c) authentication   (d) logging in

40. Full form of HTML is _.

(a) Hyper Text Markup Language

(b) Hyper Text Manipulation Language

(c) Hyper Text Managing Links

(d) Hyper Text Manipulating Links.