

**WRITTEN TEST FOR RECRUITMENT TO THE POST OF OFFICE ASSISTANT
[OFFICE CLERK 'B'] / JR. PERSONAL ASSISTANT [JR. STENOGRAPHER]**

Test Booklet :

ADate : 28th May 2006

Time : 1330 hrs. to 1600 hrs.

Part- A : Arithmetic (Objective type)No. of questions
80**Part- B** : Computer Literacy (Objective type)

20

INSTRUCTIONS

1. The question paper is in the form of test booklet.
2. A separate OMR answer sheet is provided to all candidates.
3. Each objective question is provided with a text and figures wherever applicable with multiple answers a), b), c) and d), which includes one correct answer.
4. Refer answer sheet instructions and use **HB pencil** for answering all the questions.
5. All questions carry equal marks.
6. Multiple answers for a question will be regarded as wrong answer.
7. Although the test stresses on accuracy more than speed, it is important for you to use your time as effectively as possible.
8. Do not waste time on questions which are too difficult for you. Go on to other questions and come back to the difficult ones later.
9. Question booklets have been marked with **A or B or C or D or E or F** on the right hand top corner, which shall be written on the answer sheet in the box and bubble appropriately.
10. Enter your name and roll number correctly on the OMR answer sheet.
11. Enter all information as per the instructions given in the answer sheet.
12. Space available in the Question booklet could be used for rough work, if required and no separate sheet will be provided.
13. At the end of the test (1) Written test Call Letter with photograph (2) OMR Answer Sheet and (3) Test Booklet shall be returned to the Invigilator.

**WRITTEN TEST FOR THE POST OF OFFICE ASSISTANT [OFFICE
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PART-A -- ARITHMETIC

A

Directions for Qn.1 and 2: In each of the following number series a wrong number is given. Find out the wrong number.

1. 1 3 6 11 20 39 70
a) 3 b) 39 c) 11 d) 20
2. 50 51 47 56 42 65 29
a) 51 b) 47 c) 56 d) 42
3. What is the sum of all even numbers from 1 – 40 ?
a) 160 b) 420 c) 210 d) 480
4. Which of the following numbers is exactly divisible by 99 ?
a) 114345 b) 3572404 c) 135792 d) 913464
5. A number when divided by 357 leaves a remainder 39. By dividing the same number by 17, the remainder obtained is :
a) 0 b) 1 c) 4 d) 5
6. The least number which when divided by 15, 27, 35 and 42 leaves in each case a remainder 7, is:
a) 1883 b) 1897 c) 1987 d) 2007
7. The sum of squares of two numbers is 80 and the square of their difference is 36. The product of the two numbers is:
a) 22 b) 44 c) 58 d) 116
8. Which fraction is equal to 0.20 % ?
a) $\frac{1}{20}$ b) $\frac{1}{50}$ c) $\frac{1}{400}$ d) $\frac{1}{500}$
9. Find the missing term in the following sequence :
4, 9, 19, --, 79
a) 36 b) 37 c) 38 d) 39
10. In an examination, a student scores 4 marks for every correct answer and loses one mark for every wrong answer. A student attempts all the hundred questions and scores 210 marks. The number of questions he answered correctly was :
a) 70 b) 62 c) 64 d) 68

: 2 :

11. If Rs. 900 amounts to Rs. 1,080 in 4 years at simple interest, what sum will amount to Rs.1,275 in 5 years at the same rate?
a) Rs.1,020 b) Rs.1,050 c) Rs.1,080 d) Rs.1,200
12. A sum of money at compound interest amounts to thrice itself in 3 years. In how many years will it be 9 times itself?
a) 18 b) 12 c) 9 d) 6
13. Of the following fractions, which is less than $\frac{2}{3}$?
a) $\frac{7}{8}$ b) $\frac{5}{6}$ c) $\frac{3}{4}$ d) $\frac{3}{5}$
14. The difference between the compound interest and the simple interest on a certain sum at 5% per annum for 2 years is Rs.1.50, the sum is :
a) Rs. 600 b) Rs. 500 c) Rs. 400 d) Rs. 300
15. A can do a piece of work in 25 days and B can finish it in 20 days. They work together for 5 days and then A goes away. In how many days will B finish the work?
a) 10 days b) 11 days c) 20 days d) $33 \frac{1}{11}$ days
16. A can do a piece of work in 40 days. He worked at it for 5 days and B finished the remaining work in 21 days. In how many days can A and B together finish the work?
a) 13 days b) 15 days c) $6 \frac{2}{3}$ days d) $18 \frac{1}{7}$ days
17. Arvind purchased a wrist watch with 30 percent discount on the labelled price. He sold it with 40 percent profit on the price he bought. What was his percent loss on the labelled price?
a) 8 b) 2 c) 6 d) 4
18. An amount of money is to be distributed among P,Q and R in the ratio of 7:3:11. If the total share of P and Q together is Rs.15000, what is the difference between P and R's share?
a) Rs.3000 b) Rs.9000 c) Rs.4500 d) Rs.6000
19. $\frac{2}{3}$ of a consignment was sold for a profit of 6% and the rest at a loss of 3%. If the sale has an overall profit of Rs.540/, then the value of the consignment will be
a) Rs.16,000 b) Rs.17,000 c) Rs.18,000 d) Rs.19,000
20. $\frac{1}{4}$ of a number subtracted from $\frac{1}{3}$ of a number gives 12. Then the number is
a) 144 b) 140 c) 134 d) 130
21. Jayesh earns 60% more money than Kabir. Kabir earns 20% less than Akash. If Kabir's income is Rs. 5000 by what percent is Jayesh's earning more than Akash?
a) 28 b) 48 c) 72 d) None of these

... 3 ..

: 3 :

22. Varun purchased a steel wire. He cut 16 pieces of 2.5 metres, 12 pieces of 1.5 metres and 20 pieces of 0.5 metres. Instead if he had cut pieces of 1.7 metres only, how many pieces could have been made?
a) 30 b) 60 c) 80 d) 40
23. Three-fifty of two third of one-fourth of a number is 40 more than one-sixth of 660. What is 50 percent of that number?
a) 1500 b) 700 c) 800 d) None of these.
24. 75% of a number when added to 75 becomes the number itself. The number is:
a) 150 b) 200 c) 225 d) 300
25. The average height of 30 girls out of a class of 40 is 160 cms. and that of the remaining girls is 156 cms. The average height of the whole class is:
a) 158 cms. b) 158.5 cms c) 159 cms d) 159.5 cms
26. How many times do the hands of a clock point towards each other in a day?
a) 24 b) 20 c) 12 d) 22
27. Two stations A and B are 110 km apart on a straight line. One train starts from A at 7 a.m. and travels towards B at 20 kmph. Another train starts from B at 8 a.m. and travels towards A at a speed of 25 kmph. At what time will they meet?
a) 9a.m. b) 10a.m. c) 11a.m. d) 10.30a.m.
28. The ratio between the present ages of P and Q is 3:4. If the ratio of their ages after four years becomes 7:9, what is Q's age at present?
a) 24 years b) 30 years c) 28 years d) None of these.
29. How long will a train 60m long traveling at 40 km an hour take to pass through a station whose platform is 90m long
a) 12.5 seconds b) 13.5 seconds c) 14.5 seconds d) 15.5 seconds
30. By how much percent is four-fifth of 70 lesser than five-seventh of 122?
a) 42% b) 30% c) 24% d) 36%
31. The radius of a circle is increased by 1%. What is the increase percent in its area?
a) 1.1% b) 1% c) 2% d) 2.01%
32. Which of these is the same as 0.07 Kg?
a) 0.7 g b) 7 g c) 70 g d) 700 g
33. If the square root of 9 is 3, then the square root of .9 is
a) .3 b) .03 c) .09 d) .95

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: 4 :

34. If the average of 5 and K is equal to the average of 5, 12 and K, then the value of K is
a) 1 b) 19 c) 21 d) 17
35. A cylindrical water tank has a diameter of 7 meters and tank contains 2000 litres in the tank. What is the depth of water in the tank to the nearest centimeter?
a) 1 b) 5 c) 52 d) 130
36. Sarah is twice as old as her youngest brother. If the difference between their ages is 15 years. How old is her youngest brother ?
a) 10 b) 15 c) 20 d) 25
37. If $3x = 6x - 15$ then $x + 8 = ?$
a) 5 b) 10 c) 11 d) 13

Directions: Study the following table carefully and answer the questions given below: (Q38-41)

Number of five different types of vehicles produced by a company over the year (in thousand)

Year	Type of vehicles					Total
	A	B	C	D	E	
1988	342	180	95	102	68	787
1989	260	98	78	112	72	620
1990	316	156	101	118	94	785
1991	294	164	92	106	105	761
1992	308	175	143	164	116	906
1993	312	168	105	134	138	857

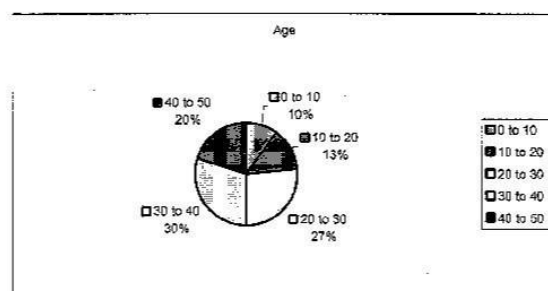
38. The percentage of production of vehicle A to the total production of all the types of together was minimum in which of the following years among the given years?
a) 1992 b) 1993 c) 1989 d) 1988
39. The total of production of vehicle C in 1989 and vehicle D in 1988 was equal to the production of vehicle B in which of the following years?
a) 1991 b) 1990 c) 1988 d) 1992
40. What was the approximate percentage increase in the production of vehicle E from 1989 to 1990?
a) 50 b) 30 c) 40 d) 15
41. The production of vehicle B in 1990 was approximately what percent of the total production of all types of vehicles together in the same year?
a) 40 b) 10 c) 30 d) 20

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42. Three-fourth of a number is 20 less than 80% of the same number. What is 60 percent of that number?
a) 280 b) 360 c) 300 d) None of these
43. Jeevan purchased 30 kg of rice at the rate of Rs.11.75 per kg and 25 kgs of rice at the rate of Rs.12.25 per kg. He mixed the two and sold the mixture. Approximately, at what rate he sold the mixture to make 40 percent profit in the transaction?
a) Rs.16.00 b) Rs.16.50 c) Rs.16.75 d) Rs.17.25
44. The average age of 25 boys and the class teacher is 16 years. If the ages of the class teacher and one of the boys are excluded the average reduces to 15. What is the teacher's age?
a) 41 years b) 28 years c) 26 years d) Data inadequate
45. The cube root of 5.832 is:
a) .018 b) 18 c) .18 d) 1.8
46. In an examination 93% of students passed and 259 failed. The total number of students is:
a) 3700 b) 500 c) 3950 d) None of these
47. The income of A and B are in the ratio 3:2 and their expenditures in the ratio 5:3. If each saves Rs.1000, A's income is:
a) Rs.3000 b) Rs.4000 c) Rs.6000 d) Rs.9000
48. 12 toys go in a small packet, 14 such packets form a small box. 25 such boxes go in a carton. Atul purchased 15 cartons for his shot. How many toys did he purchase ?
a) 4200 b) 63000 c) 21000 d) 147000
49. A game of 100 points, A can give B 20 points and C 28 points. Then, B can give C:
a) 8 points b) 10 points c) 14 points d) 40 points
50. If the diameter of a sphere is doubled, the increase in its surface area will be:
a) 100% b) 200% c) 300% d) 400%
51. Rs.1870 has been divided into three parts in such a way that half of first part, $\frac{1}{3}$ of second part and $\frac{1}{6}$ of third part are equal. The third part is:
a) Rs.510 b) Rs.680 c) Rs.1020 d) Rs.850
52. Three cubes whose edges are 3cm, 4cm & 5cm respectively are melted without any loss of metal into a single cube. The edge of new cube is:
a) 12cm b) 10cm c) 9cm d) 6 cm
53. You are lying 120 ft away from a tree that is 50 feet tall. You look up at the top of the tree. Approximately how far is your hear from the top of the tree in a straight line ?
a) 50 ft b) 75 ft c) 120 ft d) 130 ft

: 6 :

Direction (54-57) :**In the following Pie Chart the people of various age group of a village is shown**

The total population of the Village is 10,000. Find the correct answer for the following questions:

54. The people in 40-50 age group are less than that in 20-30 by :
 a) 667 b) 567 c) 1333 d) 1667
55. What is the ratio in the age group 30-40 to that of 10-20 ?
 a) 2:3 b) 4:3 c) 1:2 d) 9:4
56. The number of people in the age group less than 10 is what percent of total population ?
 a) 36 % b) 10 % c) 25 % d) 72 %
57. The difference between the minimum age group and the maximum age group is
 a) 1500 b) 2000 c) 1000 d) 1200
58. John's parents have 6 sons, all married and each one has 4 children. How many members are there in the family ?
 a) 32 b) 35 c) 36 d) 38
59. At what rate percent, a sum of money doubles itself in 15 Years?
 a) 25% b) 6% c) 6.66% d) 8%
60. A cricketer scored 180 runs in the first test and 258 runs in the second. How many runs should he score in the third test so that his average score in the three tests would be 230 runs.
 a) 219 b) 242 c) 334 d) None of these
61. Two pipes can fill a tank in two hours and three hours separately. If both the pipes are opened together then the time required to fill tank will be:
 a) 80 mins b) 72 mins c) 60 mins d) 48 mins

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62. In a writing competition, the first place winner receives $\frac{1}{2}$ the prize money. The second place winner receives $\frac{1}{2}$ of prize money of the winner and the third place winner receives $\frac{1}{2}$ the prize money second winner receives. If the third winner receives Rs.2,500, what is the total prize money?
a) Rs. 25,000 b) Rs.17,500 c) Rs.20,000 d) Rs.15,000
63. HCF of two numbers is 4 and its LCM is 616 and one of the number is 44, what is the other number?
a) 56 b) 44 c) 46 d) 54
64. A boy has 3 red marbles in his pocket, 4 blue marbles, and 4 green marbles. How many will he have to take out of his pocket to ensure that he has one of each colour ?
a) 3 b) 7 c) 9 d) 11
65. If $3x + 5x = -8$, then $x+1 = ?$
a) -2 b) -1 c) 0 d) 1
66. Solve:
$$\frac{0.853 \times 0.853 - .147 \times .147}{0.853 - .147}$$

a) 1 b) 0.853 c) 1.47 d) -1
67. A rectangle with length 12 and width 5 has an area that is four times the area of a triangle with base 3. What is the height of the triangle?
a) 21 b) 15 c) 10 d) 20
68. The arithmetic mean of four numbers is 120. While calculating the mean, one observation whose value is 33 was taken as 13. The correct mean is
a) 121 b) 125 c) 120 d) 130
69. A man spends 20% of his income on house rent, 25% of the remaining on milk products and rest on food and clothing. If he pays Rs.60 towards rent how much he spends on milk products?
a) 60 b) 80 c) 75 d) 100
70. One man and one woman can do a work in 10 days. In how many days one women alone can do the work?
a) $60/3$ b) $80/3$ c) $70/3$ d) $90/3$
71. On a map, 1 cm represents 10 kilometer. The distance from A to B is shown on map as $15/8$ cms and calculate the actual distance between the two points in kilometers.
a) 18.75 b) 15.75 c) 16.75 d) 17.75

... 8 ..

: 8 :

72. What decimal fraction is 20 mm of a metre
a) .2 b) .02 c) .05 d) .5
73. What is the sum of all the natural numbers from 1 to 50 ?
a) 820 b) 1275 c) 1285 d) 1200
74. A man purchased 400 shares with a face value of Rs.10/- each at Rs.12/- . If the company announces Rs.6/- per share calculate his earnings in percentage:
a) 60 b) 50 c) 66 d) 12
75. Some amount out of Rs.7000 was lent at 6% per annum and the remaining amount at 4% per annum. If the total simple interest from both the fraction in 5 years was Rs.1600, calculate the sum lent at 6%?
a) Rs.2,500 b) Rs.4,500 c) Rs.3,000 d) Rs.2,000
76. A wire in the form of a circle of radius 84 cms is cut and bent in the form of a square without losing any material. Find the side of the square
a) 144 b) 140 c) 134 d) 130
77. One hectometer is equal to
a) 100 meters b) 10 meters c) 1000 meters d) 10000 meters
78. The average age of a batch of 40 students in a bus is 8 years. When the age of the conductor is included then the average age is increased by one year. Find the age of the conductor.
a) 44 years b) 40 years c) 42 years d) 49 years
79. A shopkeeper gives discount of 10% on the marked price of an item and makes a profit of 10%. Find the cost of the item if the marked price is Rs.330/-.
a) Rs.300 b) Rs.270 c) Rs.280 d) Rs.250
80. A earns 50% of B's salary. B earns 80% of C's salary. If the total earnings for a month is Rs.22,000 find the earnings of A.
a) Rs.4000 b) Rs.4200 c) 4400 d) Rs.4600

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: 9 :

PART-B : COMPUTER LITERACY

81. Computer Virus can enter into the Computer System through
a) Air b) CPU, if the cabinet is open c) Infected Floppy d) None of the above
82. The part of a computer system containing the circuitry that does the adding, subtracting, multiplying, dividing and comparing is called as
a) Arithmetic-logic unit b) Control c) Memory d) CPU
83. Excel files have default extension of
a) XLS b) DOS c) DOC d) PPT
84. An error in the computer data are program is called
a) error b) mistake c) bug d) bit
85. The capacity of the floppy disc is
a) 1.4 MB b) 6 MB c) 1.4 GB d) 6 GB
86. A Computer Programme that converts an entire programme into a machine language at one time is called ?
a) Compiler b) Interpreter c) Data-base d) Simulator
87. Two kinds of main memory are ?
a) Primary and Secondary memory b) RAM and ROM
c) Random and Sequential d) External and Disc memory
88. JAVA is a
a) High level language b) Machine language c) Natural language
d) Assembly language
89. Central Processing Unit (CPU)
(a) The computer's primary processing hardware which interprets and execute program instructions and manages the function of input, output and storage devices.
(b) Is considered to be heart of the computer.
(c) May reside on a single chip on the computer's motherboard, or on a larger card inserted into a special slot on the motherboard
(d) All the above.
90. What device is used to connect a Computer to Internet?
a) Modem b) Mouse c) Monitor d) All the Above
91. The entire text created by a Word Processor is known as
a) File b) Work Book c) Document d) Page

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: 10 :

92. Electronic transmission of the image of a document from one point to another is called
a) X-Mail b) Telex c) Fax d) Phonogram
93. In multiple choice examinations, answer sheets are evaluated by
a) Optical Character Reader b) Optical Mark Reader c) Opaque Mark Reader
d) Object Mark Reader
94. The standard language used to write queries is :
a) DDL b) SQL c) VB d) Java
95. If independent networks are connected, it is called
a) LAN b) WAN c) Internet d) Network Architecture
96. To move from one cell to other cell in Table, press
a) Enter b) Shift c) Space d) Tab
97. The storage device used to compensate for the difference in rates of flow of data from one device to another is termed as
a) chip b) Channel c) Floppy d) Buffer.
98. Which of the following Indian Company designs and manufactures Super Computers ?
a) ISRO b) C-DOT c) C-DAC d) CMC
99. What is the name of the screen symbol which shows the placement of next character ?
a) Mouse b) Cursor c) Key Pad d) Joy Stic
100. In the Computer professional language, 1000 bits position is represented with
a) Mega Bit b) Kilo Bit c) Giga Bit d) Terra Bit

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