

Written Test for Recruitment of Office Assistant (Gr.III)

Time : 2 Hours

Total Marks : 100

Name of the Candidate : _____ Signature: _____

Email ID : _____ Mobile No. : _____ Roll No. : _____

PART - A

There are four suggested answers to each question. Only one of the same is the correct answer. Choose the correct answer by marking "○" on the right option in the Answer sheet separately provided.

(A) Question (1) to (15) :

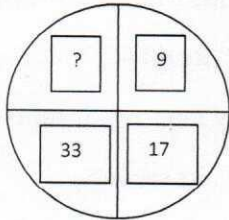
(15x2=30 Marks)

1. The population of a town is increased from 54500 to 58500 in one year. What is the percentage increase in the population?
a) 6.34% b) 5.34% c) 7.34% d) 4.34%
2. The speed of a boat in still water is 5 Km/hr. If the speed of the boat against the stream is 3 Km/hr, what is the speed of the stream?
a) 1.5 Km/hr b) 2 Km/hr c) 2.5 Km/hr d) 1 Km/hr
3. A shopkeeper sold an article for Rs.2500/-. If the cost price of the article is Rs.2000/-, find the profit percent.
a) 15% b) 20% c) 25% d) 30%
4. If Sachin borrows Rs.36000/- from Mahesh at the rate of interest 6% simple interest, at the end of six years, how much interest Sachin has to pay along with Principal amount?
a) Rs.12560/- b) Rs.12960/- c) Rs.13500/- d) Rs.14500/-
5. Worker A completes a task in 8 days and worker B completes the same task in 10 days. If both A and B work together, in how many days they will complete the task?
a) $\frac{40}{10}$ days b) $\frac{40}{9}$ days c) $\frac{40}{8}$ days d) $\frac{40}{7}$ days
6. 10 Typists can type 600 pages in 8 hours. Find the average number of pages typed by each typist in an hour?
a) 7 pages b) 7.5 pages c) 8 pages d) 8.5 pages
7. Ankita left for Delhi from Jaipur at 6.00 AM. For 2 hours, she travelled at the rate of 80 km/hr. After that, she reduced her speed to 60 km/hr. If the distance between two cities is 400 km, find the time when Ankita will reach Delhi?
a) 11.30 AM b) 11.55 AM c) 12.00 Noon d) 12.30 PM
8. If the simple interest on a sum of money for 2 years at 5% per annum is Rs.50, what is the compound interest on the same at the same rate and for the same time.
a) Rs.52/- b) Rs.51.25 c) Rs.54.25 d) Rs.60/-
9. A train having a length of 240 metre passes a post in 24 seconds. How long will it take to pass a platform having a length of 650 metre?
a) 120 seconds b) 99 seconds c) 89 seconds d) 80 seconds
10. The present ages of A, B and C are in proportions 4 : 7 : 9. Eight years ago, the sum of their ages was 56. What are their present ages (in years)?
a) Insufficient data b) 16, 30, 40 c) 16, 28, 40 d) 16, 28, 36
11. If wall is called window, window is called door, door is called floor, floor is called roof and roof is called ventilator, what will a person stand on?
a) Door b) Ventilator c) Roof d) Floor
12. Pravin walked 30 metres towards East, took a right turn and walked 20 metres, again took a right turn and walked 30 metres. How far was he from the starting point?
a) 30 metres b) 80 metres c) 50 metres d) 20 metres
13. In a row of children, Deepa is fifth from the left and Vijay is sixth from the right. When they interchange their places among themselves, Deepa becomes thirteenth from the left. Then, what will be Vijay's position from the right?
a) 4th b) 14th c) 8th d) 12th
14. Ravi is 7 ranks ahead of Sumit in class of 39. If Sumit's rank is 17th from the last, what is Ravi's rank from the start?
a) 14th b) 15th c) 16th d) 17th
15. Tanaji is older than Amar. Kishor is older than Tanaji. Amar is older than Kishor. If the first two statements are true, the third statement is -
a) True b) False c) Uncertain d) Data incorrect

(B) Question (16) to (35) :

(20 x 1 = 20 Marks)

16. Complete the series 358, 356, 352, 344, 328, 296,
a) 232 b) 247 c) 225 d) 255
17. Find the missing term of the given expression:
 $18.834 + 818.34 - ? = 618.43$
a) 217.744 b) 217.844 c) 218.744 d) 218.644
18. Whose 35% is 280?
a) 700 b) 750 c) 800 d) 850
19. If January 1996 was Monday, what day of the week was in January 1997?
a) Tuesday b) Wednesday c) Friday d) Sunday
20. Complete the series 2, 5, 9, 19, 37.....
a) 76 b) 74 c) 75 d) None of these
21. Four of the following are alike in a certain way and so form a group. Which is the one that does not belong to that group?
a) 64 — G b) 25 — E c) 16 — D d) 144 — L
22. Following are the four words with the letters jumbled up. Three of them are alike. Find the odd one out.
a) NAIR b) CIRE c) LOUDSC d) RNUTHDE
23. Moon : Satellite :: Earth : ?
a) Sun b) Solar System c) Planet d) Asteroid
24. In a given code SISTER is coded as 535301. UNCLE as 84670 and BOY as 129. How is RUSTIC written in that code?
a) 633185 b) 185336 c) 363815 d) 581363
25. In a certain code VACATE is written as AVACET. How is LITERATE written in that code?
a) ILETRAET b) LITERATE c) ILTEARTE d) ILETARET
26. 'X' and 'Y' are brothers. 'B' is the daughter of 'A'. 'A' is the wife of 'Y'. What is the relation of 'B' to 'X'?
a) Daughter b) Sister c) Sister in law d) Niece
27. If a means +, b means \times , c means \div , d means $-$, then $20a10b45c5d12=?$
a) 68 b) 88 c) 74 d) 98
28. Arrange the following words as per order in dictionary:
1) Intervention 2) Intertwine 3) Interview 4) Intervene
a) 3,4,1,2 b) 2,3,4,1 c) 4,3,2,1 d) 2,4,1,3
29. Find the missing number?



- a) 60 b) 65 c) 55 d) 68
30. J2Z, K4X, I7V, ? H16R, M22P
a) I11T b) L12T c) L11T d) L12S
31. Man : Biography :: Nation : ?
a) History b) Geography c) People d) Habitat
32. Which one is different from the rest three?
a) NMLK b) RQPO c) UTSR d) WXUV
33. Pointing to a girl, Mihir said "she is the only daughter of my grandfather's only child", How is the girl related to Mihir?
a) Daughter b) Sister c) Niece d) Aunt
34. A:B:C is in the ratio of 3:2:5. How much money will C get out of Rs.1260/-?
a) 252 b) 378 c) 530 d) 630
35. Odometer is to mileage as compass is to -
a) Needle b) hiking c) Speed d) Direction

(C) Question (36) to (55) :

(20 x 1 = 20 Marks)

36. They are very in their spending. That's why they are always bankrupt.
a) Luxurious b) Extravagant c) Exaggerated d) Expensive
37. Shri Sharma shifted to this house last year and here since then.
a) lived b) has been living c) is living d) will live
38. There are no taxis available because taxi drivers..... on strike.
a) went b) go c) have gone d) will go
39. They _____ the students on educational tour on next Monday.
a) were taking b) have taken c) have been taking d) are taking
40. The train _____ before we reach the station.
a) will have departed b) has departed c) is departing d) was departing
41. It is not _____ for a man to be confined to the pursuit of wealth.
a) healthy b) easy c) possible d) common
42. India _____ freedom in 1947.
a) attains b) has attained c) was attained d) attained
43. I opened the door and saw that it _____
a) rained b) had rained c) was raining d) were raining
44. Ria is _____ at speaking languages. It is difficult to _____ only one puppy for animal shelter.
a) adept, adapt b) adapt, adapt c) adept, adopt d) adapt, adopt
45. Give one word substitution for : "Thing no longer in use"
a) Inimitable b) Obsolete c) Cynic d) Plutocracy
46. Choose the word with correct spelling:
a) Entreprenur b) Entrepreneur c) Entreprenneur d) Entreprneur
47. Choose the word with correct spelling:
a) Surveilance b) Survellance c) Survaillance d) Surveillance
48. Choose the Synonym for the word 'Illicit' _____
a) Illegal b) Draw c) Differ d) Postpone
49. Choose the Synonym for the word 'Waive' _____
a) Show b) Forgo c) To move d) Renew
50. Choose the Antonym for the word 'Acquit' _____
a) Involve b) Blame c) Convict d) Excuse
51. Choose the Antonym for the word 'Transparent' _____
a) Covered b) Clear c) Misty d) Opaque
52. The Union Budget is likely to be presented on February 26, two days ahead of the _____ date.
a) critical b) conventional c) suitable d) convenient
53. Choose the option that best expresses the same sentence in Passive (or Active) Voice.
'You must look into this matter'.
a) This matter has been looked into by you. b) This matter may be looked into by you.
b) This matter into looked by you. d) This matter should be looked into by you.
54. It has been raining heavily (choose the option with correct 'Tense').
a) simple past tense b) simple present
c) present perfect continuous d) past perfect continuous
55. Choose the Adjective of 'History'
a) Historically b) Historical c) Histrionics d) Histrionic

(D) Question (56) to (60) :

Choose the correct prepositions to fill the blanks:

(5 x 1 = 5 Marks)

56. Little _____ little I gained confidence _____ myself.
a) By, Over b) By, In c) After, About d) By, With
57. _____ the contrary, I was proud _____ it.
a) In, Of b) At, Of c) On, of d) On, For
58. The train arrived _____ the station _____ time.
a) On, In b) On, On c) In, On d) At, On

59. The patient's condition had deteriorated beyond any hope _____ recovery, but now that he has turned round the corner, he might pull _____.
- a) Of, Up b) For, Up c) For, Through d) Of, Through
60. "Will you walk _____ my parlour?" said the spider _____ the fly.
- a) to, to b) into, to c) by, with d) at, to

PART - B

(E) Make meaningful sentences of following words/phrases (5 x 1 = 5 Marks)

1. In spite of : _____

2. Once in a blue moon : _____

3. On account of : _____

4. As a result of : _____

5. In accordance with : _____

Write short notes on any 02 (two) of the following: (2x5=10 Marks)

- (1) Swachh Bharat Mission
- (2) Role of Digital Media in development of India
- (3) Life without Internet

Write a letter to - (10 Marks)

The concerned authorities of Municipal Corporation complaining about the insanitary conditions prevailing in your locality and demanding some action in that regard.

OR

The Editor of newspaper for giving wide publicity to the Book Fair being organised in your City.
