

**GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
(SECRETARIAT ADMINISTRATION WING)**

**EXAMINATION FOR RECRUITMENT TO THE POST OF
LOWER DIVISION CLERK - 2024**

Full Mark: 200 marks; Time allowed: 3 hours

**PAPER – II
BOOKLET SERIES ‘A’**

INSTRUCTIONS:

1. Paper-II should be answered only on the OMR Response Sheet. It contains 100 multiple choice questions. Each question carries 2 marks. Attempt all questions.

(BASIC COMPUTER KNOWLEDGE)

1. What is the shortcut key for 'Save As' in MS Word?
(A) F5 (B) F6 (C) F10 (D) F12
2. The shortcut key to be used to move a section of any document in Microsoft word is -
(A) Ctrl+C (B) Ctrl+X (C) Ctrl+ O (D) Ctrl+ S
3. ROM stands for:
(A) Random Only Memory (B) Read Only Memory
(C) Random Online Memory (D) None of these
4. Which of the following tool/feature would you use to fill the same document with name and address of many persons?
(A) Database management (B) Mail merge
(C) Address book (D) Document formatting
5. Which transmission media has the highest transmission speed in a network?
(A) Coaxial cable (B) Twisted pair cable
(C) Optical fiber (D) Electrical cable
6. Which number system uses only two digits, 0 and 1?
(A) Binary (B) Octal (C) Decimal (D) Hexadecimal
7. What is the standard code the computer industry created to represent characters?
(A) DASI (B) ASCII (C) BASCII (D) EPROM
8. A half byte is known as:
(A) Nibble (B) Half byte (C) Bit (D) Data
9. Who was the father of internet?
(A) Mark serb (B) Vint cerf (C) William arthor (D) Will donne
10. Telephone is the example of _____ communication:
(A) Duplex (B) Simplex (C) Timplex (D) None of the above

11. Which of the following is NOT a computer programming language?
 (A) Excel (B) BASIC (C) COBOL (D) C++
12. Storage which stores or retains data after power off is called:
 (A) Volatile storage (B) Non-volatile storage
 (C) Sequential storage (D) Direct storage
13. In MS Excel, if we want to display data according to specific criteria, we can use the _____ tool/function.
 (A) Filter (B) Sort (C) Formula (D) Pivot
14. Jio, Airtel, Netsurf, BSNL etc are examples of:
 (A) IPs (B) ISPs (C) TCPs (D) None of these
15. Hyperlinks which link to other webpages and documents cannot be:
 (A) Special shapes like stars and banners (B) Drawing objects like rectangles, ovals, etc
 (C) Pictures (D) All can be hyperlinks
16. A keylogger is an example of –
 (A) Trojan horse (B) Spyware (C) Worm (D) Virus
17. When a formatted number does not fit within a cell in Microsoft Excel, it displays:
 (A) ##### (B) #DIV/0 (C) #DIV@ (D) None of the above
18. What is the full form of 'CC' in the context of email?
 (A) Common Copy (B) Carbon Copy
 (C) Confidential (D) Copy Communication
19. In order to tell Microsoft Excel that we are entering a formula in a cell, we must begin with an operator such as:
 (A) \$ (B) @ (C) + (D) =
20. What is the term used for unsolicited mail?
 (A) Spam (B) Surrogate (C) Use Net (D) Flaming
21. What is ransomware?
 (A) Software that infects computer networks and mobile devices to hold your data hostage until you send the attackers money.
 (B) Computer equipment that criminals steal from you and won't return until you pay them.
 (C) Software used to protect your computer or mobile device from harmful viruses.
 (D) A form of cryptocurrency.
22. A Gigabyte is equal to:
 (A) 1000 Mega bytes (B) 1024 Mega bytes
 (C) 2048 Mega bytes (D) 512 Mega bytes
23. Computer generations are based on when major technological changes in computers occurred. The present computer generation is
 (A) Sixth generation (B) Fifth generation
 (C) Third generation (D) Fourth generation


24. Word processing, spread sheet, and photo editing are examples of -
 (A) system software (B) platform software
 (C) application software (D) operating system software
25. What is a firewall?
 (A) A type of antivirus software
 (B) A hardware device that protects a computer from viruses
 (C) A security measure that monitors and controls incoming and outgoing network traffic
 (D) A type of malware that blocks access to a computer until a ransom is paid
26. Fifth Generation of Computers are based on
 (A) Artificial Intelligence (B) Microprocessor
 (C) Integrated circuit (D) Transistor
27. What does ALU stand for
 (A) Artificial Logistic Unit (B) Arithmetic Logic Unit
 (C) Arbitrary Level Unit (D) Artificial Lengthening Unit
28. FTP stands for:
 (A) Form transfer protocol (B) File transfer practice
 (C) File transfer protocol (D) File transit protocol
29. What is a PDA?
 (A) Perpetual Device Assistant (B) Peripheral Digital Analog
 (C) Power Device Assistant (D) Personal Digital Assistant
30. Which is the Act which provides legal framework for e-governance in India?
 (A) IT Act, 2000 (B) Bharatiya Nyaya Sanhita (BNS)
 (C) RTI Act, 2005 (D) None of the above
31. In 2021, Microsoft launched this operating system-
 (A) Windows 7 (B) Windows Vista
 (C) Windows 11 (D) Windows 8
32. What is the "Start" menu in a standard computer?
 (A) Hardware Part (B) An option and set of commands
 (C) Internet Connector (D) File Deleter
33. A Windows-based computer cannot have two files in one folder if-
 (A) They have different name but same data
 (B) They have a different name but are same file
 (C) They have same name and same file
 (D) They have same name but different file
34. In MS Word Shortcut key to open New Blank Presentation is
 (A) Ctrl + M (B) Ctrl + N (C) Ctrl + O (D) Ctrl + P
35. If you insert Page Number at the bottom of MS Word Document, it would be located in-
 (A) Header (B) Boarder (C) Paragraph (D) Footer

36. In MS Word, AutoCorrect was designed to replace _____ as you type.
 (A) Grammatically incorrect words (B) Misspelled words
 (C) Incorrect Numbers (D) None of the above
37. In MS Word, maximum preset rows & column is-
 (A) 10x8 (B) 10x10 (C) 8x10 (D) 8x8
38. Statistical calculations and preparation of tables and graphs can be done using-
 (A) Adobe Photoshop (B) MS Power Point
 (C) Notepad (D) MS Excel
39. What is the quickest way to resize a column to fit its contents?
 (A) Double-click border of column header
 (B) Drag the header
 (C) Right-click and select resize
 (D) Use Format options
40. What type of chart is best for comparing parts of a whole?
 (A) Pie chart (B) Square chart (C) Line chart (D) Bar chart
41. Which of the following is the shortcut key to insert a new slide between the current presentation?
 (A) Ctrl + L (B) Ctrl + M (C) Ctrl + N (D) Ctrl + O
42. What PowerPoint feature will you use to apply motion effects to different objects of a slide?
 (A) Animation maker (B) Slide maker
 (C) Animation scheme (D) Slide scheme
43. P2P stands for-
 (A) Peer To Peer (B) Past to Past (C) Post to Post (D) Pair to Pair
44. What is HTTPS?
 (A) Hyper Text Testing Personal System (B) Hyper Text Transfer Protocol Secure
 (C) Hyper Text Testing Project Space (D) Hyper Text Transfer Project System
45. The 'e' in e-mail stands for-
 (A) Exciting (B) Excellent (C) Electronic (D) Electrolysis
46. In MS Word, Word Count is usually located at the-
 (A) Top Right (B) Bottom Right (C) Top Left (D) Bottom Left
47. In MS Word, shortcut key to open 'Find and Replace' is-
 (A) Ctrl+H (B) Shift+F+R (C) Ctrl+F+R (D) Ctrl+R
48. Processor Speed is measured in
 (A) Tera (B) Hertz (C) Mega (D) Giga
49. Fastest option for storage is
 (A) Solid State Drive (B) Hard Disk Drive
 (C) USB Drive (D) Optical Disk

50. What does the 'Merge & Center' feature do in Excel?
(A) Combines multiple cells into one and centers the content
(B) Centers text in the selected cells
(C) Merges data from different sheets
(D) Merges duplicate data

(SIMPLE ARITHMETIC)

51. 1.5 is what percent of 2?
(A) 15 (B) 40 (C) 75 (D) 95
52. Cube root of 125000 is-
(A) 5000 (B) 500 (C) 50 (D) 125
53. What is the rate of discount if a bicycle which price was Rs 4,000 and was sold for Rs 3,200?
A) 14% (B) 16% (C) 18% (D) 20%
54. In a class of 60 students the ratio of boys to girls is 3:2. How many girls are there in the class?
(A) 21 (B) 22 (C) 23 (D) 24
55. What is the average of the numbers: 2, 5, 0, 10, 10, 12, 8 and 9?
(A) 6 (B) 7 (C) 8 (D) 9
56. The cost of an object is Rs 160. What will be the selling price to obtain a profit of 15%?
(A) 180 (B) 182 (C) 184 (D) 186
57. What is the value of x in the equation $3x - 15 - 6 = 0$?
(A) 7 (B) 8 (C) 9 (D) -9
58. What is the distance traveled by a car which traveled at a speed of 80 km/hr for 3 hours and 30 minutes?
(A) 275 km (B) 280 km (C) 285 km (D) 290 km
59. In a class of 40 students 20% are girls. How many boys are there in the class?
(A) 26 (B) 28 (C) 30 (D) 32
60. In the total investment of 600,000, B's share is 20%. While A's share is 40% of the B's. What is the share of A?
(A) 42,000 (B) 44,000 (C) 46,000 (D) 48,000
61. If the cost of 12 eggs is Rs. 60. What will be the cost of 3 eggs?
(A) Rs. 5 (B) Rs. 10 (C) Rs. 15 (D) Rs. 20
62. Which is the smallest of the following fraction?
 $1/3, 2/5, 3/7, 4/9$
(A) $1/3$ (B) $2/5$ (C) $3/7$ (D) $4/9$
63. The sum of three consecutive even numbers is 78. What is the largest number?
(A) 21 (B) 23 (C) 25 (D) 28

64. Find the value of $19 \times 7 + 18$?
 (A) 151 (B) 161 (C) 475 (D) 375
65. The diagram shown below is:

 (A) Hexagon (B) Polygon (C) Octagon (D) Heptagon
66. Rs. 3500 is lent out at simple interest of 7% p.a for 5 years. The amount of interest after five years is -
 (A) 1325 (B) 1425 (C) 1525 (D) 1225
67. The price of Petrol in Aizawl is Rs. 93.93 per liter. If the price of Petrol is increased by 2.7%, the new price of Petrol per liter is -
 (A) 97.82 (B) 96.82 (C) 96.92 (D) 96.46
68. The ratio of the length to the width of a rectangle is 4:3. If the width is 9 cm, what is the length?
 (A) 6 cm (B) 12 cm (C) 15 cm (D) 18 cm
69. If 20 men can do a piece of work in 12 days, the time taken by 16 men to do the same piece of work will be -
 (A) 15 days (B) 18 days (C) 14 days (D) 13 days
70. The L.C.M of 15, 25, 40 and 75 is -
 (A) 550 (B) 500 (C) 600 (D) 560
71. A machine can fill 840 jars with an item in 6 hours. How many jars can it fill in 5 hours?
 (A) 600 jars (B) 740 jars (C) 760 jars (D) 700 jars
72. The sum of ages of 5 children born at the intervals of 3 years each is 60 years. What is the age of the youngest child?
 (A) 4 years (B) 6 years (C) 8 years (D) 5 years
73. Solve x in the equation $4x = 3x + 21$
 (A) 21 (B) 3 (C) 7 (D) 42
74. The ratio of 6 : 8 converted into percentage is:
 (A) 60% (B) 70% (C) 80% (D) 75%
75. A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?
 (A) 3.6 (B) 7.2 (C) 8.4 (D) 10

(GENERAL INTELLIGENCE & REASONING)

76. Insect : Disease :: War : ____?
 A) Military (B) Tanks (C) Troops (D) Destruction
77. Choose the pair which are NOT related
 A) Bees : Apiculture (B) Fish : Pisciculture

78. C) Birds : Horticulture
Find the Odd one out-
A) 134 B) 346 C) 437 D) 729
79. Find the Odd one out –
A) Right B) Acute C) Obtuse D) Parallel
80. Complete the sequence: 4,7,12,19,28, ____
A) 39 B) 36 C) 30 D) 40
81. Complete the sequence: SCD, TEF, ____, VIJ, WKL
A) UGH B) XMN C) IBM D) RTI
82. Total of ages of Rami, Kimi, Zara is 80 years. What was the total of their ages 3 years ago?
A) 63 B) 69 C) 70 D) 71
83. A clock shows 8 o'clock in the morning. How many degrees will the hour hand rotate when the clock shows 2 o'clock in the afternoon.
A) 180 B) 160 C) 150 D) 120

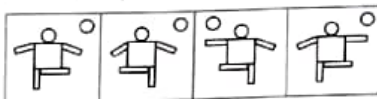
84. Choose the mirror image of

Question Image



X

Mirror Images



1 2 3 4

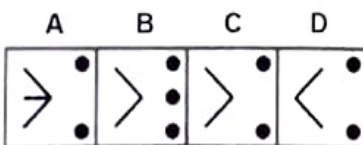
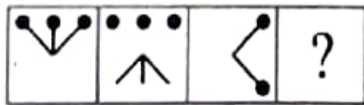
- A) 1 B) 2 C) 3 D) 4
85. Three numbers are in a ratio of 2:3:5 and HCF is 13, The numbers are-
A) 10, 20, 30 B) 15, 45, 55 C) 26, 39, 65 D) 2,3,5
86. Complete the sequence: NECESSARY, ECESSAR, CESSA, ____
A) ESSAR B) SSARY C) CES D) ESS
87. Hruaia starts walking from his office facing west and walks 100 m straight, then takes a right turn and walks another 100 m straight. Further he takes a left turn and walks 50 m. In which direction is Hminga now from the starting point?
(A) North-East (B) South-West (C) North (D) North-West
88. If AIZAWL becomes YGXYUJ and CHAMPHAI becomes AFYKNFYG, then what will LUNGLEI be in that code?
(A) JSLEJCG (B) JCGJSLE (C) JSJLECG (D) JSLEJGC
89. Complete the number series 4, 7, 12, 19, 28, ?
(A) 49 (B) 39 (C) 36 (D) 30

90. Choose the city which is the odd one out:
 (A) Mumbai (B) Dhaka (C) Lahore (D) Karachi
91. X is the mother of Y and Y is the father of Z. What is X's relationship to Z?
 (A) Grandmother (B) Mother (C) Aunt (D) Sister
92. Choose the word that does not fit the group:
 (A) Rose (B) Tulip (C) Daisy (D) Oak
93. What is the next letter in the series: A, D, G, J, M, ?
 (A) N (B) O (C) P (D) Q
94. Arrange the words given below in a meaningful sequence.
 1. Foetus, 2. Child, 3. Baby, 4. Adult, 5. Youth
 (A) 1, 2, 4, 3, 5 (B) 1, 3, 2, 5, 4
 (C) 2, 3, 5, 4, 1 (D) 5, 4, 2, 3, 1
95. Alice starts at point A and walks 20 meters south. She then turns left and walks 15 meters, then turns left again and walks 20 meters. Finally, she turns left and walks 15 meters. Where is Alice in relation to her starting point?
 (A) 15 meters south (B) 20 meters east
 (C) At the starting point (D) 35 meters west
96. In a row of trees, a tree is 7th from the left end and 14th from the right end. How many trees are there the row?
 (A) 18 (B) 19 (C) 20 (D) 21
97. Which digit will appear on the face opposite to face with number 4 –



- (A) 6 (B) 2 (C) 3 (D) 5

98. Select a suitable option to replace the question mark in the problem figure below –
 Problem figure



- (A) A (B) B (C) C (D) D

99. Find the missing number below -

56	65	78
12	?	30
44	14	48

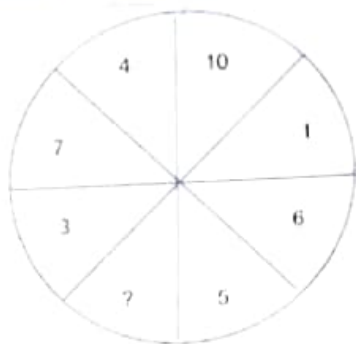
(A) 14

(B) 44

(C) 62

(D) 51

100. Find the missing number below -



(A) 13

(B) 11

(C) 8

(D) 3