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### WRITTEN TEST FOR RECRUITMENT TO THE POST OF ASSISTANT/ JR.PERSONAL ASSISTANT

Test Booklet:



ED REP

## Paper -II: Arithmetic, General Knowledge, Computer Literacy

Date: 20th July 2008

Time: 1400 hrs. to 1630 hrs.

No. of questions

60

20

20

Part- A: Arithmetic (Objective type)

Part-B: General Knowledge (Objective type)

Part- C: Computer Literacy (Objective type)

#### **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 1 mark each.
- 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.

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## WRITTEN TEST FOR THE POST OF ASSISTANT/JR.PERSONAL ASSISTANT

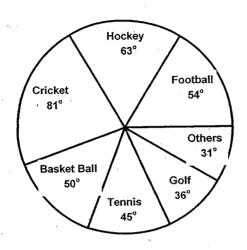
### PART-A (ARITHMETIC)

1.	Whic	h of the follo	wing is	always oc	ld?		•		
	(a) (c)	Sum of two Product of t			(b) (d)	Difference of two odd numbers None of these			
2.	Find	the sum of p	rime nu	ımbers lyiı	ng betwe	en 60 and 7	75.	•	:
	(a)	199	(b)	201	(c)	211	(d)	272	
3.	diffe	length of a rence betwe is the area o	en the	length and	I the bre	more thar adth of tha	its bre it rectan	eadth. Igle is 2	If the 24 cm.
	(a)	2400 sq.cm.	(b) 2	480 sq.cm.	(c) 2	560 sq.cm.	(d) 260	00 sq.cm	l.
4.	In a take mea	camp, there n the meal, l ?	is a me how m	al for 120 i any men	men or 2 will be	00 children	. If 150 with th	childrei ie rem	n have aining
	(a) ·	20	(b)	30	(c)	40	(d)	50	
5.	The num	H.C.F. and L	C.M. c veen 75	f two num and 125, t	bers are	11 and 38 number is	5 respect	ctively.	If one
	(a)	77	(b)	88	(c)	99	(d)	110	* V
6.		nt will be the 2, 18, 21 and		umber whi	ch when	doubled w	vill be ex	actly di	visible
	(a)	196	(b)	630	(c)	1260	(d)	2520	
7.	con	n invested Ra npounded ha year will be	lf-yearl	) @ 10% p y, then the	er annu e amour	m for one at received	year. If by Sam	the inte	erest is end of
	(a) (c)	Rs.16,500 Rs.16,537		(b) (d)		8,525.50 8,150			
8.	(?)*	15=37.5 % of	220						
	(a)	11	(b)	81.5	(c)	5.5	(d)	851	
9.	A is	s twice as fa C in 42 minu	st as B tes, will	and B is to	nrice as d by A i	fast as C is า:	. The jo	ourney c	overed
	(a)	14 min.	(b)	28 min.	(c)	63 min.	(d)	7 min	
		·							

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### WRITTEN TEST FOR THE POST OF ASSISTANT/JR.PERSONAL ASSISTANT

Direction: The circle-graph given here shows the spending of a country on various sports during a particular year. Study the graph carefully and answer the following five questions given below it:



10. What percent of the total spending is spent on Tennis?

- (a) 12½%
- (b) 22½%
- (c) 25%
- (d) 45%

11. How much more percent is spent on Hockey than that on Golf?

- (a) 27%
- (b) 35%
- (c) 37.5%
- (d) 75%

12. How much less percent is spent on Football than that on Cricket?

- (a) 22 <u>2</u> %
- (b) 27%
- (c) 33 <u>1</u> %
- (d) 37½ %

13. If the total amount spent on sports during the year was Rs.2 crores, the amount spent on Cricket and Hockey together was :

- (a) Rs.8,00,000
- (b) Rs.80,00,000
- (c) Rs.1,20,00,000
- (d) Rs.1,60,00,000

14. If the total amount spent on sports during the year be Rs.1,80,00,000, the amount spent on Basketball exceeds that on Tennis by :

- (a) Rs.2,50,000
- (b) Rs.3,60,000
- (c) Rs.3,75,000
- (d) Rs.4,10,000

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15.		ther for 5 da						s will B finis		
	(a)	10 days	(b)	11 days	(c)	20 days	(d)	33 <u>1</u> day		
16.	avera	average sc age for the matches.	ore of first si	a cricketer x matches	for ter is 42, th	n matches nen find the	is 38.9 averaç	runs. If th ge for the las		
	. (a)	33.25	(b)	33.5	(c)	34.25	(d)	35		
17.	Whic	h is the larg	jest am	ong the foll	owing fr	actions?		· .		
	(a)	5/8	(b)	7/9	(c)	4/7	(d)	2/3		
18.		ratio betwee wo numbers		numbers is	3:4 and	their sum i	s 420.	The greater of	of	
	(a)	175	(b)	200	(c)	240	(d)	315		
19.		,200 becom ate of intere						ple interest. w much?	If	
	a)	Rs.1635	(b)	Rs.1644	(c)	Rs.1670	(d)	Rs.1680		
20.	The	number 311	311311	3113113113	311 is :					
	• •	divisible by 3 divisible by b		•						
21.	in e		he ratio	changes	to 4:5:7.			s are increase number in th		
	(a) (c)	100 stude 150 stude			(b) (d)	75 studen 50 studen		· •		
22.	circ and	ular stadiun	n. A co econds	ompletes a , all starting	round ing at the	n 252 secor	nds, B i	run around n 308 second what time w	ds	
	(a) (c)	26 minute 45 minute		conds	(b) (d)	42 minute 46 minute				
		· · · · · · · · · · · · · · · · · · ·								

23.	Divide Rs.1540 among A, B, C so that A shall receive 2/9 as much as B and C together, and B 3/11 of what A and C together do.								
	(a) (c)	285,330,83 280,330,98			(b)	280,330 330,380	•	I	
24.		fort there is ons leave tl	•		•	•		•	
	(a)	45 days	(b)	35 days	(c)	44 days	s (d)	53 days	
25.	child	ears ago, the ren having ent age of yo	been b	orn, the av	erage o	f the far	nily is sa	me today.	
	(a)	1 year	(b)	2 years	(c)	3 years	(d)	5 years	
26.	A tra	in travels 92	2.4 km/l	r. How ma	any metro	es will it	travel in	10 minutes?	<b>)</b> .
•	(a)	15400	(b)	1540	(c)	154	(d)	15.40	
27.	rate	an covers a of 4 km/hr. uns at a spec	How n	nuch time v			-		
	(a)	40 min.	(b)	41 min. 1	5 sec.	(c) ·	45 min.	(d) 100 mi	n.
28.		ımber when rence as qu		•			_		heir
	(a)	1220	(b)	1250	(c)	22030	(d)	220030	
29.		ch of the foll wing equati	_	will come i	n place o	of both t	he questi	on marks in	the
		÷	$\frac{128}{7^2}$	+ 16 x ? - - 8 x 6 + ?	$\frac{-7 \times 2}{2} =$	= 1		·	
-	(a)	3	(b)	14	(c)	16	(d)	17	
30.	80%	of 120+40%	of 150	=?					
	(a)	160	(b)	176	(c)	156	(d)	256	
31.	67%	of 89÷89 %	of 67=7	?					
	(a)	5163	(b)	5963	(c)	0	(d)	1	

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32.	What decimal fraction is 20 mm of a metre?										
	(a)	.2	(b)	.02	(c)	.05	(d)	.5			
33.	5005	-5000 / 10.0	0 = ?								
	(a)	0.5	(b)	50	(c)	5000	(d)	4505			
34.		an purchase ng price. Th					gain	of 20% of the	Ļ		
	(a)	Rs. 300	(b)	Rs. 320	(c)	Rs. 440	(d)	Rs. 500			
35.	anot		5 per k	g. in the ra	tion 3:2	. If he sells		5 per k.g. and xed variety at			
	(a)	4% gain	(b)	4% loss	(c)	6 2/3% gain	(d)	6 2/3% loss			
36.		fifth of one- number ?	fourth	of three-sev	enth of	a number is '	15. Wł	nat is half of			
	(a)	94	(b)	96	(c)	188	(d)	175			
37.	The compound interest on a certain sum for 2 years is Rs. 41 and the simple interest is Rs. 40. What is the rate percent?										
	(a)	4%	(p)	5%	(c)	6%	(d)	8%			
38.	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			
39.	The difference between simple interest and the compound interest on Rs.600 for one year at 10% per annum, reckoned half yearly is										
	(a)	Nil	(b)	Rs. 1.50	(c)	Rs. 4.40	(d)	Rs. 6.50			
40.	3/4 <sup>th</sup>	of 1/5 <sup>th</sup> of a	numbe	er is 60. The	numbe	er is:		•			
	(a)	.300	(b)	400	(c)	450	(d)	1200			
41.	On c	dividing 553	90 by 2	99, the rema	ainder is	s 75. The quo	tient is	s:			
	(a)	187	(b)	185	(c)	243	(d)	374			

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### INDIAN SPACE RESEARCH ORGANISATION **HEADQUARTERS**

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## WRITTEN TEST FOR THE POST OF ASSISTANT/JR.PERSONAL ASSISTANT

Direction: The following table shows the number of new employees added to different categories of employees in a Company and also the number of employees from these categories who left the company every year since the foundation of the Company in 1995. Based on the table, answer the following five questions:-

	MANAGERS		TECHNICIANS		OPERATORS		ACCOUNTANT S		PEONS	
YEAR									N	
	New	Left	New	Left	New	Left	New	Left	New	Left
1995	760		1200		880		1160		820	
1996	280	120	. 272	120	256	104	200	100	184	96
1997	179	92	240	128	240	120	224	104	152	88
1998	148	88	236	96	208	100	248	96	196	80
1999	160	72.	256	100	192	112	272	88	224	120
2000	193	96	288	112	248	144	260	92	200	104

	New	Left	New	Left	New	Left	New	Left	New	Left	
1995	760		1200		880		1160		820		
1996	280	120	. 272	120	256	104	200	100	184	96	
1997	179	92	240	128	240	120	224	104	152	88	
1998	148	88	236	96	208	100	248	96	196	80	İ
1999	160	72	256	100	192	112	272	88	224	120	A
2000	193	96	288	112	248	144	260	92	200	104	
42.	respe	ct to to	otal num en 1996	ber of and 20	Operat	of Oper ors who	ators who joined the 27%	o left the he Com (d)	pany (	during	with 1 th
43.	numb	vhich er of e num ? Manag Opera	<b>mploye</b> gers	followii es worl	ng cate king in (b) (d)	the Com Tech	the percentage of the percenta	entage m 1995	to 200	ise in )0 was	tn s th
44.	What	was th	ne differ ny and t ears 19	he total 96 to 20	etween I numbe	the total	number countants	of Tech s added (d	to the	Com	ed t pan
45.	` .	t was th	ne total	numbei	r of Peo	ns worki	ing in the				ar
	(a)	1312		(b) 1	192	(c)	1088	(d	) 9	68	
46.	Wha	t was	the poo	oled av	erage (	of the to	otal num	ber of o	emplo	yees .	of a

categories in the year 1997?

1265 (d) 1195 1285 (c) (b) (a) 1325

47.	The average consumption of petrol for a car for seven months is 110 litres and for next five months 86 litres. The average monthly consumption is:										
	a)	98 litres	(b)	100 litres	(c)	102 litres	(d)	96 litres			
48.	A sui	-	amoun	ts to Rs. 76	7 in 3 y	ears and Rs	. 806 in	4 years. The			
	a)	Rs. 600	(b)	Rs. 650	.(c)	Rs. 675	(d)	Rs. 700			
49.	A bo Rs.10	rrowed Rs. 000 more th	5000 fro an the a	om B at sir amount give	nple intented	erest. Afte on loan. Th	er 4 year e rate of	rs, B received f interest was:			
	a)	5%	(b)	25%	(c)	20%	(d)	4%			
50.	Whic	h part cont	ains the	fractions i	n ascen	ding order	?				
•	(a)	11 , 16 ,	<u>19</u> 21	(b)	<u>16</u> , 19	11 · 19 14 · 21					
	(c)	16, 19, 19 21	<u>11</u> 14	(d)	<u>19</u> , 21	11, 16 14 19		a de la companya de			
51.	new sect	students, t	hree ne and the	ew sections re are 21 s	were s	tarted. No	w, the to	After admitting otal number of The number of			
	(a)	14	· (b)	24	(c)	48	(d)	114			
52.	(856 856	+ 167) <sup>2</sup> + (8 3 x 856 + 16	356 – 16 7 x 167	67) <sup>2</sup> is equ	al to:						
	(a)	1	(p)	2	(c)	689	(d)	1023			
53.	The	value of (6		- (32.458) <sup>2</sup> - 40.374	is:						
	(a)	1	(b)	10	(c)	100	(d)	None of these			
54.	5 ou eart		arts of e	earth is sulp	hur. W	hat is the p	ercentaç	ge of sulphur ir			
	(a)	<u>11</u> 50	(b)	<u>2</u> 9	(c)	1 45	(d)	<u>2</u> 45			



55.	A is take	y, worki in 23 da	working together, 23 days ?						
٠	(a)	11 days	(b)	13 days	(c)	20 days	(d)	25 days	
56.	minu	xpress train ites after even	ery 75	km. How le	rage sp ong did	eed of 100 k I it take to r	m / h, s each th	topping for 3 e destination	3
	(a) (c)	6 hrs. 21 m 6 hrs. 27 m	• .	(b) (d)		. 24 min. . 30 min.			
57.	a sp first	trains start t eed of 50 kn train has t veen P and C	n/hr an ravele	d 40 km/hr	respect	ively. By th	e time t	hey meet, the	е
	(a)	500 km.	(b)	630 km.	(c)	660 km.	(d)	900 km.	
58.	rest	erchant has at 18% prof ït is :	1000 k it. He	g of sugar, p gains 14%	oart of v on the	vhich he sell whole. The	s at 8% quantit	profit and th y sold at 189	e %
	(a)	400 kg.	(b)	560 kg.	(c)	600 kg.	(d)	640 kg.	
59.	3 ye	an took a lo ears, he had ount borrowe	to pay	/ Rs.5,400 in	he rate terest	of 12% p.a. only for the	simple i period.	nterest. Afte The principa	er al
	(a)	Rs.2,000	(b)	Rs.10,000	(c)	Rs.15,000	(d)	Rs.20,000	
60.	A a	nd B take part rt of 8 m and	art in a still be	100 m race	e. A ru 8 secon	ns at 5 km p ids. The spe	er hour	. A gives B is :	а
		5.15 kmph				4.25 kmph		4.4 kmph	



### WRITTEN TEST FOR THE POST OF ASSISTANT/JR.PERSONAL ASSISTANT

### PART-B (GENERAL KNOWLEDGE)

61.	The	river Cauvery	flows	from:	٠									
	(a) (c)	Andhra Prac Karnataka to			(b)	Karnataka to Maharashtra Kerala to Tamil Nadu								
62.	Whic	h of the follo	wing c	ompany is tl	he world's largest car manufacturer ?									
	(a) (c)	Honda Moto Suzuki Moto		(b) (d)	Volvo Motor General Motor									
63.	India's newly built and tested missile "Astra" is meant for													
	(a) Surface to air strike (b) (c) Ship to ship strike (d)					Air to air strike Surface to surface strike								
64.	Gandhiji started Satyagraha movement in 1919 in protest against the:													
	(a) (c)					Champaran Wrongs Colonial exploitation of India								
65.	Who among the following was the temporary President of the first session of the Constituent Assembly of India?													
	(a) (c)	H.V Kamat Dr.Rrajendr	a Prasa	ad	(b)	S. Nijalingappa Sachithanada Sinha								
66.		he history o ociated with:	of the	freedom m	ovem	ent of India	, the	year 1930 is						
	(a) (c)	Partition of I Jallianwala	_	and the second s	(b)	Dandi March Chauri Chaura incident								
67.					• . •	lar and liked octed by BBC		n of the world,						
	(a) (c)	(a) Nelson Mandela				Bill Clinton Dalai Lama								
68.	The	range of Agn	i-II mis	sile is aroun	ıd:									
	(a)	500 km.	(b)	2000 km.	(c)	3500 km.	(d)	5000 km.						
69.	Whi	ch vitamin is	provid	ed by sunlig	ht to t	he body ?								
	(a)	Vitamin A	(b)	Vitamin B	(c)	Vitamin C	(d)	Vitamin D						

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70. ·	muscle is the strongest of all in the human body.													
71.		Jaw h of the iin of the		wing				Calf was/	were	(d) never	Uppe <b>appoi</b> i			
	(a) (c)	S. Venka Mohinde				-	(b) (d)	K. Sri Syed		ani				
72.	Musi	cal instru	ment '	"sita	r" is the	com	nbination of							
	(a) (c)	Bansuri a Veena a		(b)			d Saran Piano	ıgi	٠	•				
73.	In which of the following states, Internet users are maximum in India ?											a ?		
. •	(a) (c)	Uttar Pra Kerala	adesh				(b) (d)	Punja Maha	ab arasht	ra				
74.	The	lady to wi	n the	Wim	bledon t	itle s	ucces	sfully	nine 1	times v	/as:			
	(a) (c)	Monica : Martina		tilova	a ·		(b) (d)		Graf Even	t				
<b>75</b> .	Who	among th	ne foll	owir	ng wrote	the k	ook '	Algebr	a of I	nfinite .	Justice	?		
	(a) (c)	Anita De Arundha		,			(b) (d)		ım Se ngton	th Mistry				
<b>7</b> 6.	The	song "Ba	nde M	latar	am" was	orig	inally	comp	osed	in:				
	(a)	Assame	ese	(b)	Bengal	i	(c)	Hind	i	(d)	Sans	skrit.		
77.	The	first wom	an filr	nsta	r nomina	ated 1	to the	Rajya	Sabh	a was:				
	(a) (c)	Nargis I Madhuk					(b) (d)		oana <i>l</i> na Ku					
78.	- Whi	ch among	the f	ollov	ving mu	sic co	ompos	sers w	as de	af?				
	(a) (c)	Beethor Richard					(b) (d)		k J.S annes	Brahms	\$			
79.	Whi	ch one of	the fo	vollo	ing plar	ıts is	usefu	ıl in tre	ating	hypert	ension	?		
	(a)	Cinchor	na	(b)	Ocimur	n		(c)	Rau	wolfia	(d)	Vin	ıca	
80.	Wh	o said "Ma	an is a	a Soc	cial Anin	nal" ?	?							
	(a)	Plato	4 ** **********************************	(b)	Aristotle		(c)	Rouss	eau	(d)	Socra	tes		

## WRITTEN TEST FOR THE POST OF ASSISTANT/JR.PERSONAL ASSISTANT

### PART-C (COMPUTER LITERACY)

81.	An Excel Workbook is a collection of											
	(a) (c)	Workbooks Charts	<ul><li>(b) Worksheets</li><li>(d) Worksheets and 0</li></ul>			harts						
82.	Word length of a Personal Computer is											
	(a)	4 bits	(b)	8 bits	<b>(c)</b> .	16 bits	(d)	64 bits				
83.	Which of the following is handy to carry yet can store large amounts of data?											
	· (a)	Floppy Disk	(b)	Hard Disk	(c)	CDROM	(d)	Zip Disk				
84.	Which of the following is the latest version of Excel?											
	(a)	Excel 2000	(b)	Excel 2002	(c)	Excel ME	(d)	Excel XP				
85.	A typical worksheet has number of columns.											
	(a)	128	(b)	256	(c)	512	(d)	1024				
86.	In Computer language,1 Kilobyte equals:											
	(a)	1000 Bytes			Bytes	(c) 100 E	Bytes	(d) 8 Bytes				
87.		ch switch sh	nould	be used in	the D	IR comman	d to vi	iew files in a				
	(a)	/P	(b)	W	(c)	/S	(d)	/L				
88.	When saving a document, a difference between "Save' and 'Save As' is											
	<ul> <li>(a) there is no difference — they do exactly the same thing all the time.</li> <li>(b) 'Save' will save a file that has already been assigned a name and saving location.</li> </ul>											
	ving											
	(d)	(b) & (c) or	•	:- 4	.4 foldo	ra diractoria	se and	files 2				
89.	Which of the following is true about folders, directories and files?  (a) A folder can contain a directory, but not a file.											
:	(a) (b) (c) (d)	A folder ca A folder ca A file can c	n conta n conta contain	ain a file, but ain a director files, directo	not a d y and a ries and	irectory. i file. d folders.		·				
90.	То	insert a new	slide ir	n the curren								
	(a)	CTRL + M	(b)	CTRL + N	(c)	CTRL + O	(d)	CTRL + F				
		Y.	٠,					Davis 11 of 10				

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91.	Comp	uter softw	are inclu	ıdes			•						
	(a) (c)	• •	pplication programs (backaged programs (c			Operating system programs  All of these							
92.	Which of the following is not a lang					guage for computer programming?							
	(a)	WINDOWS	6 (b)	PASC	CAL	(c)	BAS	SIC	(d)	COBOL			
93.	Who	invented th	e comp	uter?									
	(a) Le	eonardo (b)	Dennis	Gason	(c) C	Charles	Barba	ge (d)	Percy	L Spencer			
94.	M.S E	OOS is the	name of	a/an:				~	•				
	(a) (c)	Application System So		ire	(b)	Hard Prog		ing Lar	nguage	<b>)</b>			
95.	Whic device	h of the fol e ?	lowing a	are the	best	units of	f data	on an	extern	al storage			
•	(a) E	Bits (	b) Byte	s	(c) H	ertz	(d)	Clock	cycles				
96.	Whic	h of the fo	lowing	have th	ne fast	test acc	ess t	ime ?					
	(a) (c)					(b) (d)	_	netic E					
97.	Whic	ch of the fo	llowing	is a rea	ad onl	ly memory storage device.							
	(a)	Floppy dis	sk (b)	Hard	l disk	(c)	CDRC	M	(d)	None of these	<del>)</del>		
98.	E-MA	AIL											
	(a) (b) (c) (d)	stands fo Stores pu Both A ar None of t	irchase ond B	orders a	l and inv	oices, I	betwe	en com	puters	•			
99.	Whi	ch of the fo	llowing	packa	ges is	used f	or co	mposit	ion in	printing pres	s?		
	(a) L	otus	(b) l	Dbase		(c) F	Page n	naker	(d)	Word Perfect			
100.	With	n regard to	e-mail a	ddres	ses:								
	(a) (b) (c) (d)	they mus they can they are all of the	never co	ontain s	spaces		ol.						