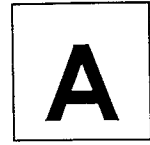


WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



PART-A

GENERAL ENGLISH

Choose the word/phrase, which is most nearly the same meaning for the words given in Capital letters:

1. KNOCK-DOWN.
(a) build (b) demolish (c) raise (d) elevate
2. PARAMOUNT
(a) Prestigious (b) Supreme (c) Valuable (d) Urgent

Choose the word opposite in meaning to the words given in Capital letters

3. SUBSERVIENT.
(a) aggressive (b) dignified (c) straight forward (d) supercilious
4. AUTHENTIC
(a) Real (b) Dependable (c) Spurious (d) Unpleasant

Find out which part of the following sentence has an error. If there is no error, (d) is the answer.

5. It is written in Gita / that God incarnates himself / in times of trouble /
(a) (b) (c)
- No error
(d)

Choose the correct word to fill up the blanks from the alternatives.

6. Scientists often striving for answers to seemingly unanswerable questions realise that is, and always has been, their finest ally.
(a) resistance (b) assistance (c) persistence (d) research
7. Mountains and hills are a sight. I have always to see them.
(a) extraordinary / advocated (b) stupendous / encouraged
(c) loving / prepared (d) fascinating / longed

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



8. I met _____ European
(a) an (b) the (c) this (d) a
9. He a lie if he ever said that he liked you.
(a) has been telling (b) was telling
(c) would have been telling (d) would have told
10. Mohamed Ghazni _____ a lot of wealth from India.
(a) Plundered (b) destroyed (c) stole (d) pilfered
11. He left for Mumbai by the _____ train
(a) half past eight (b) eight thirty
(c) eight thirty O' Clock (d) thirty minutes past eight
12. I took _____ on his condition and gave him some money
(a) sympathy (b) pity (c) kindness (d) consideration
13. High grades are certainly a boost to a student's _____
(a) morality (b) morale (c) moral (d) mood

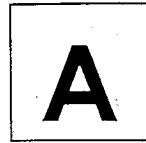
In the following question, one word is spelt in four different ways. Find the correctly spelt word.

14. (a) Oscillate (b) Ossilate (c) Ossillate (d) Oscilate

In the following sentences one of the word conveys almost the same meaning as the word in CAPITAL letters. Mark that word which you find as being most nearly the same meaning.

15. The white colour of the polar bear is a natural **CAMOUFLAGE** –
(a) means of disguise (b) quilt (c) clothing (d) means of concealment

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



In the following sentences, one word is given in CAPITAL letters. One of the words given below conveys most nearly the opposite meaning as the word in CAPITAL letters in the sentence. Identify that one word which you find as being most NEARLY THE OPPOSITE in meaning.

16. He was **CONVICTED** after a prolonged trial.
(a) released (b) arrested (c) chased (d) acquitted
17. The man was **REPRIMANDED** by his relatives for sending his son to the Army.
(a) encouraged (b) appreciated (c) rewarded (d) praised

In the following questions, out of the alternatives given, select the word which closely fits the definitions.

18. A word which can be interpreted in any way -
(a) Multifarious (b) Heterogeneous (c) Ambiguous (d) Amphibious
19. The policy of extending a country's empire and influence
(a) Imperialism (b) Capitalism (c) Communism (d) Fascism

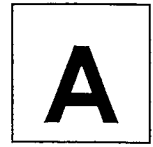
Fill-up the spaces with proper preposition from the choices given :

20. He longsthe good golden days of the youth.
(a) for (b) of (c) by (d) after
21. He was surroundeddangers on all sides.
(a) upon (b) with (c) by (d) over

Change the following sentence from Active to Passive Voice.

22. The boys killed the snake with a stick.
(a) The snake was killed by the boys with a stick.
(b) The snake is killed with a stick by the boys.
(c) A snake was killed by the boys with the stick.
(d) With a stick, the boys killed a snake.

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



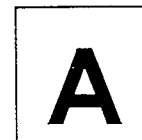
One of the four sentences given below is grammatically correct. Identify it.

23. (a) None of the two boys who were present there came to his help.
(b) More we get, more we want.
(c) Poetry ought to go straight to the heart, because it has come from the heart.
(d) When the two parted, they bade farewell to one another.

GENERAL KNOWLEDGE

24. With which sport do you associate the name of Geeth Sethi ?
(a) Golf (b) Billiards (c) Lawn Tennis (d) Cricket
25. Which of the following State is a member of the "Seven Sisters" ?
(a) West Bengal (b) Bihar (c) Tripura (d) Delhi
26. A blind folded woman holding a balance in her hand is symbol for ?
(a) Peace (b) Justice (c) Distress (d) Mourning
27. Who among the following is not a member of SAARC ?
(a) India (b) Pakistan (c) Iran (d) Sri Lanka
28. The authorization of the withdrawal of funds from the Consolidated Fund of India must come from:
(a) The President of India (b) The Parliament of India
(c) The Prime Minister of India (d) The Union Finance Minister
29. Repo rate is decided by which of the following organizations?
(a) AMFI (b) All Banks (c) SEBI (d) RBI
30. Which Indian leader declared, for the first time, that India's goal was 'swarajya'(freedom) ?
(a) Dadabhai Naoroji (b) Lokmanya Tilak
(c) Lala Lajpat Rai (d) Gopal Krishna Gokhale

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



31. 'Zero Hour' in Parliament refers to the time -
- (a) for the lunch hour
 - (b) when Parliament is in special session
 - (c) when the President is going to address the session
 - (d) to ask unscheduled questions
32. The Five Year Plan in the country is finally approved by the -
- (a) Union Cabinet
 - (b) President on the advice of the Prime Minister
 - (c) Planning Commission
 - (d) National Development Council
33. In international trade, when a country A extends the Most-Favoured Nation treatment to country B, it means that -
- (a) B is the only country with which A trades
 - (b) B gets at least as favourable a treatment as any other country from A
 - (c) B gets better treatment than any other country from A
 - (d) A gets better treatment than any other country from B
34. Which statutory official in India can participate in Lok Sabha discussions but cannot vote?
- (a) Attorney General
 - (b) Chief Election Commissioner
 - (c) Comptroller and Auditor General
 - (d) Central Information Commissioner
35. Habeas Corpus is -
- (a) an order from a higher court to stop proceedings in a case and follow the specified alternative course
 - (b) an order from a court to any official to show his right to the office
 - (c) an order from a superior court to a lower court to do a specific work
 - (d) an order from the court to produce the person held under illegal detention
36. Electrical current is measured by -
- (a) Voltmeter
 - (b) Anemometer
 - (c) Lactometer
 - (d) Ammeter

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



37. Who is the author of 'Keeping the Faith: Memories of a Parliamentarian'?
- (a) Sushma Swaraj (b) Sonia Gandhi
(c) Somnath Chatterjee (d) A.B. Vajpayee
38. The smallest particle of substance capable of independent existence and retaining the properties of the original substance is called:
- (a) Atom (b) Molecule (c) Neutron (d) Electron
39. Who is the present chairman of the Indian Space Research Organisation
- (a) Dr.K.Kasturi Rangan (b) Prof.C.N.R.Rao
(c) Dr.G.Madhavan Nair (d) Dr.K.Radhakrishnan
40. The science of the nature of heavenly bodies is known as
- (a) Cosmology (b) Conchology (c) Cryobiology (d) Cosmogony
41. Largest gland in human body is:
- (a) Liver (b) Thyroid (c) Pancreas (d) Skin
42. The age of a tree is determined by its
- (a) girth (b) height (c) growth rings (d) general appearance
43. An individual residing in a rural area wishes to get a guaranteed 100 days employment in a Govt.sector, he can get it through
- (a) Pradhan Mantri Rozgar Yojana
(b) Mahatma Gandhi National Rural Employment Guarantee Scheme
(c) Jawahar Rozgar Yojana
(d) Antyodaya Yojana

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012

A

44. Who has been appointed as India's first woman Finance Secretary
(a) Sushma Nath (b) Kavita Choudhary
(c) Chokila Iyer (d) Arundhati Gosh
45. Government has decided to stop the circulation of 25 paise coin with effect from
(a) April 01, 2011 (b) June 01, 2011 (c) June 30, 2011 (d) Sept. 30, 2011
46. The strength of an earthquake can be measured by a device called
(a) Seismograph (b) Barometer (c) Algometer (d) Thermometer

ARITHMETIC

47. The average of 5 numbers is 27. If one number is excluded, the average becomes 25. The excluded number is:
(a) 25 (b) 27 (c) 30 (d) 35
48. A village has 64,000 inhabitants. If the population increases at the rate of 2.5% per annum, then the number of inhabitants at the end of THREE years will be:
(a) 68911 (b) 68921 (c) 69200 (d) 70000
49. A and B can do a piece of work in 72 days; B and C can do it in 120 days; A and C can do it in 90 days. In what time can A alone do it ?
(a) 80 days (b) 100 days (c) 120 days (d) 150 days

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012

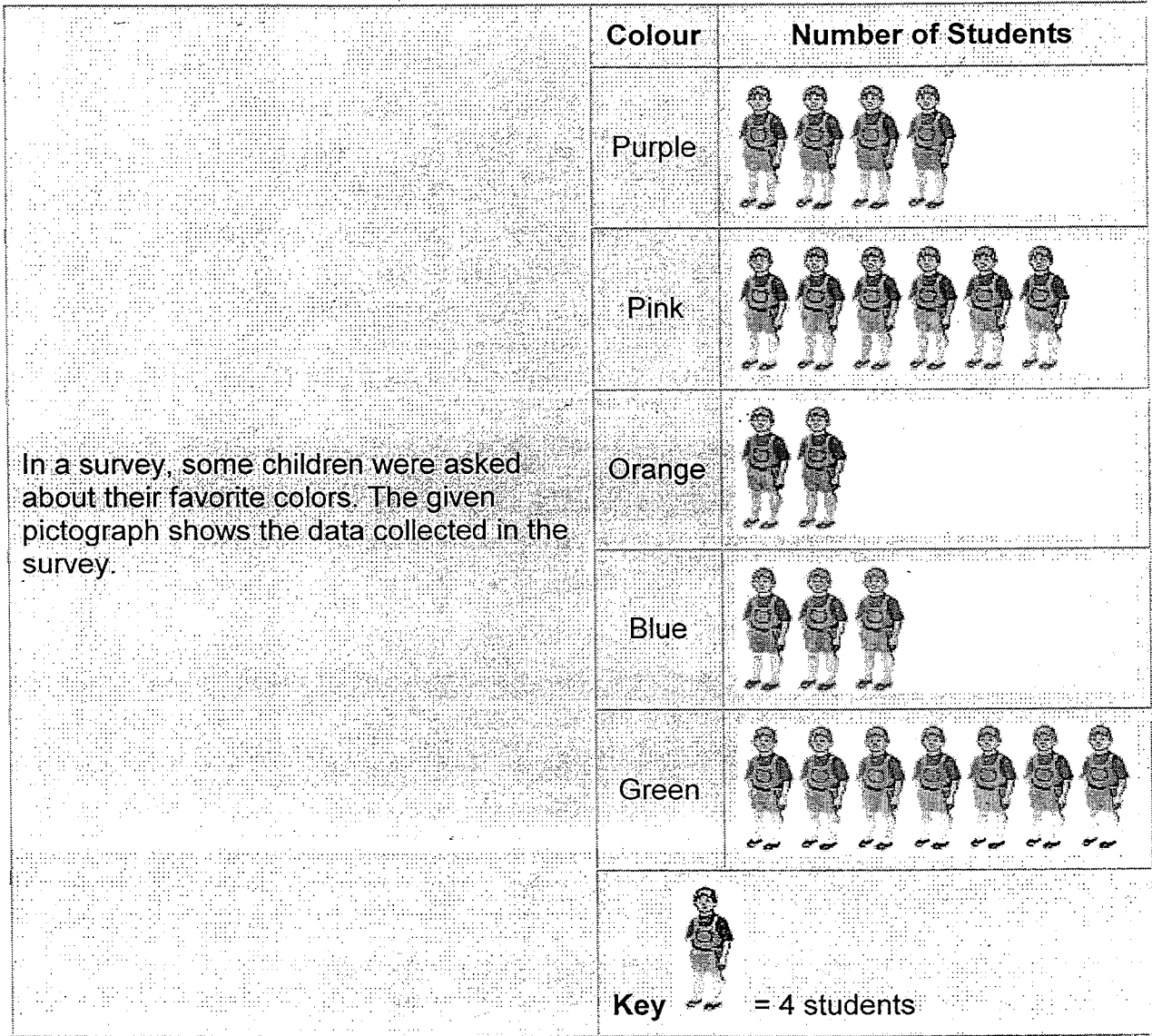
A

50. If the side of square is increased by 5 cm., the area increased by 165 sq.cm. The side of the square is:
- (a) 12 cm. (b) 13 cm (c) 14 cm. (d) 15 cm.
51. The smallest number which on adding 17 to it is exactly divisible by 32, 48 and 72 :
- (a) 290 (b) 281 (c) 292 (d) 271
52. In an examination 52% candidate failed in English and 42% failed in Mathematics. If 17% candidates failed in both English and Mathematics, what percentage of candidates passed in both the subjects?
- (a) 18% (b) 21% (c) 23% (d) 25%
53. A sum of Rs. 9,000/- is to be distributed among A, B & C in the ratio of 4 : 5 : 6. What will be the difference between A's and C's shares?
- (a) Rs. 600/- (b) Rs. 1,000/- (c) Rs. 900/- (d) Rs. 1,200/-
54. A trader sold 20% of his stock at 10% profit and 50% of the remainder of his stock at 10% loss. What should be the rate of profit for the sale of the remainder of his stock in order that the trader may make an overall profit of 5% over his entire stock?
- (a) 17.5% (b) 15% (c) 20% (d) 25%
55. Which of the following values is equivalent to the number 42?
- (a) $\frac{42}{10}$ (b) $7\frac{1}{6}$ (c) 0.42 (d) 4,200%

WRITTEN TEST FOR RECRUITMENT TO THE POST OF ASSISTANT/JR. PERSONAL ASSISTANT - 2012



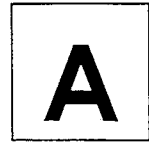
56. Use the following information to answer the question below:



How many students in the survey named pink as their favorite color ?

- (a) 12
- (b) 16
- (c) 20
- (d) 24

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



57. A car takes 5 hours to cover a distance of 300 km .How much should the speed in km/hr be maintained to cover the same distance $\frac{4}{5}$ th of the previous time.
(a) 70 km/hr (b) 65 km/hr (c) 75 km/hr (d) 60 km/hr
58. "A" and "B" can do a piece of work in 8 days which "A" alone can do in 12 days. In how many days can "B" alone do the same work?
(a) 24 days (b) 16 days (c) 20 days (d) 18 days
59. Rajeev started a shop by investing Rs.1200. Dinesh joined him four months later investing Rs.7,000. At the end of one year they earned a profit of Rs.13,200. What will be Dinesh's share of profit ?
(a) Rs.10450 (b) Rs.10650 (c) Rs.10500 (d) Rs.10550
60. The H.C.F. of 2 numbers is 12 and their L.C.M. is 672. If one of them is 12 more than the other, the two numbers are:
(a) 64, 76 (b) 96, 84 (c) 92, 80 (d) 96, 108
61. $\frac{36 \times 7 - 18 \times 3}{9 \times 7} = \frac{?}{7}$
(a) 17 (b) 22 (c) 30 (d) 50
62. The average of first five odd Prime Numbers is
(a) 7.0 (b) 7.8 (c) 8.0 (d) 8.7

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012

A

63. A father had 3 sons and they were born at an interval of 3 years. The total age of three sons is 26 years. What is the age of the youngest son ?
(a) 8 years (b) 6 years (c) 11 years (d) 5 years
64. The sum of squares of three consecutive Natural Nos. is 2030, then what is middle number ?
(a) 25 (b) 26 (c) 27 (d) 28
65. Which of the following fraction is the smallest
(a) $\frac{13}{16}$ (b) $\frac{15}{19}$ (c) $\frac{17}{21}$ (d) $\frac{7}{8}$
66. The average salary per month of 30 employees in a Company is Rs.4000/-. If the Manager's salary is added, the average salary increases to Rs.4,300/-. What is the salary of the Manager?
(a) Rs.10,000/- (b) Rs.13,000/- (c) Rs.12,000/- (d) Rs.13,300/-
67. The length of a rectangle is increased by 20% and the width is decreased by 20%. The area is decreased by
(a) 0.8% (b) 1.2% (c) 4% (d) 8%
68. If 15% of X is the same as 20% of Y then X:Y is
(a) 3:4 (b) 4:3 (c) 17:16 (d) 16:17
69. The difference between the Compound interest and Simple interest earned at the end of Second year on a sum of money at 10% per annum is Rs.20/-. The sum is
(a) Rs.4000/- (b) Rs.2000/- (c) Rs.1500/- (d) Rs.1000/-

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



REASONING

In each of the following questions find out the alternative which will replace the question mark

70. ABCD : WXYZ :: EFGH : ?

- (a) STUV (b) STOU (c) STUE (d) TSUV

71. Conference: Chairman :: Newspaper : ?

- (a) Reporter (b) Distributor (c) Printer (d) Editor

72. If 'HARD' is coded as '1357' and 'SOFT' as '2468', what do the figures 2 1 4 4 8 stand for?

- (a) SHOP (b) SCHOOL (c) SHOOT (d) SHOOL

73. A man was going with a girl. Someone asked his relationship with the girl. He replied "My paternal uncle is the paternal uncle of her paternal uncle". Find out the relationship between the man and the girl.

- (a) brother-in-law and sister-in-law (b) father and daughter
(c) brother and sister (d) maternal uncle and niece

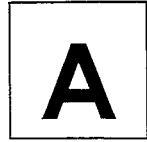
74. Anil was born on 29th February in the year 1960. How many birthdays will be celebrated upto 29th February 1976?

- (a) 16 (b) 8 (c) 10 (d) 4

In the following question, except one word, all are alike in a certain way. Select the one which is different from others.

75. (a) Ruby (b) Sapphire (c) Granite (d) Topaz

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



76. 'Building' is related to 'Architect' in the same way as 'Dress' is related to—

- (a) Cloth (b) Embroidery (c) Designer (d) Stitching

77. Nisha is taller than Suja. Nina is taller than Nisha. Nila is taller than Nina. Misha is the tallest of all. If they stand according to their height, who will be in the middle?

- (a) Nisha (b) Nina (c) Suja (d) Nila

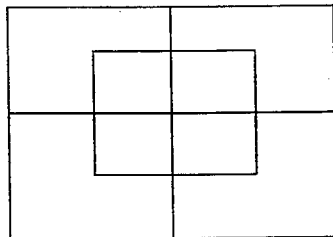
Select the one which is different from the other three responses:-

78. (a) Foreword (b) Text (c) Index (d) Preface

79. Which word cannot be formed from the letters of the word "CARDIOGRAM"?

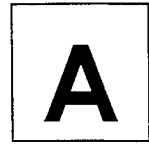
- (a) RADIO (b) AEROGRAM (c) DIAGRAM (d) CARGO

80. How many squares are there in the given figure?



- (a) 7 (b) 12 (c) 8 (d) 10

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



81. In each of the following questions select a figure from amongst the four alternatives, which when placed in the blank space of fig.(x) would complete the pattern

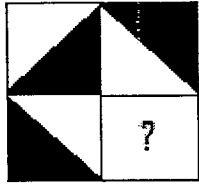


Fig (x)



82. Arrange the following in a logical order

1. GOLD 2. IRON 3. SAND 4. PLATINUM 5. DIAMOND
(a) 2,4,3,5,1 (b) 3,2,1,5,4 (c) 4,5,1,3,2 (d) 5,4,3,2,1

COMPUTER LITERACY

83. A Computer system, which contains two or more CPU is called a _____ ?

(a) Input data (b) Control Unit (c) Multiprocessor Unit (d) Global memory

84. The earliest calculating devices are;

(a) TRON (b) Abacus (c) ENIAC (d) Analytical Engine

85. In Excel to add two cells (A1 and A2) together you can use the following formula

(a) =A1+A2 (b) =Add (A1+A2) (c) =together (A1+A2) (d) A1 plus A2

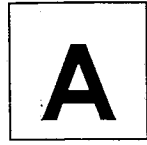
WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012

A

86. Which of the following is essential for using a computer effectively?
(a) Executive Software (b) Command software
(c) System Software (d) Utility Software
87. Which of the following is not a computer programming language?
(a) PASCAL (b) ASCII (c) COBOL (d) BASIC
88. A programme which converts computer instructions written in a high-level language into low-level language or machine code is called a -
(a) Programme Manager (b) File Manager
(c) Print Manager (d) Compiler
89. In computer language, 1 MB is equal to
(a) 1024 Bytes (b) 1024 KB (c) 1000 KB (d) 10024 Bytes
90. Which of the following have the fastest access time?
(a) Semiconductor Memories (b) Magnetic Disks
(c) Magnetic Tapes (d) Compact Disks

END OF PART - A

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



PART - B

I Write an Essay on any ONE of the following (about 400 words) :

1. Need to encourage all sports apart from Cricket in India
2. Recent Lokpal Bill
3. Indian Space programme for societal benefits
4. e-Governance

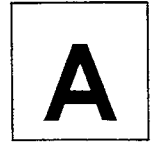
II Read the following passage carefully and answer the questions in A and B below:

When a brave mountaineer is assailing the Everest he is as great a hero as a cosmonaut rocketing towards Mars in his space capsule and thousands of men and women in different countries back his progress with their good wishes and share the thrills and anxieties of his hazardous journey to the roof of the world, which scores of anxious scientists wish him success in the hope of obtaining valuable information on atmospheric conditions in the upper regions of the earth. Mountaineering is indeed a source of pleasure and a mine of useful knowledge which is constantly enriching the scientific vocabulary of geologists, mineralogists and glaciologists of the world.

Mountaineering is a perennial source of joy to those who have eyes that can appreciate beauties of nature. Nowhere does nature reveal her charm in greater abundance than as green and flowering mountain tops with transparent stream of water flowing down their slopes or on snow-clad hills where sunlight weaves its magic colours into their virginal whiteness. To lovers of mountains the sound of waterfalls is like the joyful clapping of merry primitive dancers and the howling of night winds contains a musical pleasantness which surpasses the highly sustained rhapsodies of man-made organs. Lakes in high altitudes, holding within their cup-like mountainous enclosures the watery wealth of surrounding glaciers, treeless plateaus covered with rare varieties of grass, plants and flowers and yawning chasms into whose dark, unfathomable interior nature's countless species of animals and plants carry on their fight for existence are attractions so powerful and irresistible that no man or woman who is a member of a mountaineering party or club can turn a deaf ear to their call. These widely scattered, ever-alluring treasures of nature are the climber's greatest inducement to wander with a hungry heart in search of beauty, adventure and fame along the dangerous slopes of sky-embracing heights.

Mountaineering is an awfully risky venture in the case of those ambitious souls who are dreaming of conquering such majestic peaks as Annupurana, Dhaulagiri and Everest, and who wish to be ranked among the world's greatest climbers like Sir Edmund P. Hillary and Tenzing Norgay. Dozens of adventurers belonging to different nations with their hearts burning with a passion to conquer the highest peak in the world perished in the immortal snows of the Himalayas, after painfully inching their

WRITTEN TEST FOR RECRUITMENT TO THE POST OF
ASSISTANT/JR. PERSONAL ASSISTANT - 2012



way to heights which were in close proximity to the summit. Expedition after expedition turned back exhausted, frost bitten and utterly disappointed when the mighty Himalayas hurled icy winds, snow storms and blizzards at those who wanted to conquer Everest, thus barring their way to this pinnacle of glory. The bones of many men of unrealized ambition lie buried in the glacial wilderness which is the home of the highest peak in the world. Such awful setbacks however did not dampen the enthusiasm of succeeding generations of mountaineers; the failure of early expeditions did not deter Colonel Hunt and his brave companions from trying to plant on the summit the flag of the victory of human defiance of nature's death-dealing agents in high altitudes.

A. Answer the following questions briefly:

1. Mountaineers are considered as heroes. Why?
2. In what way does mountaineering become a source of knowledge?
3. What are the beautiful sights which catch a mountaineer's eye?
4. Why mountaineering is considered risky?
5. Setbacks in mountaineering do not dampen the spirit of many mountaineers. Why?

B. Find words from the above passage which convey similar meaning as the ones given below:

6. One who studies the science relating to the history and development of the earth's crust.
7. Lasting through the year.
8. A blinding storm of wind and snow.

III. Write a letter on any one of the following :

Keeping in view the difficulties being faced by students to prepare for the ensuing Schools/Colleges Examination due to acute shortage of power supply in your place, write a letter to the concerned authority to provide uninterrupted power supply.

(OR)

Write a letter to the Regional Transport Commissioner in your City to introduce a new bus route to your area considering the increased population and difficulties faced by the residents.

END OF PART -B