







44. Microsoft word is an example of :  
 a) an operating system  
 b) application software  
 c) a processing device  
 d) an input device
45. The symbol which separates two parts of an e-mail address is:  
 a) /  
 b) @  
 c) \$  
 d) #
46. ਹੇਠ ਲਿਖੇ ਵਿਕਲਪਾਂ ਵਿੱਚੋਂ ਸੁੱਧ ਸ਼ਬਦ - ਜੋੜ ਚੁਣੋ ?  
 a) ਗਆਨ  
 b) ਗਿਆਨ  
 c) ਗਯਾਨ  
 d) ਗੋਆਨ
47. "ਮੀਂਹ, ਬਰਸਾਤ, ਬਾਰਸ਼" ਦਾ ਹੋਰ ਕਿਹੜਾ ਸਮਾਨਾਰਥੀ ਹੋ ਸਕਦਾ ਹੈ ?  
 a) ਹਨੇਰੀ  
 b) ਗੜੇ  
 c) ਤੂਫਾਨ  
 d) ਵਰਖਾ
48. ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਸਤ-ਵਾਚਕ ਨਾਵ ਚੁਣੋ ?  
 a) ਦੁੱਧ, ਤੇਲ, ਪਾਣੀ  
 b) ਸੈਨਾ, ਸਭਾ, ਇੱਜੜ  
 c) ਸੱਚ, ਖੂਨ, ਦੁੱਖ  
 d) ਰਾਮ, ਸ਼ਾਮ, ਮੋਹਨ
49. ਇਹਨਾਂ ਵਿੱਚੋਂ ਆਮ/ਜਾਤੀ-ਵਾਚਕ ਨਾਵ ਚੁਣੋ?  
 a) ਗਮੀ  
 b) ਤੇਲ  
 c) ਸੋਨਾ  
 d) ਵਿਦਿਆਰਥੀ
50. ਹੇਠ ਲਿਖੇ ਵਾਕ ਦਾ ਲਿੰਗ ਬਦਲੋ ?  
 ਮਾਲਕ ਨੇ ਨੌਕਰ ਅਤੇ ਉਸਦੀ ਪਤਨੀ ਨੂੰ ਭਿੜਕਿਆ।  
 a) ਮਾਲਕ ਨੇ ਨੌਕਰਾਨੀ ਅਤੇ ਉਸਦੀ ਪਤਨੀ ਨੂੰ ਭਿੜਕਿਆ  
 b) ਮਾਲਕਣ ਨੇ ਨੌਕਰਾਨੀ ਅਤੇ ਉਸ ਦੇ ਪਤੀ ਨੂੰ ਭਿੜਕਿਆ  
 c) ਮਾਲਕ ਨੇ ਨੌਕਰ ਅਤੇ ਉਸ ਦੇ ਪਤੀ ਨੂੰ ਭਿੜਕਿਆ  
 d) ਮਾਲਕਣ ਨੇ ਨੌਕਰ ਅਤੇ ਉਸਦੀ ਪਤਨੀ ਨੂੰ ਭਿੜਕਿਆ
51. ਹੇਠ ਲਿਖੇ ਵਾਕ ਦੇ ਵਚਨ ਬਦਲ ਕੇ ਸਹੀ ਵਿਕਲਪ ਚੁਣੋ ?  
 ਚਿੜੀ ਚੀ-ਚੀ ਕਰ ਰਹੀ ਹੈ।  
 a) ਚਿੜੀਆਂ ਚੀ- ਚੀ ਕਰ ਰਹੀਆਂ ਹੈ  
 b) ਚਿੜੀ ਚੀ- ਚੀ ਕਰ ਰਹੀਆਂ ਹਨ  
 c) ਚਿੜੀਆਂ ਚੀ- ਚੀ ਕਰ ਰਹੀਆਂ ਹਨ  
 d) ਚਿੜੀਆਂ ਚੀਆਂ-ਚੀਆਂ ਕਰ ਰਹੀਆਂ ਹਨ
52. ਲਕੀਰੇ ਕਾਰਕ ਦੀ ਕਿਸਮ ਦੱਸੋ ?  
ਕਮਲੇਸ਼ ਦਾ ਭਰਾ ਡਾਕਟਰ ਹੈ  
 a) ਕਰਤਾ -ਕਾਰਕ  
 b) ਕਰਮ-ਕਾਰਕ  
 c) ਕਰਨ-ਕਾਰਕ  
 d) ਅਪਾਦਾਨ-ਕਾਰਕ
53. "ਮੇਰੀ ਅੱਖ ਵਿੱਚ ਰੜਕ ਪੈ ਰਹੀ ਹੈ" ਵਾਕ ਵਿੱਚੋਂ ਸੰਬੰਧਮਾਨ ਦੱਸੋ ?  
 a) ਮੇਰੀ  
 b) ਅੱਖ  
 c) ਵਿੱਚ  
 d) ਰੜਕ
54. ਹੇਠ ਲਿਖੇ ਮੁਹਾਵਰੇ ਦਾ ਸਹੀ ਅਰਥ ਦੱਸੋ :  
 ਪੈਰ ਧੋ ਕੇ ਪੀਣੇ  
 a) ਮਜ਼ਬੂਰੀ ਹੋਣੀ  
 b) ਗੁਲਾਮੀ ਕਰਨਾ  
 c) ਆਦਰ -ਸਤਿਕਾਰ ਕਰਨਾ  
 d) ਪੈਰ ਸਾਫ਼ ਕਰਨੇ
55. ਹੇਠ ਲਿਖਿਆ ਅਖਾਣ ਕਿਹੜੇ ਮੌਕੇ ਤੇ ਬੋਲਿਆ ਜਾਂਦਾ ਹੈ? ਸਹੀ ਵਿਕਲਪ ਚੁਣੋ :  
 ਇੱਕ ਅਨਾਰ ਸੌ ਬਿਮਾਰ  
 a) ਜਦੋਂ ਚੀਜ਼ ਘੱਟ ਪਰ ਚਾਹਵਾਨ ਵੱਧ ਹੋਣ  
 b) ਜਦੋਂ ਕੋਈ ਅਨਾਰ ਖਾ ਕੇ ਬਿਮਾਰ ਹੋ ਜਾਵੇ  
 c) ਜਦੋਂ ਇਕੋ ਅਨਾਰ ਸੌ ਜਾਣੇ ਖਾ ਲੈਣ  
 d) ਜਦੋਂ ਸੌ ਅਨਾਰ ਖਾ ਕੇ ਇੱਕ ਬਿਮਾਰ ਹੋ ਜਾਵੇ

Question No. (56-57). In the following sentences, certain parts marked (a), (b), (c) and (d) are underlined. One of the underlined parts contains an error. Select the part containing an error.

56. Each number in a binary system are formed from only two letters.  
 (a) (b)  (c) (d)
57. A serious issue is how to acquire feedback reliable of our new products.  
 (a) (b)  (c) (d)

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Question No. (58-59). In each of the following questions, an idiomatic expression and its four possible meanings are given. Select the correct meaning of the idiomatic expression.

58. His most trusted friend proved to be a snake in the grass.  
 a) an unreliable person    b) a hidden enemy    c) cowardly and brutal    d) a bad omen
59. You cannot have your cake and eat it too.  
 a) enjoy for ever    b) enjoy without payment    c) have it both ways    d) absolve yourself of guilt

Question No. (60-61). In the following questions, a word is given followed by four alternatives. Select the alternative that conveys the same meaning as the given underlined word.

60. Concise  
 a) concept    b) agree    c) brief    d) devise
61. Eager  
 a) religious    b) poor    c) pious    d) curious

Question No. (62-63). Each of the following questions consists of an underlined word, followed by four words. Select the word that is most closely **OPPOSITE** in meaning to the given underlined word.

62. Display  
 a) exhibit    b) show    c) demonstrate    d) conceal
63. Indict  
 a) exonerate    b) cross-examine    c) prevail    d) respond

Question No. (64-65). In the following questions, fill in the blanks with most appropriate word from the four given alternatives:

64. Would you mind \_\_\_\_\_ to the Principal how the trouble started?  
 a) remarking    b) telling    c) talking    d) explaining
65. Don't forget to give her the message when you \_\_\_\_\_ her.  
 a) are seeing    b) saw    c) see    d) would see
66. Assessee is always a person but a person may or may not be an assessee.  
 a) true    b) false    c) cannot be said with certainty    d) is decided by the assessing officer
67. Death cum retirement benefit paid to a govt. employee is :  
 a) fully taxable    b) partially taxable    c) fully exempted    d) govt. pays the tax
68. In marketing mix, which 4 P's are considered :  
 a) product, price, place & promotion    c) product, price, people & place  
 b) product, price, penetration & promotion    d) product, positioning, placement & price
69. A marketing concern generally taps three sources for financing its activities, which are :  
 a) owned capital, discounts and coupons    c) discounts, cashbacks and money lenders  
 b) owned capital, bank and trade credit    d) moneylenders, discounts and bank
70. Brokers are those mercantile agents who obtain neither the possession nor the \_\_\_\_\_ of the goods but only serve to bring the buyers and sellers together.  
 a) title    b) ownership    c) right of lein    d) none of these
71. The contribution approach to pricing is based on the incremental :  
 a) cost principle    b) cost system    c) cost force    d) market force

72. When total cost changes in direct proportion to changes in volume, it is called a \_\_\_\_\_  
 a) variable cost                      b) fixed cost                      c) full cost                      d) total cost
73. When a company has surplus reserves but does not have adequate liquidity then the company capitalizes its reserves and distributes these reserves as :  
 a) equity shares                      b) loan                      c) bonus shares                      d) right shares
74. If the investment does not give a uniform annual return, then the computation of payback period done with the help of :  
 a) savings                      b) tax                      c) budget                      d) profit and loss
75. Expenditure on research and development is :  
 a) working capital                      b) capital expenditure                      c) revenue expenditure                      d) capital income
76. Find out the retained earnings from the following data :  
 Dividend per share Rs.15/-; personal income tax rate 25%; market price per share Rs.110/-; brokerage on investment of dividend 2%.  
 a) 10.50%                      b) 10.25%                      c) 10.02%                      d) 13.7%
77. The cost of depreciation fund is calculated according to :  
 a) opportunity cost theory                      b) maximum cost theory                      c) M.M. theory                      d) Swat's model
78. The mechanism to identify employees growth potential is done through:  
 a) job evaluation                      b) job enrichment                      c) job assessment centre                      d) position description
79. The process of integrating the employees need is called :  
 a) organizational planning                      c) human resource planning  
 b) career planning                      d) succession planning
80. At present most of the Indian Banks are falling under the :  
 a) chain banking system                      b) unit banking system                      c) branch banking system                      d) none of the above
81. Accounting Standard on the "effect of changes in Foreign Exchange Rates" is :  
 a) AS 11                      b) AS 13                      c) AS 18                      d) none of these
82. Which of the following is not a category of non-performing assets?  
 a) sub-standard assets                      b) doubtful assets                      c) loss assets                      d) devaluated assets
83. The nationality of a company is decided by its  
 a) registered office                      c) place at which books of accounts are kept  
 b) shareholders                      d) none of these
84. Which one of the following has a right to claim compensation for any loss due to misstatement prospectus?  
 a) purchasing shares in primary market                      c) subscribers to memorandum of association  
 b) purchasing shares in secondary market                      d) all of the above
85. If a company issues bonus shares, the debt equity ratio will :  
 a) remain unaffected                      b) be affected                      c) improve                      d) none of these

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86. Positive income effect is greater than negative substitution effect in case of :  
a) normal goods      b) inferior goods      c) luxury goods      d) giffen goods
87. In case of monopolistic competition :  
a) the long-run supply curve can be defined      c) the short-run supply curve can't be defined  
b) the long-run supply can't be defined      d) the short-run supply curve can be defined
88. An economic system where the means of production are owned and managed by the State is called :  
a) capitalism      b) socialism      c) mixed economy      d) common economy
89. Which of the following is not an essential feature of social environment?  
a) competitiveness      b) respect for the individual      c) better quality of life      d) bailment
90. What is triple bottom line audit ?  
a) a social, economic and environmental audit  
b) an audit of the three major financial project of a business  
c) an audit by the Physical Health of Employees  
d) an audit of all the Sporting resources of the enterprise
91. Pollution monitoring and control is done by :  
a) Central Board for Prevention and Control of Water Pollution      c) Central Government  
b) Central Board for Pollution Control      d) none of the above
92. Neo-classical Theory of organization consists :  
a) decentralization      b) non-formal organization      c) human-oriented      d) all of these
93. Approaches of organizational effectiveness include :  
a) strategic constituencies approach      c) goal attainment approach  
b) system approach      d) all of these
94. Which of the following is considered as the first principle of organization ?  
a) delegation      b) co-ordination      c) unity of command      d) supervision
95. The process of thoroughly checking the collected data to ensure optimal quality level is referred to as  
a) validation      b) editing      c) classification      d) entry
96. The ethical issues relating to customers includes :  
a) price of the product      b) quality of the product      c) safety      d) all of these
97. e-banking business is essentially regulated by the Information Act, 2000, under which personal signature is replaced by :  
a) encrypted signature      b) image signature      c) digital signature      d) online signature
98. Which of the following is not a function of Foreign Exchange Market ?  
a) stabilization function      b) hedging function      c) credit function      d) transfer function
99. The following is (are) non-verbal communication :  
a) facial expression      b) appearance      c) posture      d) all of these

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## Written Test for Post of Clerk-cum-Typist

Date of Written test: 11.09.2016

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### Answer Key - Set A



Q. No.	Answer	Q. No.	Answer	Q. No.	Answer	Q. No.	Answer
1.	C	26.	C	51.	C	76.	C
2.	C	27.	D	52.	A	77.	A
3.	D	28.	A	53.	D	78.	B
4.	C	29.	D	54.	C	79.	D
5.	A	30.	A	55.	A	80.	C
6.	B	31.	A	56.	B	81.	A
7.	B	32.	D	57.	C	82.	D
8.	C	33.	A	58.	B	83.	A
9.	B	34.	B	59.	C	84.	A
10.	D	35.	C	60.	C	85.	C
11.	C	36.	D	61.	D	86.	D
12.	A	37.	A	62.	D	87.	C
13.	B	38.	B	63.	A	88.	B
14.	B	39.	C	64.	D	89.	D
15.	B	40.	A	65.	C	90.	A
16.	C	41.	C	66.	A	91.	A
17.	C	42.	A	67.	C	92.	D
18.	B	43.	C	68.	A	93.	D
19.	C	44.	B	69.	B	94.	B
20.	A	45.	B	70.	B	95.	A
21.	D	46.	B	71.	A	96.	D
22.	B	47.	D	72.	A	97.	C
23.	C	48.	A	73.	C	98.	A
24.	C	49.	D	74.	A	99.	D
25.	B	50.	B	75.	B	100.	A



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### Answer Key - Set B



Q. No.	Answer	Q. No.	Answer	Q. No.	Answer	Q. No.	Answer
1.	A	26.	B	51.	A	76.	B
2.	D	27.	C	52.	D	77.	B
3.	A	28.	B	53.	A	78.	C
4.	B	29.	C	54.	A	79.	B
5.	C	30.	C	55.	C	80.	D
6.	D	31.	D	56.	D	81.	C
7.	A	32.	D	57.	C	82.	A
8.	B	33.	A	58.	B	83.	B
9.	C	34.	D	59.	D	84.	B
10.	A	35.	C	60.	A	85.	B
11.	C	36.	A	61.	A	86.	C
12.	A	37.	C	62.	D	87.	C
13.	C	38.	A	63.	D	88.	B
14.	B	39.	B	64.	B	89.	C
15.	B	40.	B	65.	A	90.	A
16.	B	41.	A	66.	D	91.	D
17.	D	42.	A	67.	C	92.	B
18.	A	43.	C	68.	A	93.	C
19.	D	44.	A	69.	D	94.	C
20.	B	45.	B	70.	A	95.	B
21.	C	46.	C	71.	C	96.	C
22.	A	47.	A	72.	C	97.	D
23.	D	48.	B	73.	D	98.	A
24.	C	49.	D	74.	C	99.	D
25.	A	50.	C	75.	A	100.	A



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## Written Test for Post of Clerk-cum-Typist

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### Answer Key - Set C



Q. No.	Answer	Q. No.	Answer	Q. No.	Answer	Q. No.	Answer
1.	B	26.	A	51.	D	76.	D
2.	D	27.	A	52.	C	77.	B
3.	A	28.	C	53.	A	78.	C
4.	D	29.	A	54.	D	79.	C
5.	B	30.	B	55.	A	80.	B
6.	C	31.	C	56.	C	81.	C
7.	A	32.	A	57.	C	82.	D
8.	D	33.	B	58.	D	83.	A
9.	C	34.	D	59.	C	84.	D
10.	A	35.	C	60.	A	85.	A
11.	B	36.	A	61.	B	86.	A
12.	C	37.	D	62.	B	87.	D
13.	B	38.	A	63.	C	88.	A
14.	C	39.	A	64.	B	89.	B
15.	C	40.	C	65.	D	90.	C
16.	D	41.	D	66.	C	91.	D
17.	D	42.	C	67.	A	92.	A
18.	A	43.	B	68.	B	93.	B
19.	D	44.	D	69.	B	94.	C
20.	C	45.	A	70.	B	95.	A
21.	A	46.	A	71.	C	96.	C
22.	C	47.	D	72.	C	97.	A
23.	A	48.	D	73.	B	98.	C
24.	B	49.	B	74.	C	99.	B
25.	B	50.	A	75.	A	100.	B



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### Answer Key - Set D



Q. No.	Answer	Q. No.	Answer	Q. No.	Answer	Q. No.	Answer
1.	A	26.	A	51.	C	76.	C
2.	C	27.	D	52.	C	77.	A
3.	A	28.	D	53.	B	78.	C
4.	B	29.	B	54.	C	79.	B
5.	B	30.	A	55.	A	80.	B
6.	A	31.	D	56.	D	81.	B
7.	A	32.	C	57.	B	82.	D
8.	C	33.	A	58.	C	83.	A
9.	A	34.	D	59.	C	84.	D
10.	B	35.	A	60.	B	85.	B
11.	C	36.	C	61.	C	86.	C
12.	A	37.	C	62.	D	87.	A
13.	B	38.	D	63.	A	88.	D
14.	D	39.	C	64.	D	89.	C
15.	C	40.	A	65.	A	90.	A
16.	A	41.	B	66.	A	91.	B
17.	D	42.	B	67.	D	92.	C
18.	A	43.	C	68.	A	93.	B
19.	A	44.	B	69.	B	94.	C
20.	C	45.	D	70.	C	95.	C
21.	D	46.	C	71.	D	96.	D
22.	C	47.	A	72.	A	97.	D
23.	B	48.	B	73.	B	98.	A
24.	D	49.	B	74.	C	99.	D
25.	A	50.	B	75.	A	100.	C



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