and advantage.

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)

<u>INSTRUCTIONS</u>

- 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.
- 6. 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

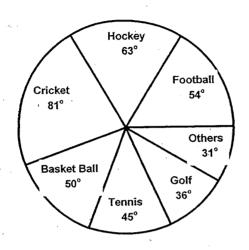
PART-A (ARITHMETIC)

1.	Whic	h of the follo	wing is	always oc	ld?		•		
	(a) (c)	Sum of two Product of t			(b) (d)	Difference None of the		ld numb	ers
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.	What will be the least number which when doubled will be exactly divisible by 12, 18, 21 and 30 ?								
	(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 fin	
	(a)	10 days	(b)	11 days	(c)	20 days	(d)	33 <u>1</u> day	
16.	aver	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 avera	runs. If	
	. (a)	33.25	(b)	33.5	(c)	34.25	(d)	35	
17.	Whic	ch 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	r of
	(a)	175	(b)	200	(c)	240	(d)	315	
19.		,200 become rate of intere							. If
	a)	Rs.1635	(b)	Rs.1644	(c)	Rs.1670	(d)	Rs.1680	
20.	The	number 311	311311	3113113113	11 is :				
	` ,	divisible by 3 divisible by b		•		divisible by 1 neither divisi			
21.	in e	students in ach class, t e classes be	he ratio	changes t	to 4:5:7.				
	(a) (c)	100 stude 150 stude			(b) (d)	75 studen 50 studen		· •	
22.	circ and	3 and C sta ular stadiun C in 198 se y meet again	n. A co econds	ompletes a , all starting	round ing at the	n 252 secor	nds, B i	in 308 seco	nds
	(a) (c)	26 minute 45 minute		conds	(b)	42 minute 46 minute			
		į							

23.		le Rs.1540 a jether, and E						much as B	and
	(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?) .
•	(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.	Wha	t decimal fra	ection is	s 20 mm of a	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.		compound de interest i				•	s is R	s. 41 and the	>
	(a)	4%	(p)	5%	(c)	6%	(d)	8%	
38.		m of money many years		-		ounts to thric	e itsel	f in 3 years. In	l
	(a)	18	(b)	12	(c)	9	(d)	6	
39.						and the cor koned half ye		d interest or	1
	(a)	Nil	(b)	Rs. 1.50	(c)	Rs. 4.40	(d)	Rs. 6.50	
40.	3/4 th	of 1/5 th 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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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:-

	MANA	NAGERS TECHNICIANS		OPERATORS		ACCOUNTANT		PEONS		
YEAR							S			
	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

42.	What is the percentage of number of Operators who left the Company with
	respect to total number of Operators who joined the Company during the
	period between 1995 and 2000 ?

	400/
a)	19%

43. For which of the following categories the percentage increase in the number of employees working in the Company from 1995 to 2000 was the maximum?

(a)	Managers
(a)	Mariagore

(b) Technicians

(c) Operators

(d) Accountants

44. What was the difference between the total number of Technicians added to the Company and the total number of Accountants added to the Company during the years 1996 to 2000?

(a) 128

(b) 112

(c) 96

(d) 88

45. What was the total number of Peons working in the Company in the year 1999?

(a) 1312

(b) 1192

(c) 1088

(d) 968

46. What was the pooled average of the total number of employees of all categories in the year 1997?

(a) 1325

(b) 1285

(c) 1265

(d) 1195

⁽b) 21%

⁽c) 27%

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		e e		
51.	51. The number of students in each section of a school is 24. After adnew students, three new sections were started. Now, the total nur sections is 16 and there are 21 students in each section. The nur new students admitted is:									
	(a)	14	· (b)	24	(c)	48	(d)	114		
52.	(856 856	+ 167) ² + (8 3 x 856 + 16	356 – 16 7 x 167	67) ² is equ	al to:					
	(a)	1	(p)	2	(c)	689	(d)	1023		
53.	The	value of (6		- (32.458) ² - 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		



5 5.	A is 30% more efficient than B. How much time will they, working together, take to complete a job which A alone could have done in 23 days?										
	(a)	11 days	(b)	13 days	(c)	20 days	(d)	25 days			
56.	An express train traveled at an average speed of 100 km / h, stopping for 3 minutes after every 75 km. How long did it take to reach the destination 600 km, from the starting point?										
	(a) (c)	6 hrs. 21 m 6 hrs. 27 m		(b) (d)		. 24 min. . 30 min.		• •			
57.	a sp first	eed of 50 kn	n/hr an ravele	d 40 km/hr i	respect	ively. By th	e time t	each other at hey meet, the The distance			
	(a)	500 km.	(b)	630 km.	(c)	660 km.	(d)	900 km.			
58.	rest	erchant has at 18% prof īt is :	1000 k it. He	g of sugar, p gains 14%	oart of von the	vhich he sell whole. The	s at 8% quantit	profit and the y sold at 18%			
	(a)	400 kg.	(b)	560 kg.	(c)	600 kg.	(d)	640 kg.			
59.	3 ye	an took a loo ears, he had ount borrowe	to pay	r Rs.5,400 in	he rate terest	of 12% p.a. only for the	simple i period.	interest. After The principal			
٠	(a)	Rs.2,000	(b)	Rs.10,000	(c)	Rs.15,000	(d)	Rs.20,000			
60.	A a	nd B take part of 8 m and	art in a still be	100 m race	. A ru 3 secon	ns at 5 km p ids. The spe	er hour	. A gives B a is :			
		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:												
•	(a) (c)	Andhra Prac Karnataka to			(b)	Karnataka to Kerala to Ta							
62.	Whic	h of the follo	wing c	ompany is tl	ne woi	rld's largest c	ar ma	nufacturer ?					
	(a) (c)	Honda Moto Suzuki Moto		(b) (d)	,	o Motor eral Motor							
63.	India's newly built and tested missile "Astra" is meant for												
	(a)	Surface to a Ship to ship		(b)		o air strike ace to surface	strike						
64.	Gandhiji started Satyagraha movement in 1919 in protest against the:												
	(a) Enactment of Rowlatt Act (c) Simon Commission					Champaran Colonial exp		-					
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. Nijalingar Sachithanad	•	na					
66.		he history o	of the	freedom m	ovem	ent of India	, the	year 1930 is					
	(a) (c)	Partition of I Jallianwala	_	1assacre	(b)	Dandi Marcl Chauri Cha		ident					
67.						lar and liked octed by BBC		n of the world,					
	(a) Nelson Mandela(c) Bill Gates				(b) (d)	Bill Clinton Dalai Lama							
68.	The range of Agni-II missile is around :												
	(a)	500 km.	(b)	2000 km.	(c)	3500 km.	(d)	5000 km.					
69.	Whic	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. ·		m	nuscle	is tl	ne stron	gest	of all i	in the l	huma	n body	•		
71.		Jaw h of the iin of the		wing				Calf was/	were	(d) never	Uppe appoi i		
	(a) (c)	S. Venka Mohinde					(b) (d)	K. Sri Syed		ani			
72.	Musi	cal instru	ment '	"sita	r" is the	com	binati	on of -					
	(a) (c)	Bansuri a Veena a		(b)	Bansuri and Sarangi Veena and Piano					•			
73.	In which of the following states, Internet users are maximum in India?												
. •	(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	1 ·		(b) (d)		Graf Even	t			
75 .	Who	among th	ne foll	owir	ig wrote	the b	ook '	Algebr	a of I	nfinite .	Justice	!?	
	(a) (c)	Anita De Arundha		,			(b) (d)		ım Se ngton	th Mistry			
7 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	ollow	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		(b) (d)		sheets sheets and C	harts					
82.	Word	d length of a F	Person	al Compute	r is							
	(a)	4 bits	(b)	8 bits	(c) .	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.	Whi	ch of the follo	wing i	s the latest	version	of Excel?		· .				
	(a)	Excel 2000	(b)	Excel 2002	(c)	Excel ME	(d)	Excel XP				
85.	A ty	pical workshe	et has	nui	mber of	columns.						
	(a)	128	(b)	256	(c)	512	(d)	1024				
86.	In C	omputer lang	uage,1	Kilobyte e	quals:	·						
	(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											
	(a) (b)	there is no 'Save' will s saving loca	save a	nce they file that has	do exac already	tly the same been assigne	thing al ed a na	I the time. me and				
	(c) 'Save As' allows one to change or set the name and/or saving location for the file.											
	(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. (b) A folder can contain a file, but not a directory. (c) A folder can contain a directory and a file. (d) A file can contain files, directories and folders. 											
90.	То	insert a new	slide ir	n the curren								
	(a)	CTRL + M	(b)	CTRL + N	(c)	CTRL + O	(d)	CTRL + F				
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91.	Comp	uter softwa	e inclu	des			•					
	(a) (c)		plication programs (b) ckaged programs (d)				Operating system programs All of these					
92.	Which	h of the follo	wing is	not a	langu	age for	com	puter p	orogra	mming?		
	(a)	WINDOWS	(p)	PASC	AL	(c)	BAS	SIC	(d)	COBOL		
93.	Who	invented the	compu	ıter?								
	(a) Le	eonardo (b)	Dennis (Gason	(c) C	harles l	3arba	ge (d)	Percy	L Spence	-	
94.	M.S	OOS is the na	ame of	a/an:			,	~	•			
	(a)	Application System Sof		е	(b) (d)	Hardv Prog		ing Lar	nguage)		
95.	Whic device	h of the follo	owing a	re the	best u	ınits of	data	on an	extern	al storage)	
*	(a) E	Bits (b) Bytes	s (c) He	ertz	(d)	Clock	cycles			
96.	Whic	h of the follo	owing h	ave th	e fast	est acc	ess ti	ime?				
	(a) Semiconductor Memories(c) Magnetic Tapes					(b) (d)	_	netic E pact E				
97.	Whic	ch of the foll	owing is	s a rea	d only	/ memo	ory st	orage	device	! .		
	(a)	Floppy disk	(b)	Hard	disk	(c) (CDRC	M	(d)	None of th	ese	
98.	E-MA	AIL	•									
	 (a) stands for electronic mail (b) Stores purchase orders and invoices, between computers. (c) Both A and B (d) None of the above 											
99.	Whi	ch of the foll	owing	packaç	ges is	used fo	or cor	nposit	ion in	printing p	ress?	
	(a) L	otus	(b) D	base		(c) P	age n	naker	(d)	Word Perf	ect	
100.	With	n regard to e	-mail ac	ddress	es:							
	(a) (b) (c) (d)	they must they can n they are can all of the a	ever co ase-Inse	ntain s	paces.)l.					