



Question Booklet

No. Q-

Written Test for the post of CLERK

(Advt No.01/2023)

Applicant ID Answer Sheet No. **A**.....
Name of Applicant: Signature of the Candidate
Date of Examination: ...21.07.2023..... Signature of the Invigilator(s)
1.
2.

Time: 90 Min.

Maximum Marks: 75

IMPORTANT INSTRUCTIONS

- i. The question paper is in the form of Test-Booklet containing 75 questions. Each question carries four answers marked (A), (B), (C) and (D), out of which only one is correct.
- ii. On receipt of the Test-Booklet (Question Paper), the applicant must immediately check it and ensure that it contains all the pages, i.e., 75 questions. Discrepancy, if any, should be reported to the invigilator immediately after receiving the Test-Booklet.
- iii. The separate Answer-Sheet is provided with the Test-Booklet/Question Paper. On this sheet there are separate rows containing four circles each. One row pertains to one question.
- iv. The candidate should write his/her details at the places provided on the cover page of the Test-Booklet/Question Paper and on the Answer-Sheet and NOWHERE ELSE.
- v. No second Test-Booklet/Question Paper and Answer-Sheet will be provided. The candidates are advised to be careful in handling it and marking the answer on the Answer-Sheet.
- vi. For every correct answer of the question **One (1) mark will be awarded**. For every un-attempted question, **Zero (0) mark** shall be awarded. **There is NO Negative Marking**.
- vii. Marking shall be done only on the basis of answers responded on the Answer-Sheet.
- viii. To mark the answer on the Answer-Sheet, candidate should **darken** the appropriate circle in the row of each question with Blue or Black ink pen.
- ix. For each question only **one** circle should be **darkened** as a mark of the answer adopted by the candidate. If more than one circle for the question are found darkened or with one black circle any other circle carries any mark, the question will be treated as cancelled.
- x. The candidate should not remove any paper from the Test-Booklet. Attempting to remove any paper shall be liable to be punished for use of unfair means.
- xi. Rough work may be done on the blank space provided in the Test-Booklet/Question Paper only.
- xii. *Mobile phones (even in Switch-off mode) and such other communication/programmable devices are not allowed inside the examination hall.*
- xiii. No candidate shall be permitted to leave the examination hall before the expiry of the time.

Section - I

1. The first woman to climb Mount Everest is _____
(A) Tenzing Dorje (B) Junko Tabei (C) Florence Griffith (D) Lewis Phillippe
2. SAARC was founded in _____
(A) New Delhi (B) Islamabad (C) Dhaka (D) Kathmandu
3. The Ranthambore National Park is based in which state?
(A) Madhya Pradesh (B) Gujarat (C) Assam (D) Rajasthan
4. Where is the International Court of Justice (ICJ) located?
(A) Geneva, Switzerland (B) Washington DC (C) London (D) The Hague, Netherlands
5. World Press Freedom Day is observed on _____
(A) December 1 (B) May 3 (C) August 20 (D) July 20
6. Inderjit Singh Bindra Stadium is located in which state of India?
(A) Punjab (B) Delhi (C) Himachal Pradesh (D) Rajasthan
7. Black Francolin is the state bird of _____
(A) Haryana (B) Orissa (C) Karnataka (D) Kerala
8. Haryana state flower is _____
(A) Sunflower (B) Tulip (C) Lotus (D) Daffodil
9. How many districts are in Haryana?
(A) 21 (B) 20 (C) 23 (D) 22
10. Which day is Haryana Divas?
(A) October 30 (B) October 15 (C) October 1 (D) November 1
11. Bhim Award is related to,
(A) Bravery (B) Sports (C) Economics (D) Agriculture
12. Barwala Bird Sanctuary is in _____ district.
(A) Sonepat (B) Ambala (C) Panchkula (D) Hissar
13. The sum of first 50 natural numbers is _____
(A) 2250 (B) 1275 (C) 1575 (D) 965
14. A sum of money at simple interest amounts to Rs. 815 in 3 years and to Rs. 854 in 4 years. The sum is:

(A) Rs 698 (B) Rs 750 (C) Rs 798 (D) Rs 734

15. The compound interest on Rs. 30,000 at 7% per annum is Rs. 4347. The period (in years) is:

(A) 3.5 (B) 3 (C) 2.5 (D) 2

16. The cost price of 20 articles is the same as the selling price of x articles. If the profit is 25%, then the value of x is:

(A) 16 (B) 22 (C) 18 (D) 14

17. A can do a work in 15 days and B in 20 days. If they work on it together for 4 days, then the fraction of the work that is left is,

(A) $1/10$ (B) $2/5$ (C) $8/15$ (D) $7/15$

18. A person crosses a 500 m long street in 5 minutes. What is his speed in km per hour?

(A) 5 (B) 6 (C) 6.5 (D) 5.8

19. The sum of the digits of a two-digit number is 15 and the difference between the digits is 3. What is one possibility of the two-digit number?

(A) 87 (B) 96 (C) 63 (D) 78

20. The two numbers A and B, HCF is H and LCM is L, then $H \cdot L = \underline{\hspace{2cm}}$

(A) $A \cdot B + 2$ (B) $2 \cdot A \cdot B$ (C) $A + B$ (D) $A \cdot B$

21. The greatest number of four digits which is divisible by 15, 25, 40 and 75 is:

(A) 9600 (B) 9800 (C) 9670 (D) 9820

22. What is the probability of getting a sum 9 from two throws of a dice?

(A) $2/5$ (B) $1/6$ (C) $1/9$ (D) $1/12$

23. A fruit seller had some oranges. He sells 40% oranges and still has 420 oranges. Originally, he had:

(A) 600 oranges (B) 840 oranges (C) 700 oranges (D) 820 oranges

24. What decimal of an hour is a second?

(A) 0.00036 (B) 0.00027 (C) 0.0036 (D) 0.0333

25. Change in passive form for "I am buying a book."

(A) A book bought through me. (B) I have bought a book for me.

(C) A book is being bought by me. (D) A book is bought by me.

26. Choose the correct sentence.

(A) Does she plays basketball? (B) Does she played basketball?

(C) Did she plays basketball? (D) Does she play basketball?

27. He came _____ the library _____ his brother.

(A) for, by (B) in, by (C) to, by (D) to, with

28. The synonym of DEFER is,

(A) postpone (B) different (C) cancel (D) defy

29. The synonym of INADVERTENT is,

(A) unintentional (B) intentional (C) ignorant (D) unexpected

30. The antonym of GLORY is,

(A) Fame (B) Debasement (C) Reputed (D) Notoriety

31. The antonym of AMICABLE is,

(A) Admirer (B) friendly (C) unpleasant (D) hostile

32. I saw a _____ of cows in the field.

(A) flock (B) group (C) herd (D) collection

33. The telephone _____ several times before I answered it.

(A) rang (B) was ringing (C) had rung (D) ringing

34. After the rain, the weather _____ and the sun came out.

(A) cleared up (B) cleared (C) cleared away (D) cleared out

35. choose the one which best expresses the given sentence as "I told him that he was not working hard."

(A) I said, "You are not working hard." (B) I said to him, "You are not working hard."

(C) I told to him, "You are not working hard." (D) I said to him, "He is not working hard."

36. The plural of shelf is,

(A) shelfs (B) shelfes (C) shelvs (D) shelves

37. Find the next number in series 2,3,5,7,11,13, ?

(A) 15 (B) 18 (C) 17 (D) 16

38. Flow : River :: Stagnant : ?

(A) canal (B) stream (C) pool (D) rain

39. Architect : Building :: Sculptor : ?

(A) Stone (B) Museum (C) Artist (D) Statue

40. Mr X go to North, turn right and then again turn right, and then go to left. In which direction Mr X is?

(A) North (B) East (C) South (D) West

41. A is father of C and D is son of B. E is brother of A. If C is sister of D, how is B related to E?

(A) sister-in-law (B) brother-in-law (C) sister (D) brother

42. Ram ranks seventh from the top and twenty-sixth from the bottom in a class. How many students are there in the class?

(A) 31 (B) 32 (C) 33 (D) 34

43. If the seventh day of a month is three days earlier than Friday, what day will it be on the nineteenth day of the month?

(A) Sunday (B) Monday (C) Tuesday (D) Wednesday

44. Five children take part in a tournament. Each one has to play every other one. How many games must they play?

(A) 12 (B) 15 (C) 25 (D) 10

45. Raj is twice as old as Radha. Three years ago, he was three times as old as Radha. How old is Raj now?

(A) 7 (B) 10 (C) 8 (D) 12

46. In a class, $\frac{3}{5}$ of the students are girls and rest are boys. If $\frac{2}{9}$ of the girls and $\frac{1}{4}$ of the boys are absent, what part of the total number of students is present?

(A) $\frac{23}{36}$ (B) $\frac{7}{18}$ (C) $\frac{23}{30}$ (D) $\frac{21}{25}$

47. In a group of 15 people, 7 read French, 8 read English while 3 of them read none of these two. How many of them read French and English both?

(A) 5 (B) 4 (C) 6 (D) 3

48. Door is related to Bang in the same way as Chain is related to _____

(A) Clinch (B) Clank (C) Tinkle (D) Thunder

49. Ocean : Pacific :: Island : ?

(A) Greenland (B) Ireland (C) Indian Ocean (D) Netherlands

50. If length of a side of square is X, then length of the diagonal of square is,

(A) $2X$ (B) X (C) (D) X

Section - II

51. Which of the following is volatile memory?

(A) Hard disk (B) RAM (C) Floppy Disk (D) DVD

52. Linker and Loader are _____

(A) Hardware (B) Application software (C) Operating system (D) System software

53. One Mega Byte is equal to _____ bytes.

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

54. The shortcut keys 'ctrl+x' and 'ctrl+v' in windows text application are for,

(A) copy, paste (B) cut, move (C) cut, paste (D) move, paste

55. What is the maximum number of Primary Partitions that can be created on a Hard-disk?

(A) 2 (B) 4 (C) 3 (D) 1

56. BIOS resides in _____

(A) ROM (B) RAM (C) Hard Disk (D) Memory cache

57. Which can be used for quick access to commonly used commands and tools?

(A) Menu Bar (B) Title Bar (C) Tool Bar (D) Status Bar

58. In word processing, which feature allows same letter to different people?

(A) Word Template (B) Macros (C) Mail Merge (D) Document copy

59. In MS word, the Ctrl+Enter keys pressed together results in,

(A) select the current text (B) new line (C) new paragraph (D) insert a page break

60. In MS Excel, a workbook is collection of _____

(A) documents (B) worksheets (C) formulas (D) Data

61. The intersection of a column and a row in a worksheet is called _____

(A) Cell (B) Range (C) Data (D) Collection

62. What is the correct syntax of IF() function in Excel?

(A) =IF (logical_test: {[value_if_true]}, {[value_if_false]})
(B) =IF (logical_test, TRUE([value_if_true])- FALSE([value_if_false]))
(C) =IF (logical_test: [value_if_true], [value_if_false])
(D) =IF (logical_test, [value_if_true], [value_if_false])

63. In powerpoint, shortcut key to start presentation is,

(A) shift+F2 (B) ctrl+F2 (C) F5 (D) ctrl+F5

64. In powerpoint, slide sorter view shows,

(A) only first nine slides (B) only first five slides (C) few random slides (D) all slides in small view

65. In the current MS powerpoint presentation, if we want to insert a new slide, we can choose which of these?

(A) Ctrl+N (B) Ctrl+M (C) Ctrl+F (D) Ctrl+O

66. What does W3C stand for?

(A) World Wide Web Consortium (B) World Wide Website Consortium
(C) World Wide Website Community (D) World Wide Web Community

67. The interconnection of networks all across the world is known as _____

(A) Internet (B) LAN (C) Communication (D) Websites

68. What is the full form of HTML?

(A) High Transfer Machine Language (B) High Transmission Markup Language
(C) Hyper Text Markup Language (D) Hypermedia Markup Language

69. Which is not a search engine?

(A) Google (B) Mozilla (C) Bing (D) Yahoo

70. Receiving a file over internet is called _____

(A) FTP (B) Downloading (C) Uploading (D) Network Collection

71. Own tags can be created in _____

(A) HTML (B) EXML (C) Scripts (D) XML

72. Which of the following protocols is used to receive emails?

(A) HTML (B) FTP (C) POP3 (D) EMTP

73. E-mail stands for

(A) Electronic Message (B) Electronic Mail (C) Enabled Mail (D) Electronic Media

74. Which of the following service allows a user to log in to another computer somewhere on the Internet?

(A) e-mail (B) UseNet (C) Telnet (D) FTP

75. The output quality of a printer is measured by _____

(A) Dot per sq. inch (B) Dot per inch (C) Dots per sq. cm (D) Dots per cm

1 - B	2 - C	3 - D	4 - D	5 - B	6 - A	7 - A	8 - C	9 - D	10 - D
11 - B	12 - C	13 - B	14 - A	15 - D	16 - A	17 - C	18 - B	19 - B	20 - D
21 - A	22 - C	23 - C	24 - B	25 - C	26 - D	27 - D	28 - A	29 - A	30 - B
31 - D	32 - C	33 - C	34 - A	35 - B	36 - D	37 - C	38 - C	39 - D	40 - 3
41 - A	42 - B	43 - A	44 - D	45 - D	46 - C	47 - D	48 - B	49 - A	50 - B
51 - B	52 - D	53 - D	54 - C	55 - B	56 - A	57 - C	58 - C	59 - D	60 - B
61 - A	62 - D	63 - C	64 - D	65 - B	66 - A	67 - A	68 - C	69 - B	70 - B
71 - D	72 - C	73 - B	74 - C	75 - A					

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