

**GOVERNMENT OF MIZORAM
DIRECTORATE OF SOCIAL WELFARE & TRIBAL AFFAIRS
COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF
LOWER DIVISION CLERK, 2024**

PAPER – II

Time Allowed: 3 hours

Full Marks: 200

INSTRUCTIONS

1. This paper consists of one hundred (100) multiple-choice type of questions.
 2. Immediately after the commencement of the examination, you should check that this question booklet does not have any unprinted or missing pages or items, etc. If so, get it replaced by a complete booklet from the invigilator.
 3. Each question comprises four responses (answers). You will select the response which you want to mark on the OMR Sheet.
 4. You have to mark your responses ONLY on the separate OMR Answer Sheet provided. Read instructions given in the OMR Sheet carefully.
 5. All questions carry equal marks.
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**COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF
LOWER DIVISION CLERK UNDER DIRECTORATE OF SOCIAL WELFARE &
TRIBAL AFFAIRS, 2024
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*All questions carry equal marks of 2 each and should be answered only on the **OMR Response Sheet** provided. Attempt all questions.*

COMPUTER KNOWLEDGE (Questions : 1-50)

- 1) Which was the first computer which provided storage capacity?
 - a) EDSAC
 - b) EDVAC
 - c) UNIVAC
 - d) IBM-650

- 2) To which classification of computers does a laptop fall into?
 - a) Nano computer
 - b) Mini Computer
 - c) Micro computer
 - d) Supercomputer

- 3) The CPU is made up of two smaller components namely
 - a) ALU and CU
 - b) ALU and RAM
 - c) RAM and ROM
 - d) RAM and CU

- 4) _____ unit sends the processed results to the user.
 - a) Input
 - b) Output
 - c) Memory
 - d) Control

- 5) _____ stores data permanently in a computer.
 - a) ROM
 - b) RAM
 - c) Cache memory
 - d) Virtual memory

- 6) Which type of cloud deployment is used to serve multiple users?
 - a) Private cloud
 - b) Public cloud
 - c) Hybrid Cloud
 - d) None of the above

- 7) Which of the following is an input device?
 - a) Projector
 - b) USB
 - c) Touch Screen
 - d) Monitor

- 8) Word processing, electronic spreadsheet and presentation softwares are types of _____ software.
 - a) Application Software
 - b) System Software
 - c) Graphics Software
 - d) None of the above

- 9) _____ consists of programs which control, coordinate and supervise the activities of various components of a computer system.
- a) Device driver
 - b) Application Software
 - c) Operating system
 - d) Database Management System
- 10) Which of the following is an UPI App?
- a) PhonePe
 - b) Google Pay
 - c) PayZapp
 - d) All of the above
- 11) Windows, android, linux, mac OS, iOS etc. are examples of
- a) Operating System
 - b) Application Software
 - c) Processor
 - d) Computer
- 12) Windows Operating System is _____ and _____
- a) Multitasking, multiuser
 - b) Multiuser, single tasking
 - c) Single user, multitasking
 - d) Single tasking, single user
- 13) An upgrade of Windows XP and Vista is
- a) Windows ME
 - b) Windows 7
 - c) Windows 8
 - d) Windows 9
- 14) The long horizontal bar at the bottom of the desktop is known as
- a) Start Menu
 - b) Status Bar
 - c) Task Bar
 - d) Control Panel
- 15) The shortcut key to rename a file/folder is
- a) F1
 - b) Ctrl+N
 - c) Ctrl+A
 - d) F2
- 16) File extensions are used in order to
- a) Name the file
 - b) Ensure the file name is not lost
 - c) Identify the file
 - d) Identify the file type
- 17) To shut down, log off or restart a computer, which menu do you click first?
- a) Start Menu
 - b) Menu Bar
 - c) Drop down menu
 - d) Close button
- 18) Shortcut key for cut and paste is
- a) CTRL+C & CTRL+V
 - b) CTRL+X & CTRL+V
 - c) CTRL+A & CTRL+V
 - d) CTRL+Y & CTRL+X

- 19) Which bar displays information such as page number, current template, column number, etc.?
- a) Title bar
 - b) Standard Toolbar
 - c) Status Bar
 - d) Formatting Toolbar
- 20) Which of the following is not a font style?
- a) Bold
 - b) Regular
 - c) Italic
 - d) Underlined
- 21) Pressing Ctrl+E changes the alignment to
- a) Centre
 - b) Left
 - c) Right
 - d) Justified
- 22) The header is the section of the document that appears at the _____ margin, while the footer is a section of the document that appears at the _____ margin.
- a) Bottom, top
 - b) Top, side
 - c) Top, bottom
 - d) Middle, bottom
- 23) The feature that allows generation of a set of forms, letters, etc. containing similar information that can be sent to a group of people is called _____
- a) Mail merge
 - b) Merging document
 - c) Main document
 - d) Letter writer
- 24) To insert a row at the end of the table, place the insertion point in the _____ cell and press the _____ key.
- a) Last, Enter
 - b) Previous, Enter
 - c) First, Tab
 - d) Last, Tab
- 25) Potential grammar and style mistakes in MS Word are identified by
- a) Red underline
 - b) Green underline
 - c) Italics
 - d) bold
- 26) The feature of Word Processing that automatically corrects many common typing errors and applies formatting while typing is
- a) AutoCapitalize
 - b) Alignment
 - c) Auto Correct
 - d) Spell Check
- 27) In MS Word, if you have typed a document and later realized that 'center' has been misspelt as 'centre' in the whole document. What option would you chose to make such correction quickly?
- a) Search all the misspelt words line by line and make corrections
 - b) Use the Find and Replace option
 - c) Use Spell Check option
 - d) None of the above

- 28) Which of the following graphics can be inserted in MS Word document?
- Picture
 - Graph
 - Shapes
 - All of the above
- 29) A listing order that is done using numbers is _____
- Bullet list
 - Number list
 - Order list
 - None of the above
- 30) _____ are the white space added to the margins and decreasing the text area for the paragraph.
- Indents
 - Shading
 - Margins
 - border
- 31) What is the address of a cell under column E and row 12?
- E:12
 - 12E
 - 12/E
 - E12
- 32) A formula typed in a spreadsheet cell must always begin with _____
- Exclamation (!)
 - Bracket
 - Equal to (=)
 - None of the above
- 33) Absolute cell referencing occurs when
- Formula is dragged but the cell references do not adjust
 - Spreadsheet is saved with 'absolute' as filename.
 - Formula is dragged and the cell reference adjusts automatically
 - \$ symbol is automatically added with each cell value.
- 34) To select the entire column in a spreadsheet, press _____
- Alt+W
 - Shift+Space
 - Ctrl+C
 - Ctrl+Space
- 35) The feature that allows certain columns or row to be viewable as you scroll through the rest of data in a spreadsheet is _____
- Freeze Panes
 - Page Break
 - Print Tiles
 - Margin
- 36) If cell range A1:A5 contains numbers 24,5,9,31 and 17, then =MAX(A1:A5) will return
- 24
 - 5
 - 31
 - 17
- 37) _____ is a procedure employed to the spreadsheet with formulae to see the tabular data results when any variations are applied to the original values without having to recreate a new sheet.
- Date tables
 - Cell referencing
 - What if analysis
 - Statistical function

- 38) The set of values that are added to plot in the chart is called _____
- a) Chart title
 - b) Data series
 - c) Chart area
 - d) Gridlines
- 39) How many slide layouts are provided by MS Powerpoint?
- a) 9
 - b) 12
 - c) 26
 - d) 3
- 40) The _____ presentation view in MS Powerpoint provides a view of slides in thumbnail form.
- a) Normal View
 - b) Master View
 - c) Slide Sorter View
 - d) Notes page view
- 41) Shortcut key to insert a new slide is _____
- a) Ctrl+N
 - b) Shift+N
 - c) Shift+S
 - d) Ctrl+M
- 42) Images with the following file extension may be added to MS Powerpoint:-
- a) .gif
 - b) .jpg
 - c) .bmp
 - d) All of the above
- 43) In MS Powerpoint, the two kinds of sound effect files that can be added to the presentation are:-
- a) .wav file and .mid files
 - b) .wav files and .gif files
 - c) .wav files and .jpg files
 - d) .giv files and .gif files
- 44) HTML stands for _____
- a) High Transfer Machine Language
 - b) Hyper Text Markup Language
 - c) Hyper Transfer Markup Language
 - d) High Transmission Markup Language
- 45) A software that helps to protect the computer from any unauthorized code or software that creates a threat to the system
- a) Password
 - b) Passcode
 - c) Antivirus
 - d) Firewall
- 46) URL stands for
- a) Universal Research Location
 - b) Uniform Resource Locator
 - c) Uniform Research Locator
 - d) Universal Resource Locator

47) Which of the following is a search engine?

- a) Google
- b) E-mail
- c) Linux
- d) Windows

48) An email address is made up of _____ parts joined by an _____ sign.

- a) Four, '.'
- b) Two, www
- c) Three, '@'
- d) Two, '@'

49) Which folder is used to keep e-mails that are sent but not deleted?

- a) Outbox
- b) Sent
- c) Inbox
- d) Drafts

50) _____ option does not allow the recipient to see the list of people to whom an e-mail is copied.

- a) Cc
- b) To
- c) Bcc
- d) None of the above

SIMPLE ARITHMETIC (Questions: 51-75)

51) A storekeeper sells two refrigerator sets at the same price. He gains 40% on one refrigerator and loses 40% on the other. What is the net loss percentage in the whole transaction?

- a) 18%
- b) 14%
- c) 12%
- d) 16%

52) Zaliana's salary increases in the ratio 8:11. If his new salary is Rs 33,000/- then what was his original salary (in Rs)?

- a) 20,000
- b) 21,000
- c) 23,000
- d) 24,000

53) The sum of two numbers is 59 and their product is 1150. Find the sum of their squares?

- a) 1180
- b) 1181
- c) 1183
- d) 1182

54) The length of a rectangle is five times of its breadth. If the area of rectangle is 3125 cm^2 , then what is the length of the rectangle?

- a) 125
- b) 120
- c) 130
- d) 135

55) If a pair of shoes marked at Rs 350/- is offered at Rs 308/-, then what will be the discount percentage?

- a) 10%
- b) 20%
- c) 12%
- d) 42%

56) The highest four-digit number which is divisible by each of the numbers 16, 36, 45, 48 is:

- a) 9180
- b) 9360
- c) 9840
- d) 9630

57) Two workers Sanga and Mawia working together completed a job in 5 days. Had Sanga worked twice as efficiently as he actually did and Mawia worked one-third as efficiently as he actually did, the work would have completed in 3 days. In how many days could Sanga complete the job?

- a) $3\frac{1}{2}$ days
- b) $4\frac{1}{6}$ days
- c) $5\frac{1}{2}$ days
- d) $6\frac{1}{4}$ days

58) At what rate of simple interest per annum will a sum of ₹ 1,800/- become ₹ 2,700/- in 10 years?

- a) 5%
- b) 10%
- c) 9%
- d) 6%

59) A train is travelling at the speed of 90 km/hour. What distance does it cover in 15 minutes?

- a) 62500 m
- b) 22500 m
- c) 35000 m
- d) 90000 m

60) The average of six numbers is 16. If each number is increased by 2, the new average is:

- a) 16
- b) 18
- c) 19
- d) 17

61) If the angles of a triangle are in the ratio 1:7:10, then the largest angle is:

- a) 100°
- b) 70°
- c) 120°
- d) 80°

62) Which is the greatest fraction?

- a) $\frac{217}{339}$
- b) $\frac{221}{315}$
- c) $\frac{222}{339}$
- d) $\frac{214}{335}$

63) Area of rhombus is 120 cm^2 . If one of its diagonals is 10 cm in length, find the length of one of its side.

- a) 12 cm
- b) 9 cm
- c) 10 cm
- d) 13 cm

- 64) Highest Common Factor of 36 and 84 is
- a) 4
b) 6
c) 12
d) 16
- 65) ~~_____~~
~~_____~~
~~_____~~
~~_____~~
The breadth of a rectangular plot is one-third of its length. If the perimeter of the plot is 240 metres, what is the length of the plot?
- a) 80 m
b) 100 m
c) 120 m
d) None of the above.
- 66) A 180 metre long train crosses a man standing on the platform in 6 seconds. What is the speed of the train?
- a) 108 kmph
b) 90 kmph
c) 120 kmph
d) 88 kmph
- 67) When a number is divided by 7, the remainder is 4. When the same number is divided by 6, the remainder is 3. What is the number?
- a) 39
b) 37
c) 48
d) 56
- 68) The difference between the cost price and sale price of an article is Rs 240. If the profit percent is 20, at what price was the article sold?
- a) 1240
b) 1440
c) 1400
d) 1100
- 69) The average age of Rinpuui, Zorini, Duhawma and Muanpuia is 21 years. The average age of Duhawma and Muanpuia is 18 years. What is the average age of Rinpuui and Zorini?
- a) 24
b) 23
c) 22
d) Data inadequate
- 70) The cost price of 25 articles is equal to the selling price of 20 articles. The gain percent is
- a) 20%
b) 22%
c) 24%
d) 25%
- 71) Two pipes A and B can fill a tank in 6 hours and 4 hours respectively. If they are opened on alternate hours and if pipe A is opened first, the tank will be filled in
- a) 4 hours
b) 3 hours
c) 5 hours
d) 6 hours
- 72) A road 3.5 m wide surrounds a circular plot whose circumference is 44 m. The cost of paving the road at ₹ 1 per square metre is:
- a) ₹ 192
b) ₹ 192.5
c) ₹ 195
d) ₹ 193.5

73) The ages of Taitea and Sanga are in the ratio of 11:13 respectively. After 7 years the ratio of their age will be 20:23. What is the difference in years between their age?

- a) 4 years
- b) 7 years
- c) 6 years
- d) 8 years

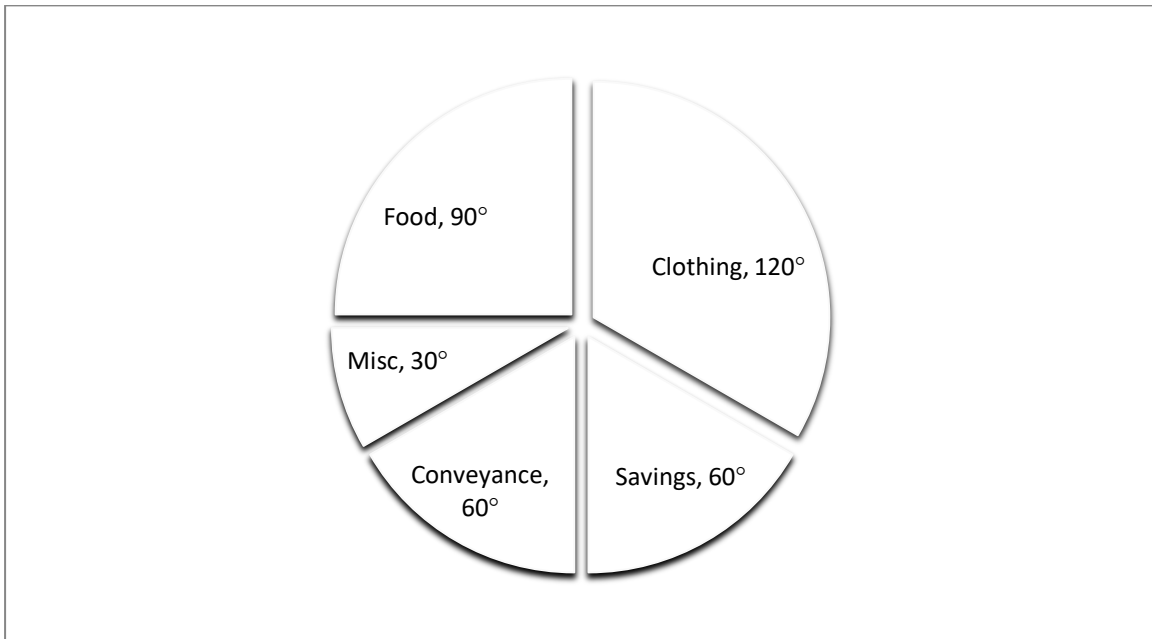


Fig. 1.

74) From the pie chart in fig. 1, if the total income of Remi is ₹ 90,000/- per month, what is the total expense on food and clothing?

- a) ₹ 45,000/-
- b) ₹ 52,500/-
- c) ₹ 60,000/-
- d) ₹ 21,000/-

75) From the pie chart above, what is the amount of savings per month if the total income is the same?

- a) ₹ 6,000/-
- b) ₹ 30,000/-
- c) ₹ 15,000/-
- d) ₹ 12,000/-

GENERAL INTELLIGENCE & REASONING (Questions : 76-100)

Direction (Q 76-78) In the following questions, select the related word/letters/ number from the given alternatives.

76) Cinema : Audience :: Church : ?

- a) Prayer
- b) Loneliness
- c) Meditation
- d) Congregation

77) $64 : 4 :: ? : 7$

- a) 18
- b) 343
- c) 81
- d) 144

78) REFORM=426349, FORMULA=6349871, AMUL= ?

- a) 1987
- b) 1847
- c) 1784
- d) 1478

Direction (Q 79-81) In the following questions, a series is given with one term missing. Choose the correct alternative from the given ones that will complete the series.

79) S1G, R3F, Q5E, P7D, ?

- a) N8E
- b) O9E
- c) N6B
- d) O9C

80) AYBZC, DWEXF, GUHVI, JSKTL, ?

- a) NQMOR
- b) QMONR
- c) MQNRO
- d) MQORN

81) 16, 22, 34, 58, 106, ?, 394.

- a) 178
- b) 175
- c) 288
- d) 202

Directions (Q 82-85) Find the odd one out

82)

- a) Shimla
- b) Darjeeling
- c) Ooty
- d) Agra

83)

- a) Apple:Jam
- b) Lemon:Citrus
- c) Orange:Squash
- d) Tomato:Puree

84)

- a) (42,14)
- b) (108,36)
- c) (69,23)
- d) (56,19)

85)

- a) CEH
- b) NPT
- c) KMP
- d) XZC

86) Angela starts walking Northwards and after a while, she turns to her right. After walking some distance, she turns to her left and walks a distance of 1 km. She then turns to her left again. In which direction is she moving now?

- a) North
- b) East
- c) South
- d) West

87) Starting from a point S, Mama walked 25 m towards South. He turned to his left and walked 50 m. He, then again turned to his left and walked 25 m. He again turned to his left and walked 60 m and reached a point T. How far is Mama from point S and in which direction?

- a) 10 m, West
- b) 25 m, North
- c) 10 m, East
- d) 25 m, West

88) If 'Hindi' is called 'English'; 'English' is called 'Urdu'; 'Urdu' is called 'History'; 'History' is called 'Economics' and 'Economics' is called 'Biology', then in which subject should we read about the Independence of India?

- a) History
- b) Urdu
- c) Economics
- d) Biology

89) In a certain code language 'Sue Re Nik' means 'She is brave', 'Pi Sor Re Nik' means 'She is always smiling' and 'Sor Re Zhi' means 'is always cheerful'. What is the code used for the word 'smiling'?

- a) Pi
- b) Nik
- c) Re
- d) Sor

Direction (Q 90-92) In each of the following questions below are given four statements followed by four conclusions numbered I, II, III and IV. You have to take the given statements to be true even if they seem to be at variance with commonly known facts. Read all the conclusions and then decide which of the given conclusion(s) logically follow(s) from the given statements disregarding commonly known facts.

90) **Statements** All birds are horses.
All horses are tigers.
Some tigers are lions.
Some lions are monkeys.

Conclusions I. Some tigers are horses.
II. Some monkeys are birds.
III. Some tigers are birds.
IV. Some monkeys are horses.

- a) I and III follow
- b) I, II and III follow
- c) II, III and IV follow
- d) All follow

91) **Statements** Some benches are walls.
 All walls are houses.
 Some houses are jungles.
 All jungles are roads.

Conclusions I. Some roads are benches.
 II. Some jungles are walls.
 III. Some houses are benches.
 IV. Some roads are houses.

- a) I and II follow
- b) I and III follow
- c) III and IV follow
- d) None of the above

92) **Statements** Some sticks are lamps.
 Some flowers are lamps.
 Some lamps are dresses.
 All dresses are shirts.

Conclusions I. Some shirts are sticks.
 II. Some shirts are flowers.
 III. Some flowers are sticks.
 IV. Some dresses are sticks.

- a) None follows
- b) Only I follows
- c) Only II follows
- d) III and IV follow

Direction (Q 93-97) Read the following information carefully to answer the questions that follow.

- I. A, B, C, D, E and F are the members of a family.
- II. These members are engineer, doctor, designer, lawyer, manager and professor but not in the same order.
- III. There are two married couples in the family.
- IV. C is the designer and is married to lawyer.
- V. B is either father or mother of F and E.
- VI. A is married to manager D.
- VII. F is a professor who is the grandson or granddaughter of doctor.
- VIII. D is female while doctor is a male member.

93) Which of the following is one of the pairs of couples in the family?

- a) AD
- b) AC
- c) AB
- d) Cannot be determined

94) What is the profession of A?

- a) Doctor
- b) Lawyer
- c) Designer
- d) Manager

95) What is the profession of E?

- a) Professor
- b) Manager
- c) Designer
- d) None of these

96) How many females are there in the family?

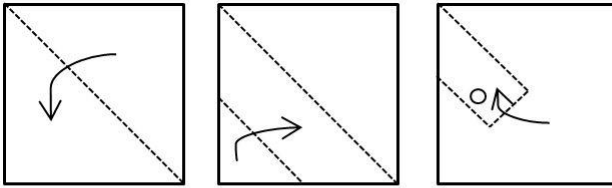
- a) 1
- b) 3
- c) 4
- d) Cannot be determined

97) How is A related to E?

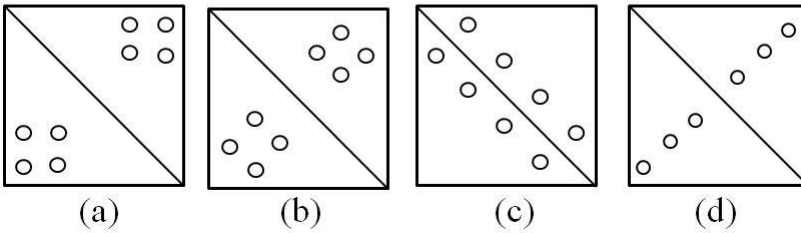
- a) Grandfather
- b) Father
- c) Uncle
- d) Brother

98) A piece of paper is folded and cut as shown below in the question figures. From the given answer figures, indicate how it will appear when opened.

Question figures

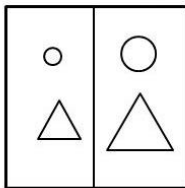


Answer figures

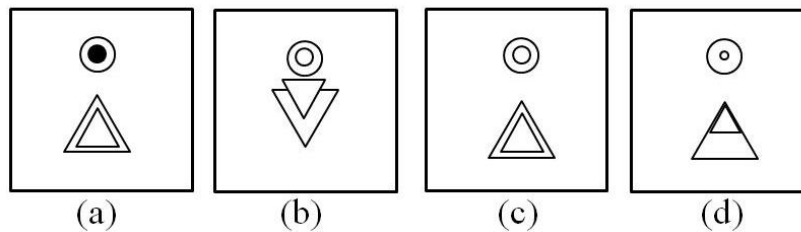


99) A square transparent sheet with a pattern is given. Figure out from amongst the four alternatives as to how the pattern would appear when the transparent sheet is folded at the middle line shown.

Question figures



Answer figures



100) Which one of the given responses would be a meaningful order of the following words?

i) Wall ii) Clay iii) House iv) Room v) Bricks

- a) (v), (ii), (i), (iv), (iii)
- b) (ii), (v), (iv), (i), (iii)
- c) (ii), (v), (i), (iv), (iii)
- d) (i), (ii), (iii), (iv), (v)