

PART-A

Read the comprehension passage below and choose the right answer from the given options.

The great university of life is full of experiences, but to make full use of those experiences, all of us students, teachers and professors – have to be cautious and on guard.

The most essential requisite is character. If your character is lacking and you leave the precincts of the alma mater without your character fully developed, you will be wasting an opportunity of a lifetime.

You have to realize that India has to attain its rightful place in the comity of nations. The leadership of Asia would be hers if she conducts herself well and if her citizens make their fitting contribution to nation's resurgence. Whatever trials and troubles we might have passed through, there is no denying the fact that we have a precious inheritance and the teachings we have received from the departed leaders are great assets for us.

India abounds in the resources of nature and manpower. They are awaiting full use. That task must devolve on young men and women. We ourselves were trained in the school of experience. We fought for freedom and we have attained that prize for you. It is now up to you to prove yourself worthy of the same. This you can do only if you work with single-minded devotion to the cause of the country. It is only then that you can deserve this freedom and be proud of it.

- Excerpt of speech by Sardar Vallabhbhai Patel

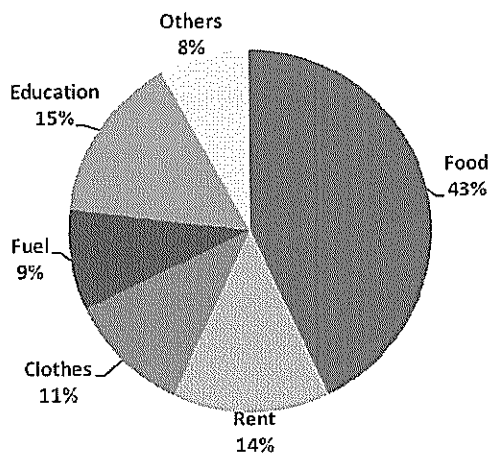
1. What did Patel not mean when he said, "You have to realize that India has to attain its rightful place in the comity of nations"? Choose the right answer.
 - A. Community of people
 - B. Group of nations which wage war against other
 - C. Friendly and cordial relationship with other nations
 - D. Nations from a continent
2. What does Patel mean when he says, 'India abounds in the resources of nature and manpower'? Choose the right answer.
 - A. Indians are a great resource for development
 - B. India has a vibrant economy
 - ☒ C. India's natural resources and population are a great resource
 - D. India's lack of manpower

-
- Three triangles are shown, each with a shaded interior. The first triangle has side lengths 4, 6, and 9, with an area of 38. The second triangle has side lengths 8, 9, and 11, with an area of 56. The third triangle has side lengths 12, 12, and 13, with an area of ?.

- 4

11. The dog is faithful _____ his master.
 A. to C. for
 B. with D. in
12. There are some deers and hens in a zoo. By counting heads they are 80 and total number of their legs are 200. How many hens are there?
 A. 20 C. 60
 B. 40 D. 70
13. P, Q, R and S are four consecutive numbers. If the sum of P and S is 103, what is the product of Q and R?
 A. 2562 C. 2550
 B. 2652 D. 2970

The following Pie Chart shows the expenditure incurred by a family over different heads. Study the Pie Chart carefully and answer the following questions:



14. The total income of the family is Rs. 25000. What is the percentage of expenditure incurred on rent with respect to expenditure on fuel?
 A. 64.29% C. 165.56%
 B. 155.56% D. 62.49%
15. Find the missing number : 78, 155, 309, ?, 1233
 A. 617 C. 525
 B. 923 D. 865
16. Player : Team :: Ship : ?
 A. Port C. Fleet
 B. Ocean D. Captain

17. Which of the following Amendments is also known as the 'Mini Constitution' of India?
- | | |
|-------------------------------|-------------------------------|
| A. 44 th Amendment | C. 74 th Amendment |
| B. 42 nd Amendment | D. 7 th Amendment |
18. The following city secured first position in Swachh Vayu Sarvekshan-2023:
- | | |
|-----------|------------|
| A. Mysuru | C. Indore |
| B. Bhopal | D. Chennai |
19. Which of the following sentence is correct:
- | | |
|--|---|
| A. When have you joined this university? | C. How long have you been joined this University? |
| B. When you do join this University? | D. How long are you joined this University? |
20. Indicate incorrect part in the following sentence: We have received no complain about the inferior quality of the fans.
- | | |
|------------------|-------------------------|
| A. Have received | C. the inferior quality |
| B. no complain | D. of the fans |
21. If height of a triangle is decreased by 40% and its base is increased by 40%, what will be the effect on its area:
- | | |
|-----------------|-----------------|
| A. 8% increase | C. 16% decrease |
| B. 16% increase | D. no change |
22. Select the correct combination of mathematical signs to sequentially replace the * signs and balance the given equation:
- | | |
|----------------------|----------------------|
| A. $\div - \times +$ | C. $+ \times - \div$ |
| B. $\div \times + -$ | D. $\times - \div +$ |
23. Choose the correct alternative to complete the series : BMY, DNW, FOU, _____
- | | |
|--------|--------|
| A. GHO | C. HPS |
| B. HGO | D. HPT |
24. E is the sister of B. A is the father of C. B is the son of C. Then what is the relation of A with E:
- | | |
|------------------|----------------------|
| A. Grandfather | C. Father |
| B. Granddaughter | D. Great Grandfather |
25. The following Ministry has launched the 'ULLAS (Understanding Lifelong Learning for All in Society) initiative':
- | | |
|--------------------------|----------------------------------|
| A. Ministry of Education | C. Ministry of Corporate Affairs |
| B. Ministry of Finance | D. Ministry of MSME |

26. Read the fragmented sentence find out whether there is any grammatical error. The error, if any will be in one part of the sentence. (Ignore the errors of punctuation, if any).
- A. We discussed about the problem so C. that I found it very easy to work it out thoroughly
 B. on the eve of the examination D. No error
27. Choose the **correct meaning** of the following proverbs/ idioms. **To keeps one's temper**
- A. To become hungry C. To preserve one's energy
 B. To be in good mood D. None of these
28. A train 125 m long passes a man, running at 5 km/hr in the same direction in which the train is going, in 10 seconds. The speed of the train is
- A. 45 km/hr C. 54 km/hr
 B. 50 km/hr D. 55 km/hr
29. The sum of ages of 5 children born at the intervals of 3 years each is 50 years. What is the age of the youngest child?
- A. 4 years C. 10 years
 B. 8 years D. None of the above
30. Odometer is to mileage as compass is to
- A. speed C. Needle
 B. hiking D. direction
31. In how many ways can the letters of the word 'LEADER' be arranged?
- A. 72 C. 360
 B. 144 D. 720
32. Development expenditure of the Central government does not include
- A. defense expenditure C. Expenditure on social and community services
 B. Expenditure on economic service D. grant to states
33. The **Shanti Swarup Bhatnagar Award** is given by which of the following organizations?
- A. Council for Scientific and industrial research C. Indian National Science Academy
 B. Indian Council for Agriculture Research D. ISRO

34. The ties that bind a family together are so _____ that they can hardly withstand any strain.
- | | |
|--------------|--------------|
| A. Tenacious | C. tenous |
| B. twisted | D. tentative |
35. Mark the correct spelling
- | | |
|--------------|---------------|
| A. euthansia | C. euthanasia |
| B. euthensia | D. euthenatia |
36. $45\% \text{ of } 750 - 25\% \text{ of } 480 = ?$
- | | |
|-----------|-----------|
| A. 216 | C. 236.50 |
| B. 217.50 | D. 245 |
37. How long does a train 110 meters long running at the speed of 72 km/hr. take to cross a bridge 132 meters in length
- | | |
|-------------|--------------|
| A. 9.8 sec | C. 12.42 sec |
| B. 12.1 sec | D. 14.3 sec |
38. In a certain code language, STRAIGHT is written as TSARGITH. How will THURSDAY be written as in that language?
- | | |
|-------------|-------------|
| A. UHTDRSYA | C. HTRUDSAY |
| B. HTRUDSYA | D. AYSDURTH |
39. If point E is in 15m north of Point D. Point F is in 20m north of Point C. Point A is in 35m east of Point F. Point P is in 25m south of Point A. Point E is in 20m east of Point P, then, what is the direction of Point F with respect to Point P?
- | | |
|---------------|---------------|
| A. North West | C. South West |
| B. North East | D. South East |
40. Which of the following glacier's melting waters are the main source of the Nubra river in the region of Ladakh?
- | | |
|-----------------------|---------------------|
| A. Nanda Devi Glacier | C. Gangotri Glacier |
| B. Siachen Glacier | D. Rongbuk Glacier |

PART – B

41. Programs stored in ROM are called as
- | | |
|-------------|-------------|
| A. Fireware | C. Farmware |
| B. Formware | D. Firmware |
42. Where can we find the Ruler option in MS Word File?
- | | |
|-----------|---------|
| A. Format | C. Edit |
| B. View | D. File |
43. How many schedules does the 'RTI Act, 2005' have?
- | | |
|-------|------|
| A. 5 | C. 2 |
| B. 10 | D. 8 |
44. Which section deals with information exempted from the RTI Act?
- | | |
|--------------|--------------|
| A. Section 6 | C. Section 7 |
| B. Section 9 | D. Section 8 |
45. Which of the following statements are correct about deemed universities?
- (i) The Governor of the State is the chancellor of deemed universities.
 - (ii) They can design their own syllabus and course work.
 - (iii) They can frame their own guidelines regarding admission and fees.
 - (iv) They can grant degrees.
- Select the correct answer from the codes given below:**
- | | |
|-------------------------|------------------------------|
| A. (i), (ii) and (iii) | C. (i), (iii) and (iv) |
| B. (ii), (iii) and (iv) | D. (i), (ii), (iii) and (iv) |
46. Who among the following happens to be the *ex-officio* chairperson of the Senate of School of Planning and Architecture (SPA) as per the SPA Act, 2014?
- | | |
|------------------------------------|--------------------|
| A. Chairperson, Board of Governors | C. Dean, Academics |
| B. Director | D. Registrar |
47. In respect of Pension Fund Managers (PFMs), which financial institutions manage pension contributions of Central Government Employees under New Pension Scheme?
- | | |
|------------------------|-------------------------|
| A. HDFC, SBI and LIC | C. SBI, UTI and LIC |
| B. SBI, ICICI and HDFC | D. KOTAK, SBI and ICICI |

48. PFMS stands for

- | | |
|---------------------------------------|---|
| A. Public Fund Monitoring Scheme | C. Parallel Financing Management Scheme |
| B. Public Financial Management System | D. Post Filling Monitoring System |

49. _____ are attempts by individuals to obtain confidential information from you by falsifying their identity

- | | |
|---------------------|-------------------|
| A. Phishing trips | C. Spyware scams |
| B. Computer viruses | D. Phishing scams |

50. The Central Information Commission falls under which ministry?

- | | |
|-----------------------------|---|
| A. Ministry of Home Affairs | C. Ministry of Human Resource Development |
| B. Ministry of Personnel | D. None of the above |

51. What is record management process

- | | |
|------------------------|--|
| A. Identifying records | C. Storing records and coordinating internal and external access |
| B. Classifying records | D. All of the above |

52. How is the information in a data source organized?

- | | |
|-----------|---------------|
| A. Chart | C. Table |
| B. Matrix | D. Paragraphs |

53. Which article of the constitution deals with removal/ dismissal of a Civil Servant?

- | | |
|----------------|----------------|
| A. Article 25 | C. Article 311 |
| B. Article 256 | D. Article 377 |

54. The purpose of value education is best served by focusing on

- A. Cultural practices prevailing in the society
- B. Norms of conduct laid down by a social group
- C. Concern for human values
- D. Religious and moral practices and instructions

55. Based on which committee recommendations the Indian Government has announced the new National Education Policy (NEP) 2020.

- | | |
|----------------------------------|--------------------------------|
| A. Dr. T S Subramanian committee | C. Dr. Radhakrishnan committee |
| B. Dr. Mudaliyar committee | D. Dr. K Kasturirangan |

56. Shortcut key to insert hyperlink in MS Word is?

- A. Ctrl + K
- B. Ctrl + H
- C. Alt + K
- D. Alt + H

57. Which of these is a non-profit domain?

- A. .com
- B. .org
- C. .in
- D. None of these

58. In which of the following years, the Parliament enacted the Official Language Act?

- A. 1963
- B. 1964
- C. 1957
- D. 1955

59. The benefit under Modified Assured Career Progression Scheme is available up to Pay Level _____?

- A. 17
- B. 15
- C. 14
- D. 13

60. Dependency criteria in respect of 'Dependent Family Members' does not apply on _____?

- A. son
- B. daughter
- C. parents
- D. spouse

61. Which among the following does not come under minor penalty as defined in CCS (CCA) Rules, 1965?

- A. Withholding of promotion
- B. Recovery from Pay
- C. Warning
- D. Censure

62. Which Rule provision of the CCS (CCA) Rules is to be considered by the Appellate Authority in case of appeal against the order of suspension?

- A. Rule 10
- B. Rule 11
- C. Rule 12
- D. None of these

63. 'Deemed Refusal' under the RTI Act, is _____

- A. A failure to provide information by PIO within stipulated time
- B. An FAA's refusal to hear a first appeal within 30 days
- C. An applicant's refusal to pay fee
- D. An APIO's refusal to provide information on request by an applicant

64. Which of the following is not a function of personal staff of Officer?

- A. Maintaining engagement diary
- B. Managing tours
- C. Being aware of key performance areas
- D. Distribution of work among staff, training and helping them

65. What is expansion of CRU?

- | | |
|------------------------------|--------------------------------------|
| A. Central Record Unit | C. Central Registry Unit |
| B. Central Registration Unit | D. Custodian of Records of the Union |

66. What is transition mode?

- | | |
|--|--|
| A. Processing of receipts and file done electronically | C. Processing of receipts of files done physically and tracking is done electronically |
| B. Receipts are done electronically | D. Tracking of files electronically processed |

67. What does the term 'PUC' used for flagging a paper in a file, stands for?

- | | |
|-------------------------------|------------------------------|
| A. Paper Under Correspondence | C. Paper Under Consideration |
| B. Paper Under Current file | D. Placed Under Compliance |

68. What are the two file numbering systems in use in the secretariats?

- | | |
|---|---|
| A. Common and E file number systems | C. Conventional and modern file number system |
| B. Functional and subject classified file number system | D. Primary and Secondary file number system |

69. How should the notes portion and correspondence portion of a file be numbered?

- | | |
|--|---|
| A. Only correspondence portion is to be numbered | C. The notes portion and correspondence portion are to be numbered sequentially |
| B. Only notes portion is to be numbered | D. The notes portion and correspondence portion are to be numbered separately |

70. Which one of the following statements is true relating to the purpose of reminder diary?

- | | |
|--|---|
| A. To remind further action in any file on a specified future date | C. To note down court cases to be dealt with in a seat |
| B. To remind the activities to be completed in a day | D. To note down pending meetings related to the section |

71. In shorthand, consonant 'K' is written at the following angle horizontally with light impression:

- | | |
|--------|--------|
| A. 0° | C. 60° |
| B. 30° | D. 90° |

72. In shorthand, if the first sounded vowel in a word is of second place, where will the first consonant of that word be written:

- | | |
|-------------------|---------------------|
| A. Above the line | C. Through the line |
| B. Below the line | D. On the line |

73. In shorthand, if a vowel comes after a Diphthong, a small tick is attached to that Diphthong in the:
- | | |
|-------------------------|-----------|
| A. Same direction | C. Bottom |
| B. Opposition direction | D. Top |
74. In shorthand, when attached to a straight stroke with an initial attachment (circle, loop or hook), the Shun hook is written on the side _____ to the initial attachment:
- | | | | |
|-------------|-------------|------------------|-------------|
| A. Opposite | B. Parallel | C. Perpendicular | D. External |
|-------------|-------------|------------------|-------------|
75. In MS Excel, to drag a selected range of data to another worksheet in the same workbook, one should use the:
- | | |
|------------|--------------|
| A. Tab Key | C. Shift Key |
| B. Alt Key | D. Ctrl Key |
76. What does IP stand for:
- | | |
|-----------------------|------------------------|
| A. Internet Process | C. Internet Protocol |
| B. Instant Processing | D. Information Program |
77. Duties of a Section Officer in a Department do not include:
- | | |
|---|---|
| A. Making entries in the receipt/ dispatch register | C. Management and coordination of work |
| B. Training, helping and advising the staff | D. Maintenance of order and discipline in the section |
78. Cases, on which the Section Officer records the reason, in brief, why no action is necessary and files such cases at the dak stage itself are known as:
- | | |
|--------------------|------------------------------|
| A. Ephemeral Cases | C. Repetitive Cases |
| B. Routine Cases | D. Planning and Policy cases |
79. The process of identifying a document, decision and facts mentioned in a note, draft or office copy of the communication issued is called:
- | | |
|----------------|--------------|
| A. Drafting | C. Indexing |
| B. Referencing | D. Docketing |
80. The following is not a 'Service Matter':
- | | |
|---|---|
| A. Disciplinary Matters | C. Teaching underprivileged children under Rashtriya Uchhatar Shiksha Abhiyan |
| B. Eviction Proceedings under Public Premises Act | D. Determination of marital status for purpose of family pension |

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

Written Test for the post of Personal Assistant

Date of Examination: 24/01/2024

ANSWER SHEET

ROLL NUMBER OF THE CANDIDATE: _____

Q.				
1		B		
2			C	
3			C	
4			C	
5				D
6		B		
7			C	
8		B		
9	A			
10				D
11	A			
12			C	
13		B		
14		B		
15	A			
16			C	
17		B		
18			C	
19	A			
20		B		

Q.				
21			C	
22	A	B	C	D
23			C	
24	A			
25	A			
26	A			
27		B		
28		B		
29	A			
30				D
31			C	
32	A			
33	A			
34			C	
35			C	
36		B		
37		B		
38		B		
39	A			
40		B		

Q.				
41				D
42		B		
43			C	
44				D
45		B		
46		B		
47			C	
48		B		
49				D
50		B		
51				D
52			C	
53			C	
54			C	
55				D
56	A			
57		B		
58	A			
59		B		
60				D

Q.				
61			C	
62	A			
63	A			
64				D
65		B		
66			C	
67			C	
68		B		
69				D
70	A			
71	A			
72				D
73		B		
74	A			
75				D
76			C	
77	A			
78	A			
79		B		
80			C	

Total questions attempted by the Candidate: _____

Number of answers marked more than one option: _____

I hereby declare that the information given above is correct.

Signature of the Candidate _____

Signature of the Invigilator _____