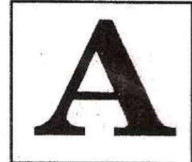Booklet Serial No. : 0125

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE ASKED TO DO SO

TEST BOOKLET SERIES

TEST BOOKLET

JUNIOR OFFICE ASSISTANT (IT)

A

Time Allowed : 2 Hours]

[Maximum Marks : **100**

All questions carry equal marks.

INSTRUCTIONS

1. Immediately after the commencement of the examination, you should check that test booklet does not have any unprinted or torn or missing pages or items, etc. If so, get it replaced by a complete test booklet.

2. **Encode clearly the test booklet series A, B, C or D as the case may be in the appropriate place in the answer sheet.**

3. Write your Roll Number only in the box provided alongside. Do not write anything else on the Test Booklet.

4. This Test Booklet contains **100** items (questions). Each item comprises four responses (answers). Choose only one response for each item which you consider the best.

5. After the candidate has read each item in the Test Booklet and decided which of the given responses is correct or the best, he has to mark the circle containing the letter of the selected response by blackening it completely with Black or Blue ball pen. In the following example, response "C" is so marked :

Ⓐ Ⓑ ● Ⓓ

6. Do the encoding carefully as given in the illustrations. While encoding your particulars or marking the answers on answer sheet, you should blacken the circle corresponding to the choice in full and no part of the circle should be left unfilled. After the response has been marked in the ANSWER SHEET, to erasing/fluid is allowed.

7. You have to mark all your responses ONLY on the ANSWER SHEET separately given according to 'INSTRUCTIONS FOR CANDIDATES' already supplied to you. *Responses marked on the Test Booklet or in any paper other than the answer sheet shall not be examined.*

8. All items carry equal marks. Attempt all items. Your total marks will depend only on the number of correct responses marked by you in the Answer Sheet. There will be no negative marking.

9. Before you proceed to mark responses in the Answer Sheet fill in the particulars in the front portion of the Answer Sheet as per the instructions sent to you.

10. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct.

11. After you have completed the test, hand over the Answer Sheet only, to the Invigilator.

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE ASKED TO DO SO

P.T.O.

JUNIOR OFFICE ASSISTANT (IT)

Time Allowed : 2 Hours]   [Maximum Marks : 100

1.   What is the full form of 'http' ?

     (A)   Hyper Text Transmission Protocol

     (B)   Hidden Text Transfer Protocol

     (C)   Hyper Text Transfer Protocol

     (D)   Hidden Text Transmission Protocol

2.   '.NET' is a .... technology.

     (A)   'php'   (B)   Open source

     (C)   Intel   (D)   Microsoft

3.   How many numbers of home pages a web site can contain ?

     (A)   1

     (B)   As many as one would like to have

     (C)   Depends upon the size of the content on the web site

     (D)   None of the above

4.   Which of the following is *not* the function of an OS ?

     (A)   Memory Management   (B)   Input/Output Management

     (C)   Job Scheduling   (D)   Database Management

5. Which of the following is *not* an OS ?

   (A) Microsoft Windows   (B) Unix/Linux

   (C) Android   (D) Oracle

6. Which of the following is a web browser ?

   (A) Google   (B) Internet Explorer

   (C) Microsoft Excel   (D) HP

7. System software is an interface between ....

   (A) Hardware and Application Software

   (B) Application software and User

   (C) ROM and RAM

   (D) CPU and UPS

8. Which of the following is *not* a Microsoft Windows version ?

   (A) Microsoft Windows 6   (B) Microsoft Windows 7

   (C) Microsoft Windows XP   (D) Microsoft Windows 8

9. Which of the following is the keyboard shortcut for 'undo' the last operation performed in Microsoft Office ?

   (A) Ctrl + s   (B) Ctrl + x

   (C) Ctrl + z   (D) Ctrl + a

10. There are .... reserve words 'C'.

    (A) 32   (B) 24

    (C) 36   (D) 64

11. Which of the following is *not* an arithmetic operator in 'C' ?

    (A) '+'   (B) '−'

    (C) '%'   (D) '#'

12. Any statement in 'C' language that starts with the character # is called

    a ....

    (A) Pre-processor statement   (B) Post-processor statement

    (C) Control statement   (D) None of these

13. The full form of RAM is ....

    (A) Random Application Memory

    (B) Random Access Memory

    (C) Rare Application Memory

    (D) Random Access Management

14. The speed of operations of cache memory used in computers is slower than that of ....

   (A) RAM   (B) ROM

   (C) HDD   (D) Registers in CPU

15. While entering a formula in a cell in MS Excel, the entry must begin with .... operator.

   (A) ((B) %

   (C) #   (D) =

16. A compiler is ....

   (A) A combination of computer hardware

   (B) A software utility that translates a program written in machine language into high level language

   (C) A software utility that translates a program written in high level language into machine language

   (D) A combination of computer hardware and software

17. A byte consists of ....

   (A) 1 bit   (B) 4 bits

   (C) 8 bits   (D) 16 bits

18. The term Giga Byte refers to ....

   (A) 1024 bits   (B) 1024 bytes

   (C) 1024 kilo bytes   (D) 1024 mega bytes

19. The full form of BCD is ....

   (A) Bit Coded Decimal   (B) Binary Coded Decimal

   (C) Bit Coded Digit   (D) Binary Coded Digit

20. Instructions and memory addresses in the RAM of a computer are stored using ....

   (A) Binary Digits   (B) Decimal Digits

   (C) Octal Digits   (D) Parity Bits

21. A computer on Internet is uniquely identified by ....

   (A) Memory address   (B) E-mail address

   (C) IP address   (D) Virtual address

22. On the Internet, moving from one web site to another is known as ....

   (A) Uploading   (B) Downloading

   (C) Searching   (D) Browsing

23. In Internet terminology, IP means ....

   (A) Internet Profile   (B) Internet Protocol

   (C) Internet Processor   (D) Internet Procedure

24. The output printed by a computer through a printer on the paper is called ....

   (A) Virtual copy   (B) Hard copy

   (C) Soft copy   (D) None of these

25. Arrange in ascending order the units of memory TB, KB, GB, MB :

   (A) MB > GB > TB > KB   (B) TB > GB > MB > KB

   (C) GB > MB > KB > TB   (D) TB > MB > GB > KB

26. Which of the following are components of Central Processing Unit (CPU) ?

   (A) Arithmetic Logic Unit, Mouse and Primary/Main Memory

   (B) Arithmetic Logic Unit, Printer and Primary/Main Memory

   (C) Control Unit, Monitor and Primary/Main Memory

   (D) Arithmetic Logic Unit, Control Unit and Primary/Main Memory

27. What is the full form of URL ?

    (A) Uniform Registered Link   (B) Uniform Resource Locator

    (C) Uniform Resource Link   (D) Unified Resource Link

28. In which of the following, Documents, Movies, Images and Photographs etc. are stored ?

    (A) Print Server   (B) Media Server

    (C) Web Server   (D) File Server

29. What is the full form of GUI in reference to computers ?

    (A) Graphical Unified Interface

    (B) Graphical User Interface

    (C) Graphical User Instrument

    (D) Graphical Unified Instrument

30. Which are the operations that are performed on RAM ?

    (A) Write only   (B) Read only

    (C) Read and Write both   (D) It depends on the user

31. Which of the following is the outcome of data processing ?

    (A) Software Program   (B) Data

    (C) System   (D) Information

32. DNS in Internet technology stands for ....

    (A) Domain Name System

    (B) Dynamic Name System

    (C) Distributed Name System

    (D) Data Name System

33. Which of the following operations is *not* performed by a computer ?

    (A) Control   (B) Output

    (C) Understand   (D) Input

34. The 'folders' in an operating system are based on .... structure.

    (A) Doubly linked   (B) Queue

    (C) Inverted tree   (D) Graph

35. Which of the following alignments will apply by default when some text is entered in a cell in a worksheet of Microsoft Excel ?

    (A) Centre   (B) Left

    (C) Right   (D) None of these

36. Which of the following addressing modes can be used for writing formulas in a cell in a worksheet in Microsoft Excel ?

    (A) Relative   (B) Absolute

    (C) Mixed   (D) All of these

37. What is a hyperlink ?

    (A) It is used to save the web site

    (B) It is used to link web pages

    (C) It is a link which is hypersensitive to user

    (D) None of the above

38. Which of the following is *not* a component in multimedia ?

    (A) Audio   (B) Video

    (C) Data   (D) Pen drive

39. IPR stands for ....

   (A) Intellectual Property Rights   (B) Illegal Property Rights

   (C) Intellectual Property Rites   (D) None of these

40. Which of the following is *not* true for Microsoft PowerPoint presentation ?

   (A) The slides can be run with the help of slide show

   (B) The access to a particular slide can be restricted

   (C) The transition speed for the slides can be adjusted before running the slide show

   (D) The transition speed for the slides cannot be adjusted before running the slide show

41. The full form of SQL is ....

   (A) Standard Query Language

   (B) Structured Queuing Language

   (C) Standard Queuing Language

   (D) Structured Query Language

42. An attribute in a table is a foreign key if the .... key from another table is used as an attribute in that table.

   (A) Candidate   (B) Super

   (C) Primary   (D) Foreign

43. Which one of the following attributes can be used as a primary key ?

   (A) Candidate Name   (B) Street Name

   (C) Adhaar Card Number   (D) None of these

44. Under what condition, the subset of super key is a candidate key ?

   (A) All subsets are super keys

   (B) Subset is a super key

   (C) No proper subset is a super key

   (D) Each subset is a super key

45. Create table employee (name varchar, id integer). What type of statement is this ?

   (A) View   (B) DCL

   (C) DML   (D) DDL

46. Which of the following devices can be used to connect a computer to the Internet through a telephone line ?

(A) Modem   (B) Hub

(C) Extension Board   (D) None of these

47. Which of the following does *not* work on the principles of magnetization ?

(A) Hard Disk Drive   (B) Floppy Disk Drive

(C) Magnetic Tape   (D) Pen Drive

48. Which of the following statements is *false* ?

(A) The mouse can be used to scroll/move the cursor

(B) Keyboard can be used as an output device

(C) DVD can be used to store the data permanently

(D) Mike can be used to record voice in a computer

49. Which of the following is *not* a key on the Keyboard of a normal PC ?

(A) +   (B) f

(C) Tab   (D) Sys

50. Internet is an example of ....

(A) Local Area Network   (B) Metropolitan Area Network

(C) Wide Area Network   (D) Storage Network

51. निम्नलिखित में से कौनसा शब्द शुद्ध है ?

(A) अत्याधिक

(B) अतयधिक

(C) अत्यधिक

(D) अतिअधिक

52. निम्न में से कौनसा वाक्य शुद्ध है ?

(A) प्रत्येक स्थान पर एक एक व्यक्ति बैठे।

(B) पूज्यनीय पिताजी को नमस्कार कहना।

(C) आपके एक एक शब्द तुले हुए थे।

(D) वह परीक्षा में उत्तीर्ण हो गया।

53. निम्न में से कौनसा 'कमल' का पर्यायवाची नहीं है ?

(A) राजीव

(B) कंज

(C) पंकज

(D) पुष्प

54. 'उग्र' शब्द का विलोम कौनसा है?

(A) उदार

(B) क्रोध

(C) सौम्य

(D) आग्रह

55. 'बगुला भगत' मुहावरे का अर्थ है :

(A) बेशर्म हो जाना

(B) ढोंगी

(C) कृतघ्न

(D) बचपन का मित्र

56. 'मनोरथ' का सन्धि विच्छेद निम्न में से कौनसा है ?

   (A) मन: + रथ   (B) मनु + रथ

   (C) मनो + रथ   (D) मन + रथ

57. हिंदी में 'कारक' कितने हैं ?

   (A) पाँच   (B) सात

   (C) दस   (D) आठ

58. जंगल शब्द का विशेषण क्या है ?

   (A) जंगलात   (B) जंगली

   (C) जंगलीय   (D) जांगल

59. 'क, ख, ग, घ' व्यंजन ध्वनि उत्पन्न होने के स्थान के अनुसार निम्नलिखित है :

   (A) दंत्य   (B) औष्ठ्य

   (C) कंठ्य   (D) तालव्य

60. व्याकरण के ज्ञाता को क्या कहते हैं ?

   (A) व्याकरणी   (B) व्याकरणज्ञाता

   (C) वियाकरण   (D) वैयाकरण

61. 'पुष्प की अभिलाषा' कविता के रचयिता कौन हैं ?

    (A) जयशंकर   (B) माखनलाल चतुर्वेदी

    (C) दिनकर   (D) सुभद्राकुमारी चौहान

62. 'आग' का तत्सम रूप कौनसा है ?

    (A) अग्नि   (B) अगिन

    (C) अनल   (D) ज्वाला

63. 'मिठास' संज्ञा के किस भेद का शब्द है ?

    (A) व्यक्तिवाचक   (B) जातिवाचक

    (C) भाववाचक   (D) द्रव्यवाचक

64. 'साधु' शब्द का बहुवचन है :

    (A) साधुओं   (B) साधु

    (C) साधुजन   (D) साधुगण

65. जिस समास में दूसरा शब्द प्रधान होता है उसे कौनसा समास कहते हैं ?

    (A) अव्ययीभाव   (B) तत्पुरुष

    (C) बहुब्रीहि   (D) द्वन्द्व

66. I was happy to be .... friends again.

   (A) Among   (B) Between

   (C) In between   (D) Amongst

67. "Impediment" means :

   (A) Agreement   (B) Freedom

   (C) Slavery   (D) Obstacle

68. Antonym of "Transparent" is :

   (A) Coloured   (B) Bright

   (C) Opaque   (D) Translucent

69. An addition at the end of a letter :

   (A) Prelude   (B) Post mortem

   (C) Post script   (D) Post natal

70. Who is creating this mess ? (Change the voice) :

(A) Who has created this mess ?

(B) By whom was this mess created ?

(C) Who created this mess ?

(D) By whom is this mess being created ?

71. Which of the following adverbs is *correct* ?

(A) Truely   (B) Truly

(C) Trully   (D) Truelly

72. Which of the following sentences is *correct* ?

(A) The flowers smell sweet.

(B) The flowers smell sweetly.

(C) The flowers sweet smells.

(D) The flowers smells sweets.

73. The second form of the verb 'Go' is :

(A) Goes (B) Gone

(C) Went (D) Going

74. Which of the following is *correctly* spelt ?

(A) Assessment (B) Agriment

(C) Asignment (D) Avarment

75. What is the past participle of the verb 'Swim' ?

(A) Swam (B) Swim

(C) Swum (D) Sweem

76. What is the antonym of 'Balance' ?

(A) Imbalance (B) Unbalance

(C) Disbalance (D) Surplus

77. What is the plural of 'Ox' ?

    (A) Oxes   (B) Oxen

    (C) Many ox   (D) More ox

78. What is the feminine of Fox ?

    (A) Lady Fox   (B) Foxen

    (C) Vixen   (D) Fixen

79. When we were in Rajasthan, we .... many forts.

    (A) Watched   (B) Visioned

    (C) Visited   (D) Enjoyed

80. Be careful, there is ice .... the road today.

    (A) In   (B) At

    (C) On   (D) Around

81. In which year Himachal Pradesh was made 'Part-C' State ?

(A) 1948

(B) 1966

(C) 1972

(D) 1951

हिमाचल प्रदेश को 'पार्ट-सी' राज्य का दर्जा किस वर्ष मिला ?

(A) 1948

(B) 1966

(C) 1972

(D) 1951

82. Chinese Pilgrim Hiuen Tsang called this lake 'Lohitya Sarover' :

(A) Nako Lake

(B) Renuka Lake

(C) Chandra Tal

(D) Rewalsar Lake

चीनी यात्री ह्वेन-सांग ने किस सरोवर को 'लोहित्य सरोवर' कहा ?

(A) नाको झील

(B) रेणुका झील

(C) चन्द्र ताल

(D) रिवाल्सर झील

83. 'Baspa' is tributary of which river ?

(A) Satluj

(B) Beas

(C) Ravi

(D) Yamuna

बास्पा किस नदी की सहयोगी नदी है ?

(A) सतलुज

(B) ब्यास

(C) रावी

(D) यमुना

84. Who gave the title of 'Pahari Gandhi' to Sh. Baba Kanshi Ram ?

(A) M.K. Gandhi

(B) Pt. J.L. Nehru

(C) Sarojini Naidu

(D) Rabindranath Tagore

श्री बाबा कांशीराम को 'पहाड़ी गांधी' की उपाधि किसने दी ?

(A) महात्मा गाँधी

(B) पंडित नेहरू

(C) सरोजनी नायडू

(D) रवीन्द्रनाथ टैगोर

85. Which place of H.P. is known as 'Ellora' and 'Ajanta' ?

    (A) Sujanpur Tira   (B) Masroor

    (C) Suketi   (D) Nako

किस जगह को हिमाचल के 'अजंता' और 'एलोरा' के नाम से जाना जाता है ?

    (A) सुजानपुर टीरा   (B) मसरूर

    (C) सुकेती   (D) नाको

86. Which animal has been declared as the State animal (State Symbol) of H.P. ?

    (A) Snow Leopard   (B) Yak

    (C) Musk Deer   (D) Black Bear

किस जानवर को हिमाचल का राज्य पशु (राज्य प्रतीक) घोषित किया गया है ?

    (A) बर्फानी तेंदुआ   (B) याक

    (C) कस्तूरी हिरण   (D) काला भालू

87. The present Chief Minister of H.P. Sh. Vir Bhadra Singh has become the Chief Minister of the State for the :

(A) 3rd time   (B) 5th time

(C) 4th time   (D) 6th time

हिमाचल प्रदेश के वर्तमान मुख्यमंत्री श्री वीरभद्र सिंह प्रदेश के मुख्य मंत्री बने हैं :

(A) तीसरी बार   (B) पाँचवीं बार

(C) चौथी बार   (D) छठी बार

88. In which district of H.P. the rock salt is extracted on commercial basis ?

(A) Mandi   (B) Hamirpur

(C) Solan   (D) Bilaspur

हिमाचल प्रदेश के किस जिले में व्यावसायिक रूप से चट्टानी नमक का खनन होता है ?

(A) मण्डी   (B) हमीरपुर

(C) सोलन   (D) बिलासपुर

89. Which of the following districts of H.P. has the least density of population ?

    (A) Kinnaur   (B) Hamirpur

    (C) Chamba   (D) Lahaul and Spiti

हिमाचल प्रदेश के किस जिले में जनसंख्या का घनत्व सबसे कम है ?

    (A) किन्नौर   (B) हमीरपुर

    (C) चम्बा   (D) लाहौल और स्पिति

90. 'Minjar' fair is celebrated in which district of H.P. ?

    (A) Shimla   (B) Kangra

    (C) Chamba   (D) Kullu

'मिंजर' मेला हिमाचल प्रदेश के किस जिले में मनाया जाता है ?

    (A) शिमला   (B) काँगड़ा

    (C) चम्बा   (D) कुल्लू

91. During the demonetization who was the Governor of Reserve Bank of India ?

(A) Manmohan Singh   (B) Urjit Patel

(C) Raghu Ram Rajan   (D) Montek Singh Ahluwalia

वर्तमान विमुद्रीकरण के दौरान भारतीय रिजर्व बैंक के गवर्नर कौन थे ?

(A) मनमोहन सिंह   (B) उर्जित पटेल

(C) रघुराम राजन   (D) मोंटेक सिंह अहलुवालिया

92. The President of India who is known as 'missile man' :

(A) V.V. Giri   (B) Pranab Mukherjee

(C) A.P.J. Abdul Kalam   (D) Rajendra Prasad

भारत के राष्ट्रपति जिन्हें 'मिसाइल पुरुष' के नाम से जाना जाता है :

(A) वी.वी. गिरि   (B) प्रणब मुखर्जी

(C) ए.पी.जे. अब्दुल कलाम   (D) राजेन्द्र प्रसाद

93. The capital of Haryana is :

(A) Gurgaon   (B) Kurukshetra

(C) Chandigarh   (D) Faridabad

हरियाणा की राजधानी कौनसी है ?

(A) गुड़गाँव   (B) कुरुक्षेत्र

(C) चण्डीगढ़   (D) फरीदाबाद

94. Who was the Captain of Indian Test Cricket Team against England in

Nov./Dec. 2016 ?

(A) Virat Kohli   (B) Mahender Singh Dhoni

(C) Sachin Tendulkar   (D) Saurav Ganguli

नवम्बर/दिसम्बर, 2016 में इंग्लैण्ड के विरुद्ध भारतीय टेस्ट क्रिकेट टीम के कप्तान कौन थे ?

(A) विराट कोहली   (B) महेन्द्र सिंह धोनी

(C) सचिन तेन्दुलकर   (D) सौरव गांगुली

95. Which is the longest river of the world ?

    (A) Amazon   (B) Nile

    (C) Ganges   (D) Thames

विश्व की सबसे लम्बी नदी कौनसी है ?

    (A) अमेजन   (B) नील

    (C) गंगा   (D) टेम्स

96. 'Gita' is the holy book of :

    (A) Sikhs   (B) Muslims

    (C) Buddhists   (D) Hindus

गीता एक पवित्र ग्रन्थ है :

    (A) सिखों का   (B) मुसलमानों का

    (C) बौद्धों का   (D) हिन्दुओं का

97. The 'First War of Plassey' was fought between :

(A) Babar and Ibrahim Lodi

(B) Akbar and Hemu

(C) Humayun and Sher Shah Suri

(D) Ahmad Shah Abdali and Marathas

'प्लासी का प्रथम युद्ध' किस-किस के मध्य हुआ था ?

(A) बाबर और इब्राहिम लोदी

(B) अकबर और हेमू

(C) हुमायूँ और शेरशाह सूरी

(D) अहमदशाह अब्दाली और मराठा

98. Who wrote the National Anthem of India 'Jana-Gana-Mana' ?

(A) Bankim Chandra Chatterjee

(B) Rabindranath Tagore

(C) M.K. Gandhi

(D) Subhash Chandra Bose

भारत के राष्ट्रगान 'जन-गण-मन' के रचयिता कौन थे ?

(A) बंकिमचन्द्र चटर्जी

(B) रवीन्द्रनाथ टैगोर

(C) महात्मा गाँधी

(D) सुभाषचन्द्र बोस

99. Who is the Supreme Commander of Indian Forces ?

   (A) Prime Minister   (B) Chief Justice of India

   (C) Speaker of Lok Sabha   (D) President of India

भारत की तीनों सेनाओं का सर्वोच्च कमांडर कौन है ?

   (A) प्रधान मन्त्री

   (B) भारत के सर्वोच्च न्यायालय का मुख्य न्यायाधीश

   (C) लोक सभा अध्यक्ष

   (D) भारत का राष्ट्रपति

100. Who has been elected the President of United States of America in recently

   held elections ?

   (A) Hillary Clinton   (B) Donald Trump

   (C) Barack Obama   (D) George Bush

हाल में हुए अमरीकी चुनावों में अमरीका का राष्ट्रपति किसे चुना गया ?

   (A) हिलेरी क्लिंटन   (B) डोनाल्ड ट्रम्प

   (C) बराक ओबामा   (D) जॉर्ज बुश

Answer Key to the post of **Jr.Office Asstt.(I.T.)** held on 19-02-2017

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