

QUESTION BOOKLET AND ANSWER KEY

FOR RECRUITMENT TEST OF

Stenotypist & Clerk(English Medium)

HELD ON 21.4.2013

ENGLISH VERSION

PART-I (COMMON FOR STENOTYPISTS AND CLERKS)

1H ऀषNht kv ys ù ykĀehj ॢ
 (A) wĀ kt ok (B) t keĀ (C) BK (D) nykD

2H j ĩmfbfyn Kft ॢ'Āej Vk ôpd ôĀj ॢ
 (A) ; fj ăk (B) ; j ĥăk (C) ; ĥădk (D) ; ƣăk

3H ft ôôD dĥm Kfe ॢm Kfe; wKj ăm Kj BL
 (A) uko (B) găz (C) n ăn (D) d;

4H dĥwD, t @ĥ ôăo{dkj b fej Vk; kwBoEhôpd j '; edkj ॢ
 (A) j ăkoh (B) eks b (C) ft oXh (D) d[ăk

5H ădkDĀôpd ù ôĀ eoL
 (A) Bh (B) dk (C) wz (D) Xk

6. Choose the part of the following sentence that has an error:-

In him	was centred	their love	and their ambition.
A	B	C	D

7. Choose the part of the following sentence that has an error:-

Time	and tide	wait	for no man.
A	B	C	D

8. Choose the part of the following sentence that has an error:-

Sanskrit,	as well as Arabic,	were	taught there.
A	B	C	D

9. Choose the correct meaning of the following idiom:-
 To catch a Tartar in somebody.

- A) to find somebody more formidable than you expected.
- B) to find somebody more kind than you expected.
- C) to find somebody more passive than you expected.
- D) to find somebody more peaceful than you expected.

10. Choose the correct meaning of the following idiom:-
 To make a pile.

- A) to make a fortune
- B) to commit mistakes
- C) to exploit others
- D) to help others

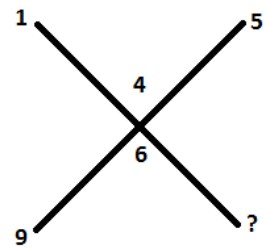
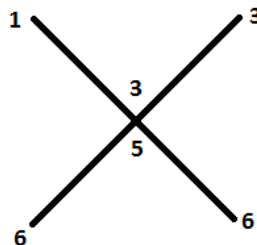
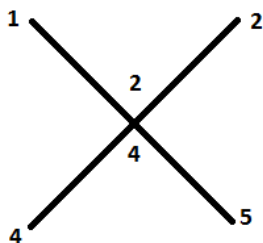
11. Who was the Chief Editor of Ghadar Paper?

- A) Lala Laj Pat Rai
- B) Bhagat Singh
- C) Lala Hardyal
- D) Gurdit Singh

12. PUNGRAIN in collaboration with HDFC began 'KAIRON' which is a step forward e-governance. What does 'KAIRON' relate to
 A) Kisan Association Information Network
 B) Kisan Arhtia Information and Remittance online Network
 C) Knowledge and Assistant Programme to Kisan
 D) Kisan Credit Cards
13. Rajasthan Canal emanates from which point?
 A) Harike B) Rampura Phul C) Jaito D) Dabwali
14. Women wear 'Hass' an ornament at which part of body?
 A) wrist B) neck C) head D) nose
15. Bio-Technology Park is being set up in Public private Partnership at which of the following cities?
 A) Amritsar B) Ludhiana C) Bathinda D) Mohali
16. Florence Nightingale is associated with
 A) World War-I B) World War-II C) Crimean War D) Battle of Leipzig
17. Who was the first chairman of SAARC?
 A) Mr. Ziaur Rehman B) Lt. Gen. H.M. Ershad
 C) King Birendra D) Mrs. Indira Gandhi
18. Dr. Hargobind Khorana received the Nobel Prize for
 A) interpretation of genetic code B) grouping of blood
 C) discovery of DNA D) artificial genes
19. Study of earthquakes is known as
 A) ecology B) seismology C) numismatics D) philology
20. A transformer is used to
 A) increase DC voltage B) increase or decrease AC voltage
 C) decrease DC voltage D) convert DC into AC
21. Which gas is used as tear gas?
 A) Hydrogen sulphide B) Sodium sulphide
 C) Calcium sulphide D) Carbon sulphydryl
22. Green plants manufacture food in the presence of
 A) light B) darkness C) heat D) mineral salts
23. Blood does not coagulate inside the body due to the presence of
 A) haemoglobin B) heparin C) fibrin D) plasma
24. Which of the following is an example of the possible effects of global warming?
 A) the Indian wheat belt may receive more rainfall
 B) grain production is likely to increase
 C) sea level will rise
 D) new island will appear as sea level decreases

25. A paleoanthropologist is scientist who studies
 A) rocks B) fossils C) ancient DNA D) prehistoric life
26. Who was the political guru of the Father of Nation?
 A) Malviya B) Gokhle C) Dadabhai Naoroji D) Rabindra Nath Tagore
27. The maximum gap between sessions of the Parliament can be
 A) 4 months B) 6 months C) 9 months D) 12 months
28. The first country in the world to officially sponsor family planning programmes to control population was
 A) China B) Venezuela C) India D) Myanmar
29. The Pandvani is a legendary narrative set to music and belongs to
 A) Madhya Pradesh B) Himachal Pradesh C) Tamil Nadu D) Uttar Pradesh
30. Chandigarh is located at the foot of the
 A) Shimla Hills B) Morni Hills C) Himalayan Range D) Shivalik Hills
31. The decimal currency system started in India from
 A) January 1955 B) April 1957 C) April 1951 D) April 1955
32. Where was the Indian National Flag first unfurled?
 A) Rashtrapati Bhavan B) Red Fort, Delhi
 C) Parliament House D) India Gate
33. Who is recently appointed Chief Justice of India (39th) after the retirement of S.H. Kapadia?
 A) Altamas Kabir B) J.S. Verma C) S.Y. Qureshi D) Dalveer Bhandari
34. Barack Obama recently won second presidential term in USA after defeating _____
 A) Hilary Clinton B) Al Gore C) Arnold Shwarzneger D) Mitt Romney
35. Recently, Sachin Tendulkar became first Indian sportsperson and second Indian to be conferred with membership of the Order of Australia. Who among the following was the first to get the honour?
 A) V.R. Krishna Iyer B) Soli Sorabjee C) T.N. Seshan D) J.M. Lyngdoh

36. Replace sign of interrogation from given alternatives



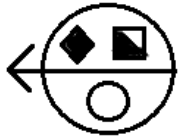
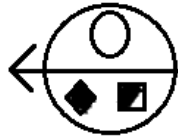
A) 6

B) 7

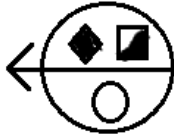
C) 8

D) 9

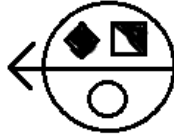
37. Find the water image of the Fig. X from given alternatives



A)



B)



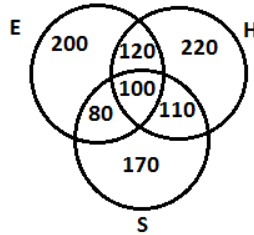
C)



D)

38. From the four alternatives, choose the set of numbers which is similar to given set
 Given set : (63, 49, 35)
 A) (70, 40, 29) B) (72, 48, 29) C) (69, 40, 28) D) (81, 63, 45)
39. If MINERAL is written as QRSTUVW and SOUND is written as ABCSD, then how will READER be written
 A) SBFEFS B) UTVDTU C) TUDVUT D) QDZCDQ
40. Deepak said to Nitin, "That boy playing football is the younger of the two brothers of the daughter of my father's wife." How is boy related to Deepak?
 A) son B) brother C) cousin D) nephew
41. 'A+B' means 'A is daughter of B'; 'A-B' means 'A is the husband of B'; AxB means 'A is the brother of B'. What does PxQ+R mean?
 A) P is brother of R B) P is uncle of R C) P is son of R D) P is father of R
42. A, B, C, D, E, F and G are sitting around a circle and are facing centre. G is second to the left of C, who is to the immediate left of F. A is third to left of E. B is between D and E. Which of the following is true?
 A) C is fourth to left of B B) A is to immediate right of G
 C) D is second to left of E D) B is second to right of G
43. Garima is taller than Sarita but not taller than Reena. Reena and Tanya are of the same height. Garima is shorter than Anu. Amongst all girls who is shortest?
 A) Anu B) Reena and Tanya C) Garima D) Sarita
44. Gopal starts from his house towards West. After walking 30 m, he turned right and walked 20 m. He then turned left and after walking 10 m, turned to his left again and walked 40 m. Then he turned left and walked 5 m. Finally he turned to his left. In which direction was he walking in the end?
 A) North B) South C) East D) West
45. A clock is so placed that at 12.00 noon its minutes hand points towards north-east. In which direction its hour hand would point at 1.30 p.m.?
 A) North B) South C) East D) West

46. A result of survey of 1000 persons with respect to their knowledge of Hindi (H), English (E) and Sanskrit (S) is given in Fig.
What is the ratio of those who know all three languages to those who do not know Sanskrit?



- A) $\frac{1}{9}$ B) $\frac{1}{10}$ C) $\frac{10}{17}$ D) $\frac{5}{27}$
47. If last four letters of the word CONCENTRATION are written in reverse order followed by next two letters in the reverse order and then next three in the reverse order and then followed by the first four in the reverse order. Counting from left, which letter would be eighth in the new arrangement?
A) N B) T C) E D) R
48. In the following arrangement, how many symbols and numbers are there which are either immediately preceded or immediately followed by the letter which is from the first half of the English alphabet?
2 P J @ 8 \$ L B 1 V # Q 6 β G W 9 K C D 3 + ÷ * 5 F R 7 A Y 4
A) 6 B) 7 C) 8 D) 9
49. The letters L, M, N, O, P, Q, R, S and T are substituted by 9 integers 1 to 9. 4 is assigned to P. The difference between P and T is 5. The difference between N and T is 3. What is the integer assigned to N?
A) 4 B) 5 C) 6 D) 7
50. If every alternate Saturday and all Sundays are holiday in a 30 day month beginning on Saturday, a working day, then how many working days are there in that month?
A) 20 B) 21 C) 22 D) 23
51. The bare machine or electronic circuitry of a computer system is called:
A) software B) hardware C) firmware D) none of above
52. Which of the following operating system is available in free domain?
A) Red Hat Linux B) SUN Solaris C) Windows XP D) Mac OS
53. A network topology in which all data pass through a central computer is :
A) bus network B) star network C) mesh network D) ring network
54. The term operating system means :
A) a set of programs which control computer working
B) the way a computer operator works
C) conversion of high level language to machine language
D) none of the above.

- 55 Which is the default file extension for MS-Word 2007 files :
A) .doc B) .docx C) .word D) .rtf
- 56 Buying and Selling goods over Web is known as :
A) E-commerce B) M-commerce C) Trading D) Hyper Market
- 57 In AutoCad, the chord length in an ARC command is the
A) straight distance between start and end point
B) curved distance between start and end point
C) distance between centre point and start point
D) distance between start and end point through centre point
- 58 In AutoCad, PLINE command is used to draw
A) many parallel lines B) thick filled or open lines
C) only dual lines D) lines of infinite length
- 59 If you press, the cell accepts your typing as its contents.
A) Enter B) Ctrl + Enter C) TAB D) Insert
- 60 To select a column the easiest method is to ...
A) Double click any cell in the column
B) Drag from the top cell in the column to the last cell in the column
C) Click the column heading
D) Click the column label

PART-II (ONLY FOR CLERKS)

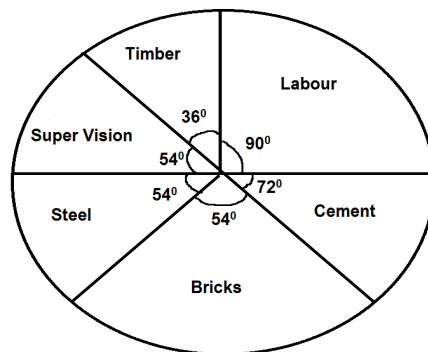
61. Chappar Chiri was famous in history because of
A) major battle took place between Sikhs and Wazir Khan
B) first Anglo Sikh War
C) manufacturing of ornaments
D) establishment of Khalsa Panth
62. In Punjab, the first school for female education was opened in British Rule at:
A) Amritsar B) Lahore C) Rawalpindi D) Multan
63. Guru Gobind Singh ji helped out which Mughal ruler in the battle of Jaju which took place in 1707?
A) Bahadur Shah B) Akbar C) Aurangzeb D) Timur
64. Gatka, a famous art was founded by which Sikh Guru?
A) Sri Guru Angad Dev Ji B) Sri Guru Har Rai Ji
C) Sri Guru Har Gobind Ji D) Sri Guru Ram Das Ji
65. Who started Naujwan Bharat Sabha?
A) Raj Guru B) Bhagat Singh C) Sukh Dev D) Subhash Chander Bose
66. Adalat-i-Ala-Maharaja Ranjit Singh's time High Court was situated in which city?
A) Lahore B) Multan C) Kashmir D) Delhi
67. Who said, "We are not Sikhs or Punjabis, our religion was patriotism."
A) Sohan Singh Bhakna B) Lala Hardayal
C) Kartar Singh Sarabha D) Bhagat Singh
68. Which among the following is called 'Guru Ki Kashi' ?
A) Takht Shri Damdama Sahib B) Takht Shri Patna Sahib
C) Takht Shri Hazur Sahib D) Takhat Shri Keshgarth Sahib
69. Bachitra Natak is autobiography of which Guru?
A) Guru Angad Dev Ji B) Guru Nanak Dev Ji
C) Guru Gobind Singh Ji D) Guru Hargobind Ji
70. Which of the following vaars of Bhai Gurdas are historically important?
A) first and thirteenth B) first and twelfth
C) first and eleventh D) first and tenth
71. What are Qissas in Punjabi literature?
A) ballad B) songs of mournings C) story of amorous D) songs of birth
72. Which of the following is the State Tree of Punjab?
A) Safeda B) Neem C) Pipal D) Shisham
73. Who composed Sassi Pannu?
A) Waris Shah B) Hashim Shah C) Hafiz Barkhudar D) Qadaryar

74. Chola Sahib Mela is celebrated at which of the following places?
 A) Baba Bukala B) Sultanpur C) Dera Baba Nanak D) Kiratpur Sahib
75. In Punjab, Mobile Courts were firstly introduced at which of the following places?
 A) Talwara B) Dassua C) Badal D) Lambi
76. Guru Granth Sahib starts with
 A) Janam Sakhi B) Japji Sahib C) Sukmani Sahib D) Mool Mantra
77. Keerane is associated with
 A) bridegroom's marriage B) individual's death
 C) engagement of bride D) child's birth
78. In which fair are donkeys worshipped?
 A) Kurali da mela B) Jagraon di roshini C) Jarag da mela D) Chappar da mela
79. Novel 'Doctor Dev' was written by
 A) Nanak Singh B) Puran Singh C) Amrita Pritam D) Dalip Kaur Tiwana
80. Who was the propounder of Miri and Piri?
 A) Guru Nanak Dev Ji B) Guru Hargobind Ji
 C) Guru Teg Bahadur Ji D) Guru Gobind Singh Ji
81. In potato production, Punjab is ranked _____ in the country.
 A) 1st B) 2nd C) 3rd D) 4th
82. Which of the following statement is correct?
 Punjab produces
 A) 60% of India's wheat and 40% of India's rice
 B) 30% of India's wheat and 40% of India's rice
 C) 20% of India's wheat and 50% of India's rice
 D) 70% of India's wheat and 30% of India's rice
83. Wal-mart one of the biggest retail chains of America debuts its presence in Punjab by opening a deep discount formula store in
 A) Jalandhar B) Ludhiana C) Bhatinda D) Amritsar
84. PAU 201 is a variety of _____ developed by Punjab Agricultural University.
 A) wheat B) rice C) jawar D) barley
85. Which one of the following statements is correct?
 Punjab produces
 A) 2% of world's cotton, 2% of wheat and 1% of rice
 B) 5% of world's cotton, 5% of wheat and 2% of rice
 C) 3% of world's cotton, 7% of wheat and 2% of rice
 D) 1% of world's cotton, 3% of wheat and 6% of rice
86. As financial year is from 1st April to 31st March. In which of following dates agricultural year falls?
 A) 1st April to 31st March B) 1st July to 30th June
 C) 1st June to 31st May D) 1st May to 30th April

87. Machine tool cluster is situated in which of the following cities of Punjab?
 A) Fatehgarh Sahib B) Muktsar C) Bathinda D) Batala
88. Jamabandi is a Revenue Document depicting which of the following?
 A) possession B) mortgagee's right C) ownership D) mortgager's right
89. Bhai Jaita Ji scheme is related to
 A) distribution of bicycles B) distribution of mid-day meal
 C) distribution of free book to all students upto 8th class D) all of the above
90. What are Anganwadis?
 A) Punjab State Government Lodges
 B) Punjab State Government Hotels
 C) Punjab State Government Vocational Centre for Disabled
 D) Child care and Mother care centres under ICDS
91. A number when divided by 6 leaves remainder 3. When the square of same number is divided by 6, the remainder is:
 A) 0 B) 1 C) 2 D) 3
92. A, B and C go walking round a circle 1 km in circumference at the speeds of 10m/min., 20m/min. and 40m/min. respectively. If they all start together and walk in the same direction, when will they be together at the same place?
 A) after 50 min. B) after 100 min. C) after 240 min. D) after 800 min.
93. The greatest number which can divide 1354, 1866 and 2762 leaving the same remainder 10 in each case, is:
 A) 64 B) 124 C) 156 D) 260
94. $\frac{(1.5)^3+(4.7)^3+(3.8)^3-3 \times 1.5 \times 4.7 \times 3.8}{(1.5)^2+(4.7)^2+(3.8)^2-1.5 \times 4.7-4.7 \times 3.8-1.5 \times 3.8}$ is
 A) 0.1 B) 1 C) 10 D) 30
95. A frog tries to come out of a dried well 9m deep with slippery walls. Every time the frog jumps 60 cm, he slides back 30 cm. How many jumps will frog have to take to come out of the well?
 A) 20 B) 29 C) 30 D) 31
96. $\sqrt{5 + \sqrt{11 + \sqrt{19 + \sqrt{29 + \sqrt{49}}}}}$ is
 A) 3 B) 5 C) 7 D) 9
97. Average age of a class is 15.8 years. The average age of the boys in the class is 16.4 years and that of girls is 15.4 years. What is the ratio of boys to girls in the class?
 A) 1:2 B) 2:3 C) 3:4 D) cannot be determined
98. Three numbers are in the ratio of 4:5:6 and their average is 25. The largest number is
 A) 42 B) 36 C) 32 D) 30

99. Sushil was thrice as old as Snehal 6 years back. Sushil will be $\frac{5}{3}$ times as old as Snehal after 6 years. How old is Snehal now?
 A) 12 years B) 15 years C) 18 years D) 24 years
100. If $x = 7 - 4\sqrt{3}$, then $(\sqrt{x} + \frac{1}{\sqrt{x}}) = ?$
 A) 1 B) 2 C) 3 D) 4
101. In an examination, a student scored 30% marks in first paper out of 180. What percent should he score in the second paper out of 150, if he is to get an overall average of 50%?
 A) 70% B) 74% C) 76% D) 80%
102. An article is listed ₹900 and two successive discounts of 8% and 8% are given on it. How much would the seller gain or lose, if he gives a single discount of 16%, instead of two successive discounts?
 A) gain ₹4.76 B) loss ₹5.76 C) gain ₹5.76 D) loss ₹4.76
103. The ratio of the number of students studying in schools A, B and C is 5:6:8. If the number of students in each of the school is increased by 30%, 25% and 25% respectively, what will be the new ratio of the students in schools A, B and C?
 A) 14:15:20 B) 13:15:20 C) 15:17:19 D) 13:14:15
104. 'A' began a business with ₹4500/- and was joined afterwards by 'B' with ₹5400/-. If the profits at the end of the year were divided in the ratio 2:1, 'B' joined the business after
 A) 4 months B) 5 months C) 6 months D) 7 months
105. 8 men working for 9 hours a day complete a piece of work in 20 days. In how many days can 7 men working for 10 hours a day complete the same piece of work?
 A) $20\frac{4}{7}$ days B) $20\frac{3}{5}$ days C) 21 days D) $21\frac{3}{7}$ days
106. 12 men take 36 days to do the work while 12 women complete $\frac{3}{4}$ th of the work in 36 days. In how many days 10 men and 8 women together will complete the same work?
 A) 6 days B) 12 days C) 27 days D) 30 days
107. Three taps A, B and C can fill a tank in 6 hours. After working at it together for 2 hours, C is closed and A and B can fill the remaining tank in 7 hours. The number of hours taken by C alone to fill the tank is
 A) 10 B) 12 C) 14 D) 16
108. 'A' is twice fast as 'B' and 'B' is thrice fast as 'C'. The journey covered by 'C' in 42 minutes will be covered by 'A' in _____
 A) 7 min. B) 14 min. C) 25 min. D) 63 min.
109. Sunil covers a distance by walking for 6 hours. While returning his speed decreases by 1 km/hour and he takes 9 hours to cover the same distance. What was his speed in return journey?
 A) 6 km/hour B) 5 km/hour C) 4 km/hour D) 2 km/hour
110. A train is running at the speed 36 km/hour completely crosses another having half its length and travelling in opposite direction at a speed of 54 km/hour in 12 seconds. If it passes a platform in $1\frac{1}{2}$ min., the length of the platform is
 A) 560 m. B) 620 m. C) 700 m. D) 750 m.

111. A boat goes 24 km. upstream and 28 km. downstream in 6 hours. It goes 30 km. upstream and 21 km. downstream in 6 hours and 30 min. The speed of the boat in still water is:
 A) 4 km./hour B) 6 km./hour C) 10 km./hour D) 14 km./hour
112. A merchant has 1000 kg. of sugar, part of which he sells at 8% profit and the rest at 18% profit. He gains 14% on the whole. The quantity of sugar sold at 8% is
 A) 400 kg. B) 560 kg. C) 600 kg. D) 640 kg.
113. A man distributed ₹ 25300/- among his 3 sons, A, B, C in such a way that the amounts of their parts at 10% simple interest in 2 years, 3 years and 4 years will be qual. A's share is
 A) ₹ 7800/- B) ₹ 8400/- C) ₹ 8800/- D) ₹ 9100/-
114. The difference between compound interest and simple interest at the same rate on ₹ 5000/- for two years is ₹ 72/-. The rate of interest per annum is
 A) 6% B) 8% C) 10% D) 12%
115. A rectangular field has dimensions 25 m. by 15 m. Two mutually perpendicular passages of 2 m. width have been left in its central part and grass has been grown in the rest of the field. The area under grass is
 A) 295 m² B) 299 m² C) 300 m² D) 375 m²
116. A well has to be dug out 22.5 m. deep and diameter 7 m. The cost of plastering the inner curved surface at ₹ 30/- per square metre is
 A) ₹ 14650/- B) ₹ 14850/- C) ₹ 14750/- D) ₹ 14950/-
117. What was the day of the week on 15th August, 1947?
 A) Monday B) Thursday C) Friday D) Saturday
118. How many times are the hands of a clock at right angle in a day?
 A) 44 B) 22 C) 24 D) 48
119. On the horizontal plane, there is vertical tower with a flagpole on its top. At a point 9 m. away from the foot of the tower, the angles of elevation of the top and bottom of flagpole are 60° and 30° respectively. The height of the flagpole is
 A) $6\sqrt{3}m$ B) $5\sqrt{3}m$ C) $6\sqrt{2}m$ D) 4 m
120. The Pie-graph shows the break-up of the cost of construction of a house. Total cost of construction is ₹ 600000/-. Find the amount spent on labour exceeds the amount spent on steel by



- A) 5% of total cost B) 10% of total cost C) 12% of total cost D) 15% of total cost

Key (Steno/Clerks) – English Medium											
Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans
1	D	21	D	41	C	61	A	81	C	101	B
2	A	22	A	42	B	62	C	82	A	102	B
3	B	23	B	43	D	63	A	83	D	103	B
4	C	24	C	44	A	64	C	84	B	104	D
5	D	25	D	45	C	65	B	85	A	105	A
6	B	26	B	46	D	66	A	86	B	106	C
7	C	27	B	47	A	67	A	87	D	107	C
8	C	28	C	48	C	68	A	88	C	108	A
9	A	29	A	49	C	69	B	89	C	109	D
10	A	30	D	50	D	70	C	90	D	110	C
11	C	31	B	51	B	71	C	91	D	111	C
12	B	32	C	52	A	72	D	92	B	112	A
13	A	33	A	53	B	73	B	93	A	113	D
14	B	34	D	54	A	74	C	94	C	114	D
15	D	35	B	55	B	75	A	95	B	115	B
16	C	36	B	56	A	76	D	96	A	116	B
17	B	37	A	57	X	77	B	97	C	117	C
18	A	38	D	58	X	78	C	98	D	118	A
19	B	39	B	59	A	79	A	99	A	119	A
20	C	40	B	60	D	80	B	100	D	120	B

'X' means questions withdrawn