

4[(25%LDCEDivisional Controlled Post)]

Answer: c) Brackets, Orders, Division, Multiplication, Addition, Subtraction

Q3: Simplify: $3 + 4 \times (5 - 2) \div 23 + 4 \times (5 - 2) \div 2$

- a) 9
- b) 11
- c) 7
- d) 6

Answer: b) 11

3. LCM and HCF

Q1: What is the LCM of 6 and 8?

- a) 24
- b) 18
- c) 48
- d) 36

Answer: a) 24

Q2: What is the HCF of 36 and 60?

- a) 12
- b) 24
- c) 18
- d) 30

Answer: a) 12

Q3: What is the LCM of 9 and 12?

- a) 36
- b) 72
- c) 18
- d) 24

Answer: a) 36

4. Ratio and Proportions

Q1: If the ratio of boys to girls in a class is 3:4, what is the total number of students if there are 18 boys?

- a) 72
- b) 54
- c) 63
- d) 45

Answer: b) 54

Q2: In a class, the ratio of students who like math to those who like science is 5:3. If there are 40 students who like math, how many students like science?

- a) 24
- b) 25
- c) 30
- d) 28

Answer: a) 24

Q3: If $4x = 3y$, $4x = 3y$, what is the ratio of x to y ?

- a) 3:4
- b) 4:3
- c) 2:3
- d) 3:2

Answer: b) 4:3

5. Percentages

Q1: What is 20% of 150?

- a) 25
- b) 30
- c) 35
- d) 40

Answer: b) 30

Q2: A product is marked at ₹1200 and sold at ₹900. What is the percentage discount offered?

- a) 15%
- b) 25%
- c) 20%
- d) 30%

Answer: b) 25%

Q3: If a number is increased by 25%, what is the new value if the original number was 400?

- a) 450
- b) 500
- c) 525
- d) 450

Answer: b) 500

6. Mensuration

Q1: The area of a rectangle is 60 cm^2 , and its length is 12 cm . What is its width?

- a) 5 cm
- b) 6 cm
- c) 7 cm
- d) 8 cm

Answer: b) 5 cm

Q2: What is the area of a circle with a radius of 7 cm ?

- a) 154 cm^2
- b) 49 cm^2
- c) 154 cm
- d) 22 cm^2

Answer: b) 49 cm^2

Q3: The perimeter of a square is 36 cm . What is the area of the square?

- a) 72 cm^2
- b) 54 cm^2
- c) 9 cm^2
- d) 36 cm^2

Answer: c) 81 cm^2

7. Time and Work

Q1: Seven men can lay a road in 33 days . If 21 men do the same work, in how many days can they complete this work.

- a) 16 days
- b) 14 days
- c) 12 days
- d) 11 days

Answer: d) 11 days

Q2: A can do a piece of work in 6 days and B can do the same work in 12 days . How long will they take to complete it, if they both work together?

- a) 4 days
- b) 5 days
- c) 3 days
- d) 6 days

Answer: a) 4 days

Q3: If 80 men can do a piece of work in 10 days , how many men are required to do the same work in two days

- a) 400
- b) 200
- c) 500
- d) 600

Answer: a) 400

8. Time and Distance

Q1. A train running at 60 km/h crosses a pole in 9 seconds. The length of the train is:

- a) 120m
- b) 150m
- c) 180m
- d) 200m

Answer: c)

Q2. A man covers a certain distance at 20 km/h and returns at 30 km/h. The average speed for the whole journey is:

- a) 24 km/h
- b) 25 km/h
- c) 26 km/h
- d) 27 km/h

Answer: a)

Q3. A car travels 360 km in 4 hours. If the speed is reduced by 20 km/h, the time taken will be:

- a) 5 hours
- b) 6 hours
- c) 7 hours
- d) 4.5 hours

Answer: a)

9. Simple and Compound Interest

Q1. The simple interest on ₹4000 at 5% per annum for 2 years is:

- a) ₹300
- b) ₹400
- c) ₹350
- d) ₹200

Answer: b)

Q2. The compound interest on ₹2000 at 10% per annum for 2 years is:

- a) ₹420
- b) ₹400
- c) ₹420.50
- d) ₹440

Answer: a)

Q3. In how many years will ₹1000 become ₹1331 at 10% compound interest per annum?

- a) 2 years
- b) 3 years
- c) 4 years
- d) 5 years

Answer: b)

10. Profit and Loss

Q1. A shopkeeper buys a pen for ₹50 and sells it for ₹60. His profit percent is:

- a) 10%
- b) 15%
- c) 20%
- d) 25%

Answer: c)

Q2. A man sold a book at a loss of 10%. If he had sold it for ₹40 more, he would have gained 10%. The cost price of the book is:

- a) ₹200
- b) ₹300
- c) ₹400
- d) ₹250

Answer: b)

Q3. A trader marks his goods 25% above the cost price and allows a discount of 10%. His gain percent is:

- a) 12.5%
- b) 15%
- c) 10%
- d) 20%

Answer: a)

11. Algebra

Q1. If $x=3$, $y=2$, then the value of $x^2+y^2x^2+y^2$ is:

- a) 9
- b) 12
- c) 13
- d) 15

Answer: c)

Q2. Solve for x : $2x+5=15$

- a) 5
- b) 6
- c) 7
- d) 8

Answer: a)

Q3. If $x+\frac{1}{x}=2$, then $x^2+\frac{1}{x^2}=?$

- a) 2
- b) 3
- c) 4
- d) 5

Answer: c)

12. Geometry and Trigonometry

Q1. The area of a triangle with base 10 cm and height 8 cm is:

- a) 40 cm²
- b) 50 cm²
- c) 60 cm²
- d) 80 cm²

Answer: a)

Q2. The value of $\sin^2 230^\circ + \cos^2 30^\circ \sin 230^\circ + \cos 230^\circ$ is:

- a) 0
- b) 1
- c) 2
- d) 1/2

Answer: b)

Q3. The perimeter of a square is 48 cm. Its area is:

- a) 64 cm²
- b) 144 cm²
- c) 256 cm²
- d) 576 cm²

Answer: b)

13. Elementary Statistics

Q1. The mean of 10 observations is 15. If one observation is wrongly taken as 21 instead of 12, the correct mean is:

- a) 14.1
- b) 14.5
- c) 15.5
- d) 16

Answer: a)

Q2. The mode of the series 2, 3, 3, 4, 5, 5, 5, 6 is:

- a) 3
- b) 4
- c) 5
- d) 6

Answer: c)

Q3. The median of 5, 8, 12, 15, 20 is:

- a) 8
- b) 12
- c) 15
- d) 20

Answer: b)

14. SquareRoot

Q1. The square root of 1296 is:

- a) 34
- b) 35
- c) 36
- d) 37

Answer: c)

Q2. Find the least number to be subtracted from 10000 to make it a perfect square.

- a) 1
- b) 16
- c) 39
- d) 100

Answer: c)

Q3. Approximate square root of 2809 is:

- a) 51
- b) 52
- c) 53
- d) 54

Answer: b)

15. Age Calculations

Q1. The present age of a father is three times that of his son. After 15 years, the father's age will be double that of his son. The present age of the son is:

- a) 10 years
- b) 15 years
- c) 20 years
- d) 25 years

Answer: a)

Q2. A is twice as old as B. Five years ago, the sum of their ages was 30. The present age of A is:

- a) 25
- b) 30
- c) 35
- d) 40

Answer: b)

Q3. The average age of 3 brothers is 15 years. If their ages are in ratio 3:4:5, then the age of the youngest is:

- a) 12
- b) 13
- c) 14
- d) 15

Answer: a)

16. Calendar& Clock

Q1. If 1st January 2021 was a Friday, then what day was 1st January 2022?

- a) Friday
- b) Saturday
- c) Sunday
- d) Monday

Answer: b)

Q2. How many right angles are formed by the hands of a clock in 12 hours?

- a) 11
- b) 22
- c) 24
- d) 44

Answer: d)

Q3. The angle between the hour hand and the minute hand at 3:30 is:

- a) 75°
- b) 90°
- c) 105°
- d) 120°

Answer: c)

17. Pipes&Cistern

Q1. A pipe fills a tank in 6 hours, another can fill it in 8 hours. If both are opened together, the tank will be filled in:

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

Answer: a)

Q2. A pipe can fill a tank in 12 hours. Due to a leak, it takes 15 hours to fill. The leak can empty the full tank in:

- a) 30 hours
- b) 45 hours
- c) 60 hours
- d) 75 hours

Answer: c)

Q3. Two pipes can fill a cistern in 12 min and 15 min respectively, while a third pipe can empty it in 20 min. The cistern will be full in:

- a) 10 min
- b) 12 min
- c) 15 min
- d) 18 min

Answer: a)

1. Analogies

Q1. Cat : Kitten:: Dog :?

- a) Puppy
- b) Cub
- c) Foal
- d) Calf

Answer:a)

Q2. Finger: Hand:: Leaf : ?

- a) Tree
- b) Branch
- c) Fruit
- d) Flower

Answer:a)

Q3. Doctor:Hospital ::Teacher: ?

- a) School
- b) Library
- c) Student
- d) Class

Answer:a)

2. AlphabeticalandNumberSeries

Q1. A, C, E, G, ?

- a)H
- b)I
- c)J
- d) K

Answer:b)

Q2. 2, 6, 12, 20, ?

- a) 30
- b) 28
- c) 40
- d) 35

Answer:b)

Q3. Z,W, T,Q, ?

- a) N
- b) M
- c) O
- d) P

Answer:a)

3. CodingandDecoding

Q1.If CAT is coded as DBU, then DOG is coded as:

- a) EPH
- b) EOG
- c) ENH
- d) DPH

Answer:a)

Q2.In a code, BOOK=43. What is CODE?(A=1,B=2, etc.)

- a) 27
- b) 32
- c) 40
- d) 35

Answer:c)

Q3.If I is coded as A, 2 as B, ... then 19-15-14=?

- a) SON
- b) SOP
- c) SUN
- d) SIT

Answer:a)

4. Mathematical Operations

Q1.If $8+6=50$, $7+5=36$, then $9+4=?$

- a) 42
- b) 45
- c) 40
- d) 46

Answer:a)

Q2.If * means $\div$, $\div$ means +, + means $-$, then $20 \div 5 * 2 + 4 = ?$

- a) 6
- b) 8
- c) 10
- d) 12

Answer:b)

Q3.If $A \div B$ means $A \times B$, then $6 \div 3 = ?$

- a) 2
- b) 9
- c) 18
- d) 12

Answer:b)

5. Relationships

Q1. Pointing to a man, a woman said, "He is my brother's father." The man is the woman's:

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

Answer: a)

Q2. A is the brother of B. B is the sister of C. C is the father of D. How is A related to D?

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

Answer: a)

Q3. If P is Q's father and R is Q's mother, S is P's son, then R is S's:

- a) Sister
- b) Mother
- c) Aunt
- d) Cousin

Answer: b)

6. Syllogism

Q1. Statements: All dogs are animals. All animals are living beings.

Conclusions:

- I. All dogs are living beings.
- II. All living beings are dogs.

- a) Only I follows
- b) Only II follows
- c) Both follow
- d) None follows

Answer: a)

Q2. Statements: Some pens are pencils. No pencil is an eraser. Conclusions:

- I. Some pens are not erasers.
- II. No pen is eraser.

- a) Only I follows
- b) Only II follows
- c) Both follow
- d) None follows

Answer: a)

Q3. Statements: All teachers are readers. Some readers are writers.

Conclusions:

- I. Some teachers are writers.

II. All writers are teachers.

- a) Only I follows
- b) Only II follows
- c) Neither follows
- d) Both follow

Answer: c)

7. Jumbling

Q1. Rearrange:

1. Is 2. Dog 3. The 4. Brown

- a) 3-2-4-1
- b) 2-3-4-1
- c) 4-2-3-1
- d) 3-4-2-1

Answer: a)

Q2. Rearrange:

1. Playing 2. The 3. Children 4. Are

- a) 2-3-4-1
- b) 3-2-4-1
- c) 4-3-2-1
- d) 1-2-3-4

Answer: b)

Q3. Rearrange:

1. To 2. School 3. Going 4. Am 5. I

- a) 5-4-1-3-2
- b) 5-1-4-3-2
- c) 1-2-3-4-5
- d) 5-4-3-1-2

Answer: a)

8. Venn Diagram

Q1. Choose the best representation for: Birds, Crows, Animals.

- a) Three circles intersecting
- b) Two circles inside one circle
- c) Two intersecting, one separate
- d) All disjoint

Answer: b)

Q2. Choosethediagramfor:Doctors,Engineers,Males.

- a) Threecirclesintersecting
- b) Twoinsideone
- c) Three disjoint
- d) Twointersecting,one separate

Answer:a)

Q3. Choosethediagramfor:Mango,Fruit, Vegetable.

- a) Mangoinside Fruit,Vegetable separate
- b) FruitandVegetableoverlap
- c) Alloverlap
- d) All disjoint

Answer:a)

9. DataInterpretationandSufficiency

Q1. Ashop sold200 pens,300 pencils,100 erasers.What percentwere pencils?

- a) 30%
- b) 40%
- c) 50%
- d) 60%

Answer:

b)Q2. Statement

s:

1. RameshistallerthanSuresh.
2. SureshistallerthanRajesh.

Question: Who is tallest?

- a) Datasufficient
- b) Datainsufficient
- c) Rajesh
- d) Cannotsay

Answer:a)

Q3. Theaverage ageof 40students is15. What isthe totalageof students?

- a) 400
- b) 500
- c) 600
- d) 700

Answer:c)

10. ConclusionsandDecisionMaking

Q1. Statement:Pollutionlevelsare rising.

Conclusion:ThereshouldbestRICT lawsto controlpollution.

a) Follows

b) Doesnotfollow

Answer:a)

Q2.Statement:Allstudentsmustwearuniformsinschools. Conclusion:
Uniform brings equality.

a) Follows

b) Doesnotfollow

Answer:a)

Q3. Statement: Smoking causes cancer.
Conclusion:Peopleshouldavoidsmoking.

a) Follows

b) Doesnotfollow

Answer:a)

11. SimilaritiesandDifferences

Q1.Find theodd one:

a) Apple

b) Mango

c) Orange

d) Potato

Answer:d)

Q2.Find theodd one:

a) Square

b) Circle

c) Triangle

d) Rectangle

Answer:b)

Q3.Find theodd one:

a) Rose

b) Lily

c) Lotus

d) Mango

Answer:d)

12. AnalyticalReasoning

Q1.If $A > B$, $B > C$, thenwhich is true?

a) $A > C$

b) $C > A$

c) $B > A$

d) None

Answer:a)

Q2. Five persons sit in a row. A is left of B, C is right of B, D is right of C. Who is at extreme right?

- a) A
- b) B
- c) C
- d) D

Answer: d)

Q3. Statements: Some cats are dogs. All dogs are animals. Which is true?

- a) Some cats are animals
- b) No cat is an animal
- c) All animals are cats
- d) All cats are dogs

Answer: a)

13. Classification

Q1. Choose the odd one:

- a) 2
- b) 3
- c) 5
- d) 9

Answer: d)

Q2. Choose the odd one:

- a) Iron
- b) Copper
- c) Silver
- d) Wood

Answer: d)

Q3. Choose the odd one:

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

Answer: d)

14. Directions

Q1. Aman walks 3 km north, then 4 km east. How far is he from the start?

- a) 5 km
- b) 6 km
- c) 7 km
- d) 8 km

Answer: a)

Q2. A is facing north. He turns 90° right, then 180° left, then 90° right. Now he faces:

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

Answer: b)

Q3. Aman walks 10 m north, then 6 m south. His net displacement is:

- a) 4 m north
- b) 4 m south
- c) 16 m
- d) 0

Answer: a)

15. Statement–Arguments and Assumptions

Q1. Statement: Should mobile phones be allowed in schools? Argument:

Yes, they help in learning.

- a) Strong
- b) Weak

Answer: a)

Q2. Statement: Should there be a ban on plastic bags? Argument:

Yes, they pollute the environment.

- a) Strong
- b) Weak

Answer: a)

Q3. Statement: Should exams be made optional?

Argument: No, because exams measure learning.

- a) Strong
- b) Weak

Answer: a)

1. Knowledge of Current Affairs

Q1. Who is the current Secretary-General of the United Nations (2025)?

- a) Ban Ki-moon
- b) António Guterres
- c) Kofi Annan
- d) Javier Pérez de Cuéllar

Answer: b)

Q2. Which country hosted the G20 Summit in 2023?

- a) Indonesia
- b) India

- c) Italy
 - d) Japan
- Answer:b)**

Q3. Chandrayaan-3 successfully landed on the Moon in which year?

- a) 2019
- b) 2020
- c) 2022
- d) 2023

Answer:d)

2. Indian Geography

Q1. The Tropic of Cancer passes through how many Indian states?

- a) 6
- b) 7
- c) 8
- d) 9

Answer:c)

Q2. The largest freshwater lake in India is:

- a) Dal Lake
- b) Loktak Lake
- c) Wular Lake
- d) Chilika Lake

Answer:c)

Q3. Which is the southernmost point of India?

- a) Kanyakumari
- b) Indira Point
- c) Rameswaram
- d) Nicobar Point

Answer:b)

3. Culture and History of India (including freedom movement)

Q1. Who was the founder of the Maurya dynasty?

- a) Ashoka
- b) Bindusara
- c) Chandragupta Maurya
- d) Bimbisara

Answer:c)

Q2. The Non-Cooperation Movement was launched in:

- a) 1919
- b) 1920

- c) 1922
- d) 1930

Answer:b)

Q3.Whowrotethebook*Discoveryof India*?

- a) MahatmaGandhi
- b) JawaharlalNehru
- c) B.R. Ambedkar
- d) SubhasChandraBose

Answer:b)

4. Indian Polity and Constitution

Q1.ThePresidentof Indiaisselectedby:

- a) Directelectionbythe people
- b) MembersofParliamentonly
- c) MembersofStateAssemblies only
- d) Electedmembers ofParliament andStateAssemblies

Answer:d)

Q2.WhichArticleoftheConstitutiondealswithFundamental Duties?

- a) Article 32
- b) Article 51A
- c) Article 19
- d) Article 370

Answer:b)

Q3.Theconceptof“DirectivePrinciplesofStatePolicy”wasborrowedfrom:

- a) USA
- b) UK
- c) Ireland
- d) Canada

Answer:c)

5. Indian Economy

Q1.WhichorganizationpublishestheEconomicSurveyof India?

- a) RBI
- b) NITIAayog
- c) Ministry ofFinance
- d) SEBI

Answer:c)

Q2.GSTinIndia wasimplementedinwhich year?

- a) 2015
- b) 2016

c) 2017

d) 2018

Answer:c)

Q3.The Reserve Bank of India was established in:

a) 1935

b) 1947

c) 1950

d) 1955

Answer:a)

6. Environmental Issues(India& World)

Q1.Which gas is primarily responsible for global warming?

a) Oxygen

b) Carbon dioxide

c) Nitrogen

d) Argon

Answer:b)

Q2.Which Indian city first implemented the “Odd-Even” traffic rule to control pollution?

a) Mumbai

b) Delhi

c) Bengaluru

d) Chennai

Answer:b)

Q3.The 2015 Paris Agreement is related to:

a) Trade and Commerce

b) Climate Change

c) Arms Control

d) Human Rights

Answer:b)

7. Sports

Q1.Who won the Men’s Singles Wimbledon 2023 title?

a) Novak Djokovic

b) Roger Federer

c) Carlos Alcaraz

d) Daniil Medvedev

Answer:c)

Q2.The 2024 Summer Olympics were hosted by:

a) Tokyo

b) Paris

- c) Los Angeles
- d) London

Answer:b)

Q3. Which Indian cricketers scored the fastest T20 century (as of 2023)?

- a) Virat Kohli
- b) Rohit Sharma
- c) Suryakumar Yadav
- d) KL Rahul

Answer:b)

8. General Scientific and Technological Developments

Q1. The first Indian satellite launched in 1975 was:

- a) Bhaskara
- b) Aryabhata
- c) INSAT-1A
- d) Rohini

Answer:b)

Q2. 5G technology primarily uses which frequency band?

- a) Low frequency (below 1 GHz)
- b) Mid-band (1–6 GHz)
- c) High frequency (above 24 GHz)
- d) Both b & c

Answer:d)

Q3. Who is known as the “Father of the Indian Space Programme”?

- a) Dr. A.P.J. Abdul Kalam
- b) Dr. Vikram Sarabhai
- c) Dr. Satish Dhawan
- d) Dr. K. Kasturirangan

Answer:b)

Physics

Q1. SI unit of power is:

- a) Joule
- b) Watt
- c) Newton
- d) Pascal

Answer:b)

Q2.The force which opposes relative motion between two surfaces is:

- a) Tension
- b) Friction
- c) Gravity
- d) Centripetal force

Answer: b)

Q3. The speed of light in vacuum is approximately:

- a) $3 \times 10^8 \text{ m/s}$
- b) $3 \times 10^{10} \text{ m/s}$
- c) $3 \times 10^5 \text{ km/s}$
- d) Both b & c

Answer: d)

Q4. Work done is zero when:

- a) Force is applied in direction of displacement
- b) No displacement occurs
- c) Force and displacement are at 90°
- d) Both b & c

Answer: d)

Q5. The image formed by a plane mirror is:

- a) Real, erect, same size
- b) Virtual, erect, same size
- c) Real, inverted, diminished
- d) Virtual, inverted, magnified

Answer: b)

Q6. The unit of resistance is:

- a) Ohm
- b) Volt
- c) Ampere
- d) Watt

Answer: a)

Q7. Which of the following is not a renewable energy source?

- a) Wind energy
- b) Solar energy
- c) Petroleum
- d) Hydropower

Answer: c)

Q8. The frequency of AC used in India is:

- a) 50 Hz
- b) 60 Hz
- c) 25 Hz
- d) 100 Hz

Answer: a)

Q9. Which law explains the relation $V=IR$?

- a) Newton's Second Law
- b) Ohm's Law
- c) Boyle's Law
- d) Faraday's Law

Answer: b)

Q10. Which device is used to measure current?

- a) Voltmeter
- b) Ammeter
- c) Galvanometer
- d) Ohmmeter

Answer: b)

Chemistry

Q1. The atomic number of oxygen is:

- a) 6
- b) 7
- c) 8
- d) 9

Answer: c)

Q2. Chemical symbol of Sodium is:

- a) So
- b) Na
- c) S
- d) Sn

Answer: b)

Q3. Which gas turns lime water milky?

- a) Oxygen
- b) Carbon dioxide
- c) Hydrogen
- d) Nitrogen

Answer: b)

Q4. The pH of a strong acid is usually:

- a) 1–3
- b) 5–6
- c) 7
- d) 9–10

Answer: a)

Q5. Rusting of iron is a:

- a) Physical change
- b) Chemical change
- c) Both
- d) None

Answer: b)

Q6. Which allotrope of carbon is the hardest natural substance?

- a) Graphite
- b) Diamond
- c) Fullerene
- d) Charcoal

Answer: b)

Q7. Which of these is an alkali?

- a) HCl
- b) NaOH
- c) H_2SO_4
- d) CH_3COOH

Answer: b)

Q8. Which is used in preparation of soap?

- a) Hydrochloric acid
- b) Sodium hydroxide
- c) Ammonia
- d) Nitric acid

Answer: b)

Q9. The gas used in fire extinguishers is:

- a) Oxygen
- b) Nitrogen
- c) Carbon dioxide
- d) Chlorine

Answer: c)

Q10. The chemical formula of washing soda is:

- a) $\text{Na}_2\text{CO}_3 \cdot 10\text{H}_2\text{O}$
- b) NaHCO_3
- c) NaOH
- d) CaCO_3

Answer: a)

Life Sciences/Biology

Q1. The functional unit of the nervous system is:

- a) Nephron
- b) Neuron
- c) Axon
- d) Brain

Answer: b)

Q2. Which organelle is called the “powerhouse of the cell”?

- a) Ribosome
- b) Nucleus
- c) Mitochondria
- d) Golgi body

Answer: c)

Q3. Plants lose water mainly through:

- a) Photosynthesis
- b) Transpiration
- c) Respiration
- d) Digestion

Answer: b)

Q4. Which blood group is universal recipient?

- a) A
- b) B
- c) AB
- d) O

Answer: c)

Q5. Photosynthesis occurs in which cell organelle?

- a) Chloroplast
- b) Mitochondria
- c) Nucleus
- d) Ribosome

Answer: a)

Q6. Insulin is secreted by:

- a) Liver
- b) Pancreas
- c) Kidney
- d) Brain

Answer: b)

Q7. Which vitamin deficiency causes rickets?

- a) Vitamin A
- b) Vitamin B
- c) Vitamin C
- d) Vitamin D

Answer: d)

Q8. Male reproductive organ in plants is:

- a) Ovary
- b) Anther
- c) Stigma
- d) Style

Answer: b)

Q9. The largest organ in the human body is:

- a) Heart
- b) Liver
- c) Skin
- d) Kidney

Answer: c)

Q10. DNA carries:

- a) Proteins
- b) Genetic information
- c) Hormones
- d) Energy

Answer: b)

राजभाषाविषयपरविभागीयपरीक्षा-उपयोगीप्रश्नोत्तर

QuestionandAnsweronRajbhashaforDepartmentalExaminations

S.No.	प्रश्नएवंउत्तर/Question&Answers
1. Ans.	भारतसंघकीराजभाषाक्याहै?/WhatistheOfficialLanguageofUnionofIndia? देवनागरीलिपिमेंहंदी/HindiinDevanagariScript.
2. Ans.	संसदमेंसंपवधानकाभागXVIIककसतारीखकोाररतहुआ? OnwhichdatePartXVIIoftheConstitutionwaspasse dinParliament? 14-09-1949
3. Ans.	राजभाषाअधधननयम1963कबिररतहुआ?WhenwasOfficialLanguagesAct1963passed? 10-05-1963
4. Ans.	राजभाषाअधधननयम1963संशोधतहुआ?WhenwasOfficialLanguagesAct1963amended? 1967
5. Ans.	राजभाषाननयमकेअधीनवगीकृततीनक्षेत्रक्या-क्याहै?Whatareallthreeregionsclassifiedunder Official Language Rules ? क,खवगक्षेत्र/A,B&CRegions.
6. Ans.	हरसाि“हंदीहदवस”कबमनायाजाताहै?Whenis“HindiDay”celebratedeveryyear? लसतंबर14/September14.
7.	राजभाषाननयमकेअनुसार,अंदमानवननकोबारद्वीिसमूहककसक्षेत्रमेंआताहै? AccordingtoOfficialLanguageRules,underwhichregionAndaman&NicobarIslandscome?

Ans.	क-क्षेत्र/Region-A
8.	खक्षेत्रमेंवगीकृतसंघराज्यक्षेत्रक्याहै? WhicharetheUnionTerritoriesclassifiedunderRegion-B?
Ans.	चंडीगढ़संघराज्यक्षेत्र,दमणऔरदीवतथादादराऔरनगरहवेली UnionTerritoriesofCandigarh,Daman&Diu,andNagarHaveli.
9.	अरुणाचिप्रदेशकीराजभाषाक्याहै?WhatistheOfficialLanguageofArunachalPradesh ?
Ans.	अंग्रेजी/English
10.	हहंदीतरभाषीक्षेत्रोंकेननवालसयोंकोहदएगएआश्वासनोंकोकानूनीरूिदेनेकेलिएरतअधधननयमक्याहै? WhatistheActpassedtogivelegalformtotheassurancestogiventoNon-Hindispeakingpeople?
Ans.	राजभाषा(संशोधित)अधधननयम- 1967/OfficialLanguagesAct(Amended)1967.
11.	राजभाषाअधधननयमकीधारा3(3)कबसेप्रवृत्तहुई? FromwhendidtheSection3(3)ofO.L.Acttakeeffect?
Ans.	26जनवरी,1965/26January,1965.
12.	राजभाषाअधधननयम1963कीधारा(IV)ककससेसंबंधितहै? WithwhichSectionIVofO.L.Act1963isconcerned?
Ans.	संसदीयराजभाषासलमनतकेगठनसेसंबंधितहै. ItisconcernedwiththeconstitutionofParliamentaryCommitteeonOfficialLanguage.
13.	राजभाषानीनतकीजानकारीदेनेवािे अनुच्छेद343-351संपवधानकेककसभागमेंहै? InwhichpartoftheConstitutionaretheArticles343-351thatgiveinformationaboutOfficial Language available ?
Ans.	भाग-XVII(सत्रहवेंभाग)/Part–XVII(SeventeenthPart).

14.	<p>राजभाषा अधिनियम 1963 की धारा 7 का संबंध कसके साथ है?</p> <p>With which Section 7 of Official Languages Act 1963 is concerned?</p>
Ans.	<p>उच्च न्यायालयों के नानाणयों में हंदी या अन्य राजभाषा के वैकल्पिक प्रयोग से संबंधित है।</p> <p>It is concerned with the optional use of Hindi or Other Official Languages in Judgements in High Courts.</p>
15.	<p>राजभाषा अधिनियम 1963 की धारा 6 व 7 कसराज्य में िागून ही हो बी?</p> <p>In which state Sections 6 & 7 of Official Language Act 1963 do not apply?</p>
Ans.	<p>जम्मू व कश्मीर/Jammu & Kashmir</p>
16.	<p>आठ वीं अनुसूची में सल्लमलित भाषाओं के नाम लिखिए।</p> <p>Please write the languages available in the 8th Schedule?</p>
Ans.	<p>1. असलमया, 2. बंगाली, 3. गुजराती, 4. हंदी, 5. कन्नड, 6. कश्मीरी, 7. कोंकणी, 8. मियांमि, 9. मणिलुरी, 10. मराठी, 11. नेपाळी, 12. उडिया, 13. िंजाबी, 14. संस्कृत, 15. लसधी, 16. तलमि, 17. तेलुगु, 18. उडूण, 19. बोडो, 20. संथाळी, 21. मैथिली एवं 22. डोगरी।</p> <p>1. Assamee, 2. Bengali, 3. Gujarati, 4. Hindi, 5. Kannada, 6. Kashmiri, 7. Konkani, 8. Malayalam, 9. Manipuri, 10. Marathi, 11. Nepali, 12. Oriya, 13. Punjabi, 14. Sanskrit, 15. Sindi, 16. Tamil, 17. Telugu, 18. Urdu, 19. Body, 20. Santhali, 21. Mythli and 22. Dogri.</p>
17.	<p>खक्षेत्र में आनेवाले िे राज्यों को बताइए/Please mention the States coming under B-Region?</p>
Ans.	<p>गुजरात, महाराष्ट्र, िंजाब, चंडीगढ़, दमण और दीव दादरा और नगर हवेली के संघराज्य क्षेत्र।</p> <p>Gujaraj, Maharathtra, Punjab, Candigarh, Union Territories of Daman & Diu, Dadra and Nagar Haveli.</p>
18.	<p>संपवधान के भाग-V में राजभाषा नीति संबंधित िबंधक कस अनुच्छेद में है?</p> <p>In which article is the provision regarding OL Policy available in Part V of the constitution?</p>
Ans.	<p>अनुच्छेद 120/Article 120.</p>
19.	<p>संपवधान की आठ वीं अनुसूची संबंधी प्रावधान ििब्ध अनुच्छेद का नाम बताइए?</p> <p>Name of the article in which the provision of the English schedule of the constitution is available?</p>
Ans.	<p>अनुच्छेद 344(1) एवं 351/Article 344(1) & 351.</p>

20.	राजभाषा अधिनियम 1963 क्यों पारित किया गया? Why was the O.L. Act 1963 passed?
Ans.	1965 के बाद भी हिंदी के साथ अंग्रेजी के प्रयोग को जारी रखने का प्रावधान करने के लिए. To use English along with Hindi even after 1965.
21.	राजभाषा अधिनियम कब पारित हुआ? When was the Official Language Rules passed?
Ans.	1976
22.	संविधान के XVII भाग में कितने अनुच्छेद हैं? How many articles are there in Part XVII of the Constitution?
Ans.	नौ/9
23.	अनुच्छेद 344 के अनुसरण में राजभाषा आयोग की नियुक्ति कब हुई? In compliance of Article 344 when was the Official Language Commission formed?
Ans.	वर्ष 1955 में/In the year 1955
24.	राजभाषा आयोग के प्रथम अध्यक्ष कौन थे? Who was the First Chairman of the O.L. Commission?
Ans.	बी.जी. खेर/B.G. Kher
25.	राजभाषा आयोग की सिफारिशों पर पत्राचार करने के लिए गठित समिति के प्रथम अध्यक्ष कौन थे? Who was the first Chairman of the Committee which was formed on the recommendation of the Official Language Commission?
Ans.	जी.बी. पंत/G.B. Pant
26.	संविधान के अनुसार संविधान कानून, पत्राचार कानून और आदेशों का अनुवाद कौन करता है? As per Constitution, who is translating the statutory rules, regulations and others?
Ans.	पत्राचार विभाग/Ministry of Law

27.	1965 तक संघ के सरकारी प्रयोजनों के लिए कौन-सी भाषा मुख्य राजभाषा थी तथा कौन-सी भाषा सहायक राजभाषा? Which were the main languages & co-official language used for the official purpose of the Union of India up to 1965 ? अंग्रेजी मुख्य राजभाषा तथा हिंदी सहायक राजभाषा. English was the main language and Hindi co-official language.
Ans.	
28.	Part-VI में कौन-सा अनुच्छेद है? Which Article comes under Part-VI?
Ans.	अनुच्छेद 210/Article 210
29.	वर्ष 1973 में गठित हिंदी साहित्य समिति का अध्यक्ष कौन थे? Who chaired the first Railway Hindi Salahkar Samiti constituted in 1973?
Ans.	श्री ललित नारायण लमश/ Shri Lalit Narayan Mishra.
30.	वर्ष 1976 में गठित संसदीय राजभाषा समिति के अध्यक्ष कौन थे? Who was the Chairman of the Parliamentary Committee on O.L. constituted in the year 1976?
Ans.	तत्कालीन गृह मंत्री श्री ओम मेहता/ The then Home Minister Shri Om Mehta.
31.	संसदीय राजभाषा समिति के कौन-सी समिति प्रस्तावित वेदन का मसौदा तैयार करती है? Which committee of the Committee of Parliament on Official Language prepares the draft?
Ans.	संसदीय राजभाषा समिति के आखिरी एवं माध्यमिक समिति. Drafting & Evidence Sub-Committee of the Committee of Parliament on Official Language.
32.	राष्ट्रिय के 1952 के आदेशों के अनुसार हिंदी के लिए रेलवे बोर्ड में एक सहायक के एक हिंदी का सृजन हुआ था? In which year the post of Hindi Asst. was created in Rly. Board in compliance of President's order?
Ans.	वर्ष 1952 में रेलवे बोर्ड की सामान्य शाखा में. In the General Branch of Railway Board in the year 1952.
33.	रेलवे बजट का हिंदी अनुवाद सबसे अधिक तैयार हुआ था उस समय के मंत्री कौन थे? In which year the Hindi translation of Railway Budget was prepared and who was the Rly. Minister?

Ans.	वर्ष 1956 में स्वर्गीय लाल बहादुर शास्त्री जी। In the year 1956, Late Lal Bahadur Shastri.
34.	रेलवे बोर्ड में हिंदी (संसद) अनुभाग का गठन कब हुआ था? In which year Hindi (Parliament) section was established in Railway Board?
Ans.	वर्ष 1960 में / In the year 1960.

35.	“क” क्षेत्र के अंतर्गत आने वाले राज्य कौन-कौन से हैं? What are all the States that come under Region “A”?
Ans.	बिहार, झारखंड, हृदयी, हररयाणा, हहमाचिप्रदेश, मध्यप्रदेश, छत्तीसगढ़, राजस्थान, उत्तरप्रदेश, उत्तरांचि और अंदमान व ननकोबार द्वीपसमूह, हृदयी संघराज्य क्षेत्र. Bihar, Jharkhand, Delhi, Haryana, Himachal Pradesh, Madhya Pradesh, Chattisgarh, Rajasthan, Uttar Pradesh, Uttaranchal & Andaman & Nicobar island group and Delhi.
36.	“ग” क्षेत्र के अंतर्गत आने वाले राज्य कौन-कौन से हैं? What are all the States that come under Region “C”?
Ans.	“क” और “ख” क्षेत्र में नहदणष्टराज्यों और संघराज्य क्षेत्रों से लभत्रराज्य तथा संघराज्य क्षेत्र अलभप्रेत है. तलमिनायु, केरि, कनाणटक, आंध्रप्रदेश, ङीसा, िल्लमबंगा, गोवा, जम्मू व कश्मीर, असम, नागा, िंड, मेघा, अरुणाचिप्रदेश, लसल्लकम, बत्रिरा, लमजोराम, मणणिर, िंडडचेरी के संघराज्य क्षेत्र व िक्षद्वी. Region “C” means the States and Union Territories other than those referred to in Region A & B, Tamilnadu, Kerala, Karnataka, Andhra Pradesh, Orissa, West Bengal, Goa, Jammu & Kashmir, Assam, Nagaland, Meghalaya, Arunachal Pradesh, Sikkim, Tripura, Mizoram, Manipur, Union Territory of Pondicherry & Lakshadweep.
37.	रेमित्राियकाननरीक्षण संसदीय राजभाषा सलमनतकी कौन-सी उिसलमनत करती है? Which Sub-Committee of the Committee of Parliament on O.L. inspects Rly. Ministry?
Ans.	दूसरी िनसलमनत / Second Sub-Committee

38.	हहंदीमेंकायाणियीनकामकरनेकेलिएरेिवेबोडणद्वारािागूकीगईयोजनाक्याहै? WhatistheschemeimplementedbyRailwayBoardfordoingworkin Hindi																
Ans.	राजभाषाव्यक्तगतनकदुरस्कारयोजना/RajbhashaindividualCashAwardScheme.																
39.	प्रबोध,प्रवीणऔरप्राज्ञिरीक्षाएंिासकरनेिरलमिनेवािीिुरस्काररालश AmountofAwardforpassingPrabodh,Praveen&Pragya Examination																
	<table><tr><td></td><td><u>प्रबोध/Prabodh</u></td><td><u>प्रीण/Praveen</u></td><td><u>प्राज्ञ/Pragya</u></td></tr><tr><td>70याउससेअधकअंक/70ormoremarks:</td><td>1600रु.</td><td>1800रु.</td><td>2400रु.</td></tr><tr><td>60-69अंक/Marks</td><td>: 800रु.</td><td>1200रु.</td><td>1600रु.</td></tr><tr><td>55-59अंक/Marks</td><td>: 400रु.</td><td>600रु.</td><td>800रु.</td></tr></table>		<u>प्रबोध/Prabodh</u>	<u>प्रीण/Praveen</u>	<u>प्राज्ञ/Pragya</u>	70याउससेअधकअंक/70ormoremarks:	1600रु.	1800रु.	2400रु.	60-69अंक/Marks	: 800रु.	1200रु.	1600रु.	55-59अंक/Marks	: 400रु.	600रु.	800रु.
	<u>प्रबोध/Prabodh</u>	<u>प्रीण/Praveen</u>	<u>प्राज्ञ/Pragya</u>														
70याउससेअधकअंक/70ormoremarks:	1600रु.	1800रु.	2400रु.														
60-69अंक/Marks	: 800रु.	1200रु.	1600रु.														
55-59अंक/Marks	: 400रु.	600रु.	800रु.														
40.	राजभाषापवभागकाराभाकाससेक्यामतिबहै WhatistheexpansionofOLICusedbyDepartmentofOfficialLanguage?																
Ans.	राजभाषाकायाणन्वयनसलमनत/OfficialLanguageImplementationCommittee.																
41.	केंद्रसरकारकेकमणचारर्योंकेलिएकतनेिाठ्यक्रमननधानररतहै? HowmanyHindicoursesareprescribedforCentralGovt.Employees?																
Ans.	तीन/Three +1Parangath																
42.	केंद्रसरकारकेकमणचारर्योंकेलिएननधानररतप्रारंलभकिाठ्यक्रमक्याहै? WhichistheelementaryHindicourseprescribedforCentralGovernmentemployees?																
Ans.	प्रबोध/Prabodh																
43.	केंद्रीयहहंदीसलमनतकेअध्यक्षकौनहै?WhoistheChairmanofCentralHindiCommittee?																
Ans.	प्रधानमंत्री/PrimeMinister.																

44.	<p>संबंधित मंत्रालय/पवभाग में हिंदी के प्रचार में प्रगति की समीक्षा कस सलमनत द्वारा की जाती है?</p> <p>Which Committee reviews the progress made in the propagation of Hindi in a particular Ministry/ Department ?</p>
Ans.	<p>हिंदी साहकार सलमनत/Hindi Salahkar Samiti.</p>
45.	<p>वर्तमान संसदीय राजभाषा सलमनत का गठन कब हुआ?</p> <p>When was the present Parliamentary Committee on Official Language constituted?</p>
Ans.	<p>जनवरी, 1976/January, 1976</p>
46.	<p>राजभाषा की संसदीय सलमनत के कितने सदस्य हैं?</p> <p>How many members are there in the Parliamentary Committee on Official Language?</p>
Ans.	<p>तीस/30</p>
47.	<p>संसदीय राजभाषा सलमनत में लोकसभा के कितने सदस्य हैं?</p> <p>How many Lok Sabha Members are there in the Committee of Parliament on Official Language?</p>
Ans.	<p>बीस/20</p>
48.	<p>कफिहार राजभाषा की संसदीय सलमनत की कितनी उप-समनतयां हैं?</p> <p>At present, how many Sub-Committees are there in the Parliamentary Committee on O.L.?</p>
Ans.	<p>3 उपसलमनतयां/3 Sub-committees.</p>
49.	<p>संसदीय राजभाषा सलमनत की मुख्य ड्यूटी क्या है?</p> <p>What is the main duty of the Committee of Parliament on Official Language?</p>
Ans.	<p>हिंदी के प्रगामी प्रयोग की समीक्षा करना/To review the progressive use of Hindi.</p>
50.	<p>प्रमुख नगरों में गठित नगर राजभाषा कार्यान्वयन सलमनत के अध्यक्ष कौन होते हैं?</p> <p>Who is the Chairman of the Town Official Language Implementation Committee constituted in major cities ?</p>

Ans.	नगरकेकेन्द्रसरकारकायाणियकेवररष्ठुतमअधधकारी/SeniormostCentralGovt.Officerofthecity.
51.	<p>राजभाषाकायाणन्वयनसलमनतकीबैठकोंकीआवधधकताक्याहै?</p> <p>WhatistheperiodicityofthemeetingsofTownOfficialLanguageImplementationCommittee?</p>
Ans.	3महीनेमेंएकबार/Oncein3 Months.
52.	<p>नगरराजभाषाकायाणन्वयनसलमनतकीबैठकोंकीआवधधकताक्याहै?</p> <p>WhatistheperiodicityofthemeetingsofTownOfficialLanguageImplementationCommittee?</p>
Ans.	6महीनेमेंएकबार/Oncein6 Months.
53.	<p>राजभाषािरिवापषणककायणक्रमकौनतैयारकरताहै?</p> <p>WhopreparesetheAnnualProgrammeonOfficialLanguage?</p>
Ans.	गृहमंत्रािय/MinistryofHome Affairs.
54.	<p>केंद्रसरकारकेकमणचारर्योंकेलिएननधानररतहहंदीिाठ्यक्रमक्या-क्याहै?</p> <p>WhataretheHindicoursesprescribedforCentralGovt. Employees?</p>
Ans.	प्रबोध,प्रवीणवप्राज्ञ/Prabodh,Praveen&Pragya.
55.	<p>केंद्रसरकारकेलिपिकीयकमणचारर्योंकेलिएननधानररतअनंतमाठ्यक्रमक्याहै?</p> <p>WhichisthefinalHindicourseprescribedforClericalcadreemployeesofCentralGovt. ?</p>
Ans.	प्राज्ञ/Pragya.
56.	<p>हहदीिाठ्यक्रममेंप्रलशक्षक्षतहोनेकेलिएकेंद्रसरकारकेकमणचारर्योंकोकौन-सीप्रलशक्षक्षतसुपवधाएंउििब्यहैं?</p> <p>WhatareallthetrainingfacilitiesavailabletoaCentralGovt. employeetogettrainedintheHindi courses ?</p>
Ans.	ननयलमत,गहन,ित्राचारएवंप्राइवेट/Regular,Intensive,CorrespondenceandPrivate.
57.	सािमेंककतनीबारननयलमतिाठ्यक्रमकीहहंदीिरीक्षाएँचाईजातीहैं?

Ans.	How many times are the Regular Hindi examinations conducted in a year? दो बार/2 Times.
58.	ननयलमतहहंदीरिीक्षाएँककन-ककनमहीनरेंमेंचिईजातीहै? In which months Regular Hindi examinations are conducted?
Ans.	मईवनवंबर/May and November.
59.	हहंदीठिठयक्रमोंमेंप्रलशक्षक्षतहोनेकेलिएकौनयोग्यहोंगे? Who are eligible to be trained in the Hindi Course?
Ans.	केंद्रसरकारके श्रेणी-III कमणचारीवउससेऊरके. All the Central Govt. employees in Class-III and above.
60.	कोहट“क”मेंवगीकृतकमणचारीकौनहैं? Who are all employees classified under Category 'A'?
Ans.	लजनकीमातृभाषाहहंदीयाहहन्दुस्तानीयाउसकीबोिीहै. Those employees whose mother tongue is Hindi or Hindustani or its dialect.
61.	कोटी“ख”मेंवगीकृतकमणचारीकौनहै? Who are all the employees classified under Category 'B'?
Ans.	लजनकीमातृभाषाउदूण, िंजाबी, कश्मीरी, िुशतो, लसन्धीयासहभाषाहै. Those employees whose mother tongue is Urdu, Punjabi, Kashmiri, Pusto, Sindhi or other allied languages.
62.	कोटी“ग”मेंवगीकृतकमणचारीकौनहै? Who are all the employees classified under Category 'C'?
Ans.	लजनकीमातृभाषामराठी, गुजराती, बंगािी, उड़ियायाअसलमयाहै. Those employees whose mother tongue is Marathi, Gujarati, Bengali, Oriya or Assamee.
63.	कोटी“घ”मेंवगीकृतकमणचारीकौनहै? Who are all the employees classified under Category 'D'?

Ans.	जोदक्षक्षणभारतकीभाषायाअंग्रेजीबोितेहैं. ThoseemployeeswhospeakaSouthIndianLanguagesorEnglish.
64.	कोटी“ग”केकमणचयररयोकोककसिाठ्यक्रमसेप्रलशक्षतहोनाअिक्षक्षतहै? Fromwhichcourseacategory‘C’employeesrequiredtobettrained?
Ans.	प्रवीण/FromPraveen.
65.	कोटी“घ”केकमणचयररयोकोककसिाठ्यक्रमसेप्रलशक्षतहोनाअिक्षक्षतहै? Fromwhichcourseacategory‘D’employeesrequiredtobettrained?
Ans.	प्रबोध/FromPrabodh.
66.	प्राज्ञिासकरनेिरलमिनेवािाएकमुश्तिरस्कारक्याहै? WhatistheLumpsumAwardforpassingPragya?
Ans.	रू./Rs.2400/-.
67.	रेिवेबोडणकीराजभाषाव्यल्तगतकरदिरस्कारयोजनाकेअधीनदक्षक्षणरेिवेसेहरसािककतने कमणचारी/अधधकारीिुरस्कृतहोतेहैं? HowmanyOfficers/EmployeesareawardedeveryyearfromSouthernRailwayunderRailwayBoard’s RajbhashaIndividualCashAwardScheme?
Ans.	आठ/Eight.
68.	सामूहकनकदिरस्कारयोजनाकेअधीनहदएजानेवािेप्रथमिरस्कारकीरकमक्याहै? WhatisthecashawardamountforthefirstprizeunderCollectiveCashAwardScheme?
Ans.	रू./Rs.9000/-(1500X6)(मुख्याियमें/InHd.Qrs.).
69.	सामूहकनकदिरस्कारयोजनाकेअधीनहदएजानेवािेद्वितीयिरस्कारकीरकमक्याहै? WhatisthecashawardamountforthesecondprizeunderCollectiveCashAwardScheme?
Ans.	रू./Rs.6000/-(1200x5)(मुख्याियमें/InHd.Qrs.).

70.	सामूहिक नकद पुरस्कार योजना के अधीन हद एजाने वाली तृतीय पुरस्कार की रकम क्या है? What is the Cash award amount for the third prize under Collective Cash Award Scheme?
Ans.	रु./Rs.4000(800x5)(मुख्यालय में/In Hd.Qrs.).
71.	सा. में 10,000 शब्द से ज्यादा लिखने के लिए एक यूनिट में कितने प्रथम पुरस्कार हद एजाते हैं? How many first prizes are given in a year for writing more than 10,000 words in one unit?
Ans.	दो/Two (रु./Rs.5000/-प्रनतक मणचारी/each employee).
72.	सा. में 10,000 शब्द से ज्यादा लिखने के लिए एक यूनिट में कितने द्वितीय पुरस्कार हद एजाते हैं? How many second prizes are given in a year for writing more than 10,000 words in one unit?
Ans.	तीन/Three (रु./Rs.3000/-प्रनतक मणचारी/each employee)
73.	सा. में 10,000 शब्द से ज्यादा लिखने के लिए एक यूनिट में कितने तृतीय पुरस्कार हद एजाते हैं? How many third prizes are given in a year for writing more than 10,000 words in one unit?
Ans.	पांच/Five (रु./Rs.2000/-प्रनतक मणचारी/each employee)
74.	नाम, दिनांक, साइन बोर्ड को कसक्रम में प्रदर्शित किया जाना है? In which order Name, Designation and Sign Boards are to be exhibited?
Ans.	1. प्रादेशिक भाषा, 2. हिंदी, 3. अंग्रेजी/1. Regional Language, 2. Hindi 3. English.
75.	आम जनता द्वारा प्रयोग कए जाने वाली फार्मों को कसक्रम में तैयार किया जाना है? In which order forms used by Public are to be prepared?
Ans.	बत्रभाषी (प्रादेशिक, हिंदी व अंग्रेजी)/Trilingual form (1. Regional Language, 2. Hindi, 3. English)
76.	रबि मोहरों को कस प्रकार तैयार किया जाता है? In which order Rubber Stamps are to be prepared?
Ans.	हिंदी-अंग्रेजी द्विभाषी रूप में-एक लाइन हिंदी एक लाइन अंग्रेजी. Hindi-English Bilingual form-one line Hindi and one line English.

77.	<p>प्रबोध, प्रवीण और प्राज्ञिरीक्षाएं नजीतौर से उत्तीर्ण करने वाले मिनेवां एक मुश्तिरस्कार राशक्या है?</p> <p>Amount of Lumpsum Award for passing Prabodh, Praveen & Pragyaby private study.</p>
Ans.	<p>प्रबोध के लिए /For Prabodh..रू.. /Rs.1600/- प्रवीण के लिए /For Praveen..रू.. /Rs. 1800/- प्राज्ञ के लिए /For Pragy..रू.. /Rs.2400/-</p>
78.	<p>हंदी टंकण एवं हंदी आशुलिपि रीक्षाएं नजीतौर से उत्तीर्ण करने वाले मिनेवां एक मुश्तिरस्कार राशक्या है?</p> <p>What is the Lumpsum Award for passing Hindi Typewriting and Hindi Stenography Examination by private study ?</p>
Ans.	<p>हंदी टंकण/Hindi Typing .. रू.. /Rs.1600/- हंदी आशुलिपि/Hindi Stenography .. रू.. /Rs.1600/-</p>
79.	<p>अष्टम अनुसूची में शामिल पि वदेशी भाषा क्या है?</p> <p>What is the Foreign Language included in the Eighth Schedule?</p>
Ans.	<p>नेपाली/Nepali.</p>
80.	<p>मंडिरे का याणिय की राज भाषा का याण न्वयन सलमन त के अध्यक्ष कौन हैं?</p> <p>Who is the Chairman of the Divisional Official Language Implementation Committee?</p>
Ans.	<p>मंडिरे प्रबंधक/Divisional Railway Manager.</p>
81.	<p>केंद्र सरकार के कमणचाररयों के लिए कौन-सा मंत्रालिय/कायाणिय हंदी रीक्षाएं चिता है?</p> <p>Which Ministry/Office is conducting the exams for the Central Govt. Employees?</p>
Ans.	<p>गृह मंत्रालिय के अधीन हंदी लक्षण योजना/Hindi Teaching Scheme under Home Ministry.</p>
82.	<p>एक मुश्तिरस्कार के लिए कौन अहणक होंगे? Who is eligible for Lumpsum Award?</p>
Ans.	<p>ऐसे कमणचारी जो हंदी प्राइवेट तौर पर स कर ते हैं. Those employees who pass the Hindi exams by private efforts.</p>

83.	नगरराजभाषाकायाणन्वयनसलमनत /गुंतकिकेअध्यक्षकौनहैं? WhoistheChairmanofTownOfficialLanguageImplementationCommittee/GTL?
Ans.	मंडिरेप्रबंधक/दक्षक्षमधरेवे/गुंतकि DivisionalRailwayManager/SouthCentralRailway/GTL.
84.	स्टेशनउद्घोषणाओंकोकसभाषाकेक्रममेंकरनाहै? InwhichorderaretheStationannouncementsmade?
Ans.	बत्रभाषी(प्रादेशक,हंदीवअंग्रेजी) Trilingual(Regional,Hindi&English).
85.	रूफबोर्डककसअनुिातमेंप्रदलशणतकरनाहै?InwhichproportiontheRoofBoardhastobedisplayed?
Ans.	समानुिातमें-बत्रभाषी(प्रादेशक,हंदीवअंग्रेजी) Inequalproportion-Trilingual(Regional,Hindi&English).
86.	गाड़ियोंकेिनिबोर्डककसप्रकारप्रदलशणतककयाजानाहै? HowthepanelBoardofatrainhastobedisplayed?
Ans.	बत्रभाषी(प्रादेशक,हंदीवअंग्रेजी)InTrilingual(Regional,Hindi&English).
87.	वैयलक्तकवेतनकेलिएकौनअहणकहोंगे?WhoareeligibleforPersonalPay?
Ans.	केंद्रीयसरकारकीहंदीलशक्षणयोजनाकेअंतगणतआयोज्तप्राज्ञिरीक्षाया,जबउससरकारद्वाराकसीपवलशष्ट्र प्रवगणकेिदोंकेसंबंधमेंउसयोजनाकेअंतगणतकोईननधानररतिरीक्षामेंपवननहदणष्ट्रप्रनतशतअंकिेकरउत्तीण होने िर. On passing Pragya examination organized by the HTS of the Central Government or on passing the prescribed exam duly securing the specified % of marks for certain categories by the Central Government.
88.	राजभाषाकायाणन्वयनसलमनतलिपिकोंकोहदएजानेवािेमानदेयकीरालशक्याहै? WhatistheamountofHonorariumgiventotheOLICclerks?
Ans.	रु./Rs.600/-
89.	हंदीवाताणिििाठ्यक्रममेंप्रलशक्षणिानेकेलिएकौनयोग्यहैं? WhoareeligibletoundergotraininHindiConversationcourse?

Ans.	<p>चािू िाइनेकेसभीकमणचारीजोआमजनतासेसीधेसंिकणकरतेहैं(वगणाIVकेकमणचारीसहहत).</p> <p>Alltheopenlinestaff(includingClass-IV),whocomeincontactwithpublicdirectly.</p>
90.	<p>केंद्रसरकारकेअधधकारी/कमणचारीकोक्योंहहंदीप्रलशक्षणहदयाजाताहै?</p> <p>WhytraininginHindiisimpartedtoCentralGovernmentOfficers/Employees?</p>
Ans.	<p>ताककवेहहंदीमेंअनादैनहदनकामकरें. Bywhichtheycandotheirday-to-dayworkinHindi.</p>
91.	<p>हहंदीवाताणिििाठ्यक्रमकीअवधधक्याहै?WhatisthedurationforHindiconversationcourse?</p>
Ans.	<p>30घंटे/30Hours.</p>
92.	<p>कायणशाििमेंप्रलशक्षकहोनेकेलिएकौनयोग्यहै?</p> <p>WhoareeligibleundergotraininginHindiWorkshop?</p>
Ans.	<p>सभीश्रेणी-IIIकेकमणचारीऔरराजिबत्रतअधधकारीलजन्हेंहहंदीकायणसाधकज्ञान/प्रवीणताप्राप्तहै.</p> <p>AllClass-IIIandGazettedstaff,whohaveworkingknowledge/proficiencyinHindi.</p>
93.	<p>हहंदीआशुलिपिििसकरनेिरआशुलिपिक,लजनकीमातृभाषाहहंदीनहींहै,कोक्यावैयलक्तकवेतनहदया जाताहै?</p> <p>WhatisthePersonalPaygivenforpassingHindiStenography,toastenographerwhosemother tongueisnotHindi?</p>
Ans.	<p>वैयलक्तकवेतनकेस्िमें12महीनोंकेलिए2वेतनवृद्धधकेसमतुपयरालश.</p> <p>PersonalPayequivalentto2incrementsforaperiodof12months.</p>
94.	<p>हहंदीप्रोत्साहनभत्तेकेिात्रबननेकेलिएटक/आशुलिपिककोककतनाटकणकायणकरनाचाहहए?</p> <p>WhatisthequantumofHindiTypingworktobedonebyaTypist/Stenotobecomeeligiblefor Hindi incentive allowance ?</p>
Ans.	<p>हहंदीमेंप्रनतहदनिांचनोटयानतमाहीमें300नोट.</p> <p>5notesinHindiinadayor300NotesinHindiinaquarter.</p>
95.	<p>90%सेज्यादाऔर95%सेकमअंकसहहतहहंदीटकणिासकरनेिरलमिनेवािानकदुरस्कारक्याहै?</p>

Ans.	WhatistheamountofCashAwardforpassingHindiTypingwith90%ormorebutlessthan95%or marks ? रु./Rs.800/-
96. Ans.	हहंदीआशुलिपिमें95%सेज्यादाअंकप्राप्तकरनेिरक्यानकदिरस्कारलमिगा? WhatistheamountforpassingHindiStenographywith95%ormoremarks? रु./Rs.2400/-
97. Ans.	अंशकालिकहहंदीिस्तकििकोहदयाजानेवािामानदेयक्याहै? WhatishonorariumamountgiventtoPartTimeHindiLibrarian? रु./Rs.1000प्रनतमाह/permonth.
98. Ans.	हहंदीआशुलिपििासकरनेिरलमिनेवािाएकमुश्तििरस्कारक्याहै? WhatistheLumpsumAwardgivenforpassingHindiStenographyExamination? हहंदीआशुलिपि/HindiStenography-Rs.3000/-
99. Ans.	राजभाषा-प्रयोगकीदृष्टसेदेशकोककतनेक्षेत्रोंमेंबांटागयाहै? 'क'क्षेत्र-बीहार,झारखंडणउत्तरप्रदेश,उत्तरांचर,हहमाचिप्रदेश,राजस्थान,हररयाणा,मध्यप्रदेश,छत्तीसगढ़, हदपिीएवंसंघशालसतअंडमान-ननकोबारद्वीिसमूह. 'ख'क्षेत्र-गुजरात,महाराष्ट्र,िंचाबएवंसंघशालसतचंडीगढ़. 'ग'क्षेत्र- 'क'एवं'ख'क्षेत्रछोिकर अन्यसभीराज्य.
100. Ans.	ककसीकायाणियकोहहंदीप्रयोगकेलिएअधधसूधचतकैसेककयाजाताहै? केंद्रीयसरकारकेल्जनकायाणियोंकेकमणचाररयोंनेहहंदीकाकायणसाधकज्ञानप्राप्तकरलियाहै,उन कायाणियोंकेनामराजिर्त्रमेंअधधसूधचतककएजातेहैं. ककसीकायाणियमेंयहद80प्रनतशतकमणचाररयोंने हहंदीकायणसाधकज्ञानप्राप्तकरलियाहै,तोवैसेकायाणियकोअधधसूधचतककयाजाताहै.(राजभाषाननयम 10(4),10(2)).

101.	हहंदीमेंप्रवीणताप्राप्तकमणचारीककसेकहतेहैं?
Ans.	वहकमणचारीलजसेनेमैहरकिरीक्षाउसकीसमतुपययाउससेउच्चतरकोईरीक्षाहहंदीमाध्यमसेउत्तीणणककया हैयास्नातकिरीक्षायाउसकेसमतुपययाउससेउच्चतरिरीक्षाहहंदीकोएकवेकल्पिकपवषयके स्ूमिमें लियाहोयावहउनननयमोंसेउिबध्दप्रारूिमेंयहघोषणाकरताहैककउसेहहंदीमेंप्रवीणताप्राप्तहै. (राजभाषाननयम-9)
102.	हहंदीकाकायणसाधकज्ञानप्राप्तकमणचारीककसेकहतेहैं?
Ans.	वहकमणचारीलजसेनेमैहरकिरीक्षाउसकीसमतुपययाउससेउच्चतरकोईरीक्षाहहंदीकेसाथउत्तीणणकारिी हैयाकेंद्रीयसरकार िीहैयावहइनननयमोंसेउिबध्दप्रारूिमेंयहघोषणाकरताहैककउसेहहंदीका कायणसाधकज्ञानप्राप्तहै.
103.	राजभाषाहहंदीप्रयोगसंबंधीवापषणककायणक्रमकयाहै?
Ans.	संसदकेदोनोंसदनोंद्वाराहदसंबर, 1967मेंिाररतराजभाषासंकपि1968केअनुसारभारतसरकारकेगृह मंत्रािय(राजभाषापवभाग)द्वाराप्रत्येकवषणएकवापषणककायणक्रमप्रचाररतककयाजाताहैजोसभीमंत्राियों/ पवभागों/केंद्रीयसरकारकेकायाणियों,ननगमों,उिक्रमों,बैंकोंआहदिरिगूहोताहै,लजसमेंक्षेत्रकेलिएअिग- अिग.
104.	भारतसरकारद्वारा राजभाषानीनतकेकायाणन्वयनकेलिएगठतराजभाषाकायाणन्वयनसलमनतयोंिरहटप्िणी लिखें?
Ans.	राजभाषानीनतकेकायाणन्वयनकेलिएप्रशासनकेऊिरसेनीचेस्तरएकराजभाषाकायाणन्वयनसलमनतयोंका गठनककयागयाहै. जैसेसंसदीयरजभाषासलमनत,मंत्राियकीहहंदीसाहकारसलमनतयां,केंद्रीयहहंदी लसमनत,रेिवेबोडणराजभाषाकायाणन्वयनसलमनत,क्षेत्रीयरजभाषाकायाणन्वयनसलमनत,मंडिराजभाषा कायाणन्वयनसलमनत,स्टेशनराजभाषाकायाणन्वयनसलमनत,नगरराजभाषाकायाणन्वयनसलमनत.

पाररभावषकशब्दािली-Terminology

हहिदीशब्द	अंग्रेजीशब्द
अंकन	Marking
िृष्टांकन	Endorsement
रेखांकन	Demarcation

हहिदीशब्द	अंग्रेजीशब्द
धनादेश	MoneyOrder
कताण	Doer
अलभकताण	Agent

अंतर	Distance
अंतरण	Transfer
रुिांतरण	Transformation
लिप्यांतरण	Transliteration
स्थानांतरण	Transfer
भाषांतरण	Translation
डाकअंतरण	Mailtransfer
तारअंतरण	Telegraphictransfer
अधधकारी	Officer
प्राधधकारी	Authority
हहताधधकारी	Beneficiary
स्वत्वाधधकारी	Proprietor
सवाणधधकारी	Plenipotentiary
अधीन	Under
पवचाराधीन	Underconsideration
िराधीन	Subjugated
अधीनस्थ	Subordinate
स्वाधीन	Independent
आवेदन	Application
िुनरावेदन	Appeal
अभ्यावेदन	Representation
प्रनतवेदन	Reporting
आवेदक	Applicant
संवेदन	Sensation
आदेश	Order
ननदेश	Guide
अनुदेश	Instruction
ननदेश	Direction

ऋणकताण	Loanee
उधारकताण	Borrower
जमाकताण	Depositor
जांचकताण	Checkedby
तैयारकताण	Preparedby
अनुमोदनकताण	Approvedby
प्रस्तुतकताण	Presentedby
कमण	Activity
कमणचारी	Employee
कालमणक	Personnel
कमणठ	Diligent
कायण	Duty/Work
कायणकारी	Acting
कायणभार	Duty
कायणक्षमता	Efficiency
कायणिािक	Executive
कायणवृत्त	Minutes/Proceedings
कायाणन्वयन	Implementation
कायाणत्मक	Functioning
कयणसलमनत	WorkingCommittee
कायणिािनसलमनत	ExecutiveCouncil
कक्रया	Action
प्रकक्रया	Process
कक्रयापवधध	Procedure
कक्रयाकिाि	Activities
कक्रयाशीि	Active
तुिना	Comparison
तुिनि-ित्र	Balance-sheet

अध्यादेश	Ordinance
संतुलिन	Balancing
तुलनात्मक	Comparative
अतुलनीय	Non-Comparative
नतथ	Date
अनतथ	Guest
अनतथ-गृह	GuestHouse
आनतथ्य	Hospitality

बहीनित्ता	LedgerFolio
बहीप्रपवल्द	Ledgerentry
लेखाबही	Bookofaccounts
मूपय	Value/Price
मूपय-हास	Depreciation
मूपय-वृद्ध	Appreciation
मूपयवगण	Denomination
मूपयन	Valuation

हिंदीशब्द	अंग्रेजीशब्द
ननयतनतथ	DueDate
नतथवाद	Date-wise
ननगणनतथ	Dateof Issue
ननयम	Rule
ननयमन	To Regulate
अधधननयम	Act
ननयमानुसार	Accordingto rule
ननयमावि	Rulesand regulations
ननयम-बाह्य	Againstrule
त्रि	Letter
पवित्र	Bill
प्रित्र	Form
रिचित्र	Circular
अधधकर-त्रि	AuthorityLetter
मांग-त्रि	Indent
साख-त्रि	Letterof credit
प्रनतज्ञा-त्रि	Pledge

हिंदीशब्द	अंग्रेजीशब्द
मूपयांकन	Valuation
बाजारमूपय	MarketValue
मौलिक	Original/Valuable
योग	Total
प्रयोग	Experiment
अलभयोग	Prosecution
पवननयोग	Investment
योगदान	Contribution
दुरुयोग	Misuse
रुि	Form
प्रारुि	Draft
स्वरुि	Nature
प्रनतरुि	Counterpart
रुिरेखा	Outline
अनुरुि	Accordingto
लेख	Article
प्रिख	Document

अनुज्ञा-त्रि	License
आवेदन-त्रि	Application
बन्ध	Bond
बन्धक	Mortgage
अनुबन्ध	Annexure
प्रबन्ध	Management
प्रनतबन्ध	Restrictions
वही	Ledger/ Book
दैनिकबही	DayBook

पवित्र	Deed
अखि	Graph
अलभिख	Record
व्यय	Expenditure
अिव्यय	Extravagance
लमतव्यय	Economy
रिरव्यय	Outlay
लमतव्यय-त्रि	Savingram

*** 20/10 हजार हिंदी शब्द लेखन योजना:**

यह योजना राजभाषा पवभाग, गृहमंत्रालय की ुरस्कार योजना है। इसके अंतर्गत वे सभी अधिकारी एवं तृतीय श्रेणी के कर्मचारी भाग े सकते हैं जो अनासरकारी काम-काज ूणतः या काफी िद तक मूिस्ि से हिंदी में करते हैं और जिनमें ने पवत्त के दौरान कम से कम 20,000 शब्द हिंदी में लिखे हों। इसमें हिंदी में ककये गये अन्य कायण लजनका समािनक कयाजा सके जैसे-रजस्टारों में प्रपवल्ष्टयां, सूची/पववरण आहदका काम शामिल है।

मुपयांकन हेतु पवभागवार 10 कमणचारयों की एक युननट बनाई जाती है तथा प्रत्येक युननट में 02 प्रथम, 03 द्वपवतीय एवं 05 तृतीय ुरस्कार ननमानुसार हद एजाती है:

मिडल एिंक्षेत्रीय स्तर पर
प्रथम (दो) 5000/- रु.
द्वपवतीय (तीन) 3000/- रु.
तृतीय (िांच) 2000/- रु.

*** रेल हिंदी दिननबिंध, िाक्, हिप्पण एिंप्रारूप लेखन प्रनतयोगगता मिडल, मुख्यालय एिंरेल बोर्ड स्तर पर आयोजत की जाती है।**

1. सामान्यआदेश/GeneralOrder*
2. ननयम/Rules**
3. संकपि/Resolution
4. अधधसूचना/Notification***
5. प्रेसपवज्ञल्यतां/PressCommuniqués
6. अनुज्ञाल्यतां/Licenses
7. अनुज्ञात्रि/Permits
8. प्रशासनकयाअन्यररिेटण/Administrative or otherreports
9. ननपवदाफामणएवंसूचना/TenderFormsandNotice
10. संपवदा/Contracts
11. करार/Agreements
12. संसदमेंप्रस्तुनतहेतुप्रशासनकयाअन्यररिेटण
AdministrativeandothereportstobelaidinParliament
13. संसदमेंप्रस्तुनतहेतुशासकीयकागजात/OfficialpaperstobelaidinParliament

* इसके अंतगणतआनेवांिकागजातिररिेट्र,ज्ञांिन,कायाणियआदेश,सूचनाआहद.

**कायाणियमेंउियोगआनेवांीसभीननयमिुस्तकें(SWRs&GWRs)तथाकोड,मैनुअिआहद.

***ऐसेिेट्र,आदेश,ननणयजोराजिेट्रमेंप्रकालशतहोतेहै,अधधसूचनाकेअंतगणतआतेहैं.

1. Which is not in MS Word?

- (A) Italic
- (B) Font
- (C) Bold
- (D) Magic tool

Answer: (D) Magic tool is not a part of the Microsoft Word software.

2. What is the blank space outside the printing area on a page?

- (A) Margins
- (B) Clipart
- (C) Footer
- (D) Header

Answer: (A) Margins

3. Select all the text in MS Word document by

- (A) Ctrl+S
- (B) Ctrl+A
- (C) Ctrl+V
- (B) Ctrl+1

Answer: (B) Ctrl+A is used to select all the text in the document.

4. Which is not an edition of MS Word?

- (A) MS Word 2007
- (B) MS Word 2003
- (C) MS Word 2200
- (D) MS Word 2010

Answer: (C) MS Word 2200 is not an edition of Microsoft Word.

5. Ctrl+I command is used for what purpose?

- (A) Save Document
- (B) Left Indent
- (C) Italic
- (D) Close Document

Answer: (C) Ctrl+I is used to apply italic format to the selected text.

6. Which of the following tools can be used in MS Word?

- (A) Hyperlinks
- (B) Bullets
- (C) Highlight
- (D) All of the above

Answer: (D) All of the above

7. What is the function of the spelling and grammar tool?

- (A) Corrects Spelling Errors As You Type
- (B) Indicates Grammatical Errors
- (C) Identifies Words With Capitalization Problems
- (D) All of Above

Answer: (D) All of the above

8. Formatting is performed on

- (A) Table
- (B) Text
- (C) Menu
- (D) Both (a) and (b)

Answer: (D) Both (a) and (b)

9. What is landscape?

- (A) Page Orientation
- (B) Paper Size
- (C) A Font Style
- (D) Page Layout

Answer: (A) Page Orientation

10. Which function key is used to spell check?

- (A) F6
- (B) F7
- (C) F8
- (D) F5

Answer: (B) F7

11. What is the maximum number of columns that can be inserted in MS Word?

- (A) 55
- (B) 65
- (C) 50
- (D) 45

Answer: (D) 45

12. Numbers or letters that appear below the normal text are called?

- (A) Subscript
- (B) Top text
- (C) Supertext
- (D) Superscript

Answer: (A) Subscript

13. Ctrl+N is used to

- (A) Close the Document
- (B) Create a New Document
- (C) Open the Document
- (D) Save the Document

Answer: (B) Create a New Document

14. The name of a MS Word document is displayed in_____.

- (A) Titlebar
- (B) Ribbon
- (C) Home tab
- (D) Statusbar

Answer: (C) Home tab

15. What is the smallest and largest font size in MS Word?

- (A) 5 and 72
- (B) 8 and 68
- (C) 8 and 72
- (D) 6 and 72

Answer: (A) 5 and 72

16. What is the function of ruler in MS Word?

- (A) to change page margins
- (B) to set indents
- (C) to set tabs
- (D) All of the above

Answer: (D) All of the above

17. Which feature of Microsoft Word helps in creating list?

- (A) Bullets and Numbering
- (B) Word Wrap
- (C) Scaling
- (D) Word Art

Answer: (A) Bullets and Numbering

18. Help window can be opened by?

- (A) F2
- (B) F9
- (C) F1
- (D) F11

Answer: (C) F1

19. Gutter margin refers to?

- (A) Margin that is added to the binding side of page when printing
- (B) Margin that is added to the left margin when printing
- (C) Margin that is added to the outside of the page when printing
- (D) Margin that is added to the right margin when printing

Answer: (A) Margin that is added to the binding side of page when printing

20. MS Word is _software?

- (A) Presentation tool
- (B) Spreadsheet program
- (C) Word Processing tool
- (D) None of these

Answer: (C) Word Processing tool

21. Shortcut key for "Subscript" is?

- (A) Ctrl+Shift+-
- (B) Ctrl+Shift+=
- (C) Ctrl+=
- (D) Ctrl+-

Answer: (C) Ctrl+=

22. What is the default file extension for all MS Word documents?

- (A) .word
- (B) .txts
- (C) .docx
- (D) .docs

Answer:(C).docx

23. What is a Document Outline View?

- (A) A preview in a full screen
- (B) A view with a structure of heading at various levels
- (C) A preview with margins
- (D) A View with margins and gutter

Answer:(B) A view with a structure of heading at various levels

24. What is the shortcut key for “Find and Replace” dialog box?

- (A) Ctrl+H
- (B) Ctrl+Shift+F
- (C) Ctrl+R
- (D) Ctrl+F

Answer:(A)Ctrl+H

25. What shortcut key is used to split a table in MS Word?

- (A) Ctrl+Shift+Enter
- (B) Alt+Space+Enter
- (C) Ctrl+Alt+Enter
- (D) Alt+Shift+Enter

Answer:(A)Ctrl+Shift+Enter

26. You can combine the name and addresses with a standard document using?

- (A) Database management
- (B) Mail merge
- (C) Document formatting
- (D) Form letters

Answer:(B)MailMerge

27. What is the use of a word processor?

- (A) Track and list monetary expenses
- (B) Make a presentation
- (C) Type a biography
- (D) Maintain an inventory

Answer:(C)Type a biography

28. Ctrl+Page down command is used for?

- (A) Move the cursor one Paragraph Down
- (B) Move the cursor one Screen Down
- (C) Move the cursor one Line Down
- (D) Move the cursor one Page Down

Answer:(D)Move the cursor one Page Down

29. SectionBreakoptiondoesnotconsistwhichofthefollowing?

- (A) Previous Page
- (B) OddPage
- (C) NextPage
- (D) EvenPage

Answer:(A)Previouspage

30. WhatisthefunctionofCtrl+GinMSWord?

- (A) OpenParagraphDialogboxactivatingGotoTab
- (B) OpenGotoDialogbox
- (C) Open,Find,andReplaceDialogboxwithactivatingGotoTab
- (D) OpenPageSetupDialogboxactivatingGotoTab

Answer:(C)OpenFindandReplaceDialogboxwithactivatingGotoTab

31. WhatistheuseofEndKey?

- (A) Movesthecursortotheendofdocument
- (B) Movesthecursortotheendofparagraph
- (C) Movesthecursortotheendofscreen
- (D) Movesthecursortotheendofline

Answer:(D)Movesthecursortotheendofline

32. Youcanchangeverticalalignmentfrom?

- (A) PageSetupdialog box
- (B) Formattingtoolbar
- (C) Standardtoolbar
- (D) Paragraphdialogbox

Answer:(A)PageSetupdialogbox

33. WhichofthefollowingisNOTpresentinMS Word?

- (A) FontSize
- (B) WordCount
- (C) PageMargin
- (D) Brush

Answer:(D)Brush

34. WhenwasMicrosoftWordreleased?

- (A) 1991
- (B) 1981
- (C) 1983
- (D) 1980

Answer:(C)1983

35. The2ndtabintheRibbonis?

- (A) Home
- (B) PageLayout
- (C) Insert
- (D) References

Answer:(C)Insert

1. An employee who was removed/dismissed under RS(D&A) Rules, 1968 can be re-appointed under Rule 402 by
 (A) Appointing Authority (B) Disciplinary Authority (C) Revising Authority
(D) GM
2. Conversion of one kind of leave into another is permitted within a period of --days of the railway servant joining his duty on the expiry of leave availed
 (A) 15 days
(B) 30 days
 (C) 90 days
 (D) 180 days
3. Wilful absence from duty after the expiry of leave renders a railway servant
(A) Liable to Disciplinary action
 (B) Absent
 (C) Period treated as Leave Due
 (D) Suspension from service
4. No employee who was dismissed from railway service or convicted for criminal offence shall be reemployed, without the sanction of
 (A) Appointing Authority
 (B) PHOD
(C) GM
 (D) President
5. The validity period of settlement/kit pass is _____
 (A) 15 days
 (B) 1 month
(C) 5 months
 (D) 4 months
6. Special leave connected to inquiry of sexual harassment of working women can be granted up- to a maximum period of _____ days
 (A) 15 days
 (B) 10 days
 (C) 60 days
(D) 90 days
7. Wife of a missing railway employee whose whereabouts are not known is eligible for Widow Pass
 (A) From the date of representation by the wife of missing employee
 (B) From the date of filing FIR
(C) From the date she is eligible for family pension
 (D) None of the above
8. A person convicted by a court of law can be removed from service without conducting enquiry in terms of Rule _____ of D&A Rules.
 (A) 9
 (B) 14
 (C) 14(2)
(D) 14(1)

9. An employee can be taken up for bringing outside political influence in service matters in terms of Rule _____ of RS (Conduct) Rules.
- (A) 10
 - (B) 14
 - (C) 15
 - (D) **20**
10. Validity of half set complementary Pass is _____ months
- (A) **5 months**
 - (B) 4 months
 - (C) 3 months
 - (D) 6 months

1. Which is not in MS Word?

- (A) Italic
- (B) Font
- (C) Bold
- (D) Magic tool

Answer: (D) Magic tool is not a part of the Microsoft Word software.

2. What is the blank space outside the printing area on a page?

- (A) Margins
- (B) Clipart
- (C) Footer
- (D) Header

Answer: (A) Margins

3. Select all the text in MS Word document by

- (A) Ctrl+S
- (B) Ctrl+A
- (C) Ctrl+V
- (B) Ctrl+1

Answer: (B) Ctrl+A is used to select all the text in the document.

4. Which is not an edition of MS Word?

- (A) MS Word 2007
- (B) MS Word 2003
- (C) MS Word 2200
- (D) MS Word 2010

Answer: (C) MS Word 2200 is not an edition of Microsoft Word.

5. Ctrl+I command is used for what purpose?

- (A) Save Document
- (B) Left Indent
- (C) Italic
- (D) Close Document

Answer: (C) Ctrl+I is used to apply italic format to the selected text.

6. Which of the following tools can be used in MS Word?

- (A) Hyperlinks
- (B) Bullets
- (C) Highlight
- (D) All of the above

Answer: (D) All of the above

7. What is the function of the spelling and grammar tool?

- (A) Corrects Spelling Errors As You Type
- (B) Indicates Grammatical Errors
- (C) Identifies Words With Capitalization Problems
- (D) All Of Above

Answer: (D) All of the above

1. What does ESS stand for in the HRMS context?
(A) Employee Staff Service
(B) Employee Service Support
(C) Employee Self Service
(D) Employee Status System
2. Which letter code indicates that data has been accepted by the accepting authority in the ESS module?
(A) VR (Data Rejected by Verification authority)
(B) DR (Data Rejected by Dealing Clerk)
(C) DA (Data Accepted by Accepting Authority)
(D) N/A (Not available)
3. What is the full form of HRMS?
(A) Human Report Management System
(B) Human Resource Medical System
(C) Human Resource Management System
(D) Human Resource Movement System

1. What action should be taken if a receipt is wrongly sent to a user and has not yet been opened?

- (a) Forward the file
- (b) Delete the file
- (c) **Click the "Pullback" option**
- (d) Mark it as read

2. Which module within e-File is used to create a new receipt?

- (a) Dispatch
- (b) Approval Requests
- (c) **Receipts--> Browse and Diarize**
- (d) E-File

3. Which action enables a user to mark a receipt back to the person from whom it was received?

- (a) Send Forward
- (b) **Send Back**
- (c) Create a new note
- (d) Add attachments

4. Questions on HRMS, E-OFFICE, IPAS, UMID.
