

**Sample Questions for Jr. Stenographer – III / Level – 4[(25% PQ
Divisional Controlled Post)]**

1. Number Systems

Q1: What is the binary representation of the decimal number 8?

- a) 1000
- b) 1111
- c) 1100
- d) 1010

Answer: a) 1000

Q2: Which of the following is the correct hexadecimal representation of the decimal number 15?

- a) F
- b) G
- c) D
- d) E

Answer: a) F

Q3: Which of the following is the largest number in binary form?

- a) 111
- b) 1010
- c) 1101
- d) 1111

Answer: d) 1111

2. BODMAS (Brackets, Orders, Division and Multiplication, Addition and Subtraction)

Q1: Simplify: $6 + 2 \times 326 + 2 \times 3^2 + 2 \times 32$

- a) 18
- b) 12
- c) 24
- d) 14

Answer: b) 12

Q2: Which of the following is the correct order of operations according to BODMAS?

- a) Brackets, Division, Multiplication, Addition, Subtraction
- b) Brackets, Orders, Division, Addition, Multiplication
- c) Brackets, Orders, Division, Multiplication, Addition, Subtraction
- d) Orders, Brackets, Division, Addition, Subtraction

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

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

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

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 $x^2 + y^2x^2 + y^2x^2 + y^2$ is:

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

Answer: c)

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

- 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 $\sin^2 30^\circ + \cos^2 30^\circ \sin 230^\circ + \cos 230^\circ$ 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. Square Root

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. Alphabetical and Number Series

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. Coding and Decoding

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 1 is coded as A, 2 as B, ... then 19-15-14 = ?

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

Answer: a)

4. 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)

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. Who wrote the book *Discovery of India*?

- a) Mahatma Gandhi
- b) Jawaharlal Nehru
- c) B.R. Ambedkar
- d) Subhas Chandra Bose

Answer: b)

4. Indian Polity and Constitution

Q1. The President of India is elected by:

- a) Direct election by the people
- b) Members of Parliament only
- c) Members of State Assemblies only
- d) Elected members of Parliament and State Assemblies

Answer: d)

Q2. Which Article of the Constitution deals with Fundamental Duties?

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

Answer: b)

Q3. The concept of “Directive Principles of State Policy” was borrowed from:

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

Answer: c)

5. Indian Economy

Q1. Which organization publishes the Economic Survey of India?

- a) RBI
- b) NITI Aayog
- c) Ministry of Finance
- d) SEBI

Answer: c)

Q2. GST in India was implemented in which 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 cricketer scored the fastest T20I 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. 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)

Q4. 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)

Q5. The unit of resistance is:

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

Answer: a)

Q6. Which of the following is not a renewable energy source?

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

Answer: c)

Q7. The frequency of AC used in India is:

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

d) 100 Hz

Answer: a)

Q8. 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)

Q9. 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)

प्रश्नोत्तरों का संग्रह हिंदी भाषा में प्रस्तुत है - प्रश्नोत्तरों का संग्रह

Question and Answer on Rajbhasha for Departmental Examinations

.No.	प्रश्नोत्तरों का संग्रह / Question & Answers
1.	प्रश्न: हिंदी भाषा का प्रमाणिक भाषा क्या है? / What is the Official Language of Union of India ?
Ans.	प्रमाणिक भाषा हिंदी भाषा प्रमाणिक / Hindi in Devanagari Script.
2.	प्रश्न: हिंदी भाषा प्रमाणिक भाषा का हिंदी भाषा XVII भाग प्रमाणिक भाषा प्रमाणिक भाषा ? On which date Part XVII of the Constitution was passed in Parliament ?
Ans.	14-09-1949
3.	प्रश्न: प्रमाणिक भाषा प्रमाणिक भाषा प्रमाणिक भाषा 1963 ? When was Official Languages Act 1963 passed ?
Ans.	10-05-1963
4.	प्रश्न: प्रमाणिक भाषा प्रमाणिक भाषा प्रमाणिक भाषा 1963? When was Official Languages Act 1963 amended ?
Ans.	1967

5.	<p>कौन-कौन से क्षेत्र आधिकारिक भाषा नियमों के तहत आधिकारिक भाषा के रूप में वर्गीकृत हैं ? What are all three regions classified under Official Language Rules ?</p>
Ans.	<p>A, B & C Regions.</p>
6.	<p>“हिंदी दिवस” का आयोजन किस दिन होता है ? When is “Hindi Day” celebrated every year ?</p>
Ans.	<p>14/ September 14.</p>
7.	<p>आधिकारिक भाषा नियमों के अनुसार अंडमान और निकोबार द्वीपसमूह किस क्षेत्र में आते हैं ? According to Official Language Rules, under which region Andaman & Nicobar Islands come ?</p>
Ans.	<p>Region-A</p>
8.	<p>कौन-कौन से संघ राज्य क्षेत्रों को क्षेत्र-B के अंतर्गत वर्गीकृत किया गया है ? Which are the Union Territories classified under Region-B ?</p>
Ans.	<p>Union Territories of Chandigarh, Daman & Diu, and Nagar Haveli.</p>
9.	<p>अरुणाचल प्रदेश का आधिकारिक भाषा क्या है ? What is the Official Language of Arunachal Pradesh ?</p>
Ans.	<p>English</p>
10.	<p>कौन-कौन से कानून को गैर-हिंदी बोलने वाले लोगों को आधिकारिक भाषा के रूप में उपयोग करने का अधिकार देने के लिए पारित किया गया था ? What is the Act passed to give legal form to the assurances to given to Non-Hindi speaking people?</p>
Ans.	<p>Official Languages Act (Amended) 1967</p>
11.	<p>ओ.एल.एक्ट के अनुच्छेद 3(3) का प्रभाव कब से लागू हुआ ? From when did the Section 3(3) of O.L.Act take effect ?</p>
Ans.	<p>26 January, 1965</p>
	<p>1963 के भाषा अधिनियम (अनुच्छेद) IV के तहत आधिकारिक भाषा के रूप में ?</p>

	Gujaraj, Maharathtra, Punjab, Candigarh, UnionTerritories of Daman & Diu, Dadra and Nagar Haveli.
18.	<p>किसके अंतर्गत भाग V में किस अनुच्छेद में ओ.एल. नीति का प्रावधान है ?</p> <p>In which article is the provision regarding OL Policy available in Part V of the constitution ?</p>
Ans.	अनुच्छेद 120/ Article 120.
19.	<p>किस अनुच्छेद में संविधान के अंग्रेजी अनुसूची का प्रावधान है ?</p> <p>Name of the article in which the provision of the English schedule of the constitution is available?</p>
Ans.	अनुच्छेद 344) 1 (अनुच्छेद 351/ Article 344(1) & 351.
20.	<p>ओ.एल. अधिनियम 1963 क्यों पारित हुआ ?</p> <p>Why was the O.L. Act 1963 passed ?</p>
Ans.	<p>1965 के बाद हिंदी के साथ-साथ अंग्रेजी का उपयोग करने के लिए।</p> <p>To use English along with Hindi even after 1965.</p>
21.	<p>ऑफिशियल भाषा नियम कब पारित हुए ? When was the Official Language Rules passed ?</p>
Ans.	1976
22.	<p>संविधान के भाग XVII में कितने अनुच्छेद हैं ?</p> <p>How many articles are there in Part XVII of the Constitution ?</p>
Ans.	9 / 9
23.	<p>अनुच्छेद 344 के तहत आधिकारिक भाषा आयोग कब बनाया गया ?</p> <p>In compliance of Article 344 when was the Official Language Commission formed ?</p>
Ans.	1955 / 1955 In the year 1955
24.	<p>ओ.एल. आयोग के पहले अध्यक्ष कौन थे ? Who was the First Chairman of the O.L. Commission ?</p>
Ans.	बी.जी. खेर / B.G.Kher
	अधिकारों के अभाव में आधिकारिक भाषा आयोग के अध्यक्ष के रूप में कार्य करने के लिए निर्धारित है।

25.	<p>कौनसा व्यक्ति ?</p> <p>Who was the first Chairman of the Committee which was formed on the recommendation of the Official Language Commission ?</p>
Ans.	<p>श्री / श्री.बी.जी.पंत</p>
26.	<p>संविधान के अनुसार कौनसे विधायक नियम, विधायक नियमों और अन्य का अनुवाद करते हैं ?</p> <p>As per Constitution, who is translating the statutory rules, regulations and others ?</p>
Ans.	<p>कानून विभाग /Law Ministry</p>
27.	<p>1965 तक संघ के लिए प्रमुख भाषाएँ और सह-आधिकारिक भाषा कौनसी थीं ?</p> <p>Which were the main languages & co-official language used for the official purpose of the Union of India up to 1965 ?</p>
Ans.	<p>अंग्रेजी और हिंदी सह-आधिकारिक भाषा थीं। English was the main language and Hindi co-official language.</p>
28.	<p>Part-VI के अंतर्गत कौनसा अनुच्छेद आता है ? Which Article comes under Part-VI ?</p>
Ans.	<p>अनुच्छेद 210/ Article 210</p>
29.	<p>1973 में कौनसे व्यक्ति पहली रेलवे हिंदी सहायक समिति की स्थापना की ?</p> <p>Who chaired the first Railway Hindi Salahkar Samiti constituted in 1973 ?</p>
Ans.	<p>श्री ललित नारायण मिश्रा /Shri Lalit Narayan Mishra.</p>
30.	<p>1976 में कौनसे व्यक्ति संसदीय आ.भा. समिति की स्थापना की ?</p> <p>Who was the Chairman of the Parliamentary Committee on O.L. constituted in the year 1976 ?</p>
Ans.	<p>श्री ओम मेहता /The then Home Minister Shri Om Mehta.</p>
31.	<p>आ.भा. समिति के अंतर्गत कौनसे समिति आ.भा. समिति के लिए ड्राफ्ट तैयार करती है ?</p> <p>Which committee of the Committee of Parliament on Official Language prepares the draft ?</p>
	<p>अ.भा. समिति /अ.भा. समिति</p>

Ans.	Drafting & Evidence Sub-Committee of the Committee of Parliament on Official Language.
32.	<p>आवककककककक कक कक कककककक कक कककककक कक कक कककक कककक कक कक ककक कककक 1952 कककक कक कक कक कक कककक कक कक?</p> <p>In which year the post of Hindi Asst. was created in Rly. Board in compliance of President's order?</p> <p>कककक .ककक ककककक कककक कक कककककक कककककक 1952In the General Branch of Railway Board in the year 1952.</p>
Ans.	
33.	<p>ककककक कक कक कककक ककककक ककक ककक कक कककक कक कक कक कक कक कक कक कककक कक कक?</p> <p>In which year the Hindi translation of Railway Budget was prepared and who was the Rly. Minster?</p>
Ans.	<p>कककक .ककक ककककककक कक ककककक कककककक कक 1956In the year 1956, Late Lal Bahadur Shastri.</p>
34.	<p>ककककक कककक कक कककक ककककक कक कक कक कक कक कक (कककक) ?</p> <p>In which year Hindi (Parliament) section was established in Railway Board ?</p>
Ans.	<p>कककक कक 1960/In the year 1960 .</p>

35.	<p>“ क ” कककककक कक कककककक कक कककक कक कक कक कक कक-?</p> <p>What are all the States that come under Region “A” ?</p>
Ans.	<p>कककक ,ककककक ककककक ,कककककक ,ककककक ,ककककक ,ककक ककककक ,कककककककक , ककककक कक ,कककककककक कक ककककक क कककककक कककक ककक ,कककक ककककक ,ककककककक .कककक कककककक</p> <p>Bihar, Jharkhand, Delhi, Haryana, Himachal Pradesh, Madhya Pradesh, Chattisgarh, Rajasthan, Uttar Pradesh, Uttaranchal & Andaman & Nicobar island group and Delhi.</p>
36.	<p>“ क ” कककककक कक कककककक कक कककक कक कक कक कक कक-?</p> <p>What are all the States that come under Region “C” ?</p>
Ans.	<p>“ क ” कक “ क ” कककककक कक कककककककक कककककक कक कक कककक कककककककक कक कककक कक कक कक कक कककक कककककक कक ,कककककक ,ककक ,ककककककक . ,ककककककक ,कक ,कककक क ककककक ,ककक ,ककककक कककक ,ककककक ,कककककककककक कक ,कककककक ,ककककककक ,कककककक ,कककककक कककक ,कककककककककककककककककककक कक कक ,</p>

Ans.	तीन /Three + 1 Parangath
42.	कौनसा मूलभूत हिंदी पाठ्यक्रम केन्द्र सरकार के कर्मियों के लिए निर्धारित है ? Which is the elementary Hindi course prescribed for Central Government employees ?
Ans.	प्रबोध / Prabodh
43.	केन्द्र हिंदी समिति के अध्यक्ष कौन हैं ? Who is the Chairman of Central Hindi Committee ?
Ans.	प्रधानमंत्री /Prime Minister .
44.	कौनसी समिति हिंदी के प्रसारण में प्रगति की समीक्षा करता है ? Which Committee reviews the progress made in the propagation of Hindi in a particular Ministry / Department ?
Ans.	हिंदी सहायक समिति /Hindi Salahkar Samiti.
45.	वर्तमान में आधिकारिक भाषा समिति के गठन का वर्ष कौनसा है ? When was the present Parliamentary Committee on Official Language constituted ?
Ans.	जनवरी, 1976 /January, 1976
46.	आधिकारिक भाषा समिति में कितने सदस्य हैं ? How many members are there in the Parliamentary Committee on Official Language ?
Ans.	तीन /30
47.	आधिकारिक भाषा समिति में लोकसभा के कितने सदस्य हैं ? How many Lok Sabha Members are there in the Committee of Parliament on Official Language ?
Ans.	दस /20
48.	वर्तमान में आधिकारिक भाषा समिति में उपसमितियों की संख्या कितनी है ? At present, how many Sub-Committees are there in the Parliamentary Committee on O.L. ?
	33 / तीस उपसमितियाँ 33 Sub-committees.

Ans.	
49.	<p>What is the main duty of the Committee of Parliament on Official Language ?</p>
Ans.	<p>To review the progressive use of Hindi.</p>
50.	<p>Who is the Chairman of the Town Official Language Implementation Committee constituted on major cities ?</p>
Ans.	<p>Senior most Central Govt. Officer of the city.</p>
51.	<p>What is the periodicity of the meetings of Town Official Language Implementation Committee ?</p>
Ans.	<p>Once in 3 Months.</p>
52.	<p>What is the periodicity of the meetings of Town Official Language Implementation Committee ?</p>
Ans.	<p>Once in 6 Months.</p>
53.	<p>Who prepares the Annual Programme on Official Language ?</p>
Ans.	<p>Ministry of Home Affairs.</p>
54.	<p>What are the Hindi courses prescribed for Central Govt. Employees ?</p>
Ans.	<p>Prabodh, Praveen & Pragya.</p>
55.	<p>Which is the final Hindi course prescribed for Clerical cadre employees of Central Govt. ?</p>
	<p>Pragya.</p>

Ans.	
56.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं क्या हैं ?</p> <p>What are all the training facilities available to a Central Govt. employee to get trained in the Hindi courses ?</p>
Ans.	<p>केंद्र सरकार / केंद्र सरकार के कर्मियों को प्रशिक्षण देने के लिए , केंद्र , Regular, Intensive, Correspondence and Private.</p>
57.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं कितनी बार प्रदान की जाती हैं ?</p> <p>How many times are the Regular Hindi examinations conducted in a year ?</p>
Ans.	<p>दो बार / 2 Times.</p>
58.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं कौन से माह में प्रदान की जाती हैं ?</p> <p>In which months Regular Hindi examinations are conducted ?</p>
Ans.	<p>मई व नवंबर / May and November.</p>
59.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>Who are eligible to be trained in the Hindi Course ?</p>
Ans.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>All the Central Govt. employees in Class-III and above.</p>
60.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>Who are all employees classified under Category 'A' ?</p>
Ans.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>Those employees whose mother tongue is Hindi or Hindustani or its dialect.</p>
61.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>Who are all the employees classified under Category 'B' ?</p>
Ans.	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p> <p>Those employees whose mother tongue is Urdu, Punjabi, Kashmiri, Pusto, Sindhi or other allied languages.</p>
	<p>केंद्र सरकार के कर्मियों को हिंदी में प्रशिक्षण देने के लिए केंद्र सरकार द्वारा प्रदान की गई प्रशिक्षण सुविधाएं किसे प्रदान की जाती हैं ?</p>

62.	Who are all the employees classified under Category 'C' ? Those employees whose mother tongue is Marathi, Gujarati, Bengali, Oriya or Assamee.
63.	Who are all the employees classified under Category 'D' ? Those employees who speak a South Indian Languages or English.
64.	From which course a category 'C' employees required to be trained ? /From Praveen.
65.	From which course a category 'D' employees required to be trained ? /From Prabodh.
66.	What is the Lumpsum Award for passing Pragya ? Rs.2400/-.
67.	How many Officers / Employees are awarded every year from Southern Railway under Railway Board's Rajbhasha Individual Cash Award Scheme ? /Eight.
68.	What is the cash award amount for the first prize under Collective Cash Award Scheme ? Rs.9000/- (1500 X 6) (/In Hd.Qrs.).

Ans.	₹ / . Rs.600/-
89.	<p>Who are eligible to undergo training in Hindi Conversation course ?</p> <p>Who are eligible to undergo training in Hindi Conversation course ?</p>
Ans.	<p>All the open line staff (including Class-IV), who come in contact with public directly.</p>
90.	<p>Why training in Hindi is imparted to Central Government Officers / Employees ?</p>
Ans.	<p>By which they can do their day-to-day work in Hindi.</p>
91.	<p>What is the duration for Hindi conversation course ?</p>
Ans.	<p>/ 3030 Hours.</p>
92.	<p>Who are eligible to undergo training in Hindi Workshop ?</p>
Ans.	<p>All Class-III and Gazetted staff, who have working knowledge / proficiency in Hindi.</p>
93.	<p>What is the Personal Pay given for passing Hindi Stenography, to a stenographer whose mother tongue is not Hindi ?</p>
Ans.	<p>Personal Pay equivalent to 2 increments for a period of 12 months.</p>
94.	<p></p>

Distance	Distance
Transfer	Transfer
Transformation	Transformation
Transliteration	Transliteration
Transfer	Transfer
Translation	Translation
Mail transfer	Mail transfer
Telegraphic transfer	Telegraphic transfer
Officer	Officer
Authority	Authority
Beneficiary	Beneficiary
Proprietor	Proprietor
Plenipotentiary	Plenipotentiary
Under	Under
Under consideration	Under consideration
Subjugated	Subjugated
Subordinate	Subordinate
Independent	Independent
Application	Application
Appeal	Appeal
Representation	Representation
Reporting	Reporting
Applicant	Applicant
Sensation	Sensation
Order	Order
Guide	Guide
Instruction	Instruction
Direction	Direction
Ordinance	Ordinance
Balancing	Balancing
Comparative	Comparative
Non-Comparative	Non-Comparative

Loanee	Loanee
Borrower	Borrower
Depositor	Depositor
Checked by	Checked by
Prepared by	Prepared by
Approved by	Approved by
Presented by	Presented by
Activity	Activity
Employee	Employee
Personnel	Personnel
Diligent	Diligent
Duty / Work	Duty / Work
Acting	Acting
Duty	Duty
Efficiency	Efficiency
Executive	Executive
Minutes / Proceedings	Minutes / Proceedings
Implementation	Implementation
Functioning	Functioning
Working Committee	Working Committee
Executive Council	Executive Council
Action	Action
Process	Process
Procedure	Procedure
Activities	Activities
Active	Active
Comparison	Comparison
Balance-sheet	Balance-sheet
Ledger Folio	Ledger Folio
Ledger entry	Ledger entry
Book of accounts	Book of accounts
Value / Price	Value / Price

दिनांक	Date
गुस्ती	Guest
गुस्तीघर-	Guest House
गुस्ती	Hospitality

मूल्यह्रास-	Depreciation
मूल्यवृद्धि-	Appreciation
नाम	Denomination
मूल्य	Valuation

मूल्य	मूल्य
मूल्य	Due Date
मूल्य	Date-wise
मूल्य	Date of Issue
मूल्य	Rule
मूल्य	To Regulate
मूल्य	Act
मूल्य	According to rule
मूल्य	Rules and regulations
मूल्य-	Against rule
मूल्य	Letter
मूल्य	Bill
मूल्य	Form
मूल्य	Circular
मूल्य-	Authority Letter
मूल्य-	Indent
मूल्य-	Letter of credit
मूल्य-	Pledge
मूल्य-	License
मूल्य-	Application
मूल्य	Bond
मूल्य	Mortgage
मूल्य	Annexure
मूल्य	Management
मूल्य	Restrictions
मूल्य	Ledger / Book
मूल्य	Day Book

मूल्य	मूल्य
मूल्य	Valuation
मूल्य	Market Value
मूल्य	Original / Valuable
मूल्य	Total
मूल्य	Experiment
मूल्य	Prosecution
मूल्य	Investment
मूल्य	Contribution
मूल्य	Misuse
मूल्य	Form
मूल्य	Draft
मूल्य	Nature
मूल्य	Counterpart
मूल्य	Outline
मूल्य	According to
मूल्य	Article
मूल्य	Document
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मूल्य	Graph
मूल्य	Record
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मूल्य	Extravagance
मूल्य	Economy
मूल्य	Outlay
मूल्य-	Savingram

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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
- (D) 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 the 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 a 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 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. Section Break option does not consist which of the following?

- (A) Previous Page
- (B) Odd Page
- (C) Next Page
- (D) Even Page

Answer:(A)Previous page

30. What is the function of Ctrl+G in MS Word?

- (A) Open Paragraph Dialog box activating Goto Tab
- (B) Open Goto Dialog box
- (C) Open, Find, and Replace Dialog box with activating Goto Tab
- (D) Open Page Setup Dialog box activating Goto Tab

Answer:(C)Open Find and Replace Dialog box with activating Goto Tab

31. What is the use of End Key?

- (A) Move the cursor to the end of document
- (B) Move the cursor to the end of paragraph
- (C) Move the cursor to the end of screen
- (D) Move the cursor to the end of line

Answer:(D)Move the cursor to the end of line

32. You can change vertical alignment from?

- (A) Page Setup dialog box
- (B) Formatting toolbar
- (C) Standard toolbar
- (D) Paragraph dialog box

Answer: (A) Page Setup dialog box

33. Which of the following is NOT present in MS Word?

- (A) Font Size
- (B) Word Count
- (C) Page Margin
- (D) Brush

Answer: (D) Brush

34. When was Microsoft Word released?

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

Answer: (C) 1983

35. The 2nd tab in the Ribbon is?

- (A) Home
- (B) Page Layout
- (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) **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+Aisusedtoselectallthetextinthedocument.

4. WhichisnotaneditionofMS Word?

(A)MSWord2007

(B)MSWord2003

(C)MSWord2200

(D)MSWord2010

Answer:(C)MSWord2200isnotaneditionofMicrosoftWord.

5. Ctrl+Icommandisusedforwhatpurpose?

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(B)LeftIndent

(C)Italic

(D)CloseDocument

Answer:(C)Ctrl+Iisusedtoapplyitalicformattotheselectedtext.

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(D)Alloftheabove

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7. Whatisthefunctionofthespellingandgrammartool?

(A)CorrectsSpellingErrorsAsYouType

(B)IndicatesGrammaticalErrors

(C)IdentifiesWordsWithCapitalizationProblems

(D)AllofAbove

Answer:(D)Allofthe above

1.What does ESS stands 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 eFile 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.
