

**QUESTION BOOKLET AND ANSWER KEY
FOR RECRUITMENT TEST OF
Steno typist
Code 2.7
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English Version

1. 'ਗੇਦ' ਸ਼ਬਦ ਨੂੰ ਸ਼ੁੱਧ ਰੂਪ ਦੇਣ ਕਿਹੜੇ ਲਗਾਥਰ ਦੀ ਵਰਤੋਂ ਕੀਤੀ ਜਾਵੇਗੀ :
(A) ਬਿੰਦੀ (B) ਟਿੱਪੀ (C) ਅੱਧਕ (D) ਕੰਨਾ
2. ਕਿਹੜਾ ਸ਼ਬਦ ਸਮਾਸੀ ਨਹੀਂ ਹੈ :
(A) ਗਰਮ-ਸਰਦ (B) ਗਰਮ-ਠੰਡਾ (C) ਗਰਮ-ਗਰਮ (D) ਗਰਮ-ਪਾਣੀ
3. ਆਪੇ ਫਾਬੜੀਏ ਤੈਂਨੂੰ ----- ਅਖਾਣ ਪੂਰਾ ਕਰੋ :
(A) ਸੰਗਲਾਂ ਨਾਲ ਬੰਨ੍ਹੀਏ (B) ਕੌਣ ਛੁਡਾਵੇ (C) ਕੌਈ ਨਾ ਪਛਾਣੇ (D) ਕੌਣ ਫਸਾਵੇ
4. ਦੁਆਬੀ ਕਿਸ ਜ਼ਿਲ੍ਹੇ ਦੀ ਭਾਸ਼ਾ ਹੈ :
(A) ਅਮ੍ਰਿਤਸਰ (B) ਪਟਿਆਲਾ (C) ਜਲੰਧਰ (D) ਫਰੀਦਕੋਟ
5. ਸੰਬੰਧਕ ਚੁਣੋ :
(A) ਮੈਂ, ਸਾਡਾ (B) ਤੂੰ, ਤਸੀਂ (C) ਦਾ, ਦੇ (D) ਕੌਣ, ਕਦੋਂ
6. ਦੁਸ਼ਮਣ, ਵੈਰੀ, ਸ਼ਤਰੂ ਸ਼ਬਦਾਂ ਦਾ ਹੋਰ ਕਿਹੜਾ ਸਾਮਾਨਾਰਥੀ ਹੋ ਸਕਦਾ ਹੈ :
(A) ਵਿਰੋਧੀ (B) ਵੱਡਾ (C) ਛੋਟਾ (D) ਭੈੜਾ
7. 'ਲੱਤ ਅੜਾਉਣੀ' ਮੁਹਾਵਰੇ ਦਾ ਕੀ ਅਰਥ ਹੈ :
(A) ਸੰਭਲਿਆ ਨਾ ਜਾਣਾ (B) ਚੁਗਲੀ ਕਰਨੀ
(C) ਸਿਫਤ ਕਰਨੀ (D) ਖਾਰ-ਮਖਾਰ ਦਖਲ ਦੇਣਾ
8. 'ਪੁਆਧੀ' ਕੀ ਹੈ :
(A) ਭਾਸ਼ਾ (B) ਟਕਸਾਲੀ ਭਾਸ਼ਾ (C) ਵਿਆਕਰਣ (D) ਉਪ-ਭਾਸ਼ਾ
9. ਕਿਹੜਾ ਸ਼ਬਦ ਜੁਲਮ ਸ਼ਬਦ ਦਾ ਸਮਾਨਾਰਥੀ ਹੈ :
(A) ਕਤਲ (B) ਅਤਿਆਚਾਰ (C) ਕਾਲ (D) ਪੁੰਨ
10. 'ਪੱਗ ਲਾਹੁਣੀ' ਮੁਹਾਵਰੇ ਦਾ ਅਰਥ ਹੈ :
(A) ਬੇਇਜ਼ਤੀ ਕਰਨੀ (B) ਆਦਰ ਕਰਨਾ (C) ਗਾਲ੍ਹ ਕੱਢਣੀ (D) ਨੁਕਸਾਨ ਕਰਨਾ
11. ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਸ਼ੁੱਧ ਸ਼ਬਦ ਚੁਣੋ :
(A) ਮੁੱਡ (B) ਮੁੱਢ (C) ਮੁੱਡ (D) ਮੁੱਢ
12. ਨਾਂਵ ਦੀਆਂ ਕਿੰਨੀਆਂ ਕਿਸਮਾਂ ਹੁੰਦੀਆਂ ਹਨ :
(A) ਛੇ (B) ਸੱਤ (C) ਪੰਜ (D) ਅੱਠ
13. ਕਰ, ਖਾ, ਸੁਣ ਕੀ ਹਨ :
(A) ਧਾਤੂ (B) ਕਿਰਿਆਵਾਂ (C) ਨਾਂਵ (D) ਵਿਸ਼ੇਸ਼ਣ

Directions Q.Nos. 14-17 :- Choose the correct form of the phrasal verb to be filled in the blanks

14. The number of tourists begins to in late autumn
 A) taper off B) taper down C) tally off D) tire down
15. The long journey was beginning to the old lady.
 A) tie down B) tell on C) tell about D) try out
16. The business is expanding and we have new staff.
 A) called off B) sailed off C) taken on D) come down
17. We have all the milk and there is none left for tea.
 A) used off B) tasted up C) set for D) used up

Directions Q.Nos. 18-20 :- Choose the correct synonym of the given word out of the four choices

18. Deferential
 A) obsequious B) discriminatory C) derogatory D) dangerous
19. Craven
 A) courageous B) cowardly C) inscribed D) engraved
20. Gripe
 A) to irritate B) to grieve C) to complain D) to boast

Directions Q.Nos. 21-23 :- Choose the correct phrasal verb to be filled in the gaps of the following sentences.

21. The students were advised to their problems with their teachers.
 A) ask, over B) ask, about C) solve, through D) talk, over
22. Mohan has a job in a different department.
 A) put in for B) set in for C) got down D) took for
23. Rahim his parents to pay for his college fees.
 A) looked down B) looked to C) looked by D) looked into

Directions Q.Nos. 24-25 :- Choose the correct preposition to be filled in the blanks

24. Karim is innocent all charges
 A) in B) for C) of D) within
25. How can you elicit this idea the book?
 A) in B) by C) within D) from
26. Which of the following is/are the main agents of soil erosion?
 A) wind and water B) rocks C) sands D) none of these
27. Florence Nightingale is associated with
 A) world war I B) world war II C) Crimean war D) none of these

28. **Doctrine of Panchsheel was first advocated by**
A) India and Myanmar B) India and U.S.A
C) India and Indonesia D) India and Pakistan
29. **ISRO stands for**
A) International Scientific Research Organization
B) Indian Salt Research Organization
C) International Space Research Organization
D) Indian Space Research Organization
30. **Television was invented by**
A) A.G. Bell B) J.L. Baird C) J.Perkins D) James watt
31. **When ice melts in a beaker of water, the level of water in the beaker will**
A) increase B) decrease C) remains the same D) first increase then decrease
32. **The gas used to extinguish fire is**
A) neon B) nitrogen C) carbon dioxide D) carbon monoxide
33. **Blood does not coagulate inside the body due the presence of**
A) hemoglobin B) heparin C) fibrin D) plasma
34. **Which of the following is/are the environmental cost associated with the Green Revolution?**
A) increased use of fossil fuels.
B) damage to habitat and wildlife from diversion of natural river and streams for irrigation
C) pollution of rivers and other water sources by runoff carrying farm chemicals
D) all of above
35. **Who was political guru of the Father of Nation ?**
A) Malviya B) Gokhale C) Dadabhai Naroji D) None of these
36. **Which Amendment Bill extended life of Lok Sabha to 6 years and which Bill restored it to 5 years**
A) 42nd and 44th B) 42nd and 43rd C) 44th and 47th D) 44th and 52nd
37. **First Indian woman to be crowned Miss Universe was**
A) Sushmita Sen B) Aishwaraya Rai C) Reita Faria D) none of these
38. **Which among the following is Power (electricity) surplus state?**
A) Jammu and Kashmir B) Punjab C) Himachal Pardesh D) Uttrakhand
39. **When did India become a member of International Monetary Fund?**
A) 1947 B) 1948 C) 1950 D) 1951
40. **India's anti-tank missile is**
A) Akash B) Prithvi C) Agni D) Nag
41. **Which is the last month of our National Calendar?**
A) Bhadra B) Phalguna C) Chaitra D) Asadha

42. **The Amul Cooperative Dairy is located in**
 A) Ahmedabad B) Gandhi Nagar C) Anand D) Noida
43. **The full name of Anna Hazare is**
 A) Kisan Baburav Hazare B) Arvind Hazare
 C) Karan Bhan Hazare D) Kamal Baburow Hazare
44. **The Nobel Peace Prize-2010 was conferred on**
 A) Robert G. Edward B) Mario Vargas Llosa
 C) Andre Geim D) Liu Xiaobo
45. **After the defeat of Indian Cricket Team in Test Series in England, Which is ranking of following teams in Test Ranking**
 i) India ii) S. Africa iii) England
 A) i, ii and iii B) ii, iii and i C) iii, i and ii D) iii, ii and i

46. **Match the followings**

Sikh Guru		Parents	
1	Guru Amar Das	a	Guru Arjan and Mata Ganga
2	Guru Ram Das	b	Baba Gurdittaji and Mata Nihal Kaur
3	Guru Har Gobind	c	Tej Bhan ji and Mata Laxmi ji
4	Guru Har Rai	d	Hari Das ji Sodhi and Mata Daya Kaur

- A) 1a, 2c, 3d, 4b, B) 1c, 2d, 3a, 4b C) 1d, 2a, 3b, 4c D) 1a, 2b, 3d, 4c
47. **Which of the following was not the part of PEPSU when it was created in 1948**
 A) Jind B) Kalsia C) Nalagarh D) Ferozepur
48. **Forest area in Punjab is% of total geographical area of Punjab**
 A) 8% B) 7% C) 6% D) 2%
49. **Writing in shorthand is known as**
 i) Stenography ii) brachygraphy iii) tachagraphy iv) Engography
 A) all the four B) i, ii and iii C) i, ii and iv D) i, iii and iv
50. **Which of the following statement is not correct?**
 A) Punjab leads in honey production in the country
 B) Punjab leads in food grains production
 C) Punjab leads in wheat yield per hectare
 D) Punjab tops in electricity power deficit

51. **Find the missing number**

$$11\frac{1}{9}, 12\frac{1}{2}, 14\frac{2}{7}, 16\frac{2}{3}, ?$$

- A) $8\frac{1}{3}$ B) $19\frac{1}{2}$ C) 20 D) $22\frac{1}{3}$
52. **Complete the series**
 Z - 25 Y B 23 X C - W - 19 - E 17
 A) A, 21, D, V B) A, 27, C, Y C) X, 21, C, W D) X, 27, F W

53. On the basis of relationship between first pair, fill in the blank
 Painting : Artist :: Symphony : ?
 A) novelist B) poet C) essayist D) composer
54. Among the following four are alike and one is different. Find the different one
 i) Tortoise ii) Frog iii) Rat iv) Mongoose v) snake
 A) i B) v C) iv D) iii
55. Find odd pair from the followings
 i) Stale : Fresh ii) Truth : Lie iii) Slow : Sluggish
 iv) Teach : learn v) Kind : Cruel
 A) i B) ii C) iii D) v
56. In a certain language MACHINE is coded as LBBIHOD, which word would be coded as SLTMFNB?
 A) RKSLEMA B) TKULGMC C) RMSNEOA D) TMUNGOC
57. In a certain code, '786' means 'study very hard', '958' means 'hard work pays' and '645' means 'study and work'. Which of the following is the code for 'very'
 A) 5 B) 6 C) 7 D) 8
58. C is A's father's nephew. D is A's cousin but not the brother of C. How is D related to C?
 A) father B) sister C) mother D) aunt
59. 'P @ Q' means P is mother of Q
 'P \$ Q' means P is husband of Q
 'P # Q' means P is sister of Q
 'P * Q' means P is son of Q,
 Then M* H @ D \$ K represents what relation of H with K
 A) mother B) father C) father-in-law D) mother-in-law

On the basis following information, answer Q.Nos. 60-61

5 ladies – Tanya, Sunita, Nidhi, Aparna, and Preeti and 5 men – Arvind, Kunal, Pawan, Sahil, and Tanmay sat on the two long sides of a rectangular table. Ladies sat alternating with and opposite to the men, Sahil sat in a centre position. Aparna sat opposite Arvind. Sunita sat next to Sahil and three places from Arvind. Preeti sat four places to the left of Aparna. Nidhi sat two places from Sunita and Pawan sat opposite Sunita. Kunal sat three places from Preeti.

60. Who sat opposite to Tanya?
 A) Arvind B) Kunal C) Pawan D) Sahil
61. Who sat opposite to Tanmay
 A) Nidhi B) Preeti C) Aparna D) Sunita
62. X and Y start moving towards each other from two places 200m apart on a road. After walking 60m Y turns left and goes 20m then turn right and goes 40m, then turns right and come back to the road. If X and Y walk with the same speed what is the distance between them now?
 A) 20m B) 30m C) 40m D) 50m

63. A clock is so placed that at 12 noon its minutes hand points towards north east. In which direction does its hour hand point at 1.30 p.m.?
A) north B) south C) east D) west
64. A is 3 years older to B and 3 years younger to C, while B and D are twins. How many years older is C to D?
A) 2 years B) 3 years C) 6 years D) 12 years
65. In a group of 15 people, 7 read French, 8 read English while 3 of them read none of these two. How many of them read French and English both.
A) 0 B) 3 C) 4 D) 5
66. Which of the following will be the changed form of word 'OBLIQUE', when the word is rewritten by substituting vowel by second letter following it in the English alphabet and substituting each consonant by the third letter following it in the English alphabet?
A) QEOKTWG B) MEDGTSQ C) QEOKTXG D) RDNLSXH
67. In the following arrangement
8 C M @ N + T 2 Y 6 S \propto Q \$ 7 * W # Z 3 U E % A 4
If each symbol is first converted into a numeral and then all the numerals are converted into English letters, how many converted English letters will be there in the above arrangement of elements?
A) 7 B) 12 C) 13 D) 25
68. If the positions of 1st and 6th digits of the number 2796543018 are interchanged, similarly the positions of 2nd and 7th digits are interchanged and so on, which of the following will be 3rd to the left of 7th digit from the right end after rearrangement
A) 4 B) 3 C) 0 D) 1
69. In a row of 40 boys, Satish was shifted 10 places to the right of Rohan and Kewal was shifted 10 places to the left of Vilas. If Vilas was 26th from the left and there were 3 boys between Kewal and Satish after shifting, what was the position of Rohan in the row
A) 10th from right end B) 10th from left end
C) 39th from right end D) data is inadequate
70. Insert the missing number
- | | | | | | |
|---|---|----|----|----|----|
| 1 | 2 | 3 | 2 | 10 | 12 |
| 2 | 5 | 12 | 10 | 16 | 13 |
| 1 | 2 | 1 | ? | 10 | 24 |
- A) 5 B) 11 C) 13 D) 8
71. A sum of money is accumulating at compound interest at a certain rate of interest. If simple interest instead of compound interest is reckoned, the interest for the first two years would decrease by Rs. 20 and that for 3 years, by Rs. 61. Find the sum.
A) 7000 B) 8000 C) 7500 D) 6500

72. In an examination it is required to get 441 marks to pass. A student gets 392 marks and is declared failed by 5% marks. Find the aggregate marks?
A) 890 B) 940 C) 980 D) 1140
73. Two numbers are such that the sum of twice the first number and thrice the second number is 36. The sum of thrice the first number and twice the second number is 39. What is the smaller number
A) 6 B) 7 C) 8 D) 9
74. The profit earned after selling an article for Rs. 625 is the same as the loss incurred after selling the article at Rs. 435. What is the cost price of the article
A) Rs. 500 B) Rs. 520 C) Rs. 540 D) Rs. 530
75. If numerator of a fraction is increased by 250% and the denominator by 400%, the resultant fraction is $\frac{7}{19}$. What is the original fraction
A) $\frac{7}{19}$ B) $\frac{10}{19}$ C) $\frac{9}{5}$ D) $\frac{19}{7}$
76. There are three wire A, B and C of different metals. A is 25m 60cm long, B is 9m 60cm long and C is 15m 36cm long. Maximum length is equally cut from each wire in such a way that the total length of each wire is exactly divisible by it. What is the length of such largest possible pieces in each kind of wire A, B and C respectively?
A) 30cm, 25cm, 24cm B) 40cm, 10cm, 30cm
C) 40cm, 15cm, 24cm D) 30cm, 10cm, 12cm
77. In a group of 120 members, $\frac{1}{5}^{\text{th}}$ are adult men, $\frac{1}{4}^{\text{th}}$ are adult women and rest are children. The average age of women is $\frac{5}{6}^{\text{th}}$ of the average age of men. The average age of children is $\frac{1}{4}^{\text{th}}$ of average age of the men. If the average age of men is 60 years, find the average age of group of 120 persons.
A) 32.50 years B) 32.75 years C) 32.85 years D) 32.95 years
78. A merchant sells a mixture of two different qualities of coffee powder A and B in ratio of 3:1 at Rs. 80.50 per kg and gains a profit of 15%. If the coffee B costs Rs. 8 more per kg than the coffee A, then what is the cost per kg of coffee A.
A) Rs. 60 B) Rs. 62 C) Rs. 64 D) Rs. 68
79. There are two taps to fill a tank and a 3rd to empty it. When the 3rd tap is closed, they can fill the tank in 10 minutes and 12 minutes respectively. If all the three taps are opened, the tank is filled in 15 minutes. If the first two taps are closed, in what time can the 3rd tap empty the tank when it is full?
A) 8 min 34 sec B) 9 min 32 sec C) 7 min D) 6 min
80. A and B started a business by investing Rs. 35000 and Rs. 25000 respectively. B left the business after 5 months and C joined the business with a sum of Rs. 15000. The profit earned after one year is Rs.78000. What is the share of profit of B?
A) Rs. 14133 B) Rs. 16000 C) Rs. 13460 D) Rs. 15000

81. Two trains, 130meter and 110 meter long are going in the same direction. The faster train takes one minute to pass the other completely. If they are moving in the opposite directions, they pass each other completely in 3 sec, find the speed of faster train.
A) 38 meter /sec B) 46 meter /sec C) 42 meter /sec D) 50 meter /sec
82. The average monthly salary of employees, consisting officers and workers, of an organization is Rs. 3000. The average salary of an officer is Rs. 10000 while that of a worker is Rs. 2000 per month. If there are total 400 employees in the organization, find the number of officers.
A) 60 B) 50 C) 80 D) 40
83. Seema invested Rs. 16000 for two years on compound interest and received an amount of Rs. 17640 on maturity. What is the rate of interest.
A) 5% B) 8% C) 4% D) 6%
84. The cost of leveling and turfing a square field at Rs. 160 per hectre is Rs. 2624.40. The cost of surrounding it with railing it costing Rs. 25 paise/metre is
A) Rs. 350 B) Rs. 375 C) Rs. 400 D) RS. 405
85. When $x^3 + kx^2 + x + 1$ is divided by $x - 1$, the remainder is 6, the value of k is
A) 0 B) 1 C) 2 D) 3
86. Most important difference in the performance between main and secondary memory is:
A) Power consumption
B) Most secondary storage devices are too big to fit into the CPU
C) Secondary storage is mostly bi-state, but main memory is mostly tri-state
D) Speed of access; secondary storage is much slower
87. A scanning technology, used in banks, to read the numbers at the bottom of cheques is
A) MICR B) OCR C) OMR D) Laser Printer
88. Pattern of connections between the devices on a network is known as
A) WAN B) Topology C) LAN D) Internet
89. Which of the following is an example of text in a spreadsheet cell?
A) 2289 B) =C7+D10 C) "Profit 29 Lac" D) =SUM(B1+B2+B3)
90. Which of the following formulas will MS-Excel Not be able to calculate?
A) =SUM("Profits")-B9 B) =SUM(A1:A5)*20
C) =SUM(A1:A5)/(A2-10) D) =SUM(A1:A5)-10
91. To calculate average of data in cells (C10, C11 and C12) in MS-Excel, you use the formula:
A) =MEAN(C10:C12)
B) =ADD(C10+C11+C12)/3
C) =AVERAGE(C10,C11,C12)
D) (C10 plus C11 plus C12)/3

- 92 **A UPS :**
A) increases the storage capacity of a computer system
B) increases the process speed
C) provides backup power in the event of a power cut
D) increases I/O speed
- 93 **In MS-Word 'Format Painter' is used for**
A) Color the text
B) Copy formatting features from one location to apply on the other location
C) Format the hard-disk
D) Paint a photograph
- 94 **The word wrap feature**
A) automatically moves text to the next line when necessary
B) allows you to type over the text
C) is the short horizontal line indicating the end of the document
D) saves the document automatically
- 95 **The shortcut key for pasting copied contents in a document in Microsoft Office is :**
A) CTRL + S B) CTRL + C C) CTRL + A D) CTRL + V
- 96 **If you want a logo to appear on every slide in a presentation, you should include it on the:**
A) slide template B) slide master C) slide document D) slide file.
- 97 **A biometric device _____.**
A) Allows users to connect to a computer only after computer calls back at a previously established telephone number
B) Authenticates a person's identity by verifying personal characteristics
C) Is a unique combination of characters, such as letters of the alphabet or numbers, that identifies one specific user
D) Is any item that must be carried to gain access to a computer or computer facility
- 98 **Which of following can be used for preparing presentation to be delivered using LCD projectors**
A) MS-Word B) MS-Access
C) MS-Excel D) MS-PowerPoint
- 99 **In a presentation there are 20 slides. Speaker wants to show only 18 slides during slide show. Slide number 11 and 15 he does not want to show as well as delete. How this can be performed?**
A) Using 'Hide Slide' option for slide number 11 and 15
B) Only option is to delete slide number 11 and 15
C) Keep slide number 11 and 15 after the last slide.
D) This is not possible.
- 100 **In order to set size of page to A4, the menu used will be :**
A) File B) Insert C) Page Layout D) View

Key 2.7							
Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.
1	A	26	A	51	C	76	C
2	D	27	C	52	A	77	B
3	B	28	A	53	D	78	D
4	C	29	D	54	B	79	A
5	C	30	B	55	C	80	D
6	A	31	C	56	B	81	C
7	D	32	D	57	C	82	B
8	D	33	B	58	B	83	A
9	B	34	D	59	D	84	D
10	A	35	B	60	D	85	D
11	B	36	A	61	B	86	D
12	C	37	A	62	C	87	A
13	A	38	C	63	C	88	B
14	A	39	A	64	C	89	C
15	B	40	D	65	B	90	A
16	C	41	B	66	A	91	C
17	D	42	C	67	C	92	C
18	A	43	A	68	D	93	B
19	B	44	D	69	D	94	A
20	C	45	D	70	C	95	D
21	D	46	B	71	B	96	B
22	A	47	D	72	C	97	B
23	B	48	C	73	A	98	D
24	C	49	B	74	D	99	A
25	D	50	D	75	B	100	C