

**Question Booklet Post Code 8  
Senior Assistant Accounts**

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1. ਸੁੱਧ ਮੁਹਾਵਰਾ ਚੁਣੋ :
 

(A) ਸਿਰੋਂ ਤੇਲ ਲੰਘਣਾ	(B) ਸਿਰੋਂ ਤਿੱਤਰ ਟੱਪਣਾ
(C) ਸਿਰੋਂ ਪਾਣੀ ਲੰਘਣਾ	(D) ਸਿਰੋਂ ਘਿਓ ਲੰਘਣਾ
2. ਆਪਣੇ ਹੱਥੀ ਆਪਣਾ ਆਪੇ ਹੀ —————। ਅਖਾਣ ਪੂਰੀ ਕਰੋ :
 

(A) ਸ਼ਿੰਗਾਰ ਕਰੀਏ	(B) ਸੂਟ ਸੀਵੀਏ
(C) ਕਾਜ ਸਵਾਰੀਏ	(D) ਕੰਮ ਵਿਗਾੜੀਏ
3. ਸੁੱਧ ਸ਼ਬਦ-ਜੋੜ ਚੁਣੋ :
 

(A) ਅਉਗਣ	(B) ਔਗੁਣ
(C) ਔਗੁਨ	(D) ਔਉਗਨ
4. ਚੁਗਲ ਅਤੇ ਖੋਰ ਤੋਂ ਕਿਹੜਾ ਸਮਾਸੀ ਸ਼ਬਦ ਬਣੇਗਾ :
 

(A) ਚੁਗਲੀ ਖੋਰ	(B) ਚੁਗਲਾਂ ਦਾ ਖੋਰ
(C) ਚੁਗਲ-ਖੋਰ	(D) ਚੁਗਲ ਖੋਰ
5. 'ਔੜ' ਸ਼ਬਦ ਦਾ ਵਿਰੋਧੀ ਸ਼ਬਦ ਚੁਣੋ :
 

(A) ਵਰਖਾ	(B) ਕੱਲਰ
(C) ਮੀਂਹ ਨਾ ਪੈਣਾ	(D) ਭਿੱਜਣਾ
6. ਸਹੀ ਵਿਰੋਧੀ ਸ਼ਬਦ ਜੁੱਟ ਚੁਣੋ :
 

(A) ਸੱਖਣਾ/ਖਾਲੀ	(B) ਸੱਖਣਾ/ਸੁੱਖਣਾ
(C) ਸੱਖਣਾ/ਉਣਾ	(D) ਸੱਖਣਾ/ਭਰਿਆ
7. ਬਾਲ, ਨਿਆਣਾ, ਸ਼ਿਸ਼ੂ ਸ਼ਬਦਾਂ ਦਾ ਹੋਰ ਸਮਾਨਾਰਥੀ ਸ਼ਬਦ ਚੁਣੋ :
 

(A) ਨਿੱਕਾ	(B) ਬੁੱਢਾ
(C) ਬਾਲਕ	(D) ਛੋਟਾ ਜੀਵ
8. ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਵਸਤ-ਵਾਚਕ ਨਾਂਵ ਚੁਣੋ :
 

(A) ਦੁੱਧ, ਤੇਲ	(B) ਸੈਨਾ, ਸਭਾ
(C) ਸੱਚ, ਝੂਠ	(D) ਰਾਮ, ਸ਼ਾਮ
9. ਉਤਮ-ਪੁਰਖ ਪੜਨਾਂਵ ਚੁਣੋ :
 

(A) ਉਹ, ਉਨ੍ਹਾਂ	(B) ਤੂੰ, ਤੇਰਾ
(C) ਮੈਂ, ਮੇਰਾ	(D) ਕੌਣ, ਕਦੋਂ
10. 'ਉਸਦੀ ਪੱਗ ਦਾ ਰੰਗ ਲਾਲ ਹੈ' ਵਾਕ ਵਿਚ ਵਿਸ਼ੇਸ਼ਣ ਸ਼ਬਦ ਕਿਹੜਾ ਹੈ :
 

(A) ਪੱਗ	(B) ਉਸ
(C) ਰੰਗ	(D) ਲਾਲ
11. 'ਬੱਚੇ ਖੇਡਦੇ ਹਨ' ਵਾਕ ਵਿੱਚ ਕਿਸ ਪ੍ਰਕਾਰ ਦੀ ਕਿਰਿਆ ਹੈ :
 

(A) ਅਕਰਮਕ	(B) ਸਕਰਮਕ
(C) ਸਹਾਇਕ	(D) ਸੰਸਰਗੀ

12. ਉੱਜੜੇ ਬਾਗਾਂ ਦੇ .....। ਅਖਾਣ ਪੂਰਾ ਕਰੋ :
- (A) ਬੂਟੇ ਸੁੱਕੇ (B) ਫਲ ਮਿੱਠੇ  
(C) ਗਾਲ੍ਹੜ ਪਟਵਾਰੀ (D) ਮਾਲੀ ਨਿਕੰਮੇ
13. ਕਿਸੇ ਨੂੰ ਹਰਾ ਦਿੱਤਾ ਹੋਵੇ ਤਾਂ ਕਿਹੜਾ ਮੁਹਾਵਰਾ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ :
- (A) ਦੰਦ ਪੀਹਣੇ (B) ਦੰਦ ਭੰਨਣੇ  
(C) ਦੰਦ-ਕੱਢਣੇ (D) ਦੰਦ ਖੱਟੇ ਕਰਨੇ

**Directions for Question Nos. 14 to 17 : Choose the correct preposition to be filled up in the gap of the given sentence in each question :**

14. Tendulkar is diffident \_\_\_\_\_ fame.
- (A) of (B) at  
(C) in (D) for
15. Shama is negligent \_\_\_\_\_ her work.
- (A) in (B) of  
(C) with (D) at
16. His modesty alludes \_\_\_\_\_ his greatness.
- (A) of (B) at  
(C) to (D) with
17. Suresh did everything in conformity \_\_\_\_\_ rules.
- (A) of (B) at  
(C) for (D) with

**Directions for Question Nos. 18 to 21 : Choose the choice, out of the four given, that conveys the opposite meaning of the given word.**

18. Composed :
- (A) overwrought (B) Sensible  
(C) worthy (D) unworthy
19. Complimentary :
- (A) eulogizing (B) suppliant  
(C) derogatory (D) unwise
20. Deference :
- (A) Similarity (B) familiarity  
(C) identification (D) disrespect

## 21. Frugal :

- (A) economical (B) extravagant  
(C) sparing (D) prudent

**Directions for question Nos. 22 to 25 : Choose the correct sentence out of the four options given in each question.**

22. (A) I will be at college for the next three years.  
(B) I will be at college for the three next years.  
(C) I will be at college since the next three years.  
(D) I will be at college for three years next.
23. (A) We get off at the next station. (B) We get off on the next station.  
(C) We get off upon the next station. (D) We get off on the station next.
24. (A) She did not get on with either of parents.  
(B) She did not get on with either parent.  
(C) She did not get on with parents either of.  
(D) She could not get on with either parents.
25. (A) My father enjoys very good health. (B) My father enjoys a very good health.  
(C) My father enjoys a good health. (D) My father has a very good health.
26. Punjab is a combination of  
(A) The Persian words *panj* (five) and *āb* (water)  
(B) The Hindi words *panj* (five) and *āb* (water)  
(C) The Sanskrit words *panj* (five) and *āb* (water)  
(D) The Punjabi words *panj* (five) and *āb* (water)
27. Punjab falls under  
(A) Seismic zones II, III, and IV. (B) Seismic zones III, IV, and V.  
(C) Seismic zones IV, and V and VI. (D) Seismic zones V and VI and VII.
28. Average annual rainfall in Punjab  
(A) Ranges between 980 mm in the sub-mountain region and 490 mm in the plains  
(B) Ranges between 960 mm in the sub-mountain region and 460 mm in the plains  
(C) Ranges between 940 mm in the sub-mountain region and 420 mm in the plains  
(D) Ranges between 1020 mm in the sub-mountain region and 560 mm in the plains

29. **Hari-Ke-Pattan National Wetland and Wildlife Sanctuary is situated in the district**
- (A) Ferozepur (B) Moga  
(C) Amritsar (D) Bhatinda
30. **The ancient city of Taxila, was reputed to house**
- (A) The oldest university in the world (B) The oldest monastery in the world  
(C) The oldest Hindu temple in the world (D) The oldest Mosque in the world
31. **The Mughals controlled the region of Punjab**
- (A) From 1536 until 1739 (B) From 1526 until 1739  
(C) From 1526 until 1799 (D) From 1556 until 1739
32. **Banda Singh Bahadur was an ascetic**
- (A) Who converted to Sikhism after meeting Guru Har Gobind Singh  
(B) Who converted to Sikhism after meeting Guru Har Rai  
(C) Who converted to Sikhism after meeting Guru Teg bahadur  
(D) Who converted to Sikhism after meeting Guru Gobind Singh
33. **Punjab was annexed by the British East India Company by**
- (A) The Treaty of Lahore in 1859 (B) The Treaty of Lahore in 1849  
(C) The Treaty of Lahore in 1869 (D) The Treaty of Lahore in 1879
34. **Chandigarh became a separate union territory in**
- (A) 1947 (B) 1956  
(C) 1966 (D) 1969
35. **Anandpur Sahib Resolution asked for**
- (A) Granting maximum autonomy to the region of Punjab and other States  
(B) Granting lesser autonomy to the region of Punjab  
(C) Granting maximum autonomy to the northern region of India  
(D) Granting lesser autonomy to the northern region of India
36. **Sikhs in Punjab are**
- (A) About 60% of the people in the state (B) About 70% of the people in the state  
(C) About 75% of the people in the state (D) About 50% of the people in the state
37. **Which of the following is not the major dialects of Punjabi spoken in Punjab**
- (A) Majhi (B) Malwi  
(C) Pwadhi (D) Sondhi

38. Central University of Punjab has been set up in
- (A) Bhatinda (B) Amrtisar  
(C) Jalandhar (D) Hoshiarpur
39. The region of Indian Punjab between the rivers Beas and Sutlej is known as
- (A) Majha (B) Malwa  
(C) Doaba (D) Riarki
40. The largest railway junction in Asia is.
- (A) Bhatinda (B) Amrtisar  
(C) Jalandhar (D) Ludhiana
41. Digital Library of Punjab under Nanakshahi Trust was
- (A) Launched in 2003 (B) Launched in 2008  
(C) Launched in 1999 (D) Launched in 2005
42. Bhangra dance began as a folk dance conducted by Punjabi Sikh farmers
- (A) To celebrate the coming of the harvest season  
(B) To celebrate the coming of the Monsoon  
(C) To celebrate the coming of the spring season  
(D) To celebrate the coming of the Diwali Festival
43. Sassui Punnun is one of the seven popular tragic romances from
- (A) Sindh and Afganistan (B) Sindh and Punjab  
(C) Sindh and Baluchistan (D) Sindh and Kashmir
44. Alexander fought and won the epic Battle of the Hydaspes in 326 BC.
- (A) Against local Punjabi ruler Ambhi (B) Against local Punjabi ruler Taksh  
(C) Against Local Punjabi ruler Madhav (D) Against Local Punjabi ruler Porus
45. The literacy rate in Punjab as per 2001 census is
- (A) 65.7% (B) 66.7%  
(C) 63.7% (D) 69.7%
46. The gap between Total Revenue and Total Cost is called
- (A) Average Cost (B) Marginal Revenue  
(C) Profit (D) None of the above
47. Accounting can take into account :
- (A) Only monetary transactions (B) Only non-monetary transactions  
(C) Both of the above (D) None of these

48. **Current ratio is increased when**
- (A) old furniture is sold for cash (B) cash is received from debtors  
(C) debentures are converted into shares (D) wages are paid
49. **Goodwill is**
- (A) An immovable asset (B) A fictitious asset  
(C) An intangible asset (D) A current asset
50. **Which of the following is an error of principle ?**
- (A) Wrong totaling  
(B) Writing on the debit side instead of Credit side of an accounting  
(C) Wrong posting in the ledger  
(D) Wages paid for installation of machinery charged to P & L a/c
51. **Pointing to a photograph, a person tells his friend, "She is the grand daughter of the elder brother of my father." How is the girl in the photograph related to this man ?**
- (A) Niece (B) Sister  
(C) Aunt (D) Sister-in-law
52. **A car is filled with four and half gallons of fuel for a round trip. If the amount of fuel taken while going is  $\frac{1}{4}$  times more than the amount taken for coming, what is the amount of fuel consumed while coming back ?**
- (A) Less than 2 gallons (B) 2 gallons  
(C)  $2\frac{1}{2}$  gallons (D) More than 3 gallons
53. **A can copy 50 papers in 10 hours while both A & B can copy 70 papers in 10 hours. Then for how many hours required for B to copy 26 papers ?**
- (A) 13 hrs (B) 18 hrs  
(C) 12 hrs (D) 15 hrs
54. **Number of letters skipped in between adjacent letters in the series is two. Which of the following series observes this rule ?**
- (A) QSVYZCF (B) MPSVYBE  
(C) SVACCJN (D) ZCGKMPR
55. **The average marks of 12 students were calculated as 40. But it was later found that marks of one student had been entered wrongly as 42 instead of 54 and of another as 74 instead of 50. The correct average is :**
- (A) 39 (B) 44  
(C) 41 (D) 43

56. Two trains approach each other at 30 km an hour and 27 km an hour from two places 285 km apart. When will they meet ?
- (A) after 5 hours (B) after 8 hours  
(C) after 10 hours (D) after 2 hours
57. A fraction becomes  $\frac{4}{5}$  if 1 is added to both numerator and denominator. If however, 5 is subtracted from both numerator and denominator, the fraction becomes  $\frac{1}{2}$ . What is the fraction ?
- (A)  $\frac{27}{34}$  (B)  $\frac{28}{29}$   
(C)  $\frac{19}{24}$  (D)  $\frac{7}{9}$
58. Kewal starts his service at a certain salary level and gets an increment every year. His salary was Rs. 1500 after 4 years of service and Rs. 1800 after 10 years of service. Thus his starting salary was
- (A) Rs. 1400 (B) Rs. 1200  
(C) Rs. 1300 (D) Rs. 1000
59. A certain sum of money S is divided between two persons X and Y. X gets 125% of what Y gets. What is the percentage that X gets out of the sum of money S ?
- (A)  $\frac{500}{9}\%$  (B)  $\frac{400}{9}\%$   
(C) 50% (D) 40%
60. In a test a candidate secures 25% of the maximum marks and fails by 60 marks but another candidate who secures 42% of the maximum marks gets 8 marks more than necessary for passing. The maximum possible marks in the test are
- (A) 500 (B) 300  
(C) 400 (D) 600
61. A four digit perfect square whose first two digits and last two digits each represent perfect square is
- (A) 1636 (B) 1681  
(C) 3664 (D) 4964
62. The area of a plot is 480 metres. If each side had been 5 m longer, the area would have been increased by 245 square metres. Find the length of the fence to surround it.
- (A) 90 metres (B) 88 metres  
(C) 87 metres (D) 84 metres

63. The least number which must be added to 5,678 to make it a perfect square is :
- (A) 90 (B) 53  
(C) 98 (D) 73
64. The length of a rope by which a horse must be tethered so that it may be allowed to graze over an area of 784 square meters is
- (A) 18.22 m (B) 13.68 m  
(C) 15.82 m (D) 22.31 m
65. The ratio of two numbers is 3:8 and their difference is 115. The largest number is
- (A) 29 (B) 120  
(C) 184 (D) 230
66. Which one of the following groups of letters will appear the same in a mirror ?
- (A) YUMOVMY (B) YMOVONY  
(C) VOAMAOV (D) HVRTRVH
67. If the word PENCIL is coded as LICNEP, how would the word INKPOT be coded ?
- (A) HMKOPS (B) JOKQPU  
(C) TOPINIK (D) TOPKNI
68. In the following question two words have a certain relationship to each other, followed by four lettered pairs of words (A), (B), (C) and (D). Select the lettered pair of words that has the same relationship as the original pair of words.
- PROJECTILE : TRAJECTORY ::**
- (A) satellite : orbit (B) rejection : renunciation  
(C) project : tragedy (D) bullet : weapon
69. Choose the pair that best expresses the relationship similar to that expressed by the original pair. Amulet is to evil as ;
- (A) police is to law (B) eggs are to rotten  
(C) fire is to hose (D) fort is to attack
70. If 'rain' is called 'pink'; 'pink' is called 'cloud'; 'cloud' is called 'water'; 'water' is called 'breeze' and 'breeze' is called 'moon' what do you wash your hands in ?
- (A) Water (B) Moon  
(C) Breeze (D) Rain
71. The sum of the zeros of the polynomial  $f(x) = 2x^3 - 3kx^2 + 4x - 5$  is 6, then the value of  $k$  is
- (A) 2 (B) 4  
(C) -2 (D) -4

72. In triangle ABC,  $\angle C = 3\angle B = 2(\angle A + \angle B)$ ; then three angles will be
- (A)  $30^\circ, 60^\circ, 90^\circ$  (B)  $45^\circ, 45^\circ, 90^\circ$   
(C)  $20^\circ, 40^\circ, 120^\circ$  (D) none of these
73. Ratio of the sum of  $n$  terms of two A.Ps is  $(3n+4) : (5n+6)$  then the ratio of their 5th terms is
- (A) 51 : 31 (B) 31 : 21  
(C) 21 : 51 (D) 31 : 51
74. The diameter of a sphere is 6cm. It is melted and drawn into a wire of diameter 2mm. The length of wire is
- (A) 12 m (B) 18 m  
(C) 36 m (D) 66 m
75. A wire in the form of a circle of diameter 21cms is cut and bent to form a square. The side of the square is
- (A)  $33/2$  (B) 33  
(C) 34 (D) 35
76. For any event E, if  $P(E) = 0.99$ , find the value of  $P(\text{not } E)$
- (A) 0.1 (B) 0.01  
(C) 0.0001 (D) none of these
77. The number  $7 \times 11 \times 13 + 11$  is
- (A) prime (B) composite  
(C) odd (D) none of these
78. Sum of two irrational numbers is always
- (A) a real number (B) a rational number  
(C) an irrational number (D) a positive number
79. Ram and Sham can do a work in 6 and 12 days respectively. Ram starts the work and Sham joins after 3 days to finish the work together. For how many days Sham worked ?
- (A) 6 days (B) 5 days  
(C) 2 days (D) none of these
80. In a group of cows and hens, the number of legs are 14 more than twice the number of heads. The number of cows in the group is :
- (A) 5 (B) 7  
(C) 13 (D) 15

81. Which term of the A.P. 64, 60, 56,... is zero  
(A) 17<sup>th</sup> (B) 15<sup>th</sup>  
(C) 10<sup>th</sup> (D) 64<sup>th</sup>
82. A reduction of 25% in the price of sugar enables the person to get 10 Kg more on a purchase of Rs. 600. What is the reduced rate of sugar ?  
(A) Rs. 25/Kg (B) Rs. 45/Kg  
(C) Rs. 35/Kg (D) Rs. 15/Kg
83. Two tables and three chairs together cost Rs. 2000 whereas 3 tables and 2 chairs together cost Rs. 2500. Find the total cost of 1 table and 5 chairs.  
(A) 2500 (B) 3500  
(C) 1700 (D) none of these
84. The quadratic polynomial with 4 and 11 as the sum and product of its zeros is  
(A)  $x^2 + 11x + 4$  (B)  $x^2 + 4x + 11$   
(C)  $x^2 + 4x - 11$  (D)  $x^2 - 4x + 11$
85. The equation  $|x + 2| = -2$  has  
(A) No solution (B) Two solutions  
(C) Infinitely many solutions (D) unique solution
86. If Standard hours for actual production are 185; budgeted standard hours are 150 and actual worked hours are 160, Activity Ratio will be :  
(A) 1.233 (B) 1.1562  
(C) 1.0667 (D) 1.009
87. Under which method of material valuation, the issue value is more closed to current economic value :  
(A) LIFO (B) FIFO  
(C) HIFO (D) Average Cost Method
88. Cost-sheet doesn't consider :  
(A) Research and Development Overhead (B) Payment of Transfer Fees  
(C) Payment of Overheads (D) Indirect Labour Expenses
89. Current Purchasing Power Accounting method adjusts :  
(A) Historic Cost of Items (B) Current Value of Items  
(C) Marginal Cost of Items (D) Differential Cost of Items

90. Profit Volume Ratio is not affected by :
- (A) 10% rise in selling price (B) 10% rise in variable cost  
(C) 10% rise in fixed cost (D) All of these
91. What will be the profit if break even volume is Rs 8,000; fixed cost is Rs 3,200 and present sales is Rs 10,000
- (A) 1,200 (B) 5,200  
(C) 800 (D) 2,560
92. You can insert WordArt by clicking Insert WordArt button on the \_\_\_\_\_ toolbar.
- (A) Standard (B) Formatting  
(C) Drawing (D) Picture
93. A value used in a formula that does not change is called a
- (A) Cell address (B) Constant  
(C) Function (D) Range
94. You can press \_\_\_\_\_ to move between open workbooks.
- (A) Ctrl + F6 (B) F6  
(C) Ctrl + Alt + F6 (D) Shift + F6
95. Tally is used for managing the following
- (A) vouchers (B) magazines  
(C) e-mail accounts (D) none of the above
96. The formula = SUM(A1:B10) in MS-Excel means
- (A) Sum of 1 to 10th row of 1st Column  
(B) Sum of 1 to 10th row of 2nd column  
(C) Sum of 1 to 10th row of 1st and 2nd column  
(D) Sum of 1 to 10th column of 1st and 2nd row
97. Credit balances are in
- (A) equity account (B) liability account  
(C) revenue account (D) all of the above
98. Which of the following holds the ROM, CPU, RAM and expansion cards
- (A) Hard disk (B) Floppy disk  
(C) Motherboard (D) None of the above

**99. Operating system is**

- (A) A collection of hardware components
- (B) A collection of software routines
- (C) A collection of input-output devices
- (D) none of the above

**100. Example of non-numerical data is**

- (A) Employee address
- (B) Examination score
- (C) Bank balance
- (D) None of the above

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