MIZORAM PUBLIC SERVICE COMMISSION

COMMON COMPETITIVE EXAMINATION FOR
GROUP 'B' NON-GAZETTED POST
UNDER VARIOUS DEPARTMENT, GOVERNMENT OF MIZORAM.
DECEMBER-2024

QUESTION BOOKLET

PAPER-II

(Basic Computer Knowledge, Simple Arithmetic, General Intelligence & Reasoning)

Time Allowed : 3 hours   Maximum Marks : 200

INSTRUCTIONS

1. Immediately after the commencement of the examination, you should check that this question booklet does not have any unprinted or torn or missing pages or items, etc. If so, get it replaced by a complete question booklet of the same series.

2. Write and encode clearly the question booklet series A, B, C or D as the case may be in the space provided in the OMR Answer Sheet.

3. **Particulars/Details to be filled up in the OMR Answer Sheet should be filled up completely and correctly, OMR Answer Sheet of candidates failing to do so will NOT be evaluated.**

4. This Question Booklet contains 100 questions carrying 2 marks each. Each item comprises of four responses (answers). Mark the response you want on the OMR Answer Sheet.

5. You have to mark all your responses only on the separate OMR Response Sheet provided. See directions in the OMR Answer Sheet.

6. After the examination has concluded, you should hand over the OMR Answer Sheet to the Invigilator only. You are permitted to take away with you the Question Booklet.

7. Separate sheets for rough work will be provided in the Examination Hall.

8. There are no negative marks for incorrect answer.

1. Which of the following is a characteristic of SSDs (Solid State Drives)?
    (a) They have moving parts   (b) They are slower than HDDs
    (c) They are more durable and faster   (d) They use magnetic storage

2. What technology is primarily associated with the third generation of computers?
    (a) Microprocessors   (b) Integrated Circuits
    (c) Vacuum tubes   (d) Transistors

3. Devices used by banking industry to read account numbers on cheques
    (a) MICR (Magnetic Ink Character Recognition)
    (b) OMR (Optical Mark Recognition)
    (c) OBR (Optical Bar Code Reader)
    (d) CNR (Cheque Number Reader)

4. A computer program that is designed to run a computer's hardware and application programs is called –
    (a) Database Software   (b) Application Software
    (c) System Software   (d) Utility Software

5. Which of the following is a type of computer memory built directly into the processor or CPU (Central Processing Unit) that is used to store and manipulate data during the execution of instructions –
    (a) Cache   (b) Registers
    (c) Main memory   (d) Virtual Memory

6. What is a "widget" in GUI terminology?
    (a) A type of hardware
    (b) A network protocol
    (c) A command used in a shell
    (d) A graphical control element, like a button or slider

7. What is the primary purpose of an I/O system in a computer?
    (a) To store data permanently
    (b) To increase the processing power of the CPU
    (c) To manage the computer's memory
    (d) To facilitate communication between the computer and external devices

8. In GUI design, what does "responsive design" refer to?
    (a) A design that reacts to user input
    (b) A design that uses minimal graphics
    (c) A design that prioritizes speed
    (d) A design that adapts to different screen sizes and resolutions

9. What is the purpose of a USB (Universal Serial Bus) port?
    (a) To connect monitors
    (b) To provide internet connectivity
    (c) To store data
    (d) To transfer data and power between devices

10. In a GUI-based operating system, what does the term "desktop" refer to?
    (a) The physical computer
    (b) The background area where icons and windows are displayed
    (c) The main processing unit
    (d) The file storage system

11. Which feature in word processing allows users to create numbered or bulleted lists?
    (a) Alignment
    (b) Indentation
    (c) List formatting
    (d) Page setup

12. In word processing, what is "text wrapping"?
    (a) Changing the text color
    (b) Controlling how text flows around images or other objects
    (c) Adding borders to text
    (d) Wrapping text in parentheses

13. What is the purpose of "page breaks" in word processing?
    (a) To create a new paragraph
    (b) To start a new page in the document
    (c) To add space between lines
    (d) To insert images

14. MS Word feature which enables us to send the same letter to different persons.
    (a) Macros
    (b) Template
    (c) Mail merge
    (d) None of these

15. In MS Word, what is gutter margin?
    (a) Margin that is added to the left margin when printing
    (b) Margin that is added to the binding side of page when printing
    (c) Margin that is added to right margin when printing
    (d) Margin that is added to the outside of the page when printing

16. What does the "IF" function do in a spreadsheet?
    (a) Formats a cell
    (b) Adds multiple numbers
    (c) Counts the number of entries
    (d) Returns a value based on a condition

17. What does the "freeze panes" feature do in a spreadsheet?
    (a) It allows you to keep specific rows or columns visible while scrolling.
    (b) It saves the spreadsheet automatically.
    (c) It locks the spreadsheet for editing.
    (d) It creates a backup of the spreadsheet.

18. What is the purpose of using the $ symbol in an MS Excel formula?
    (a) To convert currency
    (b) To indicate absolute reference
    (c) To highlight the cell
    (d) To mark important formulas

19. In MS Excel, which function returns the current date and time?
    (a) TODAY()
    (b) NOW()
    (c) DATE()
    (d) TIME()

20. What is the primary function of a PivotTable in MS Excel?
    (a) To summarize data
    (b) To create complex formulas
    (c) To enhance graphics
    (d) To connect to external databases

21. What is a "slide master" in PowerPoint?
    (a) A template for formatting all slides in a presentation
    (b) A single slide that holds the main content
    (c) The final slide of a presentation
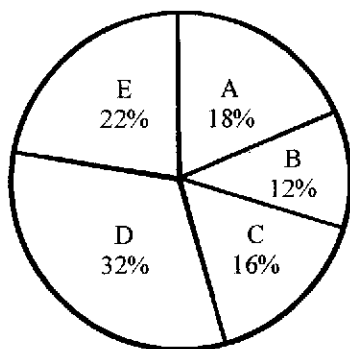   (d) A slide that cannot be edited

22. What is the purpose of using "Slide Layouts" in PowerPoint?

  (a) To apply animations to slides

  (b) To insert multimedia

  (c) To determine the arrangement of text and objects on a slide

  (d) To manage slide transitions

23. The animation-like effects that happen when you move from one slide to the next during a PowerPoint presentation is called _____.

  (a) Custom Animation   (b) Transitions

  (c) Annotations   (d) None of these

24. In MS PowerPoint, what is a pre-formatted container on a slide for content (text, graphics, or video)?

  (a) Slide Sorter   (b) Placeholders

  (c) Objects   (d) Invisible Buttons

25. What is the maximum number of slides that can be inserted into a PowerPoint presentation?

  (a) 50   (b) 100

  (c) 500   (d) No specific limit

26. Which Internet protocol is used for sending email?

  (a) FTP   (b) SMTP

  (c) POP3   (d) IMAP

27. What is the purpose of a subnet mask in an IP network?

  (a) To assign hostnames

  (b) To encrypt data

  (c) To define network and host portions of an IP address

  (d) To route packets

28. What is the primary function of a router?

  (a) To connect different networks   (b) To connect devices within a local area network

  (c) To filter network traffic   (d) To store data packets

29. What does the term "**full-duplex**" in networking means?

  (a) Data can be transmitted in one direction only

  (b) Data can be transmitted in both directions, but not simultaneously

  (c) Data can be transmitted in both directions simultaneously

  (d) None of the above

30. Which of the following is a privacy feature that allows to you browse the web without storing browsing data on your browser?

  (a) History blocker   (b) Incognito mode

  (c) HTTPS mode   (d) Track protector

31. Which platform is commonly used for video conferencing?

  (a) Google Docs   (b) Conferenceme

  (c) Snapshot   (d) Zoom

32. What is a major advantage of using collaboration software?

  (a) Decreased productivity   (b) Limited accessibility

  (c) Centralized information sharing   (d) Increased costs

33. Which of the following tools is best for real-time collaboration on documents?

    (a) Adobe Acrobat   (b) Google Docs

    (c) Microsoft Word   (d) Notepad

34. Which IP version uses 128-bit addresses?

    (a) IPv4   (b) IPv6

    (c) IPv8   (d) IPv10

35. Which communication medium is best for quick updates?

    (a) Instant messaging   (b) Email

    (c) Phone call   (d) Formal report

36. What least number must be subtracted from 518, so that the difference is completely divisible by 13?

    (a) 11   (b) 10

    (c) 9   (d) 12

37. The value of $\dfrac{\sqrt{180} \times \sqrt{18} \times \sqrt{5} \times \sqrt{3}}{\sqrt{96} \times 5}$ is –

    (a) $5\dfrac{1}{2}$ (b) $2\dfrac{3}{4}$

    (c) $1\dfrac{1}{2}$ (d) $4\dfrac{1}{2}$

38. What will be the average of the first 5 positive even numbers divisible by 9?

    (a) 50   (b) 54

    (c) 48   (d) 62

39. A man buys 400 oranges for ₹2000. How many oranges can be sold for ₹260 so that he gets a profit of 30 %?

    (a) 35   (b) 30

    (c) 40   (d) 45

40. *A* and *B* can together complete a work in 3 days. They started together but after 2 days, *B* left the work. If the work is completed after 2 more days, *B* alone could do the work in how many days?

    (a) 5 days   (b) 6 days

    (c) 7 days   (d) 10 days

41. For a certain sum, the simple interest in 2 years at 8% per annum is ₹110 more than the simple interest in 1 year at the rate of 5% per annum for the same sum. Find the sum.

    (a) ₹1000   (b) ₹950

    (c) ₹1050   (d) ₹1200

42. The angle of elevation of the top of a tower from two points which are at distances of 10m and 5m from the base of the tower, and in the same side and same straight line with it are complementary. The height of the tower is

    (a) 5m   (b) 15m

    (c) $\sqrt{50}$ m   (d) $\sqrt{75}$ m

43. What is the sum of first 30 natural numbers?

    (a) 470   (b) 468

    (c) 463   (d) 465

44. Solve: $1800 \div (11 \times 24 \div 8 \times 3 - 69)^2$

    (a) 2   (b) 3

    (c) 5   (d) 4

45. A student has to score 40% marks to get through the exam. If he gets 40 marks and fails by 40 marks, then find the maximum marks set for the examination.

    (a) 150   (b) 200

    (c) 250   (d) 300

Directions (Question Nos. 46 & 47) : Given below is the pie chart which shows the percentage distribution of a book 'XYZ' published in 5 different stores.

Total number of books = 550

46. Find the central angle for the book D.

    (a) 117.5°   (b) 115.2°

    (c) 112.8°   (d) 108.5°

47. What is the difference between average of books sold by store A and E together and average books sold by store C and D together?

    (a) 22   (b) 33

    (c) 11   (d) 44

48. A discount series of 40% and 20% is equivalent to a single discount of -

    (a) 50%   (b) 52%

    (c) 55%   (d) 60%

49. Mawia purchases a scooty for ₹84,000 including sales tax at the rate of 12%. The original price of the scooty is -

    (a) ₹75,000   (b) ₹76,000

    (c) ₹78,000   (d) ₹80,000

50. If $2p = 3q = 4r$, then $p : q : r$ is -

    (a) 2 : 3 : 4   (b) 4 : 3 : 2

    (c) 6 : 4 : 3   (d) 3 : 4 : 6

51. In a mixture of 20 litres, the ratio of milk to water is 3 : 2. If 2 litres of water be mixed in it, what would be the ratio of milk to water in the new mixture?

    (a) 3 : 4   (b) 4 : 5

    (c) 5 : 6   (d) 6 : 5

52. Out of 38 students of a class, 3 were absent. 20% of the remaining failed to do the homework. How many students did the homework?

    (a) 26   (b) 27

    (c) 28   (d) 29

53. On selling an article for ₹450, a shopkeeper loses 10%. For how much should it be sold to gain 5%?

    (a) ₹625   (b) ₹600

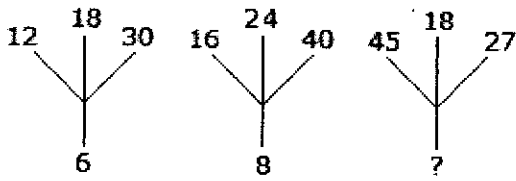   (c) ₹550   (d) ₹525

54. An Army Officer arranged his soldiers in rows to form a perfect square. In doing so, he found that some soldiers were left out. If the total number of soldiers be 3150, the maximum number of soldiers in each row is -

    (a) 54   (b) 55

    (c) 56   (d) 57

55. The volume of a solid cube is 512 cu-cm. The length of its edge is -

    (a) 8 cm   (b) 7 cm

    (c) 6 cm   (d) 4 cm

56. If $(-5)^{x+1} \times (-5)^4 = (-5)^8$, then the value of x is -

    (a) 2   (b) 3

    (c) 4   (d) 5

57. A train running at a speed of 90 km/hr passes a pole on the platform in 18 seconds. The length of the train is -

    (a) 350 m   (b) 400 m

    (c) 450 m   (d) 500 m

58. A water tank which has a leak in the bottom is filled in 6 hours. Had there been no leak in the bottom, it would have been filled in 5 hours. The leak can empty the full tank in -

    (a) 24 hours   (b) 32 hours

    (c) 30 hours   (d) 36 hours

59. How many terms are there in the Arithmetic Progression 7, 11, 15, ..., 139?

    (a) 34   (b) 35

    (c) 36   (d) 37

60. The cost of a Cell phone is ₹27,000. A customer agrees to make a down payment of ₹7,260 and the remaining to be paid in two equal annual instalments of ₹11,374 each. The total interest paid is-

    (a) ₹3,000   (b) ₹3,008

    (c) ₹4,114   (d) ₹8,366

61. A sum of money becomes ₹2,000 in 2 years and ₹2,100 in 3 years. If the interest is compounded annually, the rate of interest charged per annum is-

    (a) 4%   (b) 5%

    (c) 6%   (d) 7%

62. On a horizontal ground, a boy walks 34m due North and turns to right and walks 24m due East. From the East he again walks 27m towards South. How far is he now from the starting point?

    (a) 22m   (b) 24m

    (c) 23m   (d) 25m

63. There are two wires of length 44cm each. One wire is bent to form a square and the other wire is also bent to form a circle. With this information, which of the following statements is true?

    (a) The circle encloses more area   (b) The square encloses more area

    (c) They enclose equal area   (d) Data inadequate to find their areas

64. In tossing two coins, the probability of getting a head is -

    (a) 1   (b) $\dfrac{1}{2}$

    (c) $\dfrac{1}{3}$ (d) $\dfrac{3}{4}$

65. A survey shows that 64% of a group of people like tea, whereas 46% like coffee. What percentage of the people like both tea and coffee?

(a) 7%

(b) 8%

(c) 9%

(d) 10%

66. Arrange the words given below in a meaningful sequence.

1. Presentation

2. Recommendation

3. Arrival

4. Discussion

5. Introduction

(a) 5, 3, 4, 1, 2

(b) 3, 5, 4, 2, 1

(c) 3, 5, 1, 4, 2

(d) 5, 3, 1, 2, 4

67. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z .

Which letter in this alphabet is the eighth letter to the right of the letter and which is tenth letter to the left of the last but one letter of the alphabet?

(a) X

(b) W

(c) I

(d) H

68. How many pairs of letters are there in the word " CASTRAPHONE" which have as many letters between them in the word as in the alphabet?

(a) 3

(b) 4

(c) 5

(d) 6

69. A dice is numbered from 1 to 6 in different ways. If 1 is adjacent to 2, 4 and 6, then which of the following statements is necessarily true?

(a) 2 is opposite to 6

(b) 1 is adjacent to 3

(c) 3 is adjacent to 5

(d) 3 is opposite to 5

70. Today is Monday. After 61 days, it will be :

(a) Tuesday

(b) Monday

(c) Sunday

(d) Saturday

71. In an election between two candidates, one got 55% of the total valid votes, 20% of the votes were invalid. If the total number of votes was 7500, the number of valid votes that the other candidate got, was :

(a) 2500

(b) 2700

(c) 2900

(d) 3100

72. Which word does NOT belong with the others?

(a) Parsley

(b) Basil

(c) Dill

(d) Mayonnaise

73. There are 8 houses in a line and in each house only one boy lives with the conditions as given below:

(i) Jack is not the neighbour of Siman.

(ii) Harry is just next to the left of Larry.

(iii) There is at least one to the left of Larry.

(iv) Paul lives in one of the two houses in the middle.

(v) Mike lives in between Paul and Larry.

If at least one lives to the right of Robert and Harry is not between Taud and Larry, then which one of the following statement is not correct ?

(a) Robert is not at the left end.

(b) Robert is in between Simon and Taud.

(c) Taud is in between Paul and Jack.

(d) There are three persons to the right of Paul

74. CUP : LIP :: BIRD : ?

    (a) BUSH   (b) GRASS

    (c) FOREST   (d) BEAK

75. Which one will replace the question mark?

    (a) 18   (b) 12

    (c) 9   (d) 6

76. One morning Udai and Vishal were talking to each other face to face at a crossing. If Vishal's shadow was exactly to the left of Udai, which direction was Udai facing?
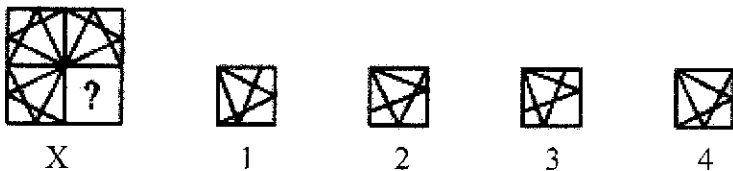
    (a) East   (b) West

    (c) North   (d) South

77. If South-East becomes North, North-East becomes West and so on. What will West become?

    (a) North-East   (b) North-West

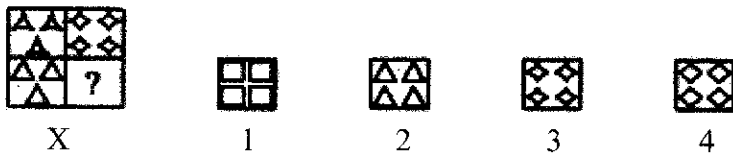   (c) South-East   (d) South-West

Directions (Question Nos. 78 and 79) : In each of the following questions, select a figure from amongst the four alternatives, which when placed in the blank space of figure (X) would complete the pattern.

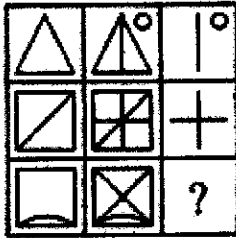**78.** Identify the figure that completes the pattern.

    (a) 1   (b) 2

    (c) 3   (d) 4

79. Identify the figure that completes the pattern.

    (a) 1   (b) 2

    (c) 3   (d) 4

80. Select a suitable figure from the four alternatives that would complete the figure matrix

(1)   (2)   (3)   (4)

(a) 1   (b) 2

(c) 3   (d) 4

81. The school principal has received complaints from parents about bullying in the school yard during recess. He wants to investigate and end this situation as soon as possible, so he has asked the recess aides to watch closely. Which situation should the recess aides report to the principal?

    i.   A girl is sitting glumly on a bench reading a book and not interacting with her peers.

    ii.   Four girls are surrounding another girl and seem to have possession of her backpack.

    iii.   Two boys are playing a one-on-one game of basketball and are arguing over the last basket scored.

    iv.   Three boys are huddled over a handheld video game, which isn't supposed to be on school grounds.

(a) i   (b) ii

(c) iii   (d) iv

Direction (Question No. 82) : In the question below is given a statement followed by two courses of action numbered I and II. You have to assume everything in the statement to be true and on the basis of the information given in the statement, decide which of the suggested courses of action logically follow(s) for pursuing.

82. Severe drought is reported to have set in several parts of the country.

Courses of Action:

    I.   Government should immediately make arrangement for providing financial assistance to those affected.

    II.   Food, water and fodder should immediately be sent to all these areas to save the people and cattle.

(a) Only I follows   (b) Only II follows

(c) Either I or II follows   (d) Neither I nor II follows

83. A alone can do a piece of work in 6 days and B alone in 8 days. A and B undertook to do it for Rs. 3200. With the help of C, they completed the work in 3 days. How much is to be paid to C?

(a) Rs. 375   (b) Rs. 400

(c) Rs. 600   (d) Rs. 800