



JEEVKA

Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission, Bihar



Position	Office Assistant
Candidate Name	
Candidate Roll No.	
Test Date	22/11/2025
Test Time	9:00 AM - 10:40 AM
Test Center Name	Aadarsh Pariksha Kendra Gaya

Note  
1. Option shown as green colour in answer section of each question is the correct answer of that particular question.  
2. Options shown as red colour in answer section of each question are incorrect answer of that particular question

Section : General Intelligence & Reasoning

Q.1 XI 11 is related to CN 15 in a certain way. In the same way, CQ 19 is related to HV 23. To which of the given options is LE 14 related, following the same logic?

- Ans
- ☒ 1. PI 18
  - ☒ 2. QZ 18
  - ☒ 3. QJ 18
  - ☒ 4. QJ 19

Question Type : MCQ  
Question ID : 441009756716  
Option 1 ID : 4410092980857  
Option 2 ID : 4410092980860  
Option 3 ID : 4410092980858  
Option 4 ID : 4410092980859

Q.2 What should come in place of the question mark (?) in the given series?

812 816 824 836 852 ?

- Ans
- ☒ 1. 872
  - ☒ 2. 862
  - ☒ 3. 884
  - ☒ 4. 868

Question Type : MCQ  
Question ID : 441009553173  
Option 1 ID : 4410092168008  
Option 2 ID : 4410092168006  
Option 3 ID : 4410092168009  
Option 4 ID : 4410092168007

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Q.3 Which of the given letter-clusters should replace # and % so that the pattern and relationship followed between the letter-cluster pair on the left side of :: is the same as that on the right side of ::?

# : DBF :: PNR : %

- Ans
- ☒ 1. # = KEI % = MGT
  - ☒ 2. # = GFT % = MHU
  - ☒ 3. # = KOI % = MNH
  - ☒ 4. # = GEI % = MKO

Question Type : MCQ

Question ID : 441009788709

Option 1 ID : 4410093108838

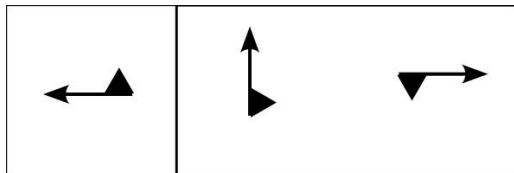
Option 2 ID : 4410093108837

Option 3 ID : 4410093108836

Option 4 ID : 4410093108835



Q4 In the given figure, A is related to B following a certain pattern. Select the figure pair, from among the given options, in which the two figures are related following the same pattern.

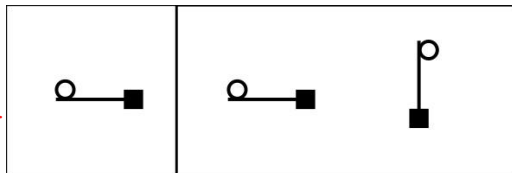


A

B

Ans

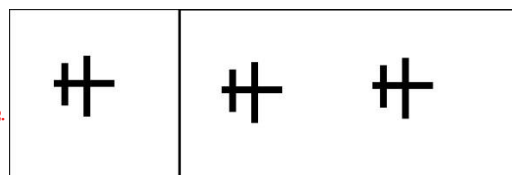
✗ 1.



A

B

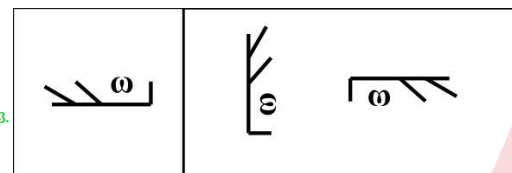
✗ 2.



A

B

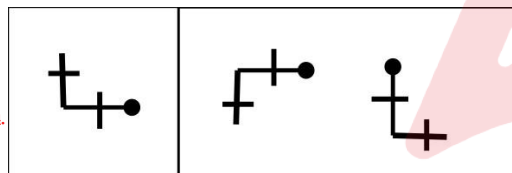
✓ 3.



A

B

✗ 4.



A

B

Question Type : MCQ

Question ID : 441009676056

Option 1 ID : 4410092658366

Option 2 ID : 4410092658368

Option 3 ID : 4410092658365

Option 4 ID : 4410092658367

Q.5 Seven boxes. A. B. C. D. P. Q and R. are kept one over the other but not necessarily in the same order. Only two boxes are kept between A and C. Only B is kept above Q. No box is kept below C. R is kept at some place below D but at some place above P. Which box is kept third above P?

- Ans
- ☒ 1. R
  - ☒ 2. A
  - ☒ 3. C
  - ☒ 4. D

Question Type : MCQ  
Question ID : 441009768646  
Option 1 ID : 4410093028580  
Option 2 ID : 4410093028577  
Option 3 ID : 4410093028578  
Option 4 ID : 4410093028579

Q.6 If + means -, - means ×, × means ÷ and ÷ means +, then what will come in place of the question mark (?) in the following equation?  
 $98 + 47 - 4 \times 2 \div 9 = ?$

- Ans
- ☒ 1. 10
  - ☒ 2. 13
  - ☒ 3. 11
  - ☒ 4. 12

Question Type : MCQ  
Question ID : 441009514769  
Option 1 ID : 4410092014408  
Option 2 ID : 4410092014407  
Option 3 ID : 4410092014406  
Option 4 ID : 4410092014409

Q.7 Which of the following letter-clusters should replace \$ and % so that the pattern and relationship followed between the letter-cluster pair on the left side of :: is the same as that on the right side of ::?

S : VQQ :: TLK : %

- Ans
- ☒ 1. \$ = YUT, % = SHI
  - ☒ 2. \$ = UTY, % = THI
  - ☒ 3. \$ = YUS, % = QHI
  - ☒ 4. \$ = UTZ, % = TIL

Question Type : MCQ  
Question ID : 441009735592  
Option 1 ID : 4410092896125  
Option 2 ID : 4410092896126  
Option 3 ID : 4410092896124  
Option 4 ID : 4410092896127

Q.8 What should come in place of the question mark (?) in the given series?  
83 95 109 125 143 ?

- Ans
- ☒ 1. 165
  - ☒ 2. 163
  - ☒ 3. 164
  - ☒ 4. 162

Question Type : MCQ  
Question ID : 441009529656  
Option 1 ID : 4410092074031  
Option 2 ID : 4410092074028  
Option 3 ID : 4410092074030  
Option 4 ID : 4410092074029

Q.9 What should come in place of the question mark (?) in the given series?  
919 920 923 928 935 ?

- Ans
- ☒ 1. 946
  - ☒ 2. 944
  - ☒ 3. 943
  - ☒ 4. 941

Question Type : MCQ  
Question ID : 441009553172  
Option 1 ID : 4410092168005  
Option 2 ID : 4410092168004  
Option 3 ID : 4410092168003  
Option 4 ID : 4410092168002

Q.10 Select the option that indicates the correct arrangement of the given words in the order in which they appear in an English Language Dictionary.

- 1. Minister
- 2. Father
- 3. Marriage
- 4. Dealer

- Ans
- ☒ 1. 4. 2. 3. 1
  - ☒ 2. 2. 3. 4. 1
  - ☒ 3. 1. 3. 2. 4
  - ☒ 4. 3. 2. 4. 1

Question Type : MCQ  
Question ID : 4410091248484  
Option 1 ID : 4410094927104  
Option 2 ID : 4410094927103  
Option 3 ID : 4410094927105  
Option 4 ID : 4410094927106

Q.11 Based on the English alphabetical order, three of the following four are alike in a certain way and thus form a group. Which is the one that DOES NOT belong to that group?  
(Note: The odd one out is not based on the number of consonants/vowels or their position in the letter-cluster.)

- Ans
- ☒ 1. MGBX
  - ☒ 2. SMHD
  - ☒ 3. ZTPK
  - ☒ 4. CWRN

Question Type : MCQ  
Question ID : 441009796803  
Option 1 ID : 4410093141213  
Option 2 ID : 4410093141214  
Option 3 ID : 4410093141212  
Option 4 ID : 4410093141211

Section : General Awareness

Q.1 What is Mission Sudarshan Chakra announced in August 2025?

- Ans
- ☒ 1. Reusable capsule plan
  - ☒ 2. Missile defence shield
  - ☒ 3. Satellite mission
  - ☒ 4. Rocket engine project

Question Type : MCQ  
Question ID : 4410091318782  
Option 1 ID : 4410095206687  
Option 2 ID : 4410095206685  
Option 3 ID : 4410095206684  
Option 4 ID : 4410095206686

Q.2 The first ever Dronacharya Award in the discipline of wrestling was conferred upon to which coach?

- Ans
- ☒ 1. OM Nambiar
  - ☒ 2. Bhalchandra Bhaskar Bhagwat
  - ☒ 3. Balbir Singh Bhullar
  - ☒ 4. Harbhajan Singh

Question Type : MCQ  
Question ID : 4410091334199  
Option 1 ID : 4410095268476  
Option 2 ID : 4410095268474  
Option 3 ID : 4410095268475  
Option 4 ID : 4410095268477

Q.3 Which water purification technology was developed by CSIR-incubated startups in 2025 for PFAS removal?

- Ans
- ☐ 1. Graphene filter
  - ☐ 2. Chemical oxidiser
  - ☒ 3. Nanocomposite purifier
  - ☐ 4. UV-LED reactor

Question Type : MCQ  
Question ID : 4410091319019  
Option 1 ID : 4410095207649  
Option 2 ID : 4410095207648  
Option 3 ID : 4410095207650  
Option 4 ID : 4410095207651

Q.4 What is a key property of the polymer developed by IIT-Bhilai?

- Ans
- ☒ 1. Can self-heal at room temperature
  - ☐ 2. Requires high heat to repair
  - ☐ 3. Changes colour when damaged
  - ☐ 4. Heals only under UV light

Question Type : MCQ  
Question ID : 4410091319317  
Option 1 ID : 4410095208828  
Option 2 ID : 4410095208829  
Option 3 ID : 4410095208830  
Option 4 ID : 4410095208827

Q.5 In August 2025, what new service did Bharti Airtel launch through its digital unit Xtelify?

- Ans
- ☐ 1. Nationwide 6G trial network
  - ☐ 2. Blockchain payment system for telcos
  - ☒ 3. Cloud platform & AI tools for businesses
  - ☐ 4. Satellite broadband service

Question Type : MCQ  
Question ID : 4410091319065  
Option 1 ID : 4410095207830  
Option 2 ID : 4410095207831  
Option 3 ID : 4410095207829  
Option 4 ID : 4410095207828

Q.6 In September 2025, the BIMSTEC Young Leaders' Summit was hosted in which Indian city?

- Ans
- ☒ 1. Guwahati
  - ☐ 2. Patna
  - ☐ 3. Jaipur
  - ☐ 4. Bengaluru

Question Type : MCQ  
Question ID : 4410091348178  
Option 1 ID : 4410095324963  
Option 2 ID : 4410095324965  
Option 3 ID : 4410095324964  
Option 4 ID : 4410095324962



Q.7 Which Indian athlete broke the men's 400 m national record at the National Inter-State Athletics Championships in August 2025?

- Ans
- ☐ 1. Vikrant Panchal
  - ☐ 2. Muhammed Anas Yahiya
  - ☒ 3. Vishal TK
  - ☐ 4. Rajesh Ramesh

Question Type : MCQ

Question ID : 4410091318938

Option 1 ID : 4410095207327

Option 2 ID : 4410095207324

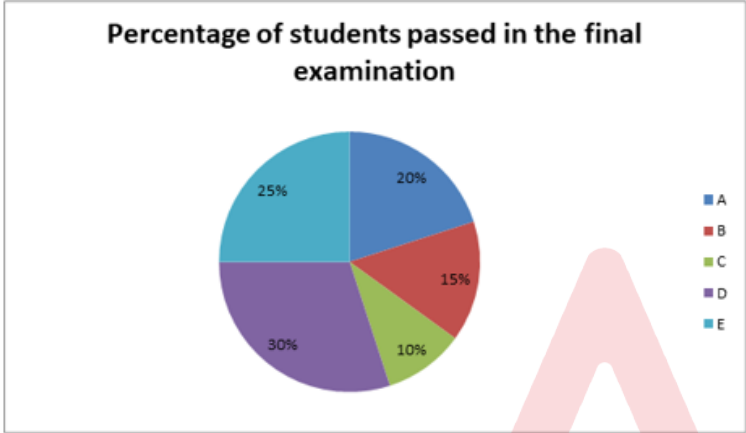
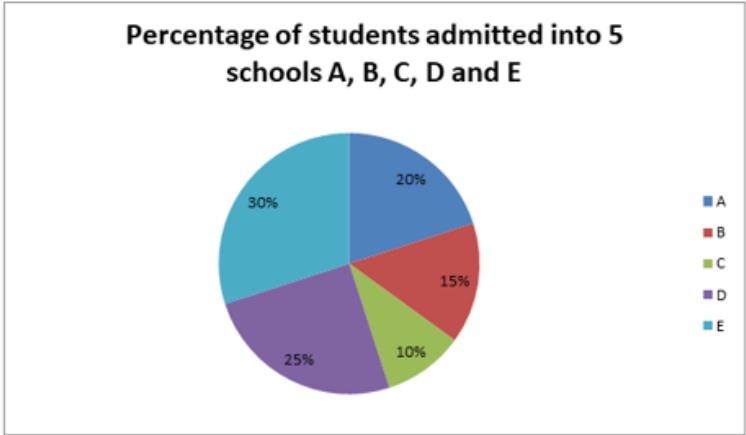
Option 3 ID : 4410095207325

Option 4 ID : 4410095207326

Section : Quantitative Aptitude



Q1 The first pie chart indicates the percentage of students admitted into five different schools A, B, C, D and E. The total number of students admitted is 500. The second pie chart indicates the percentage of students who have passed in the final examination. The total number of students who have passed is 400. Study both the pie charts carefully and answer the question that follows.



Which school has the highest ratio of the students passed to that of the students admitted?

- Ans
- ✓

1. D

✗

2. A

✗

3. E

✗

4. C

Question Type : MCQ

Question ID : 441009623412

Option 1 ID : 4410092447782

Option 2 ID : 4410092447780

Option 3 ID : 4410092447783

Option 4 ID : 4410092447781

Q.2 In what ratio must a grocer mix two varieties of wheat worth ₹54 per kg and ₹107 per kg. so that. if he sells the mixture at ₹117 per kg. he may gain 56%?

- Ans
- ☒ 1. 35 : 23
  - ☒ 2. 42 : 26
  - ☒ 3. 32 : 21
  - ☒ 4. 34 : 22

Question Type : MCQ

Question ID : 441009539812

Option 1 ID : 4410092114646

Option 2 ID : 4410092114647

Option 3 ID : 4410092114644

Option 4 ID : 4410092114645

Q.3 A bike goes 49 metres in a second. Find its speed (in km/hr).

- Ans
- ☒ 1. 173.4
  - ☒ 2. 176.4
  - ☒ 3. 179.6
  - ☒ 4. 177.5

Question Type : MCQ

Question ID : 441009238148

Option 1 ID : 441009930963

Option 2 ID : 441009930960

Option 3 ID : 441009930961

Option 4 ID : 441009930962

Q.4 Arvind bought an article for ₹x. He sold it to Biru at a loss of 20%. Biru spent ₹194 on its transportation and sold it to Minu at a profit of 40%. If Minu bought it for ₹1.778. what is the value of x?

- Ans
- ☒ 1. 1.353
  - ☒ 2. 1.372
  - ☒ 3. 1.354
  - ☒ 4. 1.345

Question Type : MCQ

Question ID : 441009561500

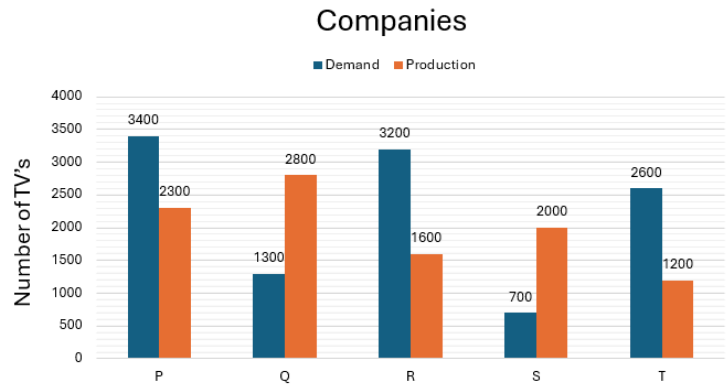
Option 1 ID : 4410092201269

Option 2 ID : 4410092201270

Option 3 ID : 4410092201268

Option 4 ID : 4410092201267

Q.5 The given bar diagram shows the demand and production of TVs of five companies P, Q, R, S and T. Study the diagram and answer the question that follows.



Calculate the percentage of the demand of company Q as compared to the demand of company T.

- Ans
- ✓ 1. 50%
  - ✗ 2. 60%
  - ✗ 3. 30%
  - ✗ 4. 40%

Question Type : MCQ  
Question ID : 441009623357  
Option 1 ID : 4410092447562  
Option 2 ID : 4410092447563  
Option 3 ID : 4410092447560  
Option 4 ID : 4410092447561

Q.6 A man is walking at a speed of 12 km/h. After every kilometre, he takes rest for 10 minutes. How much time will he take to cover a distance of 24 km?

- Ans
- ✓ 1. 5 hours 50 minutes
  - ✗ 2. 3 hours 51 minutes
  - ✗ 3. 8 hours 59 minutes
  - ✗ 4. 7 hours 57 minutes

Question Type : MCQ  
Question ID : 441009545950  
Option 1 ID : 4410092139196  
Option 2 ID : 4410092139199  
Option 3 ID : 4410092139198  
Option 4 ID : 4410092139197

Q.7 The population of a village increases by 6% per year, compounded annually. If the current population is 10,000, calculate the approximate population of the village after 12 years?  
(Use  $1.06^{12} = 2.0122$ )

- Ans
- ☒ 1. 20.972
  - ☒ 2. 20.658
  - ☒ 3. 20.122
  - ☒ 4. 20.424

Question Type : MCQ

Question ID : 441009124385

Option 1 ID : 441009494452

Option 2 ID : 441009494453

Option 3 ID : 441009494451

Option 4 ID : 441009494454

Q.8 Divide ₹2.88 into three parts in such a way that half of the first part, one-fourth of the second part and one-eighth of the third part are equal. Then, find the difference between the first and second parts (in ₹).

- Ans
- ☒ 1. 464
  - ☒ 2. 314
  - ☒ 3. 514
  - ☒ 4. 414

Question Type : MCQ

Question ID : 441009899496

Option 1 ID : 4410093552056

Option 2 ID : 4410093552055

Option 3 ID : 4410093552057

Option 4 ID : 4410093552054

Q.9 A trader allows a 10% trade discount and a 40% cash discount. If the list price is ₹3,500, then find the selling price (in ₹).

- Ans
- ☒ 1. 1.890
  - ☒ 2. 1.899
  - ☒ 3. 1.709
  - ☒ 4. 1.790

Question Type : MCQ

Question ID : 441009290946

Option 1 ID : 4410091130658

Option 2 ID : 4410091130657

Option 3 ID : 4410091130655

Option 4 ID : 4410091130656

Q10 A shopkeeper marks an article at ₹x and offers a discount of 50% on it. He sells it for ₹246 after charging VAT of 64% on the discounted price. What is the value of x?

Ans ☒ 1. 300

☐ 2. 100

☐ 3. 700

☐ 4. 600

Question Type : MCQ

Question ID : 441009537389

Option 1 ID : 4410092104952

Option 2 ID : 4410092104954

Option 3 ID : 4410092104955

Option 4 ID : 4410092104953

Q11 Income of Amit in 2019 was ₹26.800. He gets an increment of 20% every year. What was his income (in ₹) in 2021?

Ans ☐ 1. 32.160

☐ 2. 37.520

☒ 3. 38.592

☐ 4. 36.800

Question Type : MCQ

Question ID : 441009858987

Option 1 ID : 4410093388921

Option 2 ID : 4410093388922

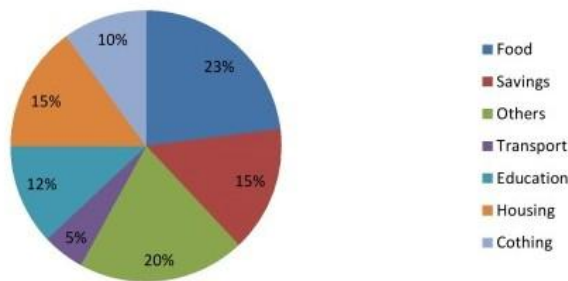
Option 3 ID : 4410093388920

Option 4 ID : 4410093388923



Q.12 The pie chart below shows a family's expenses on various items and their savings during the year 1999. Study the chart and answer the question below.

per cent of money spent by a family on various items during 1999



If the family's total income was ₹1.20.000. how much money was spent on food?

- Ans
- ✓ 1. ₹27.600
  - ✗ 2. ₹27.500
  - ✗ 3. ₹27.700
  - ✗ 4. ₹27.800

Question Type : MCQ  
Question ID : 441009928574  
Option 1 ID : 4410093668270  
Option 2 ID : 4410093668269  
Option 3 ID : 4410093668271  
Option 4 ID : 4410093668272

Section : Basic Computer Knowledge

Q.1 Which of the following best describes the role of the 'BCC' field in the structure of an email?

- Ans
- ✓ 1. Sends a copy to recipients without revealing them to others
  - ✗ 2. Allows recipients to see all other recipients
  - ✗ 3. Prevents reply to all functionality
  - ✗ 4. Ensures delivery only if CC is empty

Question Type : MCQ  
Question ID : 4410091038361  
Option 1 ID : 4410094103704  
Option 2 ID : 4410094103703  
Option 3 ID : 4410094103706  
Option 4 ID : 4410094103705

Q.2 Which template is loaded by default when creating a blank presentation?

- Ans
- ☐ 1. Blank.potx file in Templates folder
  - ☐ 2. Custom Office Theme
  - ☒ 3. Normal template with Title Slide layout
  - ☐ 4. White template from Theme gallery

Question Type : MCQ  
Question ID : 4410091028729  
Option 1 ID : 4410094066572  
Option 2 ID : 4410094066571  
Option 3 ID : 4410094066573  
Option 4 ID : 4410094066570

Q.3 In Windows Task Manager, what does the 'Interrupts' process represent?

- Ans
- ☒ 1. Hardware-level CPU time servicing device requests
  - ☐ 2. Software drivers
  - ☐ 3. Windows Kernel idle thread
  - ☐ 4. Virtual device handlers

Question Type : MCQ  
Question ID : 4410091015314  
Option 1 ID : 4410094014712  
Option 2 ID : 4410094014711  
Option 3 ID : 4410094014714  
Option 4 ID : 4410094014713

Q.4 Which feature would you use to ensure that a paragraph always starts on a new page?

- Ans
- ☐ 1. Keep Lines Together
  - ☒ 2. Page Break Before
  - ☐ 3. Widow/Orphan Control
  - ☐ 4. Line Spacing

Question Type : MCQ  
Question ID : 4410091027491  
Option 1 ID : 4410094061504  
Option 2 ID : 4410094061506  
Option 3 ID : 4410094061505  
Option 4 ID : 4410094061507

Q.5 Which cryptographic method is typically used to generate time-based OTPs in banking applications?

- Ans
- ☐ 1. RSA
  - ☒ 2. HMAC with SHA-1
  - ☐ 3. AES-256
  - ☐ 4. MD5

Question Type : MCQ  
Question ID : 4410091044968  
Option 1 ID : 4410094128971  
Option 2 ID : 4410094128972  
Option 3 ID : 4410094128973  
Option 4 ID : 4410094128970



Q.6 What action is triggered when a user tries to close an MS Excel workbook without saving the modifications?

- Ans
- ☐ 1. MS Excel closes the file immediately
  - ☐ 2. The changes are saved automatically
  - ☐ 3. MS Excel sends the file to the Recycle Bin
  - ☒ 4. MS Excel prompts the user to save the changes

Question Type : MCQ

Question ID : 441009975219

Option 1 ID : 4410093853904

Option 2 ID : 4410093853901

Option 3 ID : 4410093853903

Option 4 ID : 4410093853902

Q.7 Identify the option that represents a physical security mechanism for a typical computer system.

- Ans
- ☐ 1. Antivirus software
  - ☐ 2. Captcha
  - ☒ 3. Biometric access
  - ☐ 4. Strong password

Question Type : MCQ

Question ID : 441009975564

Option 1 ID : 4410093855252

Option 2 ID : 4410093855254

Option 3 ID : 4410093855253

Option 4 ID : 4410093855251

Q.8 Which of the following is NOT a function of an operating system kernel?

- Ans
- ☐ 1. Memory management
  - ☐ 2. Task scheduling
  - ☐ 3. Device driver coordination
  - ☒ 4. File compression for zip archives

Question Type : MCQ

Question ID : 441009989877

Option 1 ID : 4410093911763

Option 2 ID : 4410093911764

Option 3 ID : 4410093911766

Option 4 ID : 4410093911765

Q.9 Which generation of computers introduced the use of transistors replacing vacuum tubes?

- Ans
- ☒ 1. Second Generation
  - ☐ 2. Third Generation
  - ☐ 3. First Generation
  - ☐ 4. Fourth Generation

Question Type : MCQ

Question ID : 441009989914

Option 1 ID : 4410093911912

Option 2 ID : 4410093911913

Option 3 ID : 4410093911911

Option 4 ID : 4410093911914

Q.10 In modern Windows systems, optional Windows features can be added or removed using which of the following?

- Ans
- ☐ 1. Disk Cleanup
  - ☐ 2. Task Scheduler
  - ☒ 3. Optional Features in Settings
  - ☐ 4. Device Manager

Question Type : MCQ  
Question ID : 4410091024049  
Option 1 ID : 4410094047793  
Option 2 ID : 4410094047796  
Option 3 ID : 4410094047795  
Option 4 ID : 4410094047794

Section : Subject Knowledge

Q.1 Which system is used by the government for keeping and managing the documents of their organisations?

- Ans
- ☐ 1. SPARROW
  - ☐ 2. WAW Portal
  - ☒ 3. eOffice Portal
  - ☐ 4. Knowledge Management System

Question Type : MCQ  
Question ID : 4410091194893  
Option 1 ID : 4410094713473  
Option 2 ID : 4410094713476  
Option 3 ID : 4410094713474  
Option 4 ID : 4410094713475

Q.2 Which of the following methods best enhances data security in file management?

- Ans
- ☐ 1. Allowing unrestricted editing rights to all employees
  - ☒ 2. Using password protection and access control levels
  - ☐ 3. Disabling file backup options
  - ☐ 4. Storing all files in one open-access folder

Question Type : MCQ  
Question ID : 4410091483111  
Option 1 ID : 4410095859395  
Option 2 ID : 4410095859394  
Option 3 ID : 4410095859396  
Option 4 ID : 4410095859393

Q.3 What is a Notice of Meeting?

- Ans
- ☒ 1. It is an advance information about meeting given to the invitees.
  - ☐ 2. It is an appreciation letter for discussing logically in the meeting.
  - ☐ 3. It is a post meeting notice for detailing about Mintues of meeting.
  - ☐ 4. It is a memo for misbehaviour in the meeting.

Question Type : MCQ  
Question ID : 4410091203087  
Option 1 ID : 4410094745886  
Option 2 ID : 4410094745889  
Option 3 ID : 4410094745887  
Option 4 ID : 4410094745888

Q.4 Which of the following components of a memo states the purpose of the memo?

- Ans
- ☒ 1. Body
  - ☒ 2. Heading
  - ☒ 3. Opening
  - ☒ 4. Closing

Question Type : MCQ  
Question ID : 4410091193733  
Option 1 ID : 4410094708833  
Option 2 ID : 4410094708836  
Option 3 ID : 4410094708837  
Option 4 ID : 4410094708839

Q.5 Which of the following is a commonly used method for organising physical files in an office?

- Ans
- ☒ 1. Piling papers on the floor
  - ☒ 2. Random stacking
  - ☒ 3. Alphabetical filing
  - ☒ 4. Colouring pages

Question Type : MCQ  
Question ID : 4410091113867  
Option 1 ID : 4410094391465  
Option 2 ID : 4410094391463  
Option 3 ID : 4410094391462  
Option 4 ID : 4410094391464

Q.6 What is a recurring meeting?

- Ans
- ☒ 1. A one-time client call
  - ☒ 2. A meeting set to repeat on a regular basis
  - ☒ 3. A meeting that includes only new hires
  - ☒ 4. A meeting that lasts all day

Question Type : MCQ  
Question ID : 4410091137816  
Option 1 ID : 4410094486423  
Option 2 ID : 4410094486421  
Option 3 ID : 4410094486422  
Option 4 ID : 4410094486420

Q.7 Which of the following is a common reason for failed fax transmission?

- Ans
- ☒ 1. Overheating the machine
  - ☒ 2. High internet speed
  - ☒ 3. Incorrect recipient fax number
  - ☒ 4. Use of coloured ink

Question Type : MCQ  
Question ID : 4410091117469  
Option 1 ID : 4410094405767  
Option 2 ID : 4410094405764  
Option 3 ID : 4410094405765  
Option 4 ID : 4410094405766

Q.8 As per the General Financial Rules, 2017 (Government of India), the equipment or machinery is maintained free of charge by the supplier during:

- Ans
- ☐ 1. its entire life
  - ☐ 2. commissioning
  - ☒ 3. its warranty period
  - ☐ 4. its first year of purchase

Question Type : MCQ  
Question ID : 4410091248197  
Option 1 ID : 4410094925960  
Option 2 ID : 4410094925961  
Option 3 ID : 4410094925962  
Option 4 ID : 4410094925959

Q.9 Which of the following is an example of inaccurate data entry?

- Ans
- ☐ 1. Entering the exact date as shown in the source
  - ☒ 2. Typing "120" instead of "102"
  - ☐ 3. Using drop-down lists to limit options
  - ☐ 4. Saving data in a secure folder

Question Type : MCQ  
Question ID : 4410091113957  
Option 1 ID : 4410094391820  
Option 2 ID : 4410094391818  
Option 3 ID : 4410094391821  
Option 4 ID : 4410094391819

Q.10 What is the primary objective of standard office procedures?

- Ans
- ☐ 1. To delay decision-making
  - ☐ 2. To replace all manual work with automation
  - ☒ 3. To ensure uniformity in daily tasks
  - ☐ 4. To increase hierarchy

Question Type : MCQ  
Question ID : 4410091113791  
Option 1 ID : 4410094391165  
Option 2 ID : 4410094391164  
Option 3 ID : 4410094391163  
Option 4 ID : 4410094391162

Q.11 What does "audit trail" refer to in data entry systems?

- Ans
- ☐ 1. The time of internet usage
  - ☐ 2. A feature for printing documents
  - ☒ 3. A log that records data changes and user actions
  - ☐ 4. A network troubleshooting tool

Question Type : MCQ  
Question ID : 4410091113941  
Option 1 ID : 4410094391754  
Option 2 ID : 4410094391756  
Option 3 ID : 4410094391755  
Option 4 ID : 4410094391757

Q.12 Which key should be pressed for using grammar and spelling check in MS Office?

- Ans
1. F1

2. F12

3. F7

4. F10

Question Type : MCQ

Question ID : 4410091193845

Option 1 ID : 4410094709313

Option 2 ID : 4410094709311

Option 3 ID : 4410094709312

Option 4 ID : 4410094709310

Q.13 A database enables organisations, businesses and applications to store vast amounts of information in \_\_\_\_\_ that facilitates efficient access and manipulation.

- Ans
1. part-files

2. isolated files

3. an organised manner

4. a restricted manner

Question Type : MCQ

Question ID : 4410091217187

Option 1 ID : 4410094802142

Option 2 ID : 4410094802141

Option 3 ID : 4410094802140

Option 4 ID : 4410094802143

Q.14 Which of the following is a common type of error in data entry?

- Ans
1. Hyperlink error

2. Network configuration error

3. Typographical error

4. Coding error

Question Type : MCQ

Question ID : 4410091113950

Option 1 ID : 4410094391790

Option 2 ID : 4410094391793

Option 3 ID : 4410094391791

Option 4 ID : 4410094391792

Q.15 What does SQL stand for in the context of databases?

- Ans
1. Simple Queue Loader

2. Structured Query Language

3. Secure Quality Link

4. Standard Question Language

Question Type : MCQ

Question ID : 4410091117336

Option 1 ID : 4410094405233

Option 2 ID : 4410094405234

Option 3 ID : 4410094405235

Option 4 ID : 4410094405232

Q.16 The online meeting / web conferencing allows\_\_\_\_\_ sharing of computer screens.

- Ans
- ☒ 1. Archived
  - ☒ 2. Non-Instantaneous
  - ☒ 3. Real Time
  - ☒ 4. Lagged

Question Type : MCQ  
Question ID : 4410091203110  
Option 1 ID : 4410094745975  
Option 2 ID : 4410094745976  
Option 3 ID : 4410094745977  
Option 4 ID : 4410094745974

Q.17 Poor task prioritisation results in:

- Ans
- ☒ 1. constant rushing
  - ☒ 2. higher productivity
  - ☒ 3. timely completion of the task
  - ☒ 4. smooth work operations

Question Type : MCQ  
Question ID : 4410091193755  
Option 1 ID : 4410094708956  
Option 2 ID : 4410094708957  
Option 3 ID : 4410094708955  
Option 4 ID : 4410094708954

Q.18 All of the following are major uses of Database Application Software. EXCEPT:

- Ans
- ☒ 1. data storage and management
  - ☒ 2. data mining and machine learning
  - ☒ 3. data retrieval and querying
  - ☒ 4. data analysis and reporting

Question Type : MCQ  
Question ID : 4410091217193  
Option 1 ID : 4410094802164  
Option 2 ID : 4410094802166  
Option 3 ID : 4410094802165  
Option 4 ID : 4410094802167

Q.19 What is the main purpose of a memo in an office setting?

- Ans
- ☒ 1. To communicate informal opinions
  - ☒ 2. To replace face-to-face conversations permanently
  - ☒ 3. To convey internal messages clearly and formally
  - ☒ 4. To advertise external products

Question Type : MCQ  
Question ID : 4410091113830  
Option 1 ID : 4410094391319  
Option 2 ID : 4410094391321  
Option 3 ID : 4410094391320  
Option 4 ID : 4410094391318

Q.20 What is 'tour Itinerary'?

Ans



1. A detailed expense sheet of travel



2. The sheet that details the responsibilities of a travel agent



3. A detailed brochure of types of travel services provided by a tour operator



4. A detailed tour program for any person

Question Type : MCQ

Question ID : 4410091203077

Option 1 ID : 4410094745846

Option 2 ID : 4410094745849

Option 3 ID : 4410094745848

Option 4 ID : 4410094745847

