

**GOVERNMENT OF MIZORAM
LOCAL ADMINISTRATION DEPARTMENT**

EXAMINATION FOR RECRUITMENT TO THE POST OF LDC (PE), 2024

Full Mark: 200 marks

Time allowed: 3 hours

PAPER-II

(All questions are multiple-choice questions. Attempt all questions. Each question carries 2 marks)

PART A: COMPUTER KNOWLEDGE (100 MARKS)

1. Which of the following is not a characteristic of computer?
(a) Reliable (b) Automatic (c) Versatile (d) Accurate
2. In basic computer system, CPU is formed by the combination of
(a) ALU and Control Unit (b) Input, Output and Control Unit
(c) CPU and Memory Unit (d) Storage Unit and Input Unit
3. A special memory integrated in CPU which holds information on a temporary basis is known as
(a) RAM (b) ROM (c) Register (d) Main memory
4. The rate at which a computer read/write data from/to a memory is known as
(a) Writing speed (b) Memory speed (c) Download speed (d) Transfer rate
5. The most popular secondary storage device is
(a) DVD (b) Floppy Disk (c) Pendrive (d) Hard Disk Drive
6. A device used for converting pictures, maps and drawings into digital form is known as
(a) Converter (b) Digital Printer (c) Interpreter (d) Digitizer
7. Which of the following is not an example of application software?
(a) Paint (b) Notepad (c) Android (d) Firefox
8. Which of the following application software can be used to create, edit and print documents?
(a) Spreadsheets (b) Word processing (c) Database software (d) Desktop publishing
9. Which of the following is not a classification of a computer?

- (a) Mini computer (b) Micro computer
(c) Mega computer (d) Super computer
10. IPR stands for
(a) Industrial Property Right. (b) Information Package Rules.
(c) Intellectual Property Right (d) Industrial Publication Right
11. An operating system is a software which performs all the basic tasks like
(a) File management (b) Memory management and Process management
(c) Handling input and output (d) All of the above
12. Which of the following windows does not have start button?
(a) Windows 7 (b) Windows 8 (c) Windows vista (d) Windows 98
13. Taskbar can be placed at
(a) The bottom of the screen only (b) Top of the screen only
(c) Bottom and top sides of the screen only (d) Any side of the screen
14. Process scheduling is performed by
(a) MS Office (b) MS-DOS (c) Operating system (d) User
15. A file is a collection of
(a) Information (b) Data (c) Software (d) Tables
16. To rename a file in Windows 7, we press
(a) F1 (b) F2 (c) F5 (d) F8
17. The main working area in Microsoft Windows where we usually start working is called
(a) Desktop (b) My computer (c) Toolbar (d) Start menu button
18. The default software package to draw pictures in Windows 7 is
(a) Paint (b) Notepad (c) Photoshop (d) Corel draw
19. What does the 'Save as' option do?
(a) Saves the document under a new name or location
(b) Replace the existing document with the current version.
(c) Creates a backup of the document.
(d) Automatically closes the document.
20. Which tool helps you adjust the spacing between paragraphs?
(a) Line spacing (b) Paragraph spacing (c) Indentation (d) Margins
21. How can you adjust the alignment of text within a cell of a table?

- (a) Adjust text alignment in the format menu.
(b) Use the 'align text' option in the table tools.
(c) Right click the cell and select 'align text'.
(d) Use the 'alignment' tool in the table settings.
22. Which of the following is not a font style in Microsoft Word?
(a) Bold (b) Italic (c) Shadow (d) Underline
23. Which function key is used to spell check a document in Microsoft Word?
(a) F7 (b) F8 (c) F9 (d) F10
24. Which file format is the default for saving documents in Microsoft Word?
(a) .docx (b) .txt (c) .pdf (d) .doc
25. Which shortcut key is used to switch one running program to another?
(a) Shift +F4 (b) Alt+ S (c) Alt + tab (d) Alt +Space bar
26. Several letter that appears very little above the normal text is called
(a) Supertext (b) Smalltext (c) Superscript (d) Subscript
27. The _____ feature in Word automatically corrects certain spelling and typing errors, etc.
(a) Autocorrect (b) Command correct (c) AutoMark (d) AutoSpell.
28. Which one of the following is used to lighten and darken the area of an image?
(a) Dodge (b) Sponge (c) Smudge (d) Gradient
29. The vertical sections of a table are called
(a) Columns (b) Cells (c) Rows (d) Boxes
30. How do you use the 'Mail Merge' feature?
(a) To create personalised letters or documents by merging a template with a data source.
(b) To format documents with custom styles.
(c) To insert multiple images into a document.
(d) To create a table of contents.
31. In a spreadsheet, letters are used to represent
(a) Columns (b) Blocks (c) Cells (d) Rows
32. In a computer spreadsheet, a tool used to construct formulas is called
(a) Filter (b) Auditing toolbar (c) Formula bar (d) Format printer
33. In a computer Spreadsheet, a block of cells is called
(a) Function (b) workbook (c) Range (d) Column

34. Which of the following steps is used to format a cell in an MS Excel Spreadsheet?
 (a) Sheet (b) Font (c) Border (d) Alignment
35. Which of the following keys can be used for printing a worksheet?
 (a) View → Select cell → Format (b) Select cell → Right click → Format cell
 (c) Menu → Select cell → Format (d) Select cell → View → Format cell
36. What is a function inside a function called in Excel?
 (a) Nested function (b) Rounded function (c) Sub-function (d) Linked function
37. Which of the following is not a 'What-If' analysis tool?
 (a) Scenarios (b) Goal seek (c) Data tables (d) Input tables
38. Which type of chart presents data in a piece of slice in Excel?
 (a) Doughnut chart (b) Pie chart (c) Scatter chart (d) Column chart
39. What is the keyboard shortcut to perform 'Redo' operation in MS PowerPoint?
 (a) Ctrl + R (b) Ctrl + Z (c) Ctrl + Y (d) Alt + R
40. In PowerPoint, themes can be found under
 (a) Transition tab (b) Design tab (c) Insert tab (d) Animation tab
41. In Microsoft PowerPoint, what is the shortcut key combination to insert a new slide in a presentation?
 (a) Ctrl + N (b) Ctrl+K (c) Ctrl+M (d) Ctrl+O
42. The file that consists of readymade styles and can easily be used for presentation is known as
 (a) Pre-formatting (b) Template (c) Wizard (d) Autostyle
43. Objects on the slide that hold text are called
 (a) Auto layouts (b) Object holders (c) Text holder (d) Placeholders
44. The Internet is governed by?
 (a) World Wide Web Consortium
 (b) Internet Engineering Task Force
 (c) Internet Network Information Centre
 (d) None of these
45. Changing the standard code into a different code means

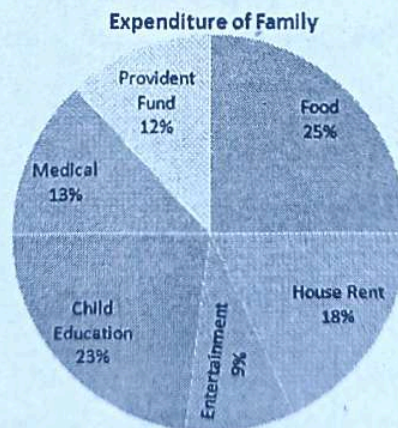
- (a) Decoding (b) Encryption (c) Coding (d) Phasing
46. Buying and selling items online is called
(a) Internet banking (b) Online shopping (c) Net surfing (d) e-commerce
47. "Unlawful acts wherein the computer is either a tool or target or both" means
(a) Cyber crime (b) Unauthorised access (c) Cheating (d) Hacking
48. Video conference is also known as
(a) Live telecast (b) Streaming (c) Chatting (d) Whiteboard application
49. Browsers are sometimes referred to as
(a) Navigator (b) Explorer (c) Web clients (d) Server
50. The symbol used to separate user id from the domain name in the email address is
(a) # (b) \$ (c) @ (d) &

PART B: SIMPLE ARITHMETIC (50 MARKS)

51. Which one is a rational number?
(a) $\sqrt{3}$ (b) $120\sqrt{3}$ (c) $6\sqrt{3}$ (d) $3 + \sqrt{3}$
52. The sum of all positive integers from 1 to 100 is
(a) 2400 (b) 5020 (c) 5030 (d) 5050
53. What is 24 in binary?
(a) 11000 (b) 11100 (c) 11110 (d) 10000
54. What is the value of $\left[2\frac{1}{3} - 1\frac{1}{2}\right]$ of $\frac{3}{5} + 1\frac{2}{5} \div 2\frac{1}{3}$?
(a) $\frac{1}{10}$ (b) $\frac{3}{10}$ (c) $1\frac{1}{10}$ (d) 1
55. The value of $\frac{[(1.7)^3 - (1.2)^3]}{[(1.7)^2 + (1.7 \times 1.2) + (1.2)^2]}$ is
(a) 2.9 (b) 1.9 (c) 0.7 (d) 0.5
56. A teacher arranges his students in an equal number of columns and rows. If there are 5329 students, the number of students in the first column is
(a) 70 (b) 73 (c) 77 (d) 83

57. By which smallest number should 675 be multiplied to make the resultant a perfect cube?
 (a) 5 (b) 4 (c) 3 (d) 2
58. If $A:B=2:3$, $B:C=4:5$ and $C:D=5:9$, then $A:D$ is equal to
 (a) 2:9 (b) 8:27 (c) 5:11 (d) 11:15
59. Liana spends one-third of his income on food. He spends the rest of his income in the ratio of 4:1 on buying clothes and books respectively. If he spent ₹ 2400 on the books, the total income of Liana is
 (a) ₹ 1200 (b) ₹ 14000 (c) ₹ 18000 (d) ₹ 24000
60. The average age of 40 pupils in a class is 15 years. If the teacher's age is included, the average age becomes 16 years. The age of the teacher is
 (a) 53 (b) 56 (c) 58 (d) 61
61. The average of the first 12 natural numbers is
 (a) 5.5 (b) 6 (c) 6.5 (d) 7
62. What is the rate of discount allowed if a calculator is sold at ₹ 400 instead of ₹ 500?
 (a) 15% (b) 20% (c) 25% (d) 30%
63. What is the value of 72% of two-fifths of 450?
 (a) 129.6 (b) 162.6 (c) 324.2 (d) 648.4
64. The difference between the selling price and cost price of an article is ₹ 210. If the profit per cent is 25, then the selling price of the article is
 (a) ₹ 950 (b) ₹ 1050 (c) ₹ 1150 (d) ₹ 1250
65. What will be the amount on a sum of ₹ 2000 after 4 years at 25% per annum?
 (a) ₹ 2500 (b) ₹ 3000 (c) ₹ 3500 (d) ₹ 4000
66. In what time will ₹ 1000 become ₹ 1331 at 10% per annum compounded annually?
 (a) 3 yr (b) 4 yr (c) 5 yr (d) 1 yr
67. A and B can do a piece of work in 72 days, B and C can do it in 120 days, A and C can do it in 90 days. In how many days all the three together can do the work?
 (a) 60 days (b) 80 days (c) 100 days (d) 50 days
68. A speed of 108km/h expressed in m/s is
 (a) 30 m/s (b) 20 m/s (c) 10 m/s (d) 40 m/s

69. If 7 spiders make 7 webs in 7 days, then 1 spider will make 1 web in how many days?
 (a) 1 day (b) 7 days (c) 14 days (d) 49 days
70. Rova started a business with ₹ 3000. After 6 months Kima invested ₹ 2000. If at the end of the year, they gained ₹ 2000, then Kima's share in the profit was
 (a) ₹ 500 (b) ₹ 866 (c) ₹ 1773 (d) ₹ 1950
71. In how many ways can the letter of the word "FINISH" be arranged?
 (a) 360 (b) 720 (c) 120 (d) 60
72. The diameter of a wheel is 98 cm. The number of revolutions of the wheel in covering a distance of 1540 m is
 (a) 500 (b) 600 (c) 700 (d) 750
73. There is 2.5 m broad way around the rectangular field whose length and breadth are 40 m and 30 m respectively. The cost of plotting grass on the way at the rate of ₹ 3.50 per sq.m is
 (a) ₹ 1312.50 (b) ₹ 1000 (c) ₹ 1012.50 (d) ₹ 1300
74. From the top of a house, a boy is looking at a ball on the plane ground. If the height of the house is 120 m and the angle of depression is 60° . The distance between the ball and the foot of the house is
 (a) 40 m (b) 120 m (c) $40\sqrt{3}$ m (d) $120\sqrt{3}$ m
75. The given pie chart represents the domestic expenditure of a family in percent.

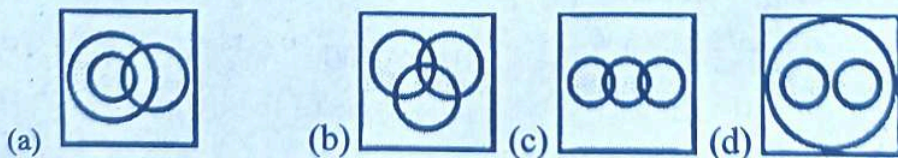


If the total monthly income of the family is ₹ 33,650, the house rent per month is
 (a) ₹ 6000 (b) ₹ 6152 (c) ₹ 6048 (d) ₹ 6057

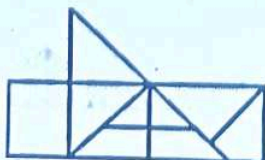
PART C: GENERAL INTELLIGENCE AND REASONING (50 MARKS)

76. Select the option that is related to the third term in the same way as the second term is related to the first term: Kilogram : Mass :: Kilometre : ?
 (a) Time (b) Speed (c) Length (d) Force
77. Select the set in which the numbers are related in the same way as the numbers of the set (73, 78, 93):
 (a) (29, 34, 39) (b) (23, 33, 38) (c) (67, 72, 82) (d) (145, 150, 165)
78. Find the odd one that does not belong to the group.
 (a) Radish (b) Spinach (c) Potato (d) Carrot
79. Which number will replace the question mark (?) in the number series?
 97, 86, 101, 89, 107, ?, ?
 (a) 114, 169 (b) 94, 115 (c) 84, 125 (d) 121, 144
80. Select the word which cannot be formed by using the letters from the word 'SEGREGATION'
 (a) Sea (b) Gate (c) Eager (d) Nation
81. Which of the following letters is 14th to the right of 6th letter from the left in the English alphabet?
 (a) R (b) S (c) T (d) U
82. Which letter of the word 'WASHINGTON' is at the same position in the word (counting from the beginning) as it is in the English alphabet?
 (a) N (b) H (c) O (d) G
83. A meaningful word can be formed by rearranging the letters 'USCALA'. The last letter of the word so formed is
 (a) S (b) A (c) C (d) L
84. Arrange the following words in a meaningful, logical order and select the appropriate sequence from the alternatives given below
 1. Story 2. Telecast 3. Viewers 4. Feedback 5. Shooting
 (a) 2, 5, 3, 4, 1 (b) 3, 5, 1, 2, 4 (c) 4, 3, 2, 5, 1 (d) 1, 5, 2, 3, 4
85. If 'THEN' is written as 'RLBS', then how will 'CASE' be written in that code?
 (a) APEP (b) AEPJ (c) EPAP (d) PAEJ
86. A group of 10 students are sitting in a row according to their age. John is 6th from the beginning and his friend Jack is 9th from the end of the row. How many students are sitting between them?
 (a) 3 (b) 4 (c) 5 (d) 6

87. Q's mother is sister of P and daughter of M. S is the daughter of P and sister of T. How is M related to T?
 (a) Father (b) Grandfather (c) Grandmother (d) Maternal grandfather or grandmother
88. If '+' means '×', '-' means '÷', '×' means '-' and '÷' means '+'; then the value of $6 + 64 - 8 \div 45 \times 8$ is
 (a) 85 (b) 76 (c) 87 (d) 75
89. Zova travels 15 km due south, then travels 20 km due east, and further travels 15 km due north. How far is he from the starting point?
 (a) 10 km (b) 15 km (c) 50 km (d) 20 km
90. In a class of 50 students, Diki's rank is twice that of Thiangi. There are 10 students who have ranks worse than that of Diki. Thiangi's rank in the class is
 (a) 30th (b) 10th (c) 15th (d) 20th
91. Find the missing character in the following figure
- | | | |
|---|---|---|
| A | D | G |
| D | I | N |
| I | P | ? |
- (a) Y (b) U (c) V (d) W
92. There are Monkeys and Parrots in a Zoo. By counting heads they are 80. The number of their legs is 200. How many parrots are there?
 (a) 20 (b) 30 (c) 40 (d) 60
93. If a quarter kilogram of Tomato costs Rs 60, how many rupees will 200 gram cost?
 (a) 48 (b) 54 (c) 56 (d) 58
94. Select the Venn diagram that best illustrates the relationship between the following classes.
 Scientists, musicians, Indians



95. How many triangles are there in the given figure?



- (a) 5 (b) 11 (c) 8 (d) 13

96. Your neighbour is playing songs at a very high sound in the night and he is not turning it off even after you request many times, then you will
- Start abusing and fighting with him.
 - Request him last time and if he won't agree, then you will inform the police.
 - Inform the police without requesting him again.
 - None of these.

Directions (Q 97-98): Read the given statements and conclusions carefully. Assuming that the given statements are true even if they seem to be at variance from commonly known facts; and then decide which of the given conclusions logically follow(s) from the given statements disregarding commonly known fact.

97. **Statements:**

All watches are ornaments.

All clocks are watches.

Conclusions:

I. All ornaments are clocks.

II. All clocks are ornaments.

- Only Conclusion I follows.
- Conclusion I and II follow.
- Only conclusion II follows.
- Neither Conclusion I nor II follows.

98. **Statements:**

All big are small

Some small are tall

No tall is white

Conclusions:

I. Some big are white

II. Some big are not white

III. Some small are not white

- Only Conclusion I and II follow.
- Conclusion II and III follow.
- Only conclusion III follows.
- None of the Conclusions follows.

99. A piece of paper is folded and cut as shown in the following figures (i), (ii) and (iii). Choose a figure which would most closely resemble the unfolded form of figure (iii).



- (a) (b) (c) (d)

100. What will be the angle between hour hand and minute hand, if the clock shows 8:30pm?

- (a) 90° (b) 75° (c) 60° (d) 85°
