

Time: 30 minutes

Question for Computer Practical Test

Total Marks: 60

Instructions –

Email all the 3 (three) files prepared by you in MS-Word, MS-Excel & MS-PowerPoint as attachment to the following email addresses –

To:	borjhexam@gmail.com
Cc:	borjhexam1@gmail.com
Subject:	<Your Roll Number> , <Set Number>

SAMPLE

Q1. Create the following content accurately and exactly in a MS-Word file as given below and save it as [*<Your Roll Number>.docx*].

24 Marks

Jharkhand is a state in eastern India, carved out of the southern part of Bihar on 15 November 2000. The state shares its border with the states of Bihar to the north, Uttar Pradesh to the northwest, Chhattisgarh to the west, Odisha to the south, and West Bengal to the east.

Apply the following formatings/styles on the above mentioned text:

- Make sure the Before and After paragraph spacing is **0 pt.**
- Change the line spacing of the paragraph to **1.5**.
- Indent the first word of the paragraph.
- Change the font to **Times New Roman** style and size **14**.
- Bold "Jharkhand" and any numbers throughout the paragraph.
- Underline any state names that appear in the paragraph.
- Italicize "West Bengal" and "Chhattisgarh" throughout the document and change the text color to red.
- Go back to the top of the paragraph and add the title "JHARKHAND", there should be at least 1 blank line between the title and the paragraph.
- The title should be size 16, bold, and center aligned.
- Change the color of the text in the title to yellow and highlight the title with blue.

Q2. Create a spreadsheet file as given below and save it as:

[*<Your Roll Number>.xlsx*]

20 Marks

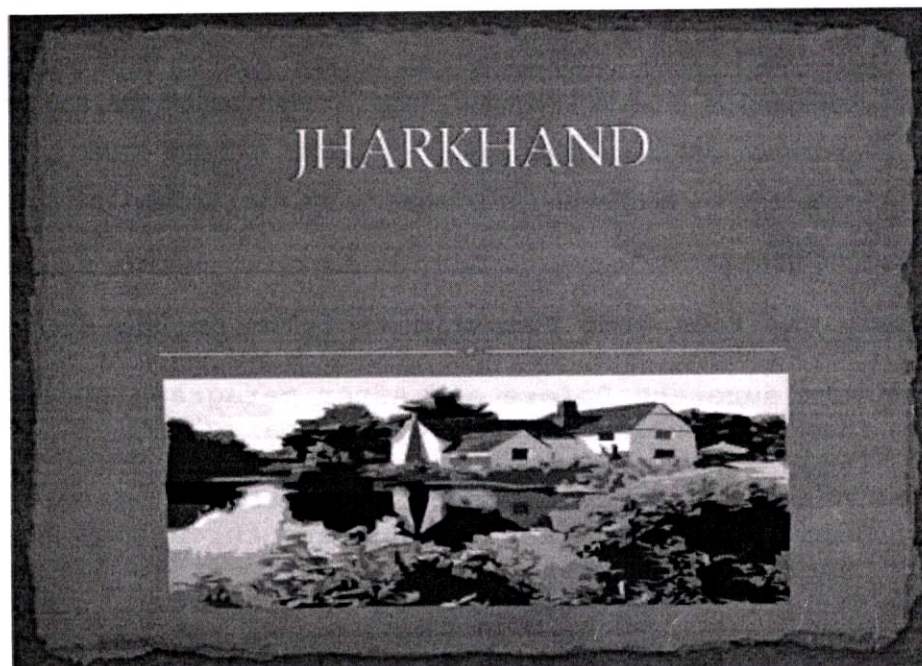
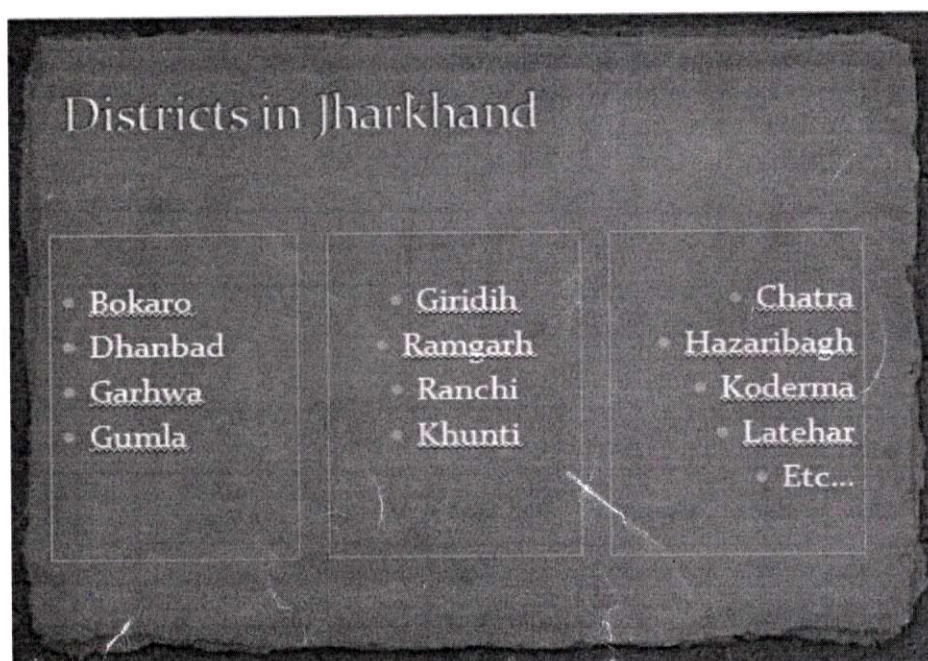
- a)** Calculate the values of **CGST**, **SGST** and **Total Amount** using suitable formulas in MS-Excel for the data given below–

SNo	Item	Quantity	Unit Cost	Discount	CGST (9%)	SGST (9%)	Total Amount
1	Item 1	150	8100	5%			
2	Item 2	50	19500	2%			
3	Item 3	300	7500	2.5%			
4	Item 4	450	6500	3%			

- b) Calculate the following and show in the worksheet mentioned above:

Total CGST Collected	Rs. _____
Total SGST Collected	Rs. _____

- Q3. Create two slides in MS PowerPoint as shown below and save it as [*<Your Roll Number>.pptx*].

16 Marks**SLIDE 1****SLIDE 2**

Time : 1 Hour 30 Minutes
Full Marks : 40

SAMPLE

Instructions to candidates –

- All 50 questions are compulsory.
- There will be no negative marking.
- Select the best answer (A/B/C/D) for each question and blacken the corresponding circle in the OMR sheet with a ball point pen against the question.
- Please write the Booklet Number and Booklet Series at the appropriate place in the OMR sheet.

Q1. Identify the false statement

- A) You can find deleted files in recycle bin
- B) You can restore any files from the recycle bin if you ever need
- C) You can increase free space of disk by sending files in recycle bin ✓
- D) You can right click and choose Empty Recycle Bin to clean it at once

Q2. Computer Monitor is also known as :

- A) DVU
- B) UVD
- C) VDU ✓
- D) CCTV

Q3. Arrange in ascending order the units of memory TB, KB, GB, MB

- A) TB>MB>GB>KB
- B) MB>GB>TB>KB
- C) TB>GB>MB>KB ✓
- D) GB>MB>KB>TB

Q4. The output shown on the computer monitor is called

- A) VDU ✓
- B) Hard Copy
- C) Soft Copy
- D) Screen Copy

Q5. The term Gigabyte relates to

- A) 1024 bits
- B) 1024 kilobytes
- C) 1024 megabytes ✓
- D) 1024 bytes

Q6. Which software is not a file compression utility?

- A) 7-zip
- B) WinRar
- C) WinZip
- D) Compress ✓

Q7. In which situation the running applications of a user account remains active?

- A) When we Log Off
- B) When we Switch User ✓
- C) When we Shut Down
- D) When We Reboot

Q8. Concatenation of text in MS-Excel can be done using

- A) Apostrophe (')
- B) Exclamation (!)
- C) Hash (#)
- D) Ampersand (&)

Q9. Which software can be used for giving presentation (e.g. product demo) ?

- A) MS Word
- B) MS Excel
- C) MS PowerPoint ✓
- D) MS Access

Q10. Which one is not Image Editing software?

- A) Photo Shop
- B) MS PowerPoint ✓
- C) Corel Draw
- D) MS Paint

Q11. Which one is not an Image file ?

- A) .bmp
- B) .png
- C) .wmv ✓
- D) .jpg

Q12. The shortcuts that appears on the Desktop is called :

- A) Image
- B) My Document
- C) Icon ✓
- D) My Computer

Q13. In MS Word borders can be applied to

- A) Cells
- B) Paragraph
- C) Text
- D) All of above ✓

Q14. In MS Word which of the following is not a type of page margin?

- A) Left
- B) Right
- C) Center ✓
- D) Top

Q15. What is gutter margin in MS Word?

- A) Margin that is added to the left margin when printing
- B) Margin that is added to right margin when printing
- C) Margin that is added to the binding side of page when printing
- D) Margin that is added to the outside of the page when printing ✓

Q16. Portrait and Landscape are

- A) Page Orientation
- B) Paper Size
- C) Page Layout ✓
- D) All of above ✓

Q17. Which of the following is not a font style?

- A) Bold
- B) Italics
- C) Regular
- D) Superscript ✓

Q18. A word processor would most likely be used to do

- A) Keep an account of money spent
- B) Do a computer search in media center
- C) Maintain an inventory
- D) Type a biography ✓

Q19. In MS Word a bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?

- A) To add anchors in web page
- B) To mark the ending of a paragraph of document
- C) To quickly jump to specific location in document
- D) To add hyperlinks in webpage ✓

Q20. In MS Word a character that is raised and smaller above the baseline is known as

- A) Outlined
- B) Raised
- C) Superscript ✓
- D) Subscript

Q21. ISP stands for

- A) Internet Survey Period
- B) Internet Service Provider ✓
- C) Integrated Service Provider
- D) Internet Security Protocol

Q22. In MS Word it is possible to _____ a data source before performing a mail merge.

- A) Create ✓
- B) Modify
- C) Sort
- D) all of the above ✓

Q23. AutoCorrect was originally designed to replace _____ words as you type.

- A) Short, repetitive
- B) Grammatically incorrect ✓
- C) Misspelled ✓
- D) None of the above

Q24. In MS Word which of the following statement is false?

- A) You can set different header footer for even and odd pages
- B) You can set different page number formats for different sections ✓
- C) You can set different header footer for first page of a section
- D) You can set different header and footer for last page of a section

Q25. Which of the following line spacing in MS Word is invalid?

- A) Single
- B) Double
- C) Triple
- D) Multiple ✓

- Q26. In which view Headers and Footers are visible
- A) Normal View
 - B) Page Layout View ✓
 - C) Print Layout View
 - D) Draft View
- Q27. In MS Word the space left between the margin and the start of a paragraph is called
- A) Spacing
 - B) Gutter
 - C) Indentation ✓
 - D) Alignment
- Q28. We can insert a page number in MS Word at
- A) Header
 - B) Footer
 - C) Both A and B ✓
 - D) None
- Q29. Which one can be used as watermark in a word document
- A) Text
 - B) Image
 - C) Both A and B ✓
 - D) None
- Q30. Which feature in MS Word starts a new line whenever a word or sentence reached a border
- A) Text Line
 - B) New Line
 - C) Text Wrapping ✓
 - D) Text Align
- Q31. The Name box on to the left of formula bar in MS Excel
- A) shows the name of workbook currently working on
 - B) shows the name of worksheet currently working on
 - C) shows the name of cell or range currently working on ✓
 - D) None of above
- Q32. Which of the following is not the correct method of editing the cell content in MS Excel?
- A) Press the Alt key
 - B) Press the F2 key
 - C) Click the formula bar ✓
 - D) Double click the cell
- Q33. What does the Bcc means on the E-Mail screen?
- A) Blind copy certificate
 - B) Blind carbon copy ✓
 - C) Broad copy certificate
 - D) Blind carbon certificate
- Q34. Which of the following is invalid regarding the Protection in MS Excel?
- A) Protect Sheet
 - B) Protect Workbook
 - C) Protect Workspace ✓
 - D) All of above are valid

Q44. In MS Excel, Columns are labelled as ____

- ☒ A) A, B, C, etc
- ☒ B) 1,2,3 etc
- C) A1, A2, etc.
- D) \$A\$1, \$A\$2, etc.

Q45. The Greater Than sign (>) is an example of ____ operator.

- A) Arithmetic
- B) Logical
- C) Conditional ☒
- D) Greater

Q46. What type of chart in MS Excel is useful for showing trends or changes over time?

- A) Pie Chart
- B) Column Chart
- C) Line Chart ☒
- D) Dot Graph

Q47. In MS Excel, Rows are labelled as ____

- A) A, B, C, etc
- B) 1,2,3 etc ☒
- C) A1, A2, etc.
- D) \$A\$1, \$A\$2, etc.

Q48. How many sheets are there, by default, when we create a new MS Excel file?

- A) 1
- B) 3 ☒
- C) 5
- D) 10

Q49. In MS Excel, which one of the following denotes a range from B10 through E15

- A) B10 – E15
- B) B10:E15 ☒
- C) B10 to E15 ✗
- D) B10\$E15

Q50. An MS Excel file is generally called a/an ____

- ☒ A) E-Spreadsheet
- B) Worksheet
- C) Workbook
- D) Sheet

Q35. What is Unicode

- A) Software
- B) Standard Font
- C) Character Encoding System ✓
- D) Keyboard Layout

Q36. Which of the following devices cannot be shared on network

- A) Hard Disk
- B) CD Drive
- C) Printer
- D) Mouse ✓

Q37. When you start typing the same value as of some cells on same column, MS Excel automatically shows that text. This feature is known as

- A) AutoFill
- B) AutoCorrect
- C) AutoComplete ✓
- D) AutoFormat

Q38. In MS Excel What is the intersection of a column and a row on a worksheet called?

- A) Column
- B) Value
- C) Address
- D) Cell ✓

Q39. What type of chart is useful for comparing values over categories in MS Excel?

- A) Pie Chart
- B) Column Chart
- C) Line Chart ✓
- D) Dot Graph

Q40. Which function in MS Excel tells how many numeric entries are there?

- A) NUM()
- B) COUNT() ✓
- C) SUM()
- D) CHKNUM()

Q41. A feature in MS Excel that displays only the data in column (s) according to specified criteria

- A) Formula
- B) Sorting ✓
- C) Filtering
- D) Pivot

Q42. Which one is not a Function in MS Excel?

- A) SUM()
- B) AVG() ✓
- C) MAX() ✗
- D) MIN() ✗

Q43. Functions in MS Excel must begin with ____

- A) An () sign
- B) An Equal Sign ✓
- C) A Plus Sign
- D) A > Sign

1. I. Create the following content accurately and exactly in a MS-Word file. [10]

Constitution of India

The constitution of India is the supreme law in India. A constitution is a set of rules and regulations guiding the administration of a country. The constitution of India is the framework for political principles, procedures and powers of the government. It is also the longest constitution in the world with 395 articles and 12 schedules. Originally it consisted of 395 articles arranged under 22 parts and 8 schedules.

- II. Apply the following formatting styles on the above-mentioned text: [2*5=10]

- Increase the size of text "395" by 2 pt. present in paragraph.
- Align the text of paragraph to right.
- Add page border of 5 pt. width in the current document.
- Italicize the word "government" present in the paragraph.
- Change the font style of paragraph to "Times New Roman".

2. Create a spreadsheet file as given below and calculate the profit percentage. [20]

Sl.No.	Income	Expense	Profit	Profit%
1	30,000	2,000		
2	50,000	10,000		
3	80,000	30,000		

3. Prepare a PowerPoint presentation about the sales details of a company given below and show it using bar graph. [20]

Items	Sales Qty.
Hard Disk	1,500
CPU	2,250
Mouse	3,000
Keyboard	1,250

ASSISTANT SECTION OFFICER COMPUTER EXAMINATION 2021

Time: 1 Hour 30 Minutes

Full Marks: 40

Instructions:

- All 40 questions are compulsory.
- There will be no negative marking.
- Select the best answer (A/B/C/D) for each question and blacken the corresponding circle in the OMR sheet with a ball point pen against the question.

SAMPLE

1. Which of the following is the fastest memory?
 - a. RAM
 - b. ROM
 - c. Cache
 - d. Registers
2. Full form of SMPS is
 - a. Server-Mode Power Supply
 - b. Secondary-Modular Power Supply
 - c. Switch-Mode Power Supply
 - d. Switch-Modular Power Supply
3. To undo an action, Ctrl + Z is used, to redo an undone action _____ is used.
 - a. Ctrl + U
 - b. Ctrl + Y
 - c. Ctrl + F
 - d. Ctrl + O
4. To delete a file in your computer permanently, which combination of keys is used?
 - a. Ctrl + Delete
 - b. Alt + Delete
 - c. Shift + Delete
 - d. Fn + Delete
5. The word processing feature that catches most random typographical errors and misspellings is known as:
 - a. Grammar checker
 - b. Spell checker
 - c. Word checker
 - d. None of the above
6. Default File system of Windows Operating System is?
 - a. FAT
 - b. NTFS
 - c. Both (a) and (b)
 - d. None of the above

7. Which of the following is NOT an application software?
- Windows 10
 - WordPad
 - Photoshop
 - MS-Excel
8. Which of the following is not an essential function of a word processing software package?
- Indexing
 - Saving
 - Editing
 - Formatting
9. Which of the following options is used to display information such as title, page number etc. of a document in MS-Word?
- Auto Correct
 - Header and Footer
 - Thesaurus
 - Insert Table
10. Full form of BIOS is
- Binary Information of Operation System
 - Binary Input/Output System
 - Basic Information of Operating System
 - Basic Input/Output System
11. _____ is a versatile word processing program that offers flexibility in correcting and revising your work, as well as a number of stylistic options to improve your documents.
- Mozilla Firefox
 - Tally
 - FoxPro
 - Microsoft Word
12. Which one of the following shortcut key is used to align right the selected text in MS-Word?
- Ctrl + L
 - Ctrl + R
 - Ctrl + J
 - Ctrl + U
13. The name of a word document displays in _____
- Ribbon
 - Title Bar
 - Status Bar
 - Home Tab

14. The name of a word document displays in _____
- Ribbon
 - Title Bar
 - Status Bar
 - Home Tab
15. Which of the following data can be typed into a Spreadsheet cell?
- Formulae
 - Text
 - Numbers
 - All of these
16. By default, number of worksheets present in a computer Excel workbook are
- 10
 - 4
 - 3
 - 8
17. In a computer spreadsheet, which is true if current or active cell is B4 and you pressed Enter key?
- You will be in the cell A1
 - You will be in the cell B5
 - You will be in the cell B3
 - You will be in the cell B6
18. In a computer, cell's address that is included in range C5:E7 is
- C8
 - D6
 - E4
 - D9
19. An entry in a spreadsheet cell like "Monthly Wages" or "Final Approval Rating" would most likely to be a
- Calculation
 - Value
 - Label
 - Formula
20. In a computer spreadsheet, formula that equates to 6 is
- $9 - 2 \times 3 + 4 / 2$
 - $1 + 2 \times 3 - 8 / 2$
 - $8 - 2 \times 3 + 8 / 2$
 - $2 \times 3 - 4 / 2$

21. Computer spreadsheet capability to allow a pie chart to be generated from data in spreadsheet cells is termed as
- a. Decoration
 - b. Data appearance
 - c. Functions
 - d. Charting
22. Main window in a computer spreadsheet is called
- a. Work sheet
 - b. Work
 - c. Account book
 - d. Work book
23. When talking about the Internet or Web, "link" is an abbreviation for
- a. Linked
 - b. H-Link
 - c. Hyperlink
 - d. None of the above
24. What is term used for unsolicited Email?
- a. Spam
 - b. Backbone
 - c. Usenet
 - d. News Group
25. Which of the following statement best describes the Internet?
- a. A worldwide interconnected network of computers which use a common protocol to communicate with one another.
 - b. A worldwide network of computers
 - c. An interconnected network of computers
 - d. A local computer networks
26. The process of connecting to the Internet account is called
- a. Signing in
 - b. Signing out
 - c. Logging in
 - d. Logging out
27. The file extension of a PowerPoint application is?
- a. .docx
 - b. .xls
 - c. .ppt
 - d. .txt

28. Which of the following is NOT a web browser?

- a. Google
- b. Firefox
- c. Internet Explorer
- d. Netscape Navigator

29. In search engine, we have to key in the URL of a particular website to retrieve the web pages. What does URL stand for?

- a. Uniform Resource Location
- b. Uniform Resource Locator
- c. Unified Resource Location
- d. Unified Resource Locator

30. Which of the following is a correct format of email address?

- a. name@wesite@info
- b. name@website.info
- c. www.nameofwebsite.com
- d. Name.website.com

31. The maximum percentage of zoom in PowerPoint is

- a. 400%
- b. 200%
- c. 350%
- d. 100%

32. In Windows operating system, a run dialog box (Win key + R) can be used to quickly open an application software installed in Windows O.S using short names. What we have to type in the Run dialog box to open PowerPoint?

- a. powerpoint
- b. PowerPoint
- c. pwrpoint
- d. powerpnt

33. Which of the following command in PowerPoint is used to bring the user directly to the first slide of the presentation?

- a. Ctrl + Home
- b. Alt + Home
- c. Shift + Home
- d. Home

34. Which of the following is the shortcut key for checking the spelling in PowerPoint?

- a. F5
- b. F7
- c. F6
- d. F3

35. A hyperlink is a reference to data that the user can follow by clicking or tapping. Which of the following shortcut key is used to insert a hyperlink in a PowerPoint slide?

- a. Ctrl + H
- b. Ctrl + K
- c. Ctrl + A
- d. Not possible to insert hyperlinks

36. Which of the following feature of PowerPoint allows us to quickly create a simple presentation?

- a. Chart Wizard
- b. Auto Content Wizard
- c. Transition Wizard
- d. None of the above

37. Is it allowed to make a PDF of the PowerPoint presentation?

- a. Yes
- b. No
- c. May be
- d. Can't say

38. Which of the following shortcut key is used to show or hide the grid in PowerPoint?

- a. Shift + F9
- b. Shift + F1
- c. Shift + F2
- d. None of the above

39. The term used for moving from one website to another is called:

- a. Downloading
- b. Browsing
- c. Uploading
- d. Attachment

40. In MS Excel, the shortcut key used to highlight the entire column is?

- a. Ctrl + C
- b. Ctrl + Enter
- c. Ctrl + Page Up
- d. Ctrl + Space Bar

SAMPLE

**ASSISTANT SECTION OFFICER/STENOGRAPHER COMPUTER
EXAMINATION 2023**

Time: 30 Minutes

Question for Computer Practical Examination 2023

Full Marks: 60

- Q. 1 (i) निम्नलिखित टेक्स्ट को MS-Word में टाइप करें और प्रिंट करें: 20
(टाइम्स न्यू रोमन 12 फॉन्ट में, डबल लाइन स्पेसिंग और दिए गए प्रारूप में)
- Q. 1 (i) Type and print the following text matter in MS-Word. 20
(In Times New Roman 12 size, 2.0 line spacing and in given format)

Often timely notifications are being issued about alert on Fake Websites. It has come to the notice of the Ministry that various fraudulent web portals and Mobile Applications are collecting data from Application and also levying additional hefty charges for filling up the online application form and scheduling appointment for passport and related other services. Some of these fake web portals are registered in the domain name *.org, *.in, *.com such as

WWW.indiapassport.org, www.online-passportindia.com, www.passportindiaportal.in, www.passport-india.in, www.passport-seva.in, www.applypassport.org and many more other similar looking web portals.

If is therefore advised to all citizens applying for Indian Passport and related services that they should NOT visit to the above mentioned fraudulent web portals or make payment related to passport services. One should visit official web portal www.passportindia.gov.in or use the official mobile App mPassport Seva.

- Q. 2 एक्सेल में निम्नलिखित Data के साथ दिए गए प्रारूप में एक तालिका तैयार करें: 20
- Q. 2 Prepare a Table in Ms-Excel with following Data and in given format: 20

SL. No	Name of Employee	Basic Pay	DA (45%)	HRA (30%)	Total Pay
I	II	III	IV	V	VI
1	John	90000.00			(III+IV+V)
2	Alice	50000.00			
3	Jacob	40000.00			

- Q. 3 "कम्प्यूटर ट्रेनिंग और इसके उपयोगिता के बारे अपने सहकर्मियों के बीच जागरूकता" 20
के लिए बुलेट पॉइंट और विभिन्न ग्राफिक्स का उपयोग करके लैंडस्केप साईज में एक पावर प्वाइंट प्रेजेंटेशन तैयार करें ।
- Q. 3 Prepare a Power Point Presentation using bullet points and various graphics for "Awareness of 20
computer Training and is usefulness among your colleagues" in landscape size.

ASSISTANT SECTION OFFICER /STENOGRAPHER COMPUTER
EXAMINATION-2023

Time: 1 Hour 30 Minutes

Full Marks: 40

Instructions:

- All 40 Question are compulsory
- There will be no negative marking.
- Select the best answer (A/B/C/D) for each question and mark the corresponding option in the answer Sheet .

SAMPLE

- Q. 1 Recycle Bin is a
- (a) File that contains the information about deleted files.
 - (b) Folder that contains the deleted files and folders.
 - (c) Folder that contains the files used for backup.
 - (d) None of the above.
- Q. 2 Which one is an Open Source Operating System
- (a) Unix (b) MS-Windows (c) Linux (d) None of the above
- Q. 3 Selection of Text can be of
- (a) a single word or, a line (b) a paragraph
 - (c) whole document (d) All of the above
- Q. 4 Word Wrap means
- (a) Inserting space between words (b) Moving text automatically to the next line
 - (c) Aligning text with right margin (d) All of the above
- Q. 5 Header is
- (a) Common text in a document (b) First line of the document
 - (c) Text that appears on top of every page (d) None of the above
- Q. 6 In the text H₂ O, the letter 2 is
- (a) Superscript (b) Subscript
 - (c) Strike (d) None of the above
- Q. 7 Which of the following feature adds a line through text ?
- (a) Superscript (b) Subscript
 - (c) Strike (d) None of the above
- Q. 8 In Excel, each sheet in a workbook is displays as
- (a) Marker (b) Tab
 - (c) Paragraph (d) None of the above

PTO

- Q. 9 In Excel, the purpose of **AutoSum** is to
- (a) Total the rows or columns in a range nearest to the current cell
 - (b) Total any range that we select
 - (c) All of the above
 - (d) None of the above
- Q. 10 In the text X^3+y^3 , the letter 3 is
- (a) Superscript
 - (b) Subscript
 - (c) Strike
 - (d) None of the above
- Q. 11 Using **ctrl G** command, we can directly go to any specific
- (a) Line
 - (b) Page
 - (c) Section
 - (d) All of the above
- Q. 12 To use **Find & Replace** feature, we use the command
- (a) Alt F
 - (b) Ctrl R
 - (c) Ctrl F
 - (d) None of the above
- Q. 13 **Ctrl E** command helps us to
- (a) Edit the text
 - (b) Encircle the text
 - (c) Centre the text
 - (d) None of the above
- Q. 14 In Excel, the purpose of **ctrl HOME** is to move the active cell to the
- (a) Column A of the current Row
 - (b) First cell A1 of the worksheet
 - (c) Down one cell
 - (d) None of the above
- Q. 15 The command to insert a header or, footer is located in
- (a) Insert menu
 - (b) View menu
 - (c) Format menu
 - (d) None of the above
- Q. 16 The command Page Break is located in
- (a) Insert menu
 - (b) view menu
 - (c) format menu
 - (d) None of the above
- Q. 17 In MS-Word, we use the following for Double Line Spacing
- (a) Ctrl D
 - (b) Ctrl S
 - (c) Ctrl 2
 - (d) None of the above
- Q. 18 In MS-Word, to Align the text at both the margins by increasing the spacing between the words, we use the command-
- (a) Ctrl A
 - (b) Ctrl T
 - (c) Ctrl J
 - (d) None of the above
- Q. 19 In MS-Excel, the value of $=5^2$ will be
- (a) 2.5
 - (b) 5
 - (c) 25
 - (d) None of the above

SAMPLE

- Q. 20 A web site is a collection of
(a) HTML documents (b) Graphics files
(c) Audio and video files (d) All of the above
- Q. 21 URL Stands for
(a) Uniform Resource Locator (b) Uniform Resource Location
(c) Universal Resource Locator (d) None of the above
- Q. 22 UPS Stands for
(a) Uniform Power System (b) Uninterruptible Power Supply
(c) Uniform Power Supply (d) None of the above
- Q. 23 pdf stands for
(a) Permanent Data Format (b) Permanent Document File
(c) Portable Document Format (d) None of the above
- Q. 24 Spelling & Grammar feature is very much useful feature and we use following command for it
(a) F3 (b) F5
(c) F7 (d) F9
- Q. 25 Chart gives pictorial representation of data which we can easily create using
(a) MS-Word (b) MS-Powerpoint
(c) MS-Excel (d) All of the above
- Q. 26 Using the useful Chart feature, we can easily and quickly turn our
(a) Data into charts (b) Charts into data
(c) all of the above (d) None of the above
- Q. 27 In an Excel Chart, text or, values displayed at data points to indicate the specific values or, category is called-
(a) Data Point (b) Data Series
(c) Data Labels (d) None of the above
- Q. 28 Using the Slide Master, we can change the following-
(a) The footer area text (b) Font size or, style
(c) The date area data (d) All of the above
- Q. 29 Extension of Power point file is
(a) .pdf (b) .ppf
(c) .ppt (d) None of the above
- Q. 30 In Excel, Formulas are made up of only
(a) Arithmetic operators viz + - * / (b) Arithmetic operators and functions
(c) Only functions (d) None of the above

PTO

- Q. 31 In Excel formula, =500% will give
 (a) .5 (b) 5
 (c) .05 (d) None of the above
- Q. 32 By creating Free Account of Digilocker Portal of Govt of India, we can easily access our following valid documents in a very secured manner-
 (a) Academic certificates (b) Driving Licence (DL), RC etc
 (c) Aadhar Card, Pan Card (d) All of the above
- Q. 33 Security Audit is a MUST for any official website because it helps us to
 (a) Reduce cyber attacks (b) Protect our system, network, technologies
 (c) Prevent unauthorized access of data (d) All of the above
- Q. 34 In Print Dialog box of MS Word, we can easily select to print
 (a) All pages in a range (b) Odd pages
 (c) Even pages (d) Any of the above
- Q. 35 The paper orientation for printing is
 (a) Portrait (b) Landscape
 (c) Any of the above (d) None of the above
- Q. 36 In MS-Word, Print Preview command is found under the-
 (a) File Menu (b) Print Menu
 (c) View Menu (d) None of the above
- Q. 37 In MS-Word, a Table may contain only
 (a) Text (b) Graphics
 (c) Any of the above (d) None of the above
- Q. 38 In Excel, **Ctrl Spcebar** command is used to select
 (a) Entire column of active cell (b) Entire row of active cell
 (c) Entire worksheet (d) None of the above
- Q. 39 The most powerful tool Pivot Table to summarize large data set is a feature of
 (a) MS-Word (b) MS-Powerpoint
 (c) MS-Excel (d) Acrobat Reader
- Q. 40 Which powerful and important feature of MS-Word helps us to create multiple letters, labels, name tags that are personalized for each recipients-
 (a) E-mail (b) Mail Merge
 (c) Translate (d) None of the above
-

सचिवालय सेवा के सहायक प्रशाखा पदाधिकारियों की
विभागीय परीक्षा, 2020

राजस्व पर्षद, झारखण्ड, राँची

द्वितीय पत्र (पुस्तक रहित)

समय-तीन घंटे ।

पूर्णांक---100

उत्तीर्णांक--40

सभी प्रश्नों के उत्तर दें । सभी प्रश्नों के मान बराबर हैं ।

1. संक्षेपण करें:-

25

नदियाँ सभ्यताओं के लिए जीवनरेखा है और उन्हें जीवंत परिस्थितिक संस्थाओं के रूप में माना जाना चाहिये । वे हमारी संस्कृति और सभ्यता के निर्वाह का एक श्रोत हैं और मानव के लिए कई परिस्थितिक तंत्र संबंधी सेवाएँ प्रदान करती है । विगत कई वर्षों से तेजी से शहरीकरण, औद्योगिकीकरण और जनसंख्या में वृद्धि के परिणामस्वरूप नदियों पर खतरा बढ़ रहा है । सिंचाई, औद्योगिक कार्य एवं पीने के पानी की अधिक निकासी समस्या को बढ़ा रही है । इन मूल्यवान संसाधनों के संरक्षण और पुनर्जीवीकरण की नितांत आवश्यकता है ।

औद्योगिक एवं अन्य गैर-बिन्दु श्रोतों के अलावा अनुपचारित म्यूनिसपल कचड़ा नदियों के प्रदुषण का एक प्रमुख श्रोत है । प्रदुषण के श्रोतों को मोटे तौर पर दो श्रेणियों में वर्गीकृत किया जा सकता है ।

(1) बिंदु श्रोत-ये प्रदुषण के संगठित श्रोत हैं जहाँ प्रदुषण भार को मापा जा सकता है, जैसे की म्यूनिसपल कचड़ा या सीवेज पंपिंग

P.T.O

स्टेशनों और सीवरेज सिस्टम, औद्योगिक अपशिष्टों को ले जाने वाली नालियाँ इत्यादि ।

(2) गैर-बिंदु श्रोत-ये गैर मापने योग्य श्रोत हैं, जैसे की खेतों से रसायन एवं उर्वरक के साथ आने वाला बहाव; ठोस अवशिष्ट के जमाव एवं खुले में शौच वाले क्षेत्रों से आने वाला बहाव; लावारिस/अधजले शव और जानवरों के शवों के क्षेत्र से आने वाला बहाव इत्यादि । जल राज्यों का विषय है, इसलिये राज्य सरकार/संबंधित स्थानीय निकायों को कचड़ा के संग्रहण, परिवहन और उपचार के लिये उचित व्यवस्था करनी चाहिये ताकि अनुपचारित कचड़ा नदियों में न गिरे ।

Make a Precise note of the following passage:-

Rivers are lifelines for the civilizations and need to be considered as vibrant ecological entities. They are a source of sustenance of our culture and civilization, and provide a host of eco-system services for the human beings. The threat to rivers has been increasing over the years as a result of rapid urbanisation, Industrialization and increase in population. Over-extraction of water for irrigation, industrial, drinking purposes is compounding the problem. This calls for conservation and rejuvenation of these valuable resources.

Untreated municipal sewage is considered to be the major source of pollution of rivers, besides industrial and other non-point sources of pollution. The sources of pollution can be classified broadly in two categories, namely,

(i) Point sources- These are organized sources of pollution where the pollution load can be measured e.g. surface drains carrying municipal sewage or industrial effluents, sewage pumping stations and sewerage systems, trade effluents from industries etc.

(ii) Non-point sources- These are non-measurable sources of pollution such as run-off from agricultural fields carrying chemicals and fertilizers, run-off from solid waste dumps and areas used for open defecation, dumping of un-burnt/half burnt dead bodies and animal carcasses etc. Water being a state subject it is the responsibility of the state Government/concerned local bodies to set up proper facilities for collection, transportation and treatment of sewage being generated and ensure that untreated sewage does not fall into the rivers.

2. प्रधान सचिव, कार्मिक, प्रशासनिक सुधार तथा राजभाषा विभाग की ओर से सभी आयुक्तों एवं उपायुक्तों को संबोधित पत्र लिखें जिसमें झारखण्ड राज्य सेवा देने की गारंटी अधिनियम, 2011 के प्रावधानों का कड़ाई से अनुपालन का निदेश हो । 25

Write a letter to all Commissioners and Deputy Commissioners on behalf of Principal Secretary, Personnel, Administrative reforms and Rajbhasa Department with instructions for strict implementation of the provisions of Jharkhand Rajya Sewa Dene Ki Guarantee Act, 2011.

3. उप सचिव, खाद्य, सार्वजनिक वितरण एवं उपभोक्ता मामले विभाग की ओर से विभागीय अपर मुख्य सचिव को संबोधित आत्मभरित टिप्पणी का प्रारूप दें जिसमें झारखण्ड राज्य खाद्य सुरक्षा योजना के प्रभावी क्रियान्वयन का प्रस्ताव हो । 25

Write a self explanatory note to the Departmental Additional Chief Secretary on behalf of the Deputy Secretary Department of food, Public Distribution and Consumer Affairs containing proposal of effective implementation of Jharkhand State Food Security Scheme.

4. निम्नलिखित पर संक्षिप्त टिप्पणी लिखें :- 25

- (क) परिपत्र ।
- (ख) अधिसूचना ।
- (ग) प्रशाखा ।
- (घ) प्रभार प्रतिवेदन ।
- (ङ) अनुक्रम पंजी ।

Write short notes on :-

- (a) Circular.
- (b) Notification.
- (c) Section.
- (d) Charge Report.
- (e) Index Register.

सचिवालय सेवा के सहायक प्रशाखा पदाधिकारियों की
विभागीय परीक्षा, 2020

राजस्व पर्वद, झारखण्ड, राँची

तृतीय पत्र (पुस्तक रहित)

समय-तीन घंटे ।

पूर्णांक---100

उत्तीर्णांक--40

किन्हीं पाँच प्रश्नों के उत्तर दें । सभी प्रश्नों के मान बराबर हैं ।

उत्तर हिन्दी या अंग्रेजी में लिखे जा सकते हैं ।

1. Write short notes on any four of the following:- 5x4=20

किन्हीं चार पर संक्षिप्त टिप्पणी लिखें:-

(i) Pre-audit of Bills

(ii) Revenue Deposit

(iii) Voluntary Retirement

(iv) Joining Time

(v) Pay Protection.

(क) विपत्रों का प्री-ऑडिट

(ख) राजस्व जमा

(ग) स्वैच्छिक सेवा-निवृत्ति

(घ) पद ग्रहण काल

(ङ) वेतन संरक्षण ।

2. What is Re-appropriation ? 20

In which case re-appropriation is not permitted ?

पुनर्विनियोग क्या है ? किन मामलों में पुनर्विनियोग अनुमत नहीं है ।

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3. What do you understand by "Foreign Service" ? 20
 What are the rules for deputation in Foreign Service ?
 वाह्य सेवा से आप क्या समझते हैं ? वाह्य सेवा में प्रतिनियोजन संबंधी क्या नियम हैं ?
4. (a) Mention the condition for sanction of 10
 Extraordinary Leave.
 असाधारण अवकाश स्वीकृति के शर्तों का उल्लेख करें ।
 (b) Explain Admissible Travelling Allowance to 10
 retiring Govt. Employee.
 सेवानिवृत्त हो रहे सरकारी सेवक को अनुमान्य यात्रा भत्ता की व्याख्या करें ।
5. What is "Grant-in-Aid" ? Describe the procedure for 20
 its payment.
 सहायता अनुदान क्या है ? इसके भुगतान की प्रक्रिया का उल्लेख करें ।
6. Explain the meaning of Controlling Officer in context 20
 of travelling allowances purposes. Explain the duty
 of Controlling Officer before signing or counter
 signing a travelling allowances.
 यात्रा भत्ता के उद्देश्य के परिपेक्ष्य में नियंत्री पदाधिकारी के तात्पर्य की व्याख्या करें । एक यात्रा भत्ता विपत्र हस्ताक्षर या प्रतिहस्ताक्षर के पूर्व नियंत्री पदाधिकारी के कर्तव्य की व्याख्या करें ।

7. Distinguish between :-

5x4=20

अन्तर स्पष्ट करें :-

(i) Compulsory Deposit and Contribution

(ii) Resignation and Dismissal

(iii) Plan and Non Plan Budget

(iv) Pay and Allowance.

(क) अनिवार्य जमा एवं अंशदान

(ख) पदत्याग और बर्खास्तगी

(ग) योजना एवं गैर योजना बजट

(घ) वेतन एवं भत्ते ।
