



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
भारतीय प्रबन्ध संस्थान सिरमौर

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**Question Paper**

<b>Name of the Candidate:</b>	
<b>Roll No:</b>	
<b>Position</b>	<b>Junior Office Assistant</b>

**Instructions:**

1. This paper has 100 questions (each carrying 1 mark). There is no negative marking.
2. Please fill your personal details both in the question paper and OMR sheet.
3. Both the question paper and the answer sheet (OMR) have to be submitted at the end of the exam.
4. Each Multiple Choice Question will have only one right answer. Mark your choice carefully so that there is no over writing.
5. Use of mobile phones in the examination room is strictly prohibited. Please keep your mobile phones in switched off mode outside the examination venue.
6. You cannot leave the examination room during the course of the exam.
7. Use only Black ball point pen to answer your questions. Questions answered with any other ink or pencil will not be evaluated.
8. Borrowing of stationary items in the examination venue is strictly prohibited.
9. Violation of any kind will lead to cancellation of your candidature.

**Section A**

Fill in the blanks with the correct option.

1. A disease which spreads by contact is called\_\_\_\_\_.
  - A. incurable
  - B. contagious
  - C. fatal
  - D. infectious
2. Mr Ram we request you to distribute the mangoes \_\_\_\_\_these four children.
  - A. among
  - B. between
  - C. in
  - D. with
3. An object which can be seen through is called\_\_\_\_\_.
  - A. transient
  - B. opaque
  - C. transparent
  - D. translucent
4. The school principal beats his students\_\_\_\_\_ a stick.
  - A. by
  - B. with
  - C. of
  - D. on
5. As dutiful citizens of this country we must abide \_\_\_\_\_ the rules set by the government.
  - A. by
  - B. with
  - C. to
  - D. for

Choose the option that is closest in meaning to the given phrase:

6. An animals that feeds on plants is called:
  - A. carnivorous
  - B. insectivorous
  - C. aquarian
  - D. herbivorous
7. Blinding storm of wind and snow is called:
  - A. blizzard
  - B. frost
  - C. cyclone
  - D. snowfall

8. A thing which catches fire easily is called:

- A. impatient
- B. callous
- C. rash
- D. inflammable

9. Choose the word or phrase that has opposite meaning to “Haughty”

- A. humble
- B. arrogant
- C. angry
- D. insolent

10. Choose the word or phrase that has opposite meaning to “Amateur”

- A. romantic
- B. protective
- C. professional
- D. electronic

11. Rearrange the following parts (1, 2, 3, 4 and 5) in proper sequence to obtain a correct sentence:

- (1) business presentation
- (2) one should be
- (3) While making a
- (4) careful not to
- (5) beat around the bush.

- A. 1, 2, 3, 4,5
- B. 1,4,3,2,5
- C. 3,1,2,4,5
- D. 2,4,3,1,5

12. Rearrange the following parts (1, 2, 3, 4 and 5) in proper sequence to obtain a correct sentence:

- (1) so clever that
- (2) he always tries
- (3) to kill two
- (4) Mr. Shyam is
- (5) birds with the same stone

- A. 4,1,2,3,5
- B. 1,4,3,2,5
- C. 2,3,4,1,5
- D. 3,4,1,2,5

Fill in the blanks with the correct option.

13. She has invested all her efforts \_\_\_\_\_passing the UPSC exam.

- A. on
- B. in
- C. with
- D. by

14. He could not put up \_\_\_\_\_ his boss's rudeness.

- A. for
- B. at
- C. in
- D. with

15. Little John backed away stumbling \_\_\_\_\_ this prize.

- A. for
- B. at
- C. through
- D. with

**Read the passage below and answer Q 16-20:**

Indian consumers are willing to spend more on fitness classes and activities, consuming natural foods, health supplements, and following specialised diets with the COVID-19 pandemic creating '**the biggest seismic shift**' taking health and immunity to the centre stage, according to a survey by consultancy firm EY India. Around 94 per cent of Indians are worried about their family's health against 82 per cent globally, while 52 per cent of respondents think changes in their approach to mental wellbeing will persist beyond COVID-19, globally it is just 39 per cent as per EY India's report 'The Sunrise Consumer Health and Nutrition Sector'.

"While some see this as a short-term phenomenon, we expect this phase to **catalyse** a larger acceleration in the propensity towards personal health, hygiene, fitness and holistic nutrition," EY India National Leader Consumer Product & Retail Sector Angshuman Bhattacharya said in a statement. European and Asian nations have adopted functional foods and supplements, the Indian consumer is still predominantly showing a preference for "better for you" foods and home remedies, he added. "Ayurveda and herbal are increasingly becoming 'back to roots' answers to modern problems," Bhattacharya noted. EY said Indian consumers have opened their wallets towards fitness classes and activities, consuming natural foods, health supplements, and following specialised diets.

According to the survey, 40 per cent of Indian respondents stated that they will pay a premium for products promoting health and wellness, which is higher than their global counterparts at 29 per cent. The survey numbers are based on EY Future Consumer Index (November 2021) with a total of 16,000 global respondents out of which 1,002 were from India. The dietary supplements market, always considered to be high potential given the growing lifestyle diseases, has witnessed an accelerated adoption curve, post COVID-19, EY India said, adding over the last year, the demand for herbal supplements and vitamins and minerals have witnessed a growth of over 25 per cent. The growing interest in natural and Ayurvedic products has encouraged companies, already active in this segment, to **assert** their credentials more

strongly, while it has also attracted the attention of players from pharmaceuticals, the EY report said.

16. Which of the following is true in the context of the passage?

- A. The percentage of Indians who are concerned about their family's health is more than the global percentage.
- B. The Covid 19 pandemic has changed the focus of Indian consumers to health and immunity.
- C. Indian consumers are willing to shell out more money for products that promote health and well-being of individuals.
- D. All of the above.

17. Choose the phrase which is most similar in meaning to "SEISMIC SHIFT" in the context of the passage.

- A. Small shift
- B. small change
- C. big change
- D. none of these

18. Choose the word which is most opposite in meaning to "ASSERT" in the context of the passage.

- A. emphasize
- B. stress
- C. importance
- D. negate

19. What is the meaning of the sentence – "Indian consumers have opened their wallets" in the context of the passage?

- A. Indian consumers are worried about losing their wallets.
- B. Indian consumers are ready to spend more money.
- C. Indian consumers are worried about forgetting to close their wallets.
- D. Indian consumers have lost their minds.

20. Which of the following is true in the context of the passage?

- A. The survey conducted by EY had highest percentage of Indian respondents.
- B. There is no relationship between the adoption of Ayurvedic products and growing incidence of lifestyle diseases among Indians.
- C. Indian consumers have started adopting herbal supplements at an increased rate in the post-Covid era.
- D. The global consumer is more concerned about his/her family's health compared to the Indian consumer.

21. The cost of 1 book and 2 pencils is Rs 10. The cost of 1 book and 3 pencils is Rs 13. What is the cost of 1 book and 1 pencil separately?

- A. Rs  $\frac{3}{4}$  and Rs 3
- B. Rs  $\frac{1}{3}$  and Rs 4

- C. Rs 3 and Rs 4
- D. Rs 4 and Rs 3

22. The sum of two numbers is 20. Their product is 19. Then their difference is?

- A. 18
- B. 1
- C. 19
- D. None of the above

23. A shopkeeper sells two products at the same price. On the first product he gains 20%. On the 2<sup>nd</sup> product he loses 20%. Then on the whole he:

- A. Makes a profit of 4%
- B. Makes a loss of 4%
- C. Makes no profit no gain
- D. None of the above

24. The floor of a room is rectangular. Its length is 4 metres more than its breadth. If the area of the floor is 96 square metres then the breadth of the room is:

- A. 10 metres
- B. 4 metres
- C. 8 metres
- D. 24 metres

25. A sum of money after 5 years amounts to Rs 1100 and the total simple interest earned during the mentioned period is  $\frac{3}{8}$ <sup>th</sup> of the principal amount. Then the annual rate of interest is:

- A. 6%
- B. 6.5%
- C. 7.5%
- D. 7%

26. A person sells an item for Rs 3000 and incurs some loss. If he sells the item for Rs 4200 then his profit will be  $\frac{1}{4}$ <sup>th</sup> of his previous loss. The cost price of the house is:

- A. Rs 3960
- B. Rs 3860
- C. Rs 4060
- D. Rs 4160

27. A person has Rs 2400. A part of it was invested at 6% and the remainder at 4% per annum simple interest. After 2 years 6 months, the interest earned is Rs 315. The amount invested at 6% per annum is:

- A. 1300
- B. 1500
- C. 1400
- D. None of these

28. The length of a rectangle is increased by 20% and its breadth is decreased by 10%. The change in the area of the rectangle is:

- A. 8% decrease
- B. 8% increase
- C. 12% decrease
- D. 12% increase

29. In a locality 50 people read English newspaper, 60 people read Hindi newspaper and 80 people read Bengali newspaper. 20 people read both English & Hindi newspapers. 30 people read both English & Bengali newspapers. 20 people read both Hindi & Bengali newspapers. Then the no of people who read newspapers of all the three languages is 10. Then the no of people who read only Bengali newspapers is:

- A. 80
- B. 10
- C. 20
- D. 40

30. Ramu purchases equal no of two varieties of oranges at 4 and 6 per rupee respectively. He sold both varieties at 5 per rupee. Then he

- A. gains 4%
- B. gains 5%
- C. loses 5%
- D. loses 4%

31. If CHAIR is coded as 54321 and TABLE is coded as 63789 then how is THREE written in the same code?

- A. 65199
- B. 64199
- C. 56199
- D. 61599

32. In a queue of people, Vijay's number is 8<sup>th</sup> from the left and Ashok's number is 7<sup>th</sup> from the right. If both of them swap their positions, Vijay goes to the 14<sup>th</sup> place from the left. How many people are there in the mentioned queue?

- A. 28
- B. 26
- C. 30
- D. 20

33. If in a code language, "FARMER" is written as "AFTEMT", how will you write "DRIVER" using the same code?

- A. DRKEVT
- B. RDKVET
- C. RDKEVT
- D. RDJEVS

34. Find the odd man out?

- A. 10
- B. 20
- C. 23
- D. 21

35. Ice: Cold : \_\_\_\_\_ : \_\_\_\_\_ ?

- A. Earth: Forest
- B. Earth: Sea
- C. Earth: Weight
- D. Earth: Gravitation

36. Statements:

1. All teachers are learned
2. A learned fellow is always humble

Then which of the following is true?

- A. All teachers are humble
- B. A humble person need not always be learned
- C. A humble person need not be a teacher
- D. All of the above

37. Which one out of the given options below can suitably replace the blank?

DCXW, FEVU, HGTS, \_\_\_\_\_

- A. LKPO
- B. JIRQ
- C. LMRT
- D. LCMR

38. Ravi starts from a point and walks for 4km towards South. Then he turns right and walks for 6 km. Again he turns to his right and walks for 8 km. Towards which direction is Ravi going now?

- A. South
- B. East
- C. West
- D. North

39. Ocean: Water: \_\_\_\_\_ : \_\_\_\_\_.

- A. Glacier: Mountain
- B. Glacier: Ice
- C. Glacier: Cave
- D. Glacier: Scum/ Froth/ Lather

40. If in a code language VICTORY is written as YLFWRUV then in the same language VINEY is:



- A. VXFHV
- B. VLEHU
- C. YLQHV
- D. VYEFW

41. The land of “Rising Sun” is:

- A. Indonesia
- B. Vietnam
- C. China
- D. Japan

42. The longest river in the world is

- A. Ganga
- B. Nile
- C. Amazon
- D. Mississippi

43. New Zealand lies in which continent?

- A. Asia
- B. Africa
- C. Europe
- D. Australia

44. The presence of moisture in the air is called:

- A. precipitation
- B. humidity
- C. fog
- D. mist

45. A mass of land ice that has broken away from its parent formation and has moved out to sea is called:

- A. avalanche
- B. iceberg
- C. icecap
- D. glacier

46. The imaginary line drawn around the earth midway between the poles is called:

- A. Equator
- B. Meridian
- C. Tropic of Capricorn
- D. Prime Meridian

47. A body which moves around a planet is called:

- A. Comet
- B. Satellite
- C. Meteor

D. none of these

48. Which vitamin is abundant in carrots?

- A. Vitamin B12
- B. vitamin B
- C. vitamin C
- D. none of these

49. Which country is called the “Sugar Bowl” of the world?

- A. Cuba
- B. Panama
- C. France
- D. Germany

50. India is the biggest \_\_\_\_\_ producing country in the world.

- A. Coffee
- B. tea
- C. rice
- D. tea

**Section B**

51. Which Rule of GFR 2017 contains “Delegation of Financial Powers”?
- (A) Rule 17
  - (B) Rule 21
  - (C) Rule 23
  - (D) Rule 44
52. As per Rule 9 of GFR 2017, it is the duty of the Department of the Central Government concerned to ensure that the receipts and dues of the Government are correctly and promptly assessed, collected and duly credited to the?
- (A) Consolidated Fund
  - (B) Public Account
  - (C) Either A or B
  - (D) None of these
53. Leave Not Due may be granted to a Government servant in permanent employ or quasi-permanent employ (other than a military officer) limited to a maximum of \_\_\_\_\_ days during the entire service on medical certificate?
- (A) 360 days
  - (B) 300 days
  - (C) 240 days
  - (D) 60 days
54. Encashment of Earned Leave along with Leave Travel Concession while in service is mentioned in which Rule of CCS(Leave) Rules, 1972?
- (A) Rule 38-A
  - (B) Rule 39-A
  - (C) Rule 29
  - (D) Rule 33
55. While taking Encashment of Earned Leave under LTC, a balance of at least \_ days of earned leave may be available to his credit after taking into account the period of encashment as well as leave?
- (A) 20 days
  - (B) 60 days
  - (C) 30 days
  - (D) 10 days
56. What is maximum number of days of encashment of cash equivalent of leave salary for both earned leave and half pay leave payable to a retired Government Servant?
- (A) 360 days
  - (B) 300 days
  - (C) 240 days
  - (D) 700 days
57. What is the distance limit from Head Quarter of the Government Servant for availing home town LTC?
- (A) 8 km
  - (B) 50 km

- (C) 100 km  
(D) No distance limit prescribed
58. Whether a Government servant and each member of his family is permitted to visit different places of their choice during a block of four years?  
(A) Yes  
(B) Not permissible  
(C) Family should visit same place as Government servant  
(D) Government servant and family must travel together to same place
59. What is the entitlement of LTC to fresh recruits in the first eight years of service?  
(A) Two occasions to Home Town, third and fourth occasion to anywhere in India in a block of four years  
(B) Three occasions to anywhere in India and Fourth occasion to Home Town in a block of four years  
(C) Three occasions to Home Town and Fourth occasion to anywhere in India in a block of four years  
(D) First four occasions to Home Town and the next four occasions to anywhere in India in a block of eight years
60. In case both the spouses are Government servants, then how the Children Education Allowance of the child are regulated?  
(A) Both of them can avail Children Education Allowance separately  
(B) Only one of them can avail reimbursement under Children Education Allowance  
(C) Only the mother can avail Children Education Allowance if husband is also a Government Servant  
(D) None of the above
61. Which of the following is not correct with regard to admissibility of children education allowance.  
(A) Admissible only if the child is studying in a recognized school  
(B) Admissible for children studying through correspondence or distance learning  
(C) Admissible for children up to 20 years or till time of passing of 12th class whichever is earlier  
(D) Admissible to Divyang children upto 25 years of age
62. What is the full form of EMD under procurement?  
(A) Earnest Money Deposit  
(B) Eligible Money Deposited  
(C) Earnest Money Drawl  
(D) Early Money Drawl
63. The Ministries /Departments have been delegated powers to make their own arrangements for procurement of goods under?  
(A) Schedule of Administrative Powers  
(B) Delegation of Financial Power Rules  
(C) General Financial Rules, 2017

(D) Manual on policies and procedures for purchase of goods and services

64. Which among the following is/are the major legislations governing contracts of sale/purchase of goods in general?
- (A) Indian Contract Act, 1872
  - (B) Sale of Goods Act, 1930
  - (C) Both A and B
  - (D) None of the above
65. Fundamental principles of public buying is contained in which Rule of GFR 2017?
- (A) Rule 137
  - (B) Rule 122
  - (C) Rule 144
  - (D) Rule 119
66. When acceptable offers are received against an ad-hoc requirement of unreserved goods from various categories of suppliers, including Large Scale Sector, Public Sector Undertakings and Small Scale Sector, who will get price preference upto 15% over the others?
- (A) Large Scale Sector
  - (B) Public Sector Undertakings
  - (C) Small Scale Sector
  - (D) None of the above
67. Monetary guarantee furnished by the successful tenderer for due performance of the contract concluded with it is called?
- (A) Earnest Money Deposit/ Bid Security
  - (B) Security Deposit/ Performance Security
  - (C) Pre Payment Deposit
  - (D) None of the above
68. Negotiations with the tenderers must be severely discouraged. In exceptional circumstances, where price negotiations are considered unavoidable, the same may be resorted to, but only with?
- (A) Lowest evaluated responsive tenderer
  - (B) responsive tenderer having high quality
  - (C) highest evaluated responsive tenderer
  - (D) any responsive tenderer which the tender opening committee deems fit
69. The term 'goods' used in Manual on purchase of goods and services does not include?
- (A) livestock
  - (B) furniture
  - (C) industrial plant

- (D)books, publications, periodicals, etc. for a library
70. Right to Information Act, 2005 contains how many chapters?  
(A)9  
(B)6  
(C)11  
(D)5
71. “Third party information” is contained in which section of RTI Act, 2005?  
(A)Section 11  
(B)Section 15  
(C)Section 23  
(D)Section 41
72. Under which Section of RTI Act, 2005 Central Information Commission is constituted?  
(A)Section 12  
(B)Section 15  
(C)Section 8  
(D)Section 7
73. Government servant who sub-lets the Government accommodation are liable for disciplinary proceedings under?  
A) Rule 14 of the CCS(CCA) Rules,1965  
B)Rule 16 of the CCS(CCA) Rules,1965  
C) Rule 18 of the CCS(CCA) Rules,1965  
D) Rule 19 of the CCS(CCA) Rules,1965
74. As per which Rule of CCS (Conduct) Rules, 1964, no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government?  
A)Rule 20  
B)Rule 29  
C) Rule 17  
D) Rule 13
75. As per Rule 22-A of the CCS (Conduct) Rules, 1964, no Government servant shall employ to work any child below the age of \_\_ years?  
A) 10 years  
B) 14 years  
C) 7 years  
D) 12 years

76. In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement exceeds?
- A) Rs.5 lakhs
  - B) Rs.10 lakhs
  - C) Rs.25 lakhs
  - D) Rs.50 lakhs
77. “Code of Integrity” is mentioned in which Rule of GFR 2017?
- A) Rule 175 (1)
  - B) Rule 144(4)
  - C) Rule 75
  - D) Rule 211
78. When a limited or open tender results in only one effective offer, it shall be treated as\_\_\_\_\_.
- A) limited tender contract
  - B) open tender contract
  - C) single tender contract
  - D) None of the above
79. RFP is the document to be used by the Ministry/ Department for obtaining offers from the consultants for the required service. Expand RFP?
- A) Registered Firm Principal
  - B) Request for Proposal
  - C) Register for Proposal
  - D) Registered for Proposal
80. Under buy back offer, when it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. This is mentioned under which Rule of GFR 2017?
- A) Rule 176
  - B) Rule 211
  - C) Rule 243
  - D) Rule 123
81. Monetary guarantee furnished by a tenderer along with its tender is called?
- (A) Invitation for Bids
  - (B) Earnest Money Deposit
  - (C) Bid Security
  - (D) Either B or C
82. Long term assets without any physical existence but, possessing a value are called
- A) Intangible assets

- B) Fixed assets
  - C) Current assets
  - D) Investments
83. The assets that can be easily converted into cash within a short period, i.e., 1 year or less are known as
- A) Current assets
  - B) Fixed assets
  - C) Intangible assets
  - D) Investments
84. Net profit is calculated in which of the following account?
- A) Profit and loss account
  - B) Balance sheet
  - C) Trial balance
  - D) Trading account
85. Which of these best explains fixed assets?
- A) Are bought to be used in the business
  - B) Are expensive items bought for the business
  - C) Are items which will not wear out quickly
  - D) Are of long life and are not purchased specifically for resale
86. Sales invoices are first entered in
- A) The Cash Book
  - B) The Purchases Journal
  - C) The Sales Journal
  - D) The Sales Account
87. When a petty cash book is kept there will be
- A) No entries made at all in the general ledger for items paid by petty cash
  - B) The same number of entries in the general ledger
  - C) Fewer entries made in the general ledger
  - D) More entries made in the general ledger
88. In order to find out the value of the closing stock during the end of the financial year we,
- A) do this by stocktaking
  - B) deduct the cost of goods sold from sales
  - C) deduct opening stock from the cost of goods sold
  - D) look in the stock account
89. A \_\_\_\_\_ is a document commonly written and is accessible through the internet or other network using a browser?
- A) Accounts
  - B) Data
  - C) Web page
  - D) Search engine



90. What is the purpose of Alt + W key in Tally?  
A) Change the financial period  
B) Invoke Tally Reference Manual  
C) Open default web browser  
D) Exist Tally without confirmation
91. Under Half pay leave, the leave shall be credited to the said leave account at the rate of \_\_ days for each completed calendar month of service?  
(A) 5/3 days  
(B) 2½ days  
(C) 3 days  
(D) 4½ days
92. Rule 30 of CCS (Leave) Rules, 1972 mention about which kind of leave?  
(A) Earned Leave  
(B) Half pay leave  
(C) Casual Leave  
(D) Commuted Leave
93. Rule 13 of Central Civil Services (Conduct) Rules, 1964 governs?  
(A) Subscriptions  
(B) Gifts  
(C) Private trade or employment  
(D) Movable, immovable and valuable property
94. Rule 11 of Central Civil Services (Conduct) Rules, 1964 governs?  
(A) Criticism of Government  
(B) Evidence before Committee or any other authority  
(C) Unauthorised communication of information  
(D) Subscriptions
95. As per Rule 165 of GFR 2017, in the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids)?  
A) should be accepted  
B) can be accepted at the discretion of the administrative ministry  
C) can be considered if the amount quoted in the bid is the lowest  
D) should not be considered
96. Online real-time purchasing technique utilised by the procuring entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids is called?  
A) E-Procurement  
B) GeM Procurement  
C) Electronic Reverse Auction

D) Auto Bidding

97. The bid security is normally to remain valid for a period of \_\_\_\_\_ days beyond the final bid validity period?
- A) 15 days
  - B) 30 days
  - C) 45 days
  - D) 60 days
98. In case where Government servant is on deputation to another department or to a State Government, who among the following shall have the powers of the appointing authority for the purpose of placing such Government servant under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him?
- A) Parent Department
  - B) borrowing authority
  - C) Central Vigilance Commission Only
  - D) As decided by the President of India
99. "Appellate Authority" is mentioned in which Rule of CCS (CCA) Rules, 1965?
- A) Rule 21
  - B) Rule 30
  - C) Rule 34
  - D) Rule 24
100. Which among the following is/are correct with regard to Children Education allowance (CEA)?
- (A) The amount for reimbursement of Children Education allowance will be Rs.2250/- per month (fixed) per child.
  - (B) Amount of Rs.2250/- is fixed irrespective of the actual expenses incurred by the Govt. servant.
  - (C) In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred
  - (D) All the above