

OBJECTIVE TYPE TEST FOR THE POST OF
ASSISTANT FOR CANSRU

I. GENERAL KNOWLEDGE

1. Which country won the FIFA World Cup in 2022?
 - a) Germany
 - b) Brazil
 - c) Argentina
 - d) France

2. Which of the following is not a Scandinavian country?
 - a) Denmark
 - b) Norway
 - c) Sweden
 - d) England

3. Which type of rock is formed by the cooling and solidification of magma?
 - a) Sedimentary
 - b) Igneous
 - c) Metamorphic
 - d) Fossilized

4. What is the primary greenhouse gas responsible for climate change?
 - a) Methane
 - b) Carbon dioxide
 - c) Nitrous oxide
 - d) Water vapor

5. Which country hosted the Summer Olympics in 2024?
 - a) Tokyo
 - b) Paris
 - c) Los Angeles
 - d) Beijing

II. REASONING

6. In a certain code, if "COLD" is coded as "DPME", how is "WARM" coded?

a) XBSN

b) XBRN

c) XZQN

d) XARN

7. What comes next in the series: 2, 5, 10, 17, 26, ...?

a) 40

b) 37

c) 32

d) 39

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

a) North-East

b) North-West

c) South-East

d) South-West

9. Pointing to a man, a woman said, "His mother is the only daughter of my mother." How is the woman related to the man?

a) Aunt

b) Mother

c) Sister

d) Grandmother

10. Book is to Reading as Fork is to:

a) Drawing

b) Writing

c) Stirring

d) Eating

III. QUANTITATIVE APTITUDE

11. A man buys a watch for ₹500 and sells it for ₹600. What is the profit percentage?
- a) 10%
 - b) 15%
 - c) 20%
 - d) 25%
12. A can do a job in 10 days, B in 15 days. How long will they take to do it together?
- a) 6 days
 - b) 5 days
 - c) 8 days
 - d) 12 days
13. What is the simple interest on ₹1000 at 5% per annum for 3 years?
- a) ₹100
 - b) ₹120
 - c) ₹150
 - d) ₹160
14. The average of 5 numbers is 20. What is their total sum?
- a) 50
 - b) 100
 - c) 120
 - d) 100
15. A car travels 150 km in 3 hours. What is its average speed?
- a) 40 km/h
 - b) 45 km/h
 - c) 50 km/h
 - d) 60 km/h

IV. GENERAL ENGLISH

16. They _____ her and trusted her for years

- a) know
- b) had known
- c) knew
- d) known

17. French people love cooking, _____ the English don't seem very interested.

- a) when
- b) whenever
- c) where
- d) whereas

18. "Have you been" more careful, the accident could have been averted.

- a) If you have been
- b) Had you been
- c) Have you been
- d) No correction is required

19. Choose the alternative which best expresses the meaning of the Idiom/Phrase.

TO SMELL A RAT

- a) to be suspicious
- b) to chase a rat
- c) to see a rat
- d) to smell foul

20. Choose the correct Antonyms given and indicate your choice for the correct answer. FASCINATING
- a) Clever
 - b) Uniform
 - c) Charming
 - d) Boring

V. SUBJECT BASED

21. The term “communis” derived from ___ word.
- a) Greek
 - b) Latin
 - c) Mandarin
 - d) English
22. The word “memo” is a short form for:
- a) Memory
 - b) Memorizing
 - c) Memorandum
 - d) Members Order
23. Which of the following indicates the correct sequence of the elements of communication in the communication process?
- a) Sender, Receiver, Channel, Message, Feedback
 - b) Receiver, Feedback, Sender, Message, Channel
 - c) Sender, Channel, Message, feedback, Receiver
 - d) Sender, Message, Channel, Receiver, Feedback

24. What does ERP stand for?
- a) Enterprise Risk Planning
 - b) Enterprise Relationship Planning
 - c) Enterprise Resource Planning
 - d) Enterprise Resource Processing
25. Fill in with the most appropriate answer from below. An enterprise is a group of people with _____.
- a) Common Goal
 - b) Separate Goal for each department
 - c) multiple goal
 - d) two or more goals.
26. The primary concept of ___ is storing huge amount of data.
- a) Data Mining
 - b) OLAP
 - c) Supply Chain Management
 - d) Data Warehousing
27. The intersection of a column and a row in a worksheet is called_____.
- a) Column
 - b) Address
 - c) Value
 - d) Cell
28. Why is the =COUNTIF function in Excel used?
- a) Counts cells as specified
 - b) Counts blank cells in a range
 - c) Counts cells with numbers in a range
 - d) Returns values based on a TRUE or FALSE condition

29. ___ is the programming language used to write a Macro in MS Excel.
- a) C+
 - b) Java
 - c) C++
 - d) Visual basic
30. What is the function of the spelling and grammar tool in MS Word?
- a) Corrects Spelling Errors as You Type
 - b) Indicates Grammatical Errors
 - c) Identifies Words with Capitalization Problems
 - d) All of the above.
31. What is landscape in MS Word?
- a) Paper Size
 - b) Page Orientation
 - c) Font Style
 - d) Page Layout
32. To respect privacy, one must keep all organizational data _____.
- a) Public
 - b) Confidential
 - c) Revealed
 - d) None of the above
33. In a business setting, what is the best way to handle a phone call?
- a) Answer Immediately
 - b) Let it go to voicemail
 - c) Excuse yourself and answer quietly
 - d) check the caller ID and ignore.

34. How should a person pass on business card?
- a) with one hand
 - b) with both hands**
 - c) leave it on the table
 - d) toss it to the other person
35. What is 'EOQ' in Inventory control?
- a) Economic Occuring Quantity
 - b) Economics of Quantity
 - c) Economic Over Quantity
 - d) Economic Order Quantity**
36. A computer only understands the _____ language.
- a) Decimal
 - b) Binary**
 - c) Octal
 - d) None of the above
37. A(n)-----system is a set of Programs containing instructions that coordinate all the activities among computer hardware resources?
- a) Disk-based
 - b) Operating**
 - c) Management
 - d) Platform
38. Which of the following is used to create newspaper style columns in Ms Word?
- a) Format Columns**
 - b) Insert Table
 - c) Format Tabs
 - d) Insert Text box.

39. Which of the following is an early form of e-commerce
- a) EDI
 - b) SCM
 - c) Both a) and b)
 - d) None of the above
40. The idealistic market envisioned at the outset of electronic commerce's development is referred to as
- a) Baxter Market
 - b) Bertrand Market
 - c) Bailey Market
 - d) Bergman Market
41. Who among the following is the Chairman of the Archival Advisory Board under the Public Records Act 1993?
- a) Secretary – Ministry of Home Affairs
 - b) Secretary – Ministry of Culture
 - c) Secretary – Ministry of Personnel, Public Grievances and Pensions
 - d) Secretary – Ministry of Finance
42. The “Index” forms a part of which of the following?
- a) Glossary
 - b) Front Matter
 - c) Main Body
 - d) End Matter

43. The chronological development of information in the body of the report is done according to the
- a) Collection of Data
 - b) Choice of Writer
 - c) Order in which events has occurred
 - d) Logical sequence of events
44. Identify which of the following statements are true or false:
- Statement (i) – MS-Word 365 allows to insert tables, images and charts into a document.
- Statement (ii) – The “Find and Replace” feature is used to replace misspelled words with correct spelling automatically.
- a) (i) – False, (ii) - True
 - b) (i) – True, (ii) - False
 - c) (i) – True, (ii) - True
 - d) (i)- False, (ii) – False
45. In MS Power Point _____ short cut key inserts a new slide in current presentation
- a) Ctrl + M
 - b) Ctrl + N
 - c) Ctrl + C
 - d) Ctrl + Z
46. While entering a formula in Excel, we shall begin with an operator _____
- a) @
 - b) \$
 - c) =
 - d) #

47. What is the short cut key is used for spell check in MS Word.
- a) F1
 - b) F3
 - c) F5
 - d) F7
48. In MS - Excel, what is the short key to select the entire row?
- a) Ctrl + Shift + Space
 - b) Ctrl + Home
 - c) Ctrl + Space
 - d) Shift + Space
49. 'The post broadcast media' refers to
- a) Folk Media
 - b) Social Media
 - c) Print Media
 - d) Electronic Media
50. _____ context refers to the relationship between sender and receiver in communication.
- a) Social
 - b) Physical
 - c) Cultural
 - d) Chronological
51. A group of related words that contain both a subject and predicate and that functions as part of a sentence is
- a) Sentence
 - b) Clause
 - c) Phrase
 - d) Compound

52. An effective strategy for note-taking includes an _____ and _____ approach.
- a) Inefficient, Systematic
 - b) Inefficient, Unsystematic
 - c) Efficient, Systematic
 - d) Efficient, Unsystematic
53. In making notes _____ and _____ are of outmost importance.
- a) Clarity, Organization
 - b) Mistiness, Organization
 - c) Mistiness, Unclarity
 - d) Foggy, Organization
54. Denotations and Connotations are _____ barriers in communication process.
- a) Physical Barriers
 - b) Semantic Barrier
 - c) Encoding Barrier
 - d) Technical Barrier
55. A _____ includes rules for forming compound words, abbreviating technical terms, and writing unusual or difficult words
- a) Appendix
 - b) List of References
 - c) Bibliography
 - d) Glossary

56. Which of the following is a basic part of a report?

- a) Cover
- b) Recommendation**
- c) Title Page
- d) Glossary

57. Which of the following is not a basic part of a report?

- a) Introduction
- b) Discussion
- c) Executive Summary
- d) Glossary**

58. _____ is a kind of written announcement that is distributed to a large number of people to convey any commercial or non-commercial message at minimum time, costs and efforts.

- a) Memo
- b) Notice
- c) Circular**
- d) Publicity

59. Any letter designed and directed to the exchange of information connected with trade and trade related activities is known as:

- a) Business Report
- b) Business Enquiry
- c) Business Letter**
- d) Business Memos

60. _____ is talking to oneself in one's own mind such as soliloquies, asides in dramatic work etc.

- a) Dialogue
- b) Interpersonal Communication
- c) Intrapersonal Communication
- d) Unilateral Communication

61. Which of the following factors is not representative of non-verbal communication?

- a) Image
- b) Correctness
- c) Personal space
- d) Eye contact

62. Legacy data means

- a) Data that is to be deleted by organizations before they install any new ERP systems.
- b) Data that is to be developed to install the ERP system in organizations.
- c) Data that is maintained by organizations before they install the ERP system.
- d) HR Master Data only.

63. What is AMC in software development?

- a) Annual Machinery Contract
- b) Additional Maintenance Contract
- c) Annual Maintenance Contract
- d) Annual Maintenance of Computers

64. Unauthorized access to computer systems of another person is called
a) Hacking
b) Arson
c) Burglary
d) Fraud
65. How many columns can you insert in a word document at the maximum?
a) 40
b) 45
c) 50
d) 55
66. What is the smallest and largest font size available in MS Word Font size tool bar?
a) 8 and 68
b) 8 and 72
c) 6 and 72
d) 6 and 68
67. In Microsoft Word, shortcut key CTRL+W is used to
a) Add a line break to the document
b) Open the Print dialog box
c) Update the current Web page
d) Close the current window
68. Document imaging systems
a) Include tools to help convert paper records into electronic files
b) Help choose the best digital service provider
c) Support well printed documents for office meetings
d) None of the options

69. Which of the following cannot be considered to build human relations in the office?

- a) Thinking skills
- b) Listening skills
- c) Reading skills
- d) Keyboarding skills

70. What form of software can also be called firmware?

- a) System BIOS
- b) Drivers
- c) Windows OS
- d) None of the options

