PHASE I (PART I)
OBJECTIVE TYPE TEST FOR THE POST OF
PROJECT ASSISTANT (OFFICE) FOR CANSRU

I. GENERAL KNOWLEDGE

1. Which Ministry has launched the 'Samudra Manthan' National Offshore Exploration Scheme?

   a) Ministry of Petroleum and Natural Gas

   b) Ministry of Ports, Shipping and Waterways

   c) Ministry of Environment, Forest and Climate Change

   d) Ministry of Jal Shakti

2. Why is tourism important to the Andaman and Nicobar Islands?

   a) It supports local employment and the economy

   b) It eliminates all environmental concerns

   c) It is the only source of food

   d) It prevents marine activities

3. Which is the largest State in India by area?

   a) Madhya Pradesh

   b) Maharashtra

   c) Rajasthan

   d) Uttar Pradesh

4. Who wrote "The Old Man and the Sea"?

   a) Ernest Hemingway

   b) Mark Twain

   c) John Steinbeck

   d) F. Scott Fitzgerald

5. Which State launched the 'My Police Station' Initiative to strengthen people centric policing?

a) Tamil Nadu

b) Keralam

c) Uttar Pradesh

d) Madhya Pradesh

II. REASONING

6. Find the odd one out?

a) 16

b) 25

c) 36

d) 50

7. If CAT is coded as DBU, how will DOG be coded?

a) EPH

b) EOG

c) FPH

d) DPH

8. In a group of 15 people, 7 read French, 8 read English while 3 of them read none of these two. How many of them read French and English both?

a) 0

b) 3

c) 4

d) 5

9. If today is Wednesday, what day will it be after 15 days?

   a) Wednesday

   b) Thursday

   c) Friday

   d) Saturday

10. A man is facing south. He turns 135° in the anticlockwise direction and then 180° in the clockwise direction. Which direction is he facing now?

   a) North-west

   b) North-east

   c) South-east

   d) South-west

III. QUANTITATIVE APTITUDE

11. The ratio of boys to girls is 2:3. If there are 20 boys, how many girls are there?

   a) 25

   b) 30

   c) 35

   d) 40

12. A train travels at a speed of 60 km/hr. How much distance will it cover in 2 hours 30 mins?

   a) 120 Km

   b) 135 Km

   c) 150 Km

   d) 180 Km

13. A number when divided by 6 leaves a remainder 3. When the square of the same number is divided by 6, the remainder is:

    a) 0

    b) 1

    c) 2

    d) 3

14. A man buys an article for Rs.500 and sells it for Rs.600. What is his profit percentage?

    a) 10%

    b) 15%

    c) 20%

    d) 25%

15. What is 25% of 480?

    a) 100

    b) 110

    c) 120

    d) 125

16. A cricketer has a certain average for 10 innings. In the eleventh inning, he scored 108 runs, thereby increasing his average by 6 runs. His new average is?

    a) 48 runs

    b) 52 runs

    c) 55 runs

    d) 60 runs

17. A person travels 60 km at 30 km/h and another 60 km at 60 km/h. What is the average speed for the whole journey?

a) 35 km/h

b) 40 km/h

c) 45 km/h

d) 55 km/h

18. A sum of Rs. 5,000 is invested at a simple interest rate of 8% per annum for 2 years. Find the simple interest?

a) Rs. 600

b) Rs. 700

c) Rs. 800

d) Rs. 900

19. A, B, C enter into a partnership investing Rs. 35,000, Rs. 45,000 and Rs. 55,000 respectively. The respective shares of A, B, C in an annual profit of Rs. 40,500 are:

a) Rs. 10,500, Rs. 13,500, Rs. 16,500

b) Rs. 11,500, Rs. 13,000, Rs. 16,000

c) Rs. 11,000, Rs. 14,000, Rs. 15,500

d) Rs. 11,500, Rs. 12,500, Rs. 16,500

20. A can complete a work in 12 days and B can complete the same work in 18 days. Working together, in how many days can they complete the work?

a) 6 days

b) 7.2 days

c) 8 days

d) 9 days

IV. GENERAL ENGLISH

21. Choose the correct spelling:

a) Recieve

b) Receive

c) Receeve

d) Receve

22. Choose the synonym of "Abundant".

a) Scarce

b) Plentiful

c) Limited

d) Rare

23. A person who looks at the bright side of things

a) Pessimist

b) Optimist

c) Atheist

d) Philanthropist

24. Choose the correct preposition: The book is ___ the table.

a) in

b) on

c) at

d) by

25. Choose the antonym of “Ancient”.

a) Old

b) Historic

c) Modern

d) Traditional

26. The teacher was annoyed _____ his behavior.

a) with

b) at

c) on

d) for

27. Choose the antonym of “Expand”

a) Increase

b) Enlarge

c) Contract

d) Extend

28. Choose the correct one-word substitution: A person who writes the life story of another person is called a:

a) Biographer

b) Autobiographer

c) Bibliographer

d) Photographer

29. The Choose the part containing the grammatical error.
Neither the manager (A) / nor the employees (B) / was present in the meeting. (C) / No error (D)

a) Neither the manager

b) nor the employees

c) was present in the meeting

d) No error

30. Convert the following into Indirect Speech
He said, "I am going to the market."

a) He said that he is going to the market.

b) He said that he was going to the market.

c) He said that I was going to the market.

d) He told that he had gone to the market.

V. SUBJECT BASED

31. Which component is responsible for executing instructions in a computer?

a) CPU

b) RAM

c) Hard Disk

d) Input/output Devices

32. Which behaviour reflects appropriate office etiquette for an administrative assistant in a professional workplace

a) Interrupting ongoing meetings to discuss personal matters

b) Maintaining punctuality, respecting confidentiality and demonstrating professional courtesy

c) Ignoring phone calls and emails from internal departments.

d) Sharing confidential file contents with unauthorized visitors.

33. A departmental target is revised mid-year due to policy changes. As a clerical staff member, what should be your first priority?

a) Continue working on the old target until formal orders are received in writing

b) Seek clarification on the revised target and realign pending tasks accordingly

c) Wait for the supervisory officer to reassign all work

d) Complete only those tasks that remain unchanged

34. Who among the following is considered as the father of Artificial Intelligence?

a) Charles Babbage

b) JP Eckert

c) Lee De Forest

d) John McCarthy

35. Which of the following best describes the core duty and responsibility of an Office Assistant regarding file maintenance?

a) Formulating high-level corporate financial policies

b) Directly auditing external vendor accounts

c) Ensuring systematic classification, proper noting, drafting and safe custody of files

d) Approving technical ship repair contracts.

36. Which of the following best reflects a mature understanding of departmental targets?

a) Focusing solely on quantitative output without regard to quality

b) Treating targets as rigid and unchangeable even when circumstances shift

c) Align work with short and long-term goals

d) Prioritizing personal convenience over target timelines

37. Who is the inventor of computer mouse?

a) Michael Dell

b) Douglas Engelbart

c) Steve Wosniak

d) Tim Berners-Lee

38. In standard office procedures, what is the primary purpose of maintaining an inward and outward dak (mail) register?

a) To calculate employee working hours

b) To track the receipt, movement and dispatch of official correspondence.

c) To monitor office internet bandwidth consumption

d) To archive employee personal records

39. An SOP requires that a particular type of file must be processed through three levels before final approval. A senior officer verbally asks you to skip one level to save time. The most appropriate action is:

a) Inform about SOP and seek written directions

b) Comply immediately since the instruction came from a senior officer

c) Process the file as per the verbal instruction and keep the matter confidential

d) Refuse to process the file altogether.

40. _____ is also known as the volatile memory.

a) ROM

b) RAM

c) EPROM

d) PROM

41. In file maintenance terminology, what is meant by "closing a file"?

a) Physically locking the office cabinet at closing time

b) Permanently deleting all digital records from the server

c) Formally stopping further correspondence on a matter once action is fully completed and archiving it

d) Transferring the file to a temporary trash bin

42. You need to generate 50 individual letters with variable addresses and reference numbers from a single template. The most efficient and professional method is:

a) Copy-paste and manually edit each letter

b) Use Mail Merge with a proper data source

c) Create 50 separate documents from scratch

d) Use Find and Replace repeatedly

43. Which function is in Excel tells how many numeric entries are there?

a) NUM

b) SUM

c) CHKNUM

d) COUNT

44. What is the main purpose of a Standard Operating Procedure (SOP) in office administration?

a) To provide a consistent method for performing routine work

b) To replace all approval requirements

c) To limit communication between departments

d) To keep every record only in paper form

45. “Noting” in official files refers to:

a) Summarizing the final orders issued

b) Recording personal opinions without supporting data

c) Separate facts, analysis and recommendations

d) Maintaining a diary of daily activities

46. Which universal keyboard shortcut is used to quickly paste copied text or value into a new cell?

a) Ctrl + C

b) Ctrl + V

c) Ctrl + X

d) Ctrl + Z

47. Which practice best supports quick retrieval of an official file in a records management system?

a) Keeping files on any available desk

b) Using a unique file number and subject-based index

c) Saving multiple copies with unrelated names

d) Removing the reference number after closing the file

48. In an official Excel sheet tracking file movement, you want to automatically highlight files pending for more than 15 days in red. The appropriate feature is:

a) Manual colouring of cells

b) Protect Sheet option

c) Data Validation

d) Conditional Formatting

49. Wi-Fi stands for?

a) Wireless Fidelity

b) WAN Flexibility

c) Wide Fidelity

d) Wireless Flexibility

50. What is an Intranet?

a) A public website available to everyone

b) A private network for authorized users within an organization

c) A type of printer connection

d) An external backup device

51. Effective office communication should be characterized by:

a) Speed of delivery irrespective of clarity

b) Clarity, politeness, timeliness and professionalism

c) Detailed narration of all background information

d) Use of technical jargon to convey authority

52. What is the primary purpose of a "device driver" in the Windows operating system?

a) It acts as a software translator that allows the Windows OS to communicate properly with physical hardware components like graphics cards or printers.

b) It serves as a screensaver that activates when the computer is left idle for too long.

c) It is a specialized backup drive built into cloud storage servers.

d) It automatically calculates spreadsheet cell values whenever user presses enter.

53. What does ERP stand for in the context of enterprise software applications?

a) Enterprise Resource Planning

b) Electronic Record Processing

c) Enterprise Route Planning

d) Efficient Resource Program

54. While communicating a delay in file processing to a senior officer, the most appropriate style is:

a) Factual, concise, and solution-oriented

b) Defensive and justificatory

c) Apologetic and lengthy

d) Informal and casual

55. Which of the following is a network security device that monitors and controls incoming and outgoing network traffic?

a) Router

b) Switch

c) Firewall

d) Hub

56. What is the primary function of a firewall in network and cyber security?

a) To speed up internet download rates

b) To prevent unauthorized access to or from a private network

c) To back up office files automatically every night

d) To cool down hardware components during heavy usage

57. Accurate and timely data entry in SAP/ERP modules is critical mainly because:

a) The system looks more professional

b) Reports, decisions and compliance depend on data quality

c) Supervisors check data entry daily

d) It reduces the need for physical records

58. What is meant by "putting up a file" in office procedure?

a) Removing the file from the office

b) Destroying an old file

c) Submitting the file to the competent authority for consideration/decision

d) Sending the file outside the organisation

59. Which protocol is securely used for browsing web pages over an encrypted network connection?

a) HTTP

b) FTP

c) HTTPS

d) SMTP

60. When two circulars on the same subject appear to conflict, the correct approach is:

a) Follow the older circular

b) Follow the later circular automatically

c) Examine both and seek clarification if required

d) Follow the practice currently followed in the section

61. The term “dispatch in an office generally refers to:

a) Receiving incoming mail

b) Sending official communications/documents to the intended recipient.

c) Filing old records

d) Destroying documents

62. An email that impersonates a trusted organization to obtain passwords or bank details is called what?

a) Phishing

b) Formatting

c) Defragmentation

d) Encryption

63. Which feature is most suitable for analyzing a large volume of pending files by category and age in Excel?

a) Pivot Table with filters

b) Charts and graphs

c) Sort and Filter only

d) Text-to-Columns

64. The best defence against cyber threats is:

a) Using one password for everything

b) Ignoring security warnings

c) Following cybersecurity practices, using security tools and staying alert

d) Sharing OTPs with trusted friends

65. What is the proper use of the BCC field in an official email?

a) To attach a confidential document

b) To send a hidden copy without disclosing recipients to others

c) To mark the message as urgent

d) To automatically correct the email

66. The difference between noting and drafting is best described as:

a) Both are essentially the same process

b) Noting is internal analysis for decision; drafting is formal communication of the decision

c) Drafting is always done before noting

d) Noting is external while drafting is internal

67. Why are software updates important for cyber security?

a) They always reduce computer security

b) They often fix security vulnerabilities and improve protection

c) They delete all files

d) They remove the need for passwords

68. Which of the following is an input device?

a) Printer

b) Monitor

c) Scanner

d) Speaker

69. Channel of submission means:

a) The physical movement of papers inside the section

b) The prescribed hierarchical path for decision making

c) The order in which notes are written on a file

d) The email trail used for internal communication

70. Phishing is an attempts to:

a) Improves internet speed

b) Trick users into revealing sensitive information through fraudulent messages or websites

c) Back up files

d) Encrypt legitimate documents

71. Which memory loses data when the power is switched off?

a) RAM

b) ROM

c) Solid-state drive

d) USB flash drive

72. When linked previous papers are missing from a file, the dealing hand should first:

a) Put up the noting on the basis of available papers

b) Return the file without examination

c) Trace the papers or record their non-availability

d) Mark the file directly to the Record Room

73. Electronic Signatures are used to:

a) Increase paper consumption

b) Authenticate or approve documents electronically

c) Delete documents

d) Prevent digital communication

74. Which operating system component links applications with hardware?

a) Kernel

b) Spreadsheet

c) Web browser

d) Presentation file

75. “Noting should be self-contained” means the note should:

a) Be very short

b) Contain only recommendation

c) Be understandable without full file

d) Avoid analysis

76. Before forwarding an email, the sender should:

a) Forward everything without checking

b) Check its relevance, recipients and confidential information

c) Delete the subject

d) Remove all necessary attachments

77. Which of the following is considered a primary non-volatile storage device in a computer system?

a) RAM

b) Hard Disk Drive (HDD)

c) Cache Memory

d) Register

78. Retention schedule of records refers to:

a) How frequently files should be moved

b) The period for which a record is to be kept

c) Who is authorised to access the record

d) The method of digitising old files

79. In network terminology, what does "IP" stand for in an IP address?

a) Internet Protocol

b) Internal Program

c) Information Provider

d) Integrated Port

80. Which behaviour best reflects strong interpersonal competence in a hierarchical office?

a) Being assertive to the point of confrontation

b) Balancing firmness on principles with courtesy

c) Agreeing with seniors on every issue

d) Maintaining complete emotional detachment

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