

**COCHIN SHIPYARD LIMITED**

(A Govt. of India Enterprise)

KOCHI -15

**OBJECTIVE TYPE WRITTEN TEST TO THE POST OF  
PROJECT ASSISTANT (COMMERCIAL)**

**20 APRIL 2024**

***DURATION OF THE TEST : 90 Minutes***

***MAXIMUM MARKS : 80***

**DO NOT OPEN THIS QUESTION PAPER-CUM-ANSWER BOOKLET UNTIL ASKED TO DO SO**

**GENERAL INSTRUCTIONS**

1. **ANSWER ALL QUESTIONS.** There shall be no negative marks.
2. **Answers are to be marked using ✓ mark against the most appropriate option among the options provided in the Question Booklet using BALL POINT PEN.**
3. Rough work, if any, is to be done on space provided in the Question Booklet only. No separate sheet will be provided for rough work.
4. **Calculators, Mobile, Electronic items etc., are not permitted inside the examination hall.**
5. Candidates seeking, receiving and /or giving assistance during the test will be disqualified.
6. The right to exclude any question (s) from final evaluation rests with CSL.
7. Do not seek any clarification on any item in the Question Booklet. Use your judgment.

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**Please fill in the following details using ball point pen.**

<b>Name of Candidate</b>	
<b>Registration No.</b>	
<b>Name of Post</b>	
<b>Signature of candidate</b>	
<b>Signature of invigilator</b>	

**THIS QUESTION PAPER-CUM-ANSWER BOOKLET SHOULD BE HANDED OVER  
TO THE INVIGILATOR ON COMPLETION OF THE TEST**

**OBJECTIVE TYPE TEST FOR THE POST OF PROJECT ASSISTANT (COMMERCIAL) ON**

**CONTRACT BASIS FOR CKSRU**

**PART A**

**GENERAL KNOWLEDGE**

1. Decibel is the unit for
  - a) speed of light
  - b) radio wave frequency
  - c) intensity of sound
  - d) intensity of heat
  
2. The oldest mountains in India are
  - a) Aravalis
  - b) Vindhya
  - c) Satpuras
  - d) Nilgiri hills
  
3. The 'Dronacharya Award' is given to...?
  - a) Sportsmen
  - b) Coaches
  - c) Umpires
  - d) Sports Editors
  
4. Who designed the National Flag of India?
  - a) Gopal Krishna Gokhale
  - b) Pingali Venkayya.
  - c) Dadabhai Naoroji
  - d) Surendranath Banerjee

5. What new variant of COVID-19 emerged in late 2021, causing global concern?

- a) Alpha variant
- b) Omicron
- c) delta variant
- d) SARS-CoV-2

**REASONING**

6. Look at this series: 80, 10, 70, 15, 60, ... What number should come next?

- a) 20
- b) 25
- c) 30
- d) 50

7. QAR, RAS, SAT, TAU, \_\_\_\_ What should come next?

- a) UAV
- b) UAT
- c) TAS
- d) TAT

8. Pointing to a photograph of a boy Suresh said, "He is the son of the only son of my mother." How is Suresh related to that boy?

- a) Brother
- b) Uncle
- c) Cousin
- d) Father

9. Amnesia: Memory : : Paralysis : ?

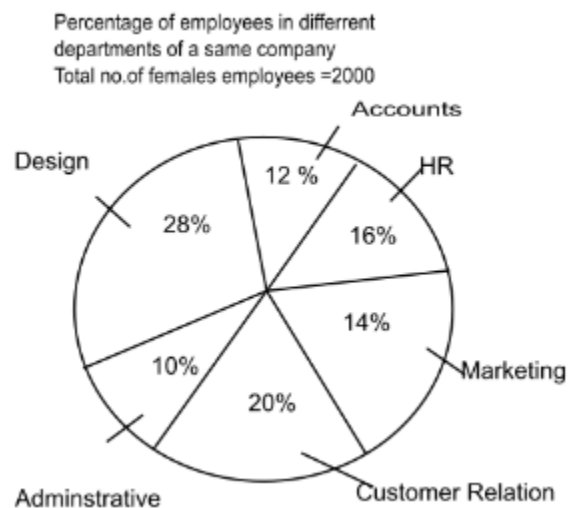
- a) Movement
- b) Limbs
- c) Handicapped
- d) Legs

10. One morning after sunrise, Suresh was standing facing a pole. The shadow of the pole fell exactly to his right. To which direction was he facing?

- a) East
- b) West
- c) South
- d) North

**QUANTITATIVE APTITUDE**

11. What is the respective ratio of number of employees in administrative department to the number of males in the same department?



- a) 9:4
- b) 8:3
- c) 7:2
- d) 8:5

12. Milk and water are in 7:2 ratio in a mixture of 729 litres. How much water shall be mixed in it in order to change this ratio to 7:3?

- a) 45
- b) 72
- c) 81
- d) 56

13. A train 360 m long is running at a speed of 45 km/hr. In what time will it pass a bridge 140 m long?

- a) 40 sec
- b) 42 sec
- c) 45 sec
- d) 48 sec

14. A sum of Rs. 12,500 amounts to Rs. 15,500 in 4 years at the rate of simple interest. What is the rate of interest?

- a) 3%
- b) 4%
- c) 5%
- d) 6%

15. A vendor bought toffees at 6 for a rupee. How many for a rupee must he sell to gain 20%?

- a) 3
- b) 4
- c) 5

d) 6

16. What least number must be added to 1056, so that the sum is completely divisible by 23 ?

a) 2

b) 3

c) 18

d) 21

17. Three number are in the ratio of 3 : 4 : 5 and their L.C.M. is 2400. Their H.C.F. is:

a) 40

b) 80

c) 120

d) 200

18. A shopkeeper earns a profit equal to the selling price of 11 meter by selling 22-meter cloth. Find the profit percent.

a) 52%

b) 45%

c) 50%

d) 55%

19. 5 tables and 6 chairs cost Rs.2,500 and 3 tables and 2 chairs cost Rs 1,300. What is the cost of one table and one chair together?

a) Rs. 475

b) Rs. 755

c) Rs. 635

d) Rs. 845

20. If A: B=3:4, B:C=8:9, and C:D=15:16, Find A:D

a) 5:7

b) 15:32

c) 5:8

d) 20:44

### **GENERAL ENGLISH**

21. Jawaharlal spent his childhood \_\_\_\_\_ Anand Bhawan.

a) At

b) In

c) On

d) Across

22. I saw a \_\_\_\_\_ of cows in the field.

a) Group

b) Herd

c) Swarm

d) Flock

23. I have resigned myself \_\_\_\_\_ my fate.

a) At

b) With

c) On

d) To

24. We must stay here now. (Change into negative.)

- a) We mustn't stay here now.
- b) We needn't stay here now.
- c) Must we not stay here now
- d) We couldn't stay here now.

25. Man is mortal. (Change it into negative.)

- a) Man is not immortal.
- b) Man is not mortal.
- c) Both (a) & (b)
- d) Man is without mortal.

26. Choose the word which best expresses the meaning of the given word-  
ADVERSITY.

- a) Failure
- b) Helplessness
- c) Misfortune
- d) Crisis

27. In question given below out of four alternatives, choose the one which can be substituted for the given word/sentence.

A paper written by hand

- a) Handicraft
- b) Manuscript
- c) Handiwork
- d) Thesis

28. Read each sentence to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence. The letter of that part is the answer. If there is no error, the answer is 'D'. (Ignore the errors of punctuation, if any).

- a) Though child marriage



b) has been banned.

c) the custom still prevailed among some groups in India.

d) No error.

29. Some proverb/idiom is given below together with their meanings. Choose the correct meaning of proverb/idiom.

To put one's hand to plough

a) To take up agricultural farming

b) To take a difficult task

c) To get entangled into unnecessary things

d) Take interest in technical work

30. Find the correctly spelt word.

a) Occured

b) Occurad

c) Occurred

d) Occurred

### **DISCIPLINE RELATED**

31. Which of the following is a system software?

a) Word processing software

b) Web browsers

c) Operating system

d) Spreadsheet software

32. Which of the following is a toggle key?

a) Esc

b) Delete

c) Enter

d) Caps Lock

33. Function library of MS Excel does not include formulas of the following category:

- a) Logical Formula
- b) Chemical Formula
- c) Financial Formula
- d) Date and Time Formula

34. What type of programming language is assembly language?

- a) high-level
- b) low-level
- c) medium-level
- d) machine

35. Which of the following is an important component of the motherboard that forms an interface between the CPU, various buses & other external components?

- a) Chipset
- b) Main memory
- c) Socket
- d) Peripheral card slot

36. Which of the following is NOT a valid 'Document Views' option in MS-Word 2016?

- a) Draft
- b) Web Layout
- c) Read Mode
- d) Write Mode

37. In MS Excel formula, which symbol specifies the fixed columns or rows?

- a) \$
- b) @
- c) #
- d) &

38. Which function key generates a bar graph from the value entered in MS Excel?

- a) F12
- b) F10
- c) F11
- d) F9

39. By default, MS Word sets all margins left, right, top, and bottom to:

- a) 1 inch
- b) 0.5 inch
- c) 0.75 inch
- d) 2 inch

40. Which technology was used in the second generation of computers?

- a) transistors
- b) vaccum tubes
- c) integrated circuits
- d) VLSI

41. How to decrease the size of selected text by one point in MS Word?

- a) Ctrl + Up Arrow
- b) Ctrl + ]
- c) Ctrl + Down Arrow
- d) Ctrl + ]

42. IPV4 Address is

- a) 8 bit
- b) 16 bit
- c) 32 bit
- d) 64 bit

43. DNS is the abbreviation of

- a) Dynamic Name System
- b) Dynamic Network System
- c) Domain Name System
- d) Domain Network Service

44. Computer Network is

- a) Collection of hardware components and computers
- b) Interconnected by communication channels
- c) Sharing of resources and information
- d) All of the Above

45. Which of the following options provides an easy interface to the internet and web documents?
- a) E-mail
  - b) Browsers**
  - c) Internet service providers
  - d) Filters
46. Which of the following is NOT a service offered by an internet service provider?
- a) Web administration**
  - b) Internet access
  - c) Domain name registration
  - d) Dial-up access
47. A motherboard receives power good signal from which of the following devices?
- a) CMOS
  - b) SMPS**
  - c) Registers
  - d) UPS
48. What is the default line spacing in MS Word 2016?
- a) 1.15
  - b) 1.5**
  - c) single
  - d) double
49. Which of the following is NOT a valid category of image file?
- a) TIFF**
  - b) JPEG
  - c) EPS
  - d) PGN
50. Which of the following shortcut keys shows the properties of a selected file in Windows?
- a) Alt + Enter**
  - b) Ctrl + 1
  - c) Alt + 2
  - d) Tab + Enter

51. The processor speed of third generation computers was measured in:

- a) milli second
- b) micro second
- c) nano second
- d) pico second

52. Which of these is the slowest memory in a computer system?

- a) Hard disk
- b) Tape
- c) Cache memory
- d) Static-RAM

53. Which function key is used to go to the next field in MS Word?

- a) F10
- b) F2
- c) F11
- d) F8

54. In Gmail, which of the following symbols is used to mark important messages?

- a) hash (#)
- b) dollar (\$)
- c) plus (+)
- d) star (\*)

55. Web pages are uniquely identified using:

- a) IP Address
- b) Domain
- c) URL
- d) File Name

56. The OMR stands for

- a) Optical Mark Recognition
- b) Optical Magnetic Reader
- c) Only Mark Recognition

d) Optical Markup Recognition

57. Which of the following are not input devices?

- a) Webcam and Microphone
- b) Bar Code Reader and Smart Card Reader
- c) Optical Character Reader and Optical Mark Recognition
- d) Monitor and Printer

58. Microprocessors as switching devices are for which generation computers

- a) First Generation
- b) Second Generation
- c) Third Generation
- d) Fourth Generation

59. Which one of the following web browsers is developed by Microsoft?

- a) Mozilla
- b) Edge
- c) Netscape navigator
- d) Firefox

60. Which port transfers large amount of data at very fast speed?

- a) Firewire
- b) Ethernet
- c) PS/2
- d) USB

61. To effectively manage the office budget you must;

- a) Only buy second hand office equipment.
- b) Save money by only switching on the office heaters for hours per day.
- c) Accurately monitor, control, and record all office expenditures
- d) Ensure that all receipt for purchases are stored away properly.

62. A member of staff comes up to you and reports a problem in the office, what's the first thing you do?

- a) Find out exactly what the problem is, its severity and how it will affect the offices operations.
- b) Try to find out the individual who was responsible for it.
- c) Put it on your to-do list to investigate and deal with later
- d) Call a team meeting to discuss what has happened.

63. To ensure office records are accurate they should be;

- a) Updated as soon as possible after any recordable event.
- b) Updated at the end of the week.
- c) Kept as paper records only.
- d) Passed to the HR department to do at the end of the day.

64. Having good staff morale in an office environment is important because it;

- a) Makes people feel better about themselves.
- b) Creates a positive working atmosphere that improves productivity, decreases absenteeism and leads to higher staff retention rates.
- c) Helps managers to control their staff more effectively.
- d) Stops staff from moaning about their work.

65. Which of the following is a technique of supervision?

- a) Perception
- b) Reassurance
- c) Emotion
- d) Value

66. Which of the following is an example of an intrinsic award?

- a) A pay raise
- b) An award
- c) A pat on the back by your boss
- d) An employees' feeling of self worth

67. Purpose of ABC analysis in material management is?

- a) To determine stocking
- b) To control purchasing
- c) To control inventories
- d) To control obsolescence

68. Which among the following leadership style is most effective?

- a) Autocratic Leadership
- b) Democratic Leadership
- c) Bureaucratic Leadership
- d) Laissez Faire Leadership

69. \_\_\_\_\_ is a contingency plan that is put to place to retrieve records in case they are lost, damaged or compromised

- a) Records management
- b) Inactive record maintenance
- c) FERPA
- d) Disaster recovery

70. If you last visited your dentist's office ten years ago, what type of record would that be considered as?

- a) confidential
- b) inactive
- c) open
- d) active

71. The Guiding Principles in the work setting may include:

- a) Employing constructive criticism
- b) Showing indifference towards a client
- c) Showing favoritism
- d) Both a and c

72. Which of the following is appropriate during a work meeting?

- a) Wearing a strong fragrance
- b) Asking for clarification
- c) Reading your friends' posts on social media Key



d) Explaining the personal reasons that caused you to arrive late

73. Which of the following is an indicator of professionalism?

- a) Show arrogance when meeting a new client
- b) Dress comfortably no matter what the situation is
- c) Demonstrate enthusiasm for learning
- d) Selectively show respect towards others

74. If you are being interviewed by a panel of three people, you should:

- a) Look at the wall behind the panel when you speak
- b) Make eye contact with each interviewer throughout the interview
- c) Make eye contact with the panelist who has most seniority when he/she speaks
- d) Both a and c

75. Which of the following is acceptable in the workplace?

- a) Eat a crunchy lunch at your desk
- b) Consistently arrive late
- c) Use voice mail as a call screening process
- d) Have tasteful décor in your personal work area

76. Employers appreciate workers who do which of the following:

- a) Ask for help when needed
- b) Always leave promptly when work hours are over
- c) Use speakerphone for all calls
- d) Generously decorate common office space

77. MFD stands for?

- a) Main File Directory
- b) Memory File Directory
- c) Master File Directory
- d) Master Format Directory

78. \_\_\_\_\_ is created when a user opens an account in the computer system.

- a) RFD
- b) Subdirectory
- c) MFD
- d) SFD

79. Several instructions execution simultaneously in \_\_\_\_\_

- a) processing
- b) parallel processing
- c) serial processing
- d) multitasking

80. Two or three characters appended to relative filename separated by a period.

- a) status
- b) identifier
- c) extension
- d) descriptor

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