



# COCHIN SHIPYARD LIMITED

(A Govt. of India Enterprise)

KOCHI -15

## **OBJECTIVE TYPE WRITTEN TEST TO THE POST OF PROJECT ASSISTANT (OFFICE) FOR CANSRU**

**23<sup>rd</sup> May 2024**

**DURATION OF THE TEST : 90 Minutes**

**MAXIMUM MARKS : 80 Marks**

**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**

**PHASE I (PART I)**

**OBJECTIVE TYPE TEST FOR THE POST OF PROJECT ASSISTANT (OFFICE) FOR CANSRU**

**I. GENERAL KNOWLEDGE**

**1. What is the name of the first indigenous aircraft carrier of India?**

- a) INS Viraat
- b) INS Vikrant**
- c) INS Vikramaditya
- d) INS Veer

**2. Which of the following is not a Scandinavian country?**

- a) Denmark
- b) Norway
- c) Sweden
- d) England**

**3. The study of humans is known as..... ?**

- a) Anthropology**
- b) Lithology
- c) Geology
- d) Bromatology

**4. First Indian tennis player who has won Olympic medal for India in Tennis?**

- a) Vijay Amritraj
- b) Leander Paes**
- c) Mahesh Bhupathi
- d) Ramesh Krishnan

**5. What is the name of India's first solar mission?**

- a) Aditya-L1**
- b) Gaganyaan 1

c) Astrosat

d) Spadex

## II. REASONING

6. The total of the ages of persons X, Y & Z is 70 years. What was the total of their ages 5 years ago?

a) 60 years

b) 55 years

c) 45 years

d) None of the above

7. Which of the following word does not belong to others?

a) Mile

b) Centimeter

c) Tonne

d) Yard

8. Find out the next letter pattern in the given series (FAU, GBT, HCS, IDR, .....)

a) JEV

b) JEQ

c) EEQ

d) EEV

9. 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

10. Complete the series 1,3,7,13,21,..

a) 31

b) 39

c) 29

d) 27

### III. QUANTITATIVE APTITUDE

11. What is the compound interest on Rs. 10,000 for 2 years at rate of interest 5% per annum?

a) Rs. 1000

b) Rs. 1025

c) Rs. 1050

d) Rs. 950

12. A bullet train moving at speed of 180 km/hr crosses an electric post in 5 seconds. Find the length of the train.

a) 90 m

b) 236 m

c) 250 m

d) 270 m

13. If one-third of one-fourth of a number is 25, then two-third of that number will be.....

a) 12.5

b) 125

c) 200

d) 250

14. 40 % of 'X' is?

a) 0.004X

b) 0.4X

c) 0.04X

d) 4X

15. The profit percent gained if a book is sold at Rs 560 is equals to the loss percent when the book is sold at Rs 524. Find the cost price of the book?

a) Rs. 540

b) Rs. 542

c) Rs. 552

d) Rs. 584

16. If 25% of a certain number is 13, what is the number?

a) 38

b) 65

c) 52

d) None of the above

17. What is the average of the first five natural numbers?

a) 2

b) 7

c) 5

d) 3

18. What is the probability of getting an even number when a dice is rolled?

a)  $1/2$

b)  $1/3$

c)  $1/4$

d)  $1/6$

19. What is the area of a triangle with base 6 meters and height 15 meters?

a)  $90 \text{ m}^2$

b)  $45 \text{ m}^2$

c)  $21 \text{ m}^2$

d)  $30 \text{ m}^2$

20. If today is Thursday, then after 61 days it will be.....

- a) Sunday
- b) Tuesday**
- c) Friday
- d) Saturday

#### IV. GENERAL ENGLISH

21. List of applicants ..... been received by the selectors from the application evaluation committee. (Fill in the blanks with the correct verb)

- a) Have
- b) Has**
- c) Are
- d) Will

22. Cellular Jail is located ..... A&N Islands ..... India. (Fill in the blanks with the correct prepositions)

- a) in, of
- b) in, at
- c) at, in**
- d) at, for

23. Choose the correct spelling given below?

- a) **superintendent**
- b) superindendent
- c) superinttent
- d) superindentent

24. What is the meaning of the word 'Commence'?

- a) Start**
- b) Pause
- c) Stop
- d) Finish

25. Select the option that is the correct passive form of the given sentence

“They had eaten the bread ”

a) The bread had been eaten by them

b) The bread will be eaten by them

c) The bread has been eaten by them

d) They had been eaten by the bread

26. Select the word that can substitute the given set of words.

“A fall of water from a great height”

a) Stream

b) Typhoon

c) Cascade

d) Whirl

27. Fill in the blanks with the most appropriate Preposition choosing from the options given below.

“It took the man a long time to recover \_\_\_ the shock”

a) on

b) from

c) for

d) over

28. A person who regards the whole world as his country

a) Metropolitan

b) Cosmopolitan

c) Millennial

d) Suburban

29. Rahul \_\_\_ boy sang the song of unity

a) a 15 year aged

b) the 15 year old

c) a 15 years old

d) a 15 year old

**30. Spot the sentence/phrase with grammatical error given below?**

- a) If I had reached
- b) This Thursday
- c) He could wrote the book**
- d) He threw the ball so hard

**V. SUBJECT BASED**

**31. MS-Excel is an example of \_\_\_\_**

- a) An operating system
- b) A processing device
- c) An input device
- d) Application software**

**32. The extension of a Notepad file) is :**

- a) .text
- b) .tft
- c) .txt**
- d) .tnp

**33. The Process of erasing a disk is called :**

- a) Formatting**
- b) Wiping
- c) Booting
- d) Installing

**34. The shortcuts that appear on the Desktop is called:**

- a) Folder
- b) Arrow
- c) Icon**
- d) Image

**35. Which one is not an Image file ?**



- a) .png
- b) .jpg
- c) .wmv
- d) .bmp

**36. DVD is an abbreviation for**

- a) Digital Video Disc
- b) Digital Versatile Disc
- c) Decoded Video Disc
- d) Both (a) & (b)

**37. What is the shortcut key to paste content from the clipboard in Windows?**

- a) Ctrl + V
- b) Ctrl + P
- c) Ctrl + C
- d) Ctrl + X

**38. What is one key aspect of the Make in India initiative by the Indian government?**

- a) Reduce foreign investment
- b) Promote local manufacturing
- c) Increase import taxes
- d) Stifle employment opportunities

**39. The accounting style shows negative numbers in \_\_\_\_\_.**

- a) Bold
- b) Quotes
- c) Parentheses
- d) Brackets

**40. Which software is commonly used for data entry tasks?**

- a) Microsoft Excel

- b) Microsoft Word
- c) MS Power Point
- d) MS Project

**41. Which type of mail requires proof of delivery?**

- a) Express Post
- b) Ordinary Post
- c) Registered post**
- d) Key post

**42. What is the size of A4 paper in cm ?**

- a) 297 x 420
- b) 210 x 297**
- c) 148 x 210
- d) 170 x 257

**43. What is an example of a workplace behavioral hazard?**

- a) Exposure to sunburn at worksite
- b) An overworked employee**
- c) Fumes from floor cleaning liquid
- d) Defective computer

**44. Staff training is ideally conducted for .....**

- a) Helping staff to solve their personal problems.
- b) Providing necessary skills and knowledge to carry out their role**
- c) Making staffs polite
- d) None of the above

**45. To ensure office records are accurate they should be .....**

- a) Updated as soon as possible after any recordable event.**
- b) Kept as paper records only.
- c) Updated only on a Friday afternoon at the end of the week.

d) Passed to the HR department to do at the end of the day.

**46. A shredder in office is used to.....**

a) Bond small pieces of paper together.

**b) Destroy paper documents by cutting them into small pieces.**

c) Open envelopes without damage.

d) Fax documents to telephone numbers.

**47. What is Microsoft Outlook used for?**

a) Calendar management system.

b) To keep track of office expenses.

c) Auditing software.

**d) Managing emails**

**48. In office hierarchy, the term 'scalar' means.....**

**a) Ladder**

b) Process

c) Step

d) Position

**49. 'Position classification' is the classification of.....**

a) Departments

b) Personal status of incumbents

c) Salaries

**d) Duties**

**50. Globalization means....**

**a) The growth of a single unified world market**

b) Financial market system is centered in a single state

c) Geographical location of a firm is of utmost importance

d) Foreign capitalist transactions

**51. Which of the following is not considered an important skill for the workplace?**

- a) Ability to work independently and never work with anyone
- b) Providing excellent customer service
- c) Working well with people from diverse backgrounds
- d) Ability to work in a team

**52. A document that shows how long particular types of records should be kept is called.....**

- a) Archive cycle
- b) Tickler file
- c) Cross-reference
- d) Records retention schedule

**53. What does MOST stand for?**

- a) Mission Objectives Strategies and Tactics
- b) Machinery Office Staff and Technology
- c) Maximum Output Strategy Tools
- d) Manager Operator Seller and Trader

**54. Operative functions of HRM includes.....**

- a) Development, compensation & motivation
- b) Maintenance
- c) Integration and emerging trends
- d) All of these

**55. The process of familiarizing the new employees to the organization rules and regulations is known as.....**

- a) Placement
- b) Assortment
- c) Induction
- d) Retention

**56. A device or situation that replicates job demands at on the job site is called.....**

- a) Training
- b) Simulation**
- c) Artificial intelligence
- d) Transactional analysis

**57. Training process is generally.....**

- a) Short term**
- b) Medium term
- c) Long term
- d) None of these

**58. When was the apprentice Act introduced?**

- a) 1961**
- b) 1973
- c) 1986
- d) 2014

**59. OJT stands for**

- a) On the job training**
- b) On the job technique
- c) On the job technology
- d) Off the job training

**60. ----- is the process of imparting or increasing knowledge or skill of an employee to do a particular job.**

- a) Motivation
- b) Training**
- c) Development
- d) Leadership

61. What feature adjusts the top and bottom margins so that the text is centered vertically on the printed page ?
- a) Vertical adjusting
  - b) Vertical justifying**
  - c) Vertical centering
  - d) Horizontal centering
62. What is smallest unit of the information?
- a) A bit**
  - b) A byte
  - c) A block
  - d) A nibble
63. Which is the website that collects info and organise the content from all over the internet?
- a) E-commerce site
  - b) Search engine**
  - c) Social media
  - d) Mailing site
64. Why record keeping is important in register?
- a) To delay action
  - b) To hold the action
  - c) To keep pending action
  - d) Quick action**
65. Which details are register in inward?
- a) Office announcement
  - b) Sending mails
  - c) Receiving mails**
  - d) Office circular

**66. How many characters can be typed in a single cell in Excel?**

- a) 256
- b) 1024
- c) 32000
- d) 32767**

**67. What is the minimum number of rows and columns that a MS word table can have?**

- a) 2 rows and 1 column
- b) 1 row and 2 column
- c) 1 row and 1 column**
- d) 2 rows and 2 column

**68. SOP stands for?**

- a) Standard Output Procedure
- b) Standard Operating Procedure**
- c) Standard Office Procedure
- d) none of these

**69. KPI Stand for?**

- a) Key Prime Indicators
- b) Key Product Information
- c) Key performance indicators**
- d) none of these

**70. PAN Stand for?**

- a) Permanent Account Number**
- b) Permanent Audit Number
- c) Permanent Acknowledgement Number
- d) none of these

**71. Why is a firewall used in a computer?**

- a) Monitoring
- b) Data Transmission
- c) Authentication
- d) Security**

**72. What is the purpose of an organizational chart?**

- a) Employee motivation
- b) Communication structure**
- c) Performance evaluation
- d) Budgeting

**73. What is the purpose of a job description?**

- a) Employee motivation
- b) Employee discipline
- c) Employee training
- d) Employee recruitment**

**74. The process of guiding and influencing employees to achieve organizational goals is known as:**

- a) Leadership**
- b) Management
- c) Administration
- d) Supervision

**75. The period of a Financial Year is....**

- a) 01 January to 31 December
- b) 01 April to 31 March**
- c) 01 June to 31 May
- d) None of the above



**76. What is the blank space outside the printing area on a page?**

- a) Clipart
- b) Header
- c) Footer
- d) Margins**

**77. Arrange the units of memory TB, KB, GB, MB in descending order**

- a) TB>MB>GB>KB
- b) TB>GB>MB>KB**
- c) MB>GB>TB>KB
- d) GB>MB>KB>TB

**78. NEFT stands for?**

- a) National Electrical Funds Transfer
- b) National Electronic Funds Transfer**
- c) New Electronic Funds Transfer
- d) None of the above

**79. Which of these must be avoided in business/official letters?**

- a) Polite words
- b) Formal words
- c) Abbreviations**
- d) With regards

**80. What is 'EOQ' in Inventory control?**

- a) Economic Occurring Quantity
- b) Economic Order Quantity**
- c) Economic Over Quantity
- d) Economic of Quantity

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