

**COCHIN SHIPYARD LIMITED – Mumbai Ship Repair Unit**  
(A Govt. of India Enterprise)  
MUMBAI -1

**OBJECTIVE TYPE OFFLINE TEST TO THE POST OF  
ASSISTANT ADMINISTRATIVE OFFICER IN CMSRU**

**05 February 2025**

***DURATION OF THE TEST : 45 Minutes  
MAXIMUM MARKS : 40***

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

**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 OFFLINE TEST**  
**FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER IN CMSRU**

1. Which Indian city hosted the G20 Summit in 2023?
  - a) **New Delhi**
  - b) Mumbai
  - c) Gujarat
  - d) Mangalore
  
2. What was India's GDP growth rate projection for the fiscal year 2024-25, according to the Reserve Bank of India (RBI)?
  - a) 6.8%
  - b) 5.6%
  - c) 4.6%
  - d) **6.5%**
  
3. What is the name of India's first 'Made in India' aircraft carrier, which was commissioned in 2023?
  - a) INS Vikramaditya
  - b) INS Viraat
  - c) **INS Vikrant**
  - d) INS Aditya
  
4. Which of the following is the pH of a neutral solution at 25°C?
  - a) 0
  - b) **7**
  - c) 14
  - d) 10
  
5. What is the unit of force in the International System of Units (SI)?
  - a) **Newton**
  - b) Joule
  - c) Watt
  - d) Pascal
  
6. Identify the correct sentence in the following options:
  - a) She don't like playing football.
  - b) **She didn't like playing football.**
  - c) She not like playing football
  - d) She will not like playing football
  
7. Complete the sentence from suitable options given under:

"You won't pass the test \_\_\_\_ you study."

  - a) If
  - b) When
  - c) **Unless**
  - d) How

8. Which one of the following does not belong to the group?

- a) 4
- b) 9
- c) 49
- d) 25

9. What comes next in the series:

2, 6, 12, 20, 30, ?

- a) 36
- b) 40
- c) 42
- d) 56

10. Which of the following does not belong to the group?

- a) Circle
- b) Square
- c) Triangle
- d) Rectangle

11. If all Blooms are Ribbons and all Ribbons are Banners, which of the following statements is true?

- a) All Blooms are Banners
- b) All Banners are Blooms
- c) Some Ribbons are Blooms
- d) Some Banners are Blooms

12. Identify the odd one out:

- a) 121
- b) 144
- c) 169
- d) 200

13. Five friends are sitting on a bench. P is to the immediate left of Q and is sitting next to R. S is to the immediate right of T. R is sitting at the extreme left. Who is sitting at the extreme right?

- a) P
- b) Q
- c) S
- d) T

14. In a class of 50 students, Raj ranks 12th from the top and 13th from the bottom. How many students are there between Raj and the last student?

- a) 24
- b) 23
- c) 22
- d) 21

15. Pointing to a woman, a man says, "She is the daughter of my father's only son." How is the woman related to the man?

- a) Daughter
- b) Wife
- c) Sister
- d) Mother

16. What is the result of  $\frac{3}{5} \times \frac{7}{9}$

- a)  **$\frac{7}{15}$**
- b)  $\frac{21}{24}$
- c)  $\frac{21}{15}$
- d)  $\frac{23}{45}$

17. What is the surface area of a cube with side length 4 cm?

- a)  $48 \text{ cm}^2$
- b)  **$96 \text{ cm}^2$**
- c)  $64 \text{ cm}^2$
- d)  $128 \text{ cm}^2$

18. The volume of a cylinder is  $1540 \text{ cm}^3$ , and its height is 10 cm. What is the radius of the base?

- a) 7 cm
- b) **9 cm**
- c) 6 cm
- d) 5 cm

19. What is the cube root of 1728?

- a) 10
- b) **12**
- c) 14
- d) 15

20. The average of five numbers is 20. If one number is excluded, the average of the remaining four is 22. What is the excluded number?

- a) 18
- b) 20
- c) 22
- d) **12**

21. Which principle ensures that authority and responsibility are aligned?

- a) Unity of command
- b) Span of control
- c) **Accountability**
- d) Centralization

22. What does "unity of command" mean in an organization?

- a) Employees receive orders from multiple supervisors
- b) **Employees report to only one supervisor**
- c) Employees have no supervisor
- d) Employees can ignore their supervisor

23. The major provisions for employees' health and safety are contained in \_\_\_\_\_.

- a) **The Factories Act, 1948**
- b) The Industrial Employment Act, 1946
- c) The Industrial Disputes Act, 1947
- d) The Employee's Compensation Act, 1923

24. The Employees Provident Funds and Miscellaneous Provision Act 1952 applies to every establishment in which

- a) Ten or more persons are employed
- b) **Twenty or more persons are employed**
- c) Fifty or more persons are employed
- d) Hundred or more persons are employed

25. What is the current rate of interest provided on EPF deposits?

- a) 8%
- b) **8.25%**
- c) 8.50%
- d) 8.75%

26. Minimum Wages Act?

- a) **1948**
- b) 1949
- c) 1958
- d) 1979

27. In India there is a \_\_\_\_\_ for the establishment of work committee under the Industrial Disputes Act, 1947.

- a) Mandatory provision
- b) **Statutory provision**
- c) Laws
- d) By—laws

28. Which machinery for settlement mentioned in the Industrial Disputes Act, 1947. accountable for the speedy of industrial disputes?

- a) Arbitration
- b) **Conciliation**
- c) Adjudication
- d) Tribunal courts

29. \_\_\_\_\_ secures the industrial peace voluntarily and \_\_\_\_\_ compulsorily.

- a) **Negotiation and Adjudication**
- b) Compromise and Arbitration
- c) Union and Tribunal
- d) Arbitration and Adjudication

30. Under the provisions of the Factories Act, 1948, a Safety Committee is to be constituted in a factory where:

- a) 1000 or more workers are employed
- b) **Hazardous substances are used or handled.**
- c) Heavy machinery is utilized
- d) 500 or more workers are employed

31. What is the difference between a warning letter and a charge sheet?

- a) A warning letter is informal, while a charge sheet is formal
- b) **A warning letter is issued for minor misconduct, while a charge sheet is for serious violations**
- c) A warning letter is only verbal, while a charge sheet is written
- d) There is no difference

32. What is the role of a supervisor in issuing a warning letter?

- a) To ignore employee misconduct
- b) To document the issue and communicate expectations clearly
- c) To create conflicts among team members
- d) To delay the process

33. Which of the following is an example of intrinsic motivation?

- a) Receiving a bonus
- b) Feeling a sense of accomplishment
- c) Getting a promotion
- d) Receiving public recognition

34. What is the focus of Herzberg's Two-Factor Theory?

- a) Hygiene factors and motivators
- b) Hierarchy of needs
- c) Expectancy and outcomes
- d) Reinforcement and punishment

35. Which theory of motivation focuses on the relationship between effort, performance, and rewards?

- a) Maslow's Hierarchy of Needs
- b) Herzberg's Two-Factor Theory
- c) Vroom's Expectancy Theory
- d) McClelland's Theory of Needs

36. Which principle refers to the number of subordinates a supervisor can effectively manage?

- a) Delegation
- b) Span of control
- c) Centralization
- d) Accountability

37. Which feature in MS Word allows you to view two parts of the same document simultaneously?

- a) Split
- b) New Window
- c) Compare
- d) Print Layout

38. In MS Word, what is the default font style?

- a) Times New Roman
- b) Arial
- c) Calibri
- d) Verdana

39. Which of the following options is used to merge cells in MS Excel?

- a) Insert > Merge Cells
- b) Home > Merge & Center
- c) Data > Merge
- d) File > Merge Cells

40. In Excel, what function would you use to count the number of non-empty cells in a range?

- a) **COUNTA**
- b) COUNTBLANK
- c) COUNTIF
- d) COUNT

