

PHASE I (PART I)

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

I. GENERAL KNOWLEDGE

1. Which one is the largest Union Territory of India by area?
 - a) Jammu and Kashmir
 - b) Ladakh**
 - c) Andaman & Nicobar Islands
 - d) Delhi
2. Who is the winner of FIDE Women's World Cup (Chess, 2025)
 - a) Koneru Humpy
 - b) Vaishali Rameshbabu
 - c) Divya Deshmukh**
 - d) Tan Zhongyi
3. Government of India regional connectivity scheme, UDAN stands for
 - a) Ude Desh ka Aam Nagrik**
 - b) Udyam Desh ka Aam Nagrik
 - c) Ude Desh ke Aam Nagrik
 - d) Udaan Desh ka Aam Nagarik
4. "Waiting for a Visa" autobiography belongs to
 - a) Dr. A. P. J. Abdul Kalam
 - b) Dr. B. R. Ambedkar**
 - c) Dr. Rajendra Prasad
 - d) Dr. Sarvepalli Radhakrishnan

5. International Fleet Review (IFR) 2026 held at?

- a) Mumbai
- b) Kochi
- c) Kolkata
- d) Visakhapatnam

II. REASONING

6. If FRAGRANCE is written as SBHSBODFG, how can IMPOSING be written?

- a) NQPTJHOJ
- b) NQPTJOHI
- c) NQTPJOHJ
- d) NQPTJOHJ

7. Choose one number which is similar to the numbers in the given set.

Given set : 134, 246, 358

- a) 372
- b) 460
- c) 572
- d) 684

8. Three of the following four words are alike in a certain way and one is different. Select the odd one.

- a) Goggles
- b) Spectacles
- c) Bifocals
- d) Optical Reader

9. P Q R S T are five boys. Given that P is taller than Q, R is shorter than P, S is taller than T but shorter than Q, the tallest boy is:

a) P

b) Q

c) R

d) None of the above

10. P is standing to the east of Q at a distance of 4 Km. P stands still while Q goes north for 4 Km. In which direction must Q now look to see P:

a) East

b) South East

c) South

d) South West

III. QUANTITATIVE APTITUDE

11. The average age of the boys in a class of 30 boys is 14.5 years. What will be the average age if 10 new boys come whose average is 15.2 years, and joins them?

a) 15.5 years

b) 14.68 years

c) 16.25 years

d) None of these

12. Three men or eight boys can do a piece of work in 17 days. How many days will two men and six boys together take to finish the same work?

a) 11 days

b) 17 days

c) 12 days

d) None of these

13. There are some girls and buffalos at a place. If total number of heads is 15 and total number of legs is 46, then how many girls and how many buffalos are there?

a) 8 girls and 7 buffalos

b) 9 girls and 6 buffalos

c) 7 girls and 8 buffalos

d) 6 girls and 9 buffalos

14. Anand and Deepak started a business investing Rs. 22,500 /- and Rs. 35,000 /- respectively. Out of a total profit of Rs. 13,800 /- , Deepak's share is :

a) 5400

b) 7200

c) 8400

d) 9600

15. One pipe can fill a tank three times as fast as another pipe. If together the two pipes can fill tank in 36 minutes, then the slower pipe alone will be able to fill the tank in ?

a) 81 min

b) 108 min

c) 144 min

d) 192 min

16. An express train travelled at an average speed of 100 km/hr, stopping for 3 minutes after every 75km, How long did it take to reach its destination 600 km from the starting point ?

a) 6 hrs 21 min

b) 6 hrs 24 min

c) 6 hrs 27 min

d) 6 hrs 30 min

17. 8 Liters are drawn from a cask full of wine and is then filled with water. This operation is performed three more times. The ratio of the quantity of wine now left in cask to that of the water is 16:65. How much wine did the cask hold originally ?

a) 18 Liters

b)) 24 Liters

c)) 32 Liters

d) 42 Liters

18. If Rs. 64 amounts to Rs. 83.20 in 2 years, what will Rs. 86 amount to in 4 years at the same rate percent per annum ?

a) Rs. 114.80

b) Rs. 124.70

c) Rs. 127.40

d) Rs. 137.60

19. A rectangular field is to be fenced on three sides leaving a side of 20 feet uncovered. If the area of the field is 680 sq. feet, how many feet of fencing will be required ?

a) 34

b) 40

c) 68

d) 88

20. A tank 4 m long, 2.5 m wide and 1.5 m deep is dug in a field 31 m long and 10 m wide. If the earth dug out is evenly spread out over the field, the rise in level of the field is :

a) 3.1 cm

b) 4.8 cm

c) 5 cm

d) 6.2 cm

IV. GENERAL ENGLISH

21. Select the most appropriate antonym of the given word. 'HASTE'

- a) Dash
- b) Rush
- c) Delay
- d) Lose

22. In the sentence identify the segment which contains the grammatical error.

The both children go to the same school.

- a) children go
- b) to the
- c) The both
- d) same school

23. Given below are four jumbled sentences. Out of the given options pick the one that gives their correct order.

- A. These are generated by a violent undersea disturbance or ocean activity.
- B. Once generated, they travel outward on the ocean surface in all directions.
- C. A tsunami is made up of a series of very long waves.
- D. Spreading thus, they look like ripples caused by throwing a rock in a pond.

- a) CABD
- b) BDCA
- c) BADC
- d) CBDA

24. Select the most appropriate meaning of the given idiom. 'SEE EYE TO EYE'

- a) See clearly
- b) Be suspicious
- c) Stare at someone
- d) Agree with someone

25. Select the most appropriate synonym of the given word. **TOXIC**

a) Lethal

b) Lanky

c) Laudatory

d) Licit

26. Select the option that can be used as a one-word substitute for the given phrase.
A short interesting story about a real person or event

a) Sketch

b) Narrative

c) Anecdote

d) Poem

27. Select the correct indirect form of the given sentence.

Mahesh said to Rita, "Don't play in the sun."

a) Mahesh requested Rita that don't play in the sun.

b) Mahesh ordered Rita that not play in the sun.

c) Mahesh advised Rita not to play in the sun.

d) Mahesh told to Rita to not play in the sun.

28. Choose the correct Plural form of word

a) Luggages

b) Luggage

c) Lugagge

d) Lugagges

29. Read the statement carefully what does it try to prove here?

"If any of you fellows think there is anything coming to you from me, come and take it"

- a) A brave fears no evil
- b) A brave fears no happy
- c) A calmness brings a victory
- d) A fearless ends in vain

30. Homophones :

There lived a man who loved to read about _____

- a) study
- b) read
- c) write
- d) knights

V. SUBJECT BASED

31. What is an example of a workplace behavioral hazard?

- a) An overworked employee
- b) Fumes from cleaning agent spillage
- c) Exposure to electromagnetic radiation
- d) A workstation that does not include ergonomic furniture

32. What should occur when there is a simple paper jam in the photocopier?

- a) Follow instructions in the photocopier manual or on the control panel display.
- b) The photocopier must be switched off at the PowerPoint.
- c) A report should be made to the office manager.
- d) A call should be logged with the service Difficulties Department and the photocopier switched off.

33. How should bulk mail be prepared for posting?

- a) Envelopes are address side up and facing the same way.
- b) Only DL size envelopes should be used.
- c) Envelopes are bundled in groups of 100.
- d) Bundles must only be tied with string.

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

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

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

- a) Updated as soon as possible after any recordable event.
- b) Updated only on a Friday afternoon 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.

36. Whilst at work a staff member reports feeling unwell, what do you do?

- a) Ask them about their symptoms, if serious call an ambulance, if not serious then send them home and report it to the HR department.
- b) Make them a cup of tea and tell them to get on with their work.
- c) Call the HR department and ask for advice.
- d) Give them some aspirin and water.

37. What is a Virtual Office?

- a) A service that provides businesses with the remote services of an office without the business having any actual physical office space.
- b) A office that only exists online.
- c) A office were people can meet online.
- d) None of the above.

38. 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.

39. To effectively manage the office budget you must;

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

40. A successful Office Manager must be able to

- a) Understand the behavior and needs of office staff so as to be able to meet them.
- b) Attend every company meeting and contribute to the discussion.
- c) Find the best suppliers of office equipment.
- d) Know the name of every person in the department and be on first name terms with them.

41. Why is Health & Safety important in an office environment

- a) It helps protect the well being of staff and visitors to the office.
- b) It helps to keep office equipment like printers etc working.
- c) By having everything in the right place it makes the office look more professional.
- d) Staff feel more comfortable knowing there is a Health & Safety policy in place.

42. Why should office meetings be recorded

- a) A recording is a historical document that can be used in the future to verify decisions and be a reminder of past events and actions.
- b) It is the law.
- c) It improves staff motivation and efficiency.
- d) It makes the company look more professional.

43. What type of office mail requires proof of delivery

- a) Registered post
- b) Key post
- c) International post
- d) Email

44. Staff training is used to

- a) Give staff members the necessary skills and knowledge to carry out their role.
- b) Help staff with their personal problems.
- c) Get staff to dress more professionally for the office.
- d) Make staff more loyal to the company.

45. Where in a company does a receptionist work?

- a) At the lobby or front office desk.
- b) The car park.
- c) In the sales department.
- d) With the admin team.

46. Communication across departments not at same level is called:

- a) Diagonal
- b) Horizontal
- c) Upward
- d) Vertical

47. Which device is used to input data into a computer?

- a) Keyboard
- b) Monitor
- c) Printer
- d) Speaker

48. Which of the following is an example of system software?

- a) Windows 10
- b) Microsoft Excel
- c) Google Chrome
- d) Adobe Reader

49. Which of the following is NOT a programming language?

- a) Microsoft Word
- b) Python
- c) HTML
- d) Java

50. Which part of the computer is responsible for executing instructions?

- a) CPU
- b) Hard Disk
- c) RAM
- d) Motherboard

51. Which storage device has the largest capacity?

a) Hard Disk Drive

b) SSD

c) USB Flash Drive

d) DVD

52. What does GUI stand for?

a) Graphical User Interface

b) General User Interface

c) Guided User Interface

d) Graphical User Interaction

53. Which of the following is a volatile memory?

a) RAM

b) SSD

c) Hard Disk

d) ROM

54. What is the main function of an operating system?

a) Manage hardware and software resources

b) Perform calculations

c) Browse the internet

d) Create documents

55. What does URL stand for?

a) Uniform Resource Locator

b) Uniform Resource Link

c) Universal Resource Locator

d) Universal Resource Link

56. What is the purpose of a firewall in a computer network?

- a) To protect against unauthorized access
- b) To speed up the internet
- c) To manage network traffic
- d) To boost Wi-Fi signal

57. What type of software is used to surf the web?

- a) Web browser
- b) Operating system
- c) Database
- d) Text editor

58. Which of the following is an example of an input device?

- a) Mouse
- b) Printer
- c) Monitor
- d) Speaker

59. What is the purpose of the ALU in a computer?

- a) To perform arithmetic and logic operations
- b) To manage memory
- c) To control input and output
- d) To manage storage

60. Which file format is used for images?

- a) .jpg
- b) .docx
- c) .xlsx
- d) .pptx

61. Your stationary order was incorrectly filled. Which document would you use to compare with the order form to identify the discrepancies ?

- a) **Delivery docket**
- b) Credit note
- c) Receipt
- d) Tax invoice

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. What is the advantage of planning of emergencies ?

- a) **To save life and property**
- b) Only for the sake of formality
- c) Just for inspection purpose
- d) For records

64. The chronological development of information in the body of the report is done according to the

- a) **Order in which events occurred**
- b) Collection of data
- c) Choice of the water
- d) Logical sequence of events

65. Which of the following is not an output device?

- a) **Touch Screen**
- b) Flat Screen
- c) Printer
- d) Portable Projector

66. Which of the following is required when more than one person uses a central computer at the same time?

a) Terminal

b) Light pen

c) Digitizer

d) Mouse

67. Which of the following magazines covers only the IBM PC and its compatibles?

a) PC Magazine

b) Byte

c) Personal Computing

d) Interface Age

68. Most important advantage of an IC is its

a) Extremely high reliability

b) Easy replacement in case of circuit failure

c) Reduced cost

d) Lower power consumption

69. In the third Generation of computers

a) Online real time systems first become popular

b) High level procedural language were first used

c) An operating system was first developed

d) Distributed data processing first became popular

70. If there are multiple recycle bin for a hard disk

a) you can set the different size for each recycle bin

b) you can choose which recycle bin to use to store your deleted files

c) You can make any one of them default recycle bin.

d) None of the above

71. Identify false statement

- a) You can increase free space on the disk by sending files in recycle bin.
- b) You can restore any files in recycle bin if you ever need
- c) You can find deleted files in recycle bin
- d) You can right-click and choose Empty Recycle Bin to clean it at once

72. Which of the following is suitable after you install new drivers?

- a) Restart
- b) Shut Down
- c) Sleep
- d) Hibernate

73. Underlined text, such as text and folder names is referred to as

- a) Hyperlink
- b) Menu
- c) Source drive
- d) None of these

74. Taskbar is used for

- a) All of above
- b) Navigation program
- c) Switching between program
- d) Start a program

75. Which components appear in the initial windows startup display?

- a) Taskbar
- b) Dialog box
- c) Start menu
- d) All of the above

76. A bar that inform you the available options in your computer, opened applications, background running applications and can be used to switch between applications quickly is

- a) Taskbar
- b) Status bar
- c) Toolbar
- d) Menu bar

77. You can move a window to a different position on your screen by dragging it by its

- a) Move handle
- b) Tai
- c) Status bar
- d) Title bar

78. Which is not an external command?

- a) None of the above
- b) Edit
- c) XCOPY
- d) Sys

79. The operating system is the most common type of Software

- a) System
- b) Communication
- c) Application
- d) Word processing software

80. Thecontains commands associated with the My Computer window

- a) System menu
- b) Standard menu
- c) Start menu
- d) None of the above

