

**QUESTION BOOKLET AND ANSWER KEY**  
**FOR RECRUITMENT TEST OF**  
**SR. ASSISTANT (ACCOUNTS)**  
**HELD ON 26.5.2013**

English Version

1. ਸ਼ੁੱਧ ਮੁਹਾਵਰਾ ਚੁਣੋ:  
 (A) ਅੱਖਾਂ ਖੋਲ੍ਹ ਛੱਡਣੀਆਂ (B) ਅੱਖਾਂ ਮੀਟਣੀਆਂ  
 (C) ਅੱਖਾਂ ਘੁਮਾ ਛੱਡਣੀਆਂ (D) ਅੱਖਾਂ ਫੇਰ ਛੱਡਣੀਆਂ
2. ਗੁਜ਼ਾਰਾ ਕਰਨ ਲਈ ਕਿਸੇ ਤੋਂ ਪੈਸੇ ਮੰਗੇ ਜਾਣ ਤਾਂ ਕਿਹੜਾ ਮੁਹਾਵਰਾ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ?  
 (A) ਹੱਥ ਬੰਨ੍ਹਣੇ (B) ਹੱਥ ਜੋੜਨੇ (C) ਹੱਥ ਹੌਲਾ ਕਰਨਾ (D) ਹੱਥ ਅੱਡਣੇ
3. 'ਉਹ ਘਰ ਗਿਆ ਤੇ ਉਸ ਨੇ ਰੋਟੀ ਖਾਧੀ'। ਕਿਸ ਕਿਸਮ ਦਾ ਵਾਕ ਹੈ?  
 (A) ਸਾਧਾਰਨ (B) ਮਿਸ਼ਰਤ (C) ਸੰਯੁਕਤ (D) ਵਿਸਮਿਕ
4. ਸ਼ੁੱਧ ਸ਼ਬਦ ਜੋੜ ਚੁਣੋ:  
 (A) ਦੋਪੇਰ (B) ਦੁਪੈਰ (C) ਦੁਪਿਹਰ (D) ਦੁਪਹਿਰ
5. 'ਨਵੀਨ' ਸ਼ਬਦ ਦਾ ਵਿਰੋਧੀ ਚੁਣੋ:  
 (A) ਨਵਾਂ (B) ਚਿਮਕਦਾਰ (C) ਪੁਰਾਤਨ (D) ਵਧੀਆ
6. ਕਿਹੜਾ ਸ਼ਬਦ 'ਮੁਸ਼ਕਲ ਦਾ ਸਮਾਨਾਰਥੀ ਨਹੀਂ ਹੈ?  
 (A) ਕਠਿਨਾਈ (B) ਬਿਪਤਾ (C) ਔਖ (D) ਸੌਖ
7. 'ਭੇਡਾਂ ਦੀ ਚਾਲ' ਤੋਂ ਕਿਹੜਾ ਸਮਾਸੀ ਸ਼ਬਦ ਬਣੇਗਾ।  
 (A) ਭੇਡ ਚਾਲੂ (B) ਭੇਡਾਂ ਵਰਗੀ ਚਾਲ (C) ਭੇਡਚਾਲੀ (D) ਭੇਡ-ਚਾਲ
8. ਗੁਣ-ਵਾਚਕ ਵਿਸ਼ੇਸ਼ਣ ਚੁਣੋ:  
 (A) ਸੁੰਦਰ (B) ਪੈਂਨ (C) ਕੁਰਸੀ (D) ਪੰਜ
9. ਕਰ, ਖਾ, ਸੁਣ, ਲਿਖ ਕੀ ਹਨ:  
 (A) ਕਿਰਿਆਵਾਂ (B) ਨਾਂਵ (C) ਯਾਤੂ (D) ਪੜਨਾਂਵ
10. ਹੇਠ ਲਿਖਿਆਂ ਵਿਚੋਂ ਸ਼ੁੱਧ ਵਾਕ ਚੁਣੋ:  
 (A) ਮੁੰਡੇ ਦੌੜਦਾ ਹੈ। (B) ਮੁੰਡੇ ਨੇ ਦੌੜਦਾ ਹੈ (C) ਮੁੰਡੇ ਦੌੜਦੇ ਹਨ (D) ਮੁੰਡੇ ਦੌੜਦੇ ਹੈ।

11. Choose the part of the following sentence that has an error:-

Whom	did you	say was	there
A	B	C	D

12. Choose the part of the following sentence that has an error:-

Either	of the	roads lead	to the railway station
A	B	C	D

13. Choose the part of the following sentence that has an error:-

Sachin	gave dhoni	an	advice
A	B	C	D

14. Choose the part of the following sentence that has an error:-

Do not forget	him	whose led this	movement so far
A	B	C	D

15. Choose the correct meaning of the following idiom:-  
To end in smoke  
A) to come to nothing                      B) to be destroyed in fire  
C) to cheat others                            D) to be addicted to smoking
16. Choose the correct meaning of the following idiom:-  
to hold water.  
A) to stand scrutiny.                      B) to retain water  
C) to soak water                            D) to experience difficulties
17. Choose the correct meaning of the following idiom:-  
To sit on the fence  
A) to halt between two opinions            B) to exercise one's wisdom  
C) to do physical exercise.                D) to look after one's property
18. Choose the correct preposition to be filled into the gap of the following sentence:  
Do not ascribe this error \_\_\_\_\_ me.  
A) to    B) by    C) for    D) from
19. Choose the correct preposition to be filled into the gap of the following sentence:  
There is no respite \_\_\_\_\_ inflation.  
A) in    B) from    C) by    D) with
20. Choose the correct preposition to be filled into the gap of the following sentence:  
He is bereft \_\_\_\_\_ ideas.  
A) with    B) of    C) from    D) on
21. The famous Hidimba Devi Temple is situated in  
A. Manali    B. Chamba    C. Kalka    D. Haridwar
22. The acronym SIDBI stands for  
A. Short Investment Development Board Of India  
B. Small Investment Development Board Of India  
C. Small Investment Development Bank Of India  
D. Small Industries Development Bank Of India
23. Vice President of India is elected for a period of  
A. 5 years    B. 6 years    C. 4 years    D. None of the above
24. Indira Point is situated in  
A. Allahabad    B. New Delhi    C. Hyderabad    D. None of the above
25. The acronym CAG stands for  
A. Controller and Auditor General            B. Comptroller and Auditor General  
C. Control and Audit Grant                      D. Control and Auditor Grant
26. The first Mogul Emperor in India was  
A. Hamayun    B. Akbar    C. Babar    D. Changej Khan

27. The Second President of India was  
 A. Rajender Prasad  
 C. Zaqir Hussain  
 B. Radhakrishnan  
 D. Fakhrudin Ali Ahmad
28. The fifth Guru of Sikhs was  
 A. Guru Angad Dev ji  
 C. Guru Har Gobind ji  
 B. Guru Arjan Dev ji  
 D. Guru Har Rai ji
29. The famous white house is situated in  
 A. Australia  
 B. South Africa  
 C. China  
 D. United States of America
30. The name of the son of Mahatma Budha was  
 A. Rahul  
 B. Rohit  
 C. Rohitash  
 D. Rajan
31. Find the odd man out  
 A. Opium  
 B. Barley  
 C. Cotton  
 D. Tobacco
32. Gown is to Garment as Bible is to  
 A. Jesus  
 B. Christianity  
 C. Religion  
 D. Book
33. Beta is to Delta as March is to  
 A. April  
 B. February  
 C. May  
 D. January
34. A is the father of B but B is not the son of A. What is B to A?  
 A. Daughter  
 B. Son  
 C. Niece  
 D. Brother
35. X is the brother of Y. Y is the daughter of Z. Z is the brother of W. what is W to X?  
 A. Son  
 B. Nephew  
 C. Father  
 D. Uncle

**Directions - (questions 36-40). In each of the following questions, there is some relationship between the two word to the left of the sign:: and the same relationship exists between the word on its right and one of the four alternatives under it. Find the correct alternative.**

36. Food: Stomach:: Fuel : \_\_\_\_\_  
 A. Engine  
 B. Automobile  
 C. Rail  
 D. Aeroplane
37. Alphabet: Word :: Word : \_\_\_\_\_  
 A. Sentence  
 B. Sound  
 C. Dictionary  
 D. Music
38. Life: Death:: Hope: \_\_\_\_\_  
 A. Cry  
 B. Pain  
 C. Despair  
 D. Sad
39. Hunter: Gun:: Writer: \_\_\_\_\_  
 A. Book  
 B. Pen  
 C. Poem  
 D. Page
40. Adult: Baby:: Flower: \_\_\_\_\_  
 A. Seed  
 B. Bud  
 C. Fruit  
 D. Butterfly

41. Find the odd one out  
A. Chair                      B. Cot                      C. Table                      D. Wood
42. A father tells his son, "I was of your present age when you were born." If the father is 44 now, how old was the son 5 years back?  
A. 15                      B. 13                      C. 17                      D. 20
43. Find the odd one out  
A. Sun                      B. Earth                      C. Venus                      D. Saturn
44. Madhu went to a movie nine days ago. She goes to movies only on Thursdays. What day of the week is today?  
A. Sunday                      B. Tuesday                      C. Thursday                      D. Saturday
45. Find the odd one out  
A. Apple                      B. Mango                      C. Orange                      D. Carrot
46. Pointing towards a girl in a photograph, Umesh said, "Her mother's brother who is my father is the only son of my mother's father." How is the girl's mother related to Umesh?  
A. Mother                      B. Sister                      C. Aunt                      D. Grandmother
47. Find the odd one out  
A. Crow                      B. Duck                      C. Pigeon                      D. Parrot
48. Ajay works more than Ram. Alok works as much as Raju. Pankaj works less than Alok. Ram works more than Alok. Who work the most of all?  
A. Ajay                      B. Alok                      C. Ram                      D. Raju
49. How many consonants are the between the second and fourth vowel in the alphabet?  
A. 7                      B. 8                      C. 9                      D. 10
50. If you are eleventh in a queue starting from either end, how many are there in the queue?  
A. Twenty                      B. Twenty two                      C. Twenty one                      D. Twenty three
51. Which of the following statements is true?  
(A) If the diagonals of a quadrilateral are equal, then it is a rectangle.  
(B) A line joining the mid points of two sides of a triangle is parallel to the third side.  
(C)  $\sqrt{p}$  is irrational for all positive integers  $p$ .  
(D) All quadratic equations have two real roots.
52. A cone of height 7 cms and base diameter 6 cms is made from a rectangular block of wood of dimensions 10 cms  $\times$  5 cms  $\times$  2 cms. Find the percentage of wood wasted.  
(A) 60%                      (B) 44%                      (C) 40%                      (D) 34%
53. If volume of a sphere is  $36\pi$  then its surface area will be  
(A)  $18\pi$                       (B)  $6\pi$                       (C)  $36\pi$                       (D)  $12\pi$

54. Area of a triangle formed by the points A(5, 2), B(4, 7) and C (7, -4) is  
 (A) 3 (B) 2 (C) 4 (D) 5
55. Rs. 100 invested for 5 years at 6% per annum interest compounded annually will grow to:  
 (A)  $100(1.06)^5$  (B)  $106^5$  (C)  $[100(1.06)]^5$  (D)  $100[1 + (.06)(5)]$
56. The positive integer for which  $\sum_{i=1}^{2n} i = \sum_{i=1}^n i^2$  is equal to  
 (A) 7 (B) 6 (C) 5 (D) none of these
57. Average of six numbers is 12. If each number is increased by 2, the new average becomes  
 (A) 18 (B) 24 (C) 12 (D) 14
58. Which term of the AP: 3, 15, 27, 39, ... will be 132 more than its 54<sup>th</sup> term?  
 (A) 60<sup>th</sup> (B) 65<sup>th</sup> (C) 75<sup>th</sup> (D) 80<sup>th</sup>
59. The value of the expression  $\cot \theta - \cot 3\theta$  is equal to  
 (A)  $2 \cos \theta \operatorname{cosec} 3\theta$  (B)  $2 \cos \theta \cos 3\theta$  (C)  $2 \sin \theta \sin 3\theta$  (D)  $2 \sin \theta \operatorname{cosec} 3\theta$
60. The value of  $\sin 15^\circ$  is  
 (A)  $\frac{1}{\sqrt{2}} - \frac{1}{2}$  (B)  $\frac{\sqrt{3}-1}{2\sqrt{2}}$  (C)  $\frac{\sqrt{3}+1}{2\sqrt{2}}$  (D) none of these
61. If  $p$  divides  $a^2$  then  
 (A)  $p$  divides  $a$  (B)  $p$  divides  $a$  if  $p$  is a prime  
 (C)  $p$  divides  $a$  if  $a$  is a prime (D)  $p$  divides  $a$  if and only if  $p$  is a prime
62. How many real solutions are there of the equation  $x^3 = 2$ .  
 (A) 3 (B) 2 (C) 1 (D) No solution
63. If two roots of the polynomial  $x^3 - 1951x + 33150$  are 25 and 26 then third root will be  
 (A) -51 (B) 27 (C) 51 (D) -49
64. Out of 80 students in a class, 25 are studying German, 15 French and 13 Spanish. 3 are studying German and French; 4 are studying French and Spanish; 2 are studying German and Spanish; and none is studying all 3 languages at the same time. How many students are not studying any of the three languages?  
 (A) 27 (B) 44 (C) 53 (D) 36
65. Mohan and Sohan can do a job in 12 days. Sohan alone can finish it in 28 days. In how many days can Mohan alone finish the work?  
 (A) 16 (B) 21 (C) 12 (D) none of these
66. A car travels 600 km with a speed of 40 km/hour and returns with a speed of 60 km/hour. What is the average speed of the car during the entire journey.  
 (A) 50 km/hour (B) 40 km/hour (C) 48 km/hour (D) 60 km/hour

67. Two trains of lengths 190 m and 210 m respectively, are running in opposite directions on parallel tracks. If their speeds are 40 km/h and 32 km/h respectively, in what time will they cross each other ?  
 (A) 20 seconds (B) 30 seconds (C) 40 seconds (D) 10 seconds
68. Out of the 5 boys and 2 girls, a committee of 3 is to be found. In how many ways can it be formed if at least one girl is to be included?  
 (A) 10 (B) 15 (C) 32 (D) 20
69. At what time between 3 and 4 o'clock, the hands of a clock coincide?  
 (A) 15 min. past 3 (B)  $16\frac{4}{11}$  min. past 3 (C) 17 min. past 3 (D) 14 min. past 3
70. What will be the remainder if  $(x^{97} - 1)$  is divided by  $x + 1$ .  
 (A) 96 (B) 0 (C) -2 (D) 2
71. Which of the following will indicate that the motherboard battery has failed?  
 A) Operating System Password lost.  
 B) Files on hard disk got corrupted.  
 C) Hard disk has bad sectors.  
 D) Hardware setting, including current date and time revert to default values.
72. Back-up procedure helps in  
 A) restoring the operation whenever there is a disk failure  
 B) restoring both application and system software whenever there is disk corruption.  
 C) restoring the data files whenever there is a system crash  
 D) All of the above
73. To host a web site which of following is required:  
 A) Web Server B) Exchange Server C) Mail Server D) Database Server
74. Buying and Selling goods over Web is known as :  
 A) E-commerce B) M-commerce C) Trading D) Hyper Market
75. Pick the odd one out  
 A) Virus B) Trojan Horse C) WWW D) Worm
76. Tally is used for managing the following  
 A) Vouchers B) magazines C) e-mail account D) none of the above
77. If we want to select all text in Microsoft word, we will use shortcut key :  
 A) CTRL + S B) CTRL + C C) CTRL + A D) CTRL + V
78. The Shortcut key to align document from both sides left and right to the margins is :  
 A) CTRL + B B) ALT + J C) CTRL + J D) FN+B

- 79 Which of the following should you use if you want all the slides in the presentation to have the same "look"?
- A) A presentation design template                      B) Add a slide option  
C) Outline view    D) The slide layout option
- 80 Which is the default file extension for MS-Word 2007 files:
- A) .doc                      B) .docx                      C) .word                      D) .rtf
- 81 Office automation is a process that involves
- A) people, paper and procedure                      B) people, procedure and technology  
C) man, machine and management                      D) people, procedure and production.
- 82 Which category of computer-based information systems are concerned with improving efficiency by applying information technology to common administrative tasks, such as creating business documents?
- A) Expert systems.                                      B) Business information systems.  
C) Strategic information systems.                      D) Office automation systems.
- 83 Which of the following is not a font style in MS-Word?
- A) Bold                      B) Italics                      C) Regular                      D) Superscript
- 84 What is gutter margin?
- A) Margin that is added to the left margin when printing  
B) Margin that is added to right margin when printing  
C) Margin that is added to the binding side of page when printing  
D) Margin that is added to the outside of the page when printing
- 85 32 GB is equal to \_\_\_\_\_.
- A)  $2^{33}$  bits                      B)  $2^{35}$  bytes                      C)  $2^{25}$  bits                      D)  $2^{23}$  bytes
- 86 The tracks on a disk which can be accessed without repositioning the R/W heads is called
- A) Surface                      B) Cylinder                      C) Cluster                      D) All of the above
- 87 An input device that uses optical character pattern to input printed text
- A) Keyboard                      B) Mouse                      C) Scanner                      D) None of above
- 88 Critical path of the PERT chart is
- A) path which takes the longest time to complete the project  
B) the shortest path  
C) path which takes the shortest time to complete the project  
D) None of the above
- 89 What is false for Automation Tools
- A) Increased Turnaround time.                      B) Improved quality.  
C) Improved robustness.                      D) Increased throughput.





102. Outstanding salaries payable by a firm are shown as  
 A. Assets                      B. Liabilities                      C. Incomes                      D. expenses
103. Marshalling of assets and liabilities means  
 A. Totalling of assets and liabilities                      B. Rectifying assets and liabilities  
 C. Arrangement of assets and liabilities                      D. None of the above
104. Sales are equal to  
 A. Cost of goods sold + net profit                      B. Cost of goods sold + gross profit  
 C. Cost of goods sold – net profit                      D. Cost of goods sold – gross profit
105. The portion of the capital of a company which can be called up only on the winding up of a company is known as  
 A. Capital reserve      B. Reserve capital      C. Issued capital      D. None of the above
106. Real accounts generally show  
 A. Debit balance      B. Credit balance      C. Nil balance      D. None of the above
107. Variable cost per unit  
 A. Varies when output varies                      B. Remains constant  
 C. Increases when output increases                      D. Decreases when output decreases
108. An example of fixed cost is  
 A. Direct material cost                      B. Works manager's salary  
 C. Depreciation of machinery                      D. Direct expenses
109. Contract costing is used in  
 A. Ship building      B. Road transport  
 C. Air transport      D. Marine transport
110. Direct material is a  
 A. Fixed cost      B. Variable cost      C. Semi variable cost      D. Overhead cost
111. Which of the following is considered to be a normal loss of material?  
 A. Loss due to accident                      B. Pilferage  
 C. Loss due to breaking the bulk                      D. All of the above
112. In cost accounting Bad debt is an example of  
 A. Selling overhead                      B. Production overhead  
 C. Distribution overhead                      D. Administration overhead
113. Economic batch quantity is that size of the batch of production where  
 A. Total cost is minimum                      B. Set up cost of the machine is minimum  
 C. Carrying cost is minimum                      D. None of the above
114. Financial statements are prepared on the basis of  
 A. Market price      B. Historical cost      C. Net realizable value      D. None of the above

