CCO

Clerk-Cum-Computer Operator

Question paper with Answers

The candidates are advised to go through the key of the question paper. The key as below is for the master question paper only, which has questions that are same for all sets of the paper. The correct answers are highlighted in the paper itself. The objections pertaining to the key, if any, may kindly be reported in person to the PAIC Cell at Thapar University, Patiala, on 9th November, 2015 or 10th November, 2015 (upto 5:00 PM only). No objections shall be entertained after the due date and time, as notified above.

Test Booklet Code: A

ENTRANCE TEST FOR CCO

Marks: 50   **Time: 60 minutes**

ROLL NO._____   NAME:_____

SIGNATURE_____   DATE/TIME:_____

INSTRUCTIONS FOR THE CANDIDATES

1   Do not open this booklet unless you are instructed to do so

2   Before attempting the paper, carefully read out all the Instructions and Examples given on Side 1 of the Answer Sheet (OMR Sheet) supplied separately

3   At the start of the examination, please ensure that all the pages of your Test booklet are properly printed; your Test booklet is not damaged in any manner and contains 50 questions. In case of any discrepancy, the candidate should immediately report the matter to the invigilator for replacement of Test booklet. No claim in this regard will be entertained at the later stage.

4   An **OMR Answer Sheet** is being provided separately along with this Test booklet. Please fill up all relevant entries like Roll Number, Test Booklet Code etc. in the spaces provided on the OMR Answer Sheet and put your signatures in the box provided for this purpose.

5   Make sure to fill the correct Test Booklet code on Side 2 of the OMR Answer Sheet. If the space for the Booklet Code is left blank or more than one booklet code is indicated therein, it will be deemed to be an incorrect booklet code & Answer Sheet will not be evaluated. The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the test booklet code.

6   **The Test Booklet consists of Ten (10) pages containing 50 questions**. Against each question four alternatives A, B, C, and D are given, out of which **ONLY ONE** is correct. Indicate your choice of answer by darkening suitable circle with **BLACK/BLUE BALL POINT pen** in the OMR Answer Sheet. Use of Pencil is strictly prohibited. More than one answer indicated against a question will be deemed as incorrect response.

7   The maximum marks are 50. Each question carries one mark. **There will be negative marking and each wrong answer will carry minus one by four (1/4) mark. The total time allocated is 60 minutes.**

8   Do not fold or make any stray marks on the OMR Answer Sheet. Any stray mark or smudge on the OMR sheet may be taken as wrong answer. Any damage to OMR Answer Sheet may result in disqualification of the candidate.

9   **On completion of the test, candidate must hand over the OMR Answer sheet along with the QUESTION PAPER to the invigilator on duty in the room/hall.**

10   **Use of mobile phones, any other electronic gadget and calculators etc. IS STRICTLY PROHIBITED.**

11   **Keep all your belongings outside the examination hall. Do not retain any paper except the ADMIT CARD, prior to entry into the Examination Hall.**

1. What least value must be assigned to * so that the number 63576*2 is divisible by 8?

   A) 1

   C) 3

   B) 2

   D) 4

2. The value of $\left(\frac{343 \times 343 \times 343 + 257 \times 257 \times 257}{343 \times 343 - 343 \times 257 + 257 \times 257}\right)$ is

   A) **600**

   C) 2600

   B) 800

   D) 8600

3. The length and breadth of a square are increased by 30% and 20%, respectively. The area of the rectangle so formed exceeds the area of the original square by

   A) 36%

   C) **56%**

   B) 46%

   D) 66%

4. Two alloys contain zinc and copper in the ratio of 2 : 1 and 4 : 1, respectively. In what ratio the two alloys should be mixed together to get a new alloy having zinc and copper in the ratio of 3 : 1?

   A) 7 : 5

   C) 3 : 5

   B) 5 : 7

   D) 5 : 3

5. A wholesale tea dealer has 408 kilograms, 468 kilograms and 516 kilograms of three different qualities of tea. He wants it all to be packed into boxes of equal sizes without mixing the three types of tea. What will be the capacity of the largest possible box in kilograms?

   A) 8

   C) 24

   B) 12

   D) 36

6. Ashok sold a book at a loss of 10%. Had he sold the book for Rs.85 more, then he would have made a profit of 7%. What was the cost price of the book?

   A) Rs. 500

   C) Rs. 615

   B) Rs. 585

   D) Rs. 850

7. A certain job was assigned to a group of men to be completed in 20 days. But 12 men did not turn up for the job and the remaining men did the job in 32 days. The original number of men in the group was

   A) 20

   C) 36

   B) 32

   D) 40

8. A student was asked to find the sum of all the prime numbers between 10 to 40. He found the sum as 180. Which one of the following statements is true?

   A) He missed one prime number between 10 and 20

   C) He added one extra prime number between 10 and 20

   B) He missed one prime number between 20 and 30

   D) None of these

9. If 10 years are subtracted from the present age of Rajan and the remainder is divided by 14, then you will get the present age of his grand son Shyam. If Shyam is 9 years younger to Sunder, whose age is 14 years, then what is the present age of Rajan, in years?

   A) 60

   C) 80

   B) 70

   D) 90

10. *A* and *B* enter into a partnership with Rs.50,000 and Rs.60,000, respectively. *C* joins them after *x* months by contributing Rs.70,000 and *B* leaves *x* months before the end of the year. If *A, B,*and *C* share the profit in the ratio of 20 : 18 : 21, then the value of *x* is

    A) **3**   B) 6
    C) 8   D) 9

11. The word opposite in meaning to the word '***illusion***' is

    A) disinterested   B) clever
    C) imaginary   D) **real**

12. You should **avoid to make** such stupid mistakes.

Correct the above sentence by appropriately replacing the highlighted part with the right option

    A) avoid make   B) avoid to made
    C) **avoid making**   D) avoid to have

13. Choose the correct meaning of idiom - '*To play second fiddle*'

    A) To be happy, cheerful and healthy   B) To reduce importance of one's senior
    C) To do back seat driving   D) **To support the role and view of another person**

14. Pick out the most effective word from the given words to fill in the blank to make the sentence meaningfully complete.

Fate smiles ...... those who untiringly grapple with stark realities of life.

    A) **on**   B) over
    C) round   D) with

15. In the following question, there is a sentence below in which some parts have been jumbled up. Rearrange these parts, which are labeled P, Q, R and S to produce the correct sentence. Choose the proper sequence

It would
P: appear from his statement
Q: about the policy of management
R: in dealing with the strike
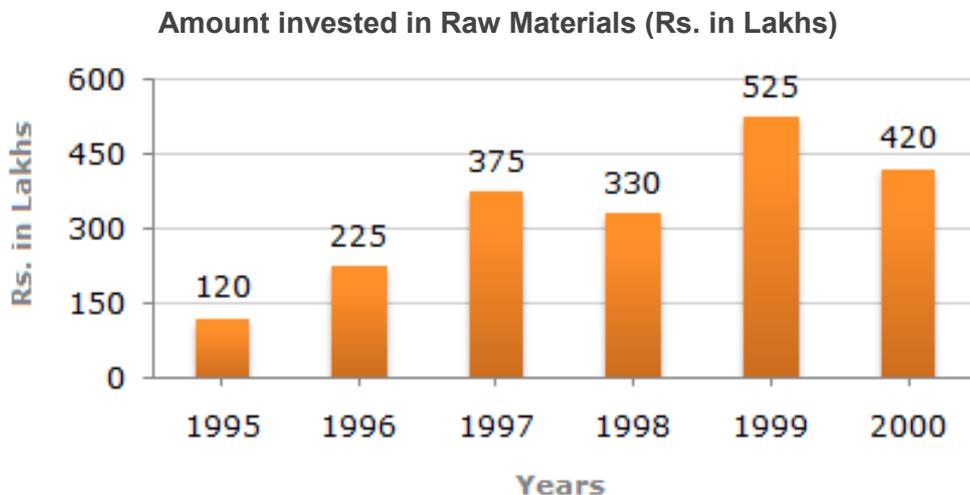*S: that he was quite in the dark*

The Proper sequence should be:

    A) RPSQ   B) **PSQR**
    C) RQPS   D) PRQS

16. From the options given below choose the word which best expresses the meaning of the word 'Destitution'

    A) Humility   B) Moderation
    C) **Poverty**   D) Beggary

17. In the sentence "I am in no state to leave today", 'I' represents

    A) Noun   B) **Pronoun**
    C) Verb   D) Adjective

18. Fill in the correct option in the blank part of the sentence:

She_____the report indignantly.

    A) **cast aside**   B) cast down

    C) cast away   D) cast off

19. 29th February, 2000 was a Tuesday. In this century (up to the year 2100) how many times 29th February will fall on a Tuesday?

    A) 2   B) **3**

    C) 4   D) 5

20. Radha moves towards South-East a distance of 7 km, then she moves towards West and travels a distance of 14 km. From there she moves towards North-West a distance of 7 km and finally she moves a distance of 4 km towards east. How far is she now from the starting point?

    A) 3 km   B) 4 km

    C) **10 km**   D) 11 km

21. If in a certain code 'DEMOCRATIC' is coded as '9.10', then how will you code 'AGITATION'?

    A) 10.60   B) **10.66**

    C) 11.50   D) 11.80

22. The sentence given below describes the relationship between the first two words. Use the same sentence to find out which of the answer choices completes the same relationship with the third word.

Optimist is to Cheerful as Pessimist is to

    A) **Gloomy**   B) Mean

    C) Petty   D) Helpful

Directions to Solve (Questions 23 & 24)

Out of the two bar graphs provided below, one shows the amounts (in Lakh Rs.) invested by a Company in purchasing raw materials over the years and the other shows the values (in Lakh Rs.) of finished goods sold by the Company over the years.

Amount invested in Raw Materials (Rs. in Lakhs)

A-5

Value of Sales of Finished Goods (Rs. in Lakhs)

Based upon the information given above, answer the questions 23 and 24

23. In which year, the percentage change (compared to the previous year) in the investment on raw materials is same as that in the value of sales of finished goods?
    A) 1996   B) **1997**
    C) 1998   D) 1999

24. The value of sales of finished goods in 1999 was approximately what percent (approximate) of the sum of amount invested in raw materials in the years 1997, 1998 and 1999?
    A) 33%   B) 37%
    C) 45%   D) **49%**

25. Look at this series: 14, 28, 20, 40, 32, 64, ... What number should come next?
    A) 52   B) **56**
    C) 96   D) 128

Directions to solve (Questions 26 and 27):

A goldsmith has five gold rings each having a different weight. Given are the following statements describing the relationship between the weights of the rings:
    1) Ring *D* is weighing twice as much as ring *E*
    2) Ring *E* is weighing four and a half times as much as ring *F*
    3) Ring *F* is weighing half as much as ring *G*
    4) Ring *G* is weighing half as much as ring *H*
    5) Ring *H* is weighing less than ring *D* but more than ring *F*

Answer the questions 26 and 27 based upon the above statements.

26. Which of the following rings is the lightest in weight?
    A) Ring *D*   B) Ring *E*
    C) **Ring F**   D) Ring *G*

27. Ring *H* is heavier than which of the following two rings?
    A) *G* and *E*   B) **G and F**
    C) *D* and *E*   D) *D* and *F*

A-6

28. 'ਅੱਖੋਂ ਅੰਨ੍ਹੀ ਨਾਂ ਚਰਾਗੋਂ' ਕਿਸ ਵਿਅਕਤੀ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ?
    A) ਜਿਹੜਾ ਗੁਣਾਂ ਦਾ ਗੁਥਲਾ ਹੋਵੇ
    B) ਜਿਹੜਾ ਆਪਣੇ ਨਾਂ ਅਨੁਸਾਰ ਹੋਵੇ
    C) **ਜਿਸਦਾ ਨਾਂ ਉਹਦੇ ਗੁਣਾਂ ਦੇ ਉਲਟ ਹੋਵੇ**
    D) ਜਿਹੜਾ ਨਾਂ ਤੇ ਗੁਣਾਂ ਵਿਚ ਇਕਸਾਰ ਹੋਵੇ

29. ਹੇਠ ਲਿਖੇ ਸ਼ਬਦਾਂ ਵਿਚੋਂ ਉਸ ਸ਼ਬਦ 'ਤੇ ਨਿਸ਼ਾਨ ਲਾਓ ਜੋ ਪੰਜਾਬੀ ਵਿਚ ਸਿਰਫ **ਬਹੁਵਚਨ** ਵਜੋਂ ਹੀ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ?
    A) ਮਰਦ
    B) **ਲੋਕ**
    C) ਹਾਥੀ
    D) ਤੋਤਾ

30. ਪੰਜਾਬੀ ਦੀ ਟਕਸਾਲੀ ਭਾਸ਼ਾ ਕਿਹੜੀ ਹੈ?
    A) ਮੁਲਤਾਨੀ
    B) ਪੁਆਧੀ
    C) ਮਲਵਈ
    D) **ਮਾਝੀ**

31. ਹੇਠ ਲਿਖੇ ਨਾਵਾਂ ਵਿਚੋਂ **ਸਮੂਹਵਾਚੀ ਨਾਂਵ** ਨੂੰ ਨਿਸ਼ਾਨ ਲਾਓ?
    A) ਟਿੰਡ
    B) ਬੀੜਾ
    C) **ਹੇੜ**
    D) ਤੇਲੀ

32. ਸਬੂਲ ਵਸਤਾਂ ਲਈ ਕਿਹੜੇ ਪੁਰਖ ਦੀ ਵਰਤੋਂ ਹੁੰਦੀ ਹੈ?
    A) ਪਹਿਲਾ
    B) **ਤੀਜਾ**
    C) ਦੂਜਾ
    D) ਪੰਜਵਾਂ

33. From which part of the plant is 'turmeric' obtained?
    A) **Root**
    B) Fruit
    C) Stem
    D) Seed

34. Tulsidas, the author of *Ramcharitmanas*, was a contemporary of which of the following rulers?
    A) **Akbar**
    B) Ibrahim Lodhi
    C) Qutubudin Aibak
    D) Sher Shah Suri

35. Who among the following is NOT a recipient of 'Dada Saheb Phalke' award?
    A) **Ramanand Sagar**
    B) Ashok Kumar
    C) V. Shantaram
    D) Raj Kapoor

36. What does the term NABARD stand for?
    A) National Bank of Agricultre and Regional Development
    B) **National Bank for Agricultre and Rural Development**
    C) National Bank for Agriculture and Aeronautical Research and Development
    D) National Bank of Agricultre and Research and Development

37. Who is the author of the famous book 'Tamas', which highlights the turmoil during the partition of India?
    A) **Bhisham Sahni**
    B) Amrita Pritam
    C) Kushwant Singh
    D) Saddat Hassan Manto

38. Apart from India, which of the following countries celebrates its Independence day on August the 15th?
    A) **South Korea**
    B) Argentina
    C) Kenya
    D) Congo

A-7

39. 'Zafarnama' was a letter written to a Mughal emperor by which of the following Sikh Gurus?

    A) Guru Arjan Dev Ji
    B) Guru Tegh Bahadur Ji
    C) **Guru Gobind Singh Ji**
    D) Gur Har Rai Ji

40. Who amongst the following is the Indian cricketer to have scored 3 centuries in a row in his first three test matches?

    A) Lala Amarnath
    B) Gundappa Vishwanath
    C) Sunil Gavaskar
    D) **Mohammad Azharuddin**

41. From which of the following States of India, the dance form 'Mohiniattam' originates?

    A) Tamil Nadu
    B) **Kerala**
    C) Karnataka
    D) Andhra Pradesh

42. Who is the cabinet minister for Food, Civil Supplies and Consumer Affairs in the state of Punjab?

    A) Bhagat Chuni Lal
    B) **S. Adaish Partap Singh Kairon**
    C) S.Sukhbir Singh Badal
    D) S. Gulzar Singh Ranike

43. Which of the following device do you use to save files?

    A) Monitor
    B) **Compact disc**
    C) Printer
    D) Speaker

44. When you change the colour and background of a chart in a spreadsheet, you are

    A) **formatting**
    B) merging
    C) painting
    D) calculating

45. An uninstaller is a utility program that

    A) **removes a program from a computer**
    B) removes viruses from a computer's memory bank
    C) reduces the size of the memory on a computer
    D) removes installer from memory

46. A 'bit' is

    A) an algebraic equation
    B) **a binary digit of either 1 or 0**
    C) more than a byte
    D) used to process algorithms

47. The purpose of a firewall on computer networks is to

    A) allow pictures and video to be downloaded from a camera to a computer.
    B) prevent computers from overheating.
    C) allow more than 4 computers to share the same internet connection.
    D) **prevent unwanted network connections from being made.**

A-8

48. What is the most likely reason for an organization requiring all its employees to use the same version of a 'Word Processor'?

    A) Eliminating risks from "hackers" and other unauthorized users

    B) Eliminating the need for any computer hardware or software training

    C) Saving money through bulk purchases of computers, printers and other software.

    D) **Ensuring that documents can be shared without version issue.**

49. In Microsoft Word, to insert a word into the middle of a sentence

    A) **move the cursor to the desired location in the sentence and type the new word.**

    B) move the cursor to the desired location in the sentence, press enter key, and type the new word.

    C) move the cursor to the beginning of the sentence and start typing.

    D) retype the whole sentence.

50.

What type of port is this?

    A) PS/2 port

    B) **USB port**

    C) Parallel port

    D) Information Port