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NCSM
Office Asst.

Previous Year Paper
15 May, 2022

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHAN NAGAR
KOLKATA-700 091

Written Test for Recruitment of Office Assistant (Gr.III)

Time : 2 Hours   Total Marks : 100
Date : _____

Name of the Candidate: _____ Signature: _____

Application No:_____ Email ID:_____ Mobile No: _____

PART - A

Question (1) to (50) :
Instruction : There are 4 suggested answers to each question, out of which only one is the correct answer. Choose the correct answer & encircle (◯) it in the Answer Sheet.

(50 x 1 = 50 Marks)
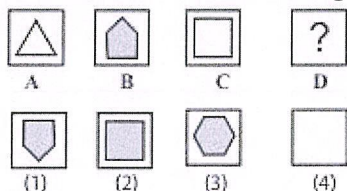
1.   Insert the missing number: 16, 33, 65, 131, 261, (.....)
        a) 721   b) 613   c) 523   d) 521

2.   Insert the missing number: 3, 7, 6, 5, 9, 3, 12, 1, 15, (.....)
        a) -1   b) 3   c) 13   d) 18

3.   What should be added to 1459 so that it is exactly divisible by 12?
        a) 4   b) 3   c) 5   d) 6

4.   Look at this series: 2, 1, (1/2), (1/4), ... What number should come next?
        a) 1/3   b) 1/8   c) 2/8   d) 1/16

5.   Which word is the odd man out?
        a) trivial   b) unimportant   c) important   d) insignificant

6.   Paw : Cat :: Hoof : ?
        a) Lamb   b) Horse   c) Elephant   d) Tiger

7.   The car dealer found that there was a tremendous response for the new XYZ's car booking with long queues of people complaining about the duration of business hours and arrangements. Courses of action:
        I. People should make their arrangement of lunch and snacks while going for car XYZ's booking and be ready to spend several hours.
        II. Arrangement should be made for more booking desks and increase business hours to serve more people in less time.
        a) If only I follows   b) If only II follows
        c) If either I or II follows   d) If both I and II follow

8.   In certain language "BEAUTY" is coded as "DGCWVA", how is "UGLINESS" coded in that language?
        a) WINKPGUU   b) WINLQUVW   c) UGNKPUGK   d) UGKPUUGL

9.   If PAINT is coded as 74128 and EXCEL is coded as 93596 then how would you encode ACCEPT?
        a) 455978   b) 547978   c) 554978   d) 735961

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10. In a family, there are husband-wife, two sons and two daughters. All the ladies were invited to a dinner. Both sons went out to play. Husband did not return from office. Who was at home?
   a) Only wife was at home
   b) Nobody was at home
   c) Only sons were at home
   d) All ladies were at home

11. PETAL : FLOWER
   a) salt : pepper
   b) tire : bicycle
   c) base : ball
   d) sandals : shoes

12. Ink : Pen : Paper ::
   a) Watch : Dial : Strap
   b) Book : Paper : Words
   c) Farmer : Plough : Field
   d) Colour : Brush : Canvas

13. Arrange the words given below in a meaningful sequence.
   1. Word   2. Paragraph   3. Sentence   4. Letters   5. Phrase
   a) 4, 1, 5, 2, 3
   b) 4, 1, 3, 5, 2
   c) 4, 2, 5, 1, 3
   d) 4, 1, 5, 3, 2

14. IF '+' stands for '-', '-' stands for 'x', 'x' stands for '÷' and '÷' stands for '+' then what is the value of 56x7÷13-11+15-8÷2-7?
   a) 30
   b) 45
   c) 60
   d) 90

15. If '+' means '÷', '-' means 'x', 'x' means '+', '÷' means '-', then which of the following is true?
   a) 35-2+20÷1×5=20
   b) 48÷15-6+9×8=25
   c) 5×8-5+5÷1=12
   d) 20-12+5÷40×1=10

16. A is B's sister. C is B's mother. D is C's father. E is D's mother. Then, how is A related to D?
   a) Grandfather
   b) Grandmother
   c) Daughter
   d) Granddaughter

17. Select a suitable figure from the four alternatives that would complete the figure matrix.

   a) 1
   b) 2
   c) 3
   d) 4

18. Select a figure from amongst the Answer Figures which will continue the same series as established by the five

   a) 1
   b) 2
   c) 3
   d) 4

19. Choose the alternative which resembles the water image of the given combination.
   INCOME

   (a) IИCOWE   (b) EWOϽИI
   (c) ƎMOϽИI   (d) INCOME

   a) a
   b) b
   c) c
   d) d

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20. There is some relationship between diagrams A & B. The same relationship persists between C & D. Find the right diagrams for D from the alternatives.

a) 1 b) 2 c) 3 d) 4

21. Choose the one which conveys the meaning of the sentence correctly.
   i) Yesterday to collect the pas book I went to the bank.
   ii) To collect the pass book yesterday, I went to the bank.
   iii) I went yesterday to the bank to collect the pass book.
   iv) I went to the bank yesterday to collect the pass book.

   a) i b) ii c) iii d) iv

22. Choose the correct synonym of the given word: Acclaimed
   a) Favour b) Intensify c) Highly praised d) Magnify

23. Choose the antonym for the word 'Transparent' _____
   a) Covered b) Clear c) Misty d) Opaque

24. Suganya writes _____ her left hand.
   a) on b) with c) in d) by

25. Shakespeare has written dramas appealing to all people of all ages.
   a) simple present b) simple past c) present continuous d) present perfect

26. I will have finished this work by the end of this month.
   a) future perfect b) present perfect c) simple past d) simple present

27. 'One who possesses many talents'. One word substitute for the given sentence is?
   a) Exceptional b) Wisdom c) Versatile d) Nubile

28. 'A speech delivered without preparation'. One word substitute for the given sentence is?
   a) Straightforward b) Extempore c) Maiden d) Verbose

29. 'One who is all powerful'. One word substitute for the given sentence is?
   a) Unremarkable b) Mundane c) Incapable d) Omnipotent

30. Select the appropriate meaning of the given idiom.
   A hard nut to crack –
   a) Not restrained b) Easily encouraged
   c) Easily disappointed d) A difficult Problem

31. Select the appropriate meaning of the given idiom.
   To take French leave
   a) Leave without any intimation b) Welcome the host
   c) Acknowledge the host d) Leave with written permission

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32. Select the correct indirect narration of the given sentence.
He said to the hotel receptionist, "Can you tell me the tariff of rooms?
a) He enquired the hotel receptionist if he can tell him the tariff of rooms.
b) He asked the hotel receptionist if he could tell him the tariff of rooms.
c) He asked the hotel receptionist that if he can tell him the tariff of rooms.
d) He asked the hotel receptionist to tell him the tariff of rooms.

33. Select the correct indirect narration of the given sentence.
The guard said to the visitors, "Don't take photographs inside the museum."
a) The guard forbids the visitors to take photographs inside the museum.
b) The guard told the visitors that do not take photographs inside the museum.
c) The guard requested the visitors not took photographs inside the museum.
d) The guard warned to the visitors not to be taking photographs inside the museum.

34. Select the most appropriate indirect form of the given sentence.
Father said to his daughter, "I will attend your convocation tomorrow."
a) Father told his daughter that he will be attending her convocation the next day.
b) Father told his daughter that he would attend her convocation the next day.
c) Father told his daughter I will attend her convocation tomorrow.
d) Father told his daughter that he will attend her convocation tomorrow.

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

A. We even fail to recognize that their call of duty keeps them away from their families.
B. Yet, we often fail to appreciate these sacrifices that they make.
C. They make countless sacrifices for the nation and keep us safe from our enemies.
D. The uniformed men and women are our unsung heroes.
a) DABC   b) DCBA   c) ABCD   d) CBAD

36. Choose the adjective of "Advice"
a) Advise   b) Advisable   c) Advising   d) Advised

37. Choose the noun of "Cheerful"
a) Cheerfully   b) Cheer   c) Cheerfulness   d) Cheerful

38. Which of the following sentences is correctly punctuated?
a) Everyone has special skills; some people use them very well.
b) Everyone has special skills; and, some people use them very well.
c) Everyone has special skills some people use them very well.
d) Everyone has special skills and, some people use them very well.

Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is (e), No error.

39. She informed that she will visiting her (a) / aunt at the hospital (b) / the next day (c) / No error (d).
a)   b)   c)   d)

40. Radhika was very upset (a) / because she had to goes to a (b) / boarding school so she cried the entire night (c) / No error (d).
a)   b)   c)   d)

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Find out the appropriate words.

The Universities in India must learn to ---(41)--- individuality, variety and dissent ---(42)---, a climate of tolerance. Dissent there is, even now, but usually of a sensational kind. The general tendency however, is, to produce the "organization man" who is ---(43)--- to challenge the accepted pattern of social behavior and social institutions at the intellectual level and who is ---(44)--- often anxious to worm himself into the good ---(45)--- of the people who count. So that he may be able to get on in life.

41. a) create   b) establish   c) encourage   d) ignore
42. a) but   b) from   c) before   d) within
43. a) afraid   b) naïve   c) free   d) willing
44. a) never   b) too   c) rarely   d) mostly
45. a) looks   b) graces   c) charm   d) influence

Choose the mis-spelt word

46. a) creativity   b) Negligence   c) Affinity   d) Wisedom
47. a) Tution   b) Audience   c) Mendacious   d) Demonstration
48. a) Mattress   b) Mathamatics   c) Matrimony   d) Material
49. a) Pudding   b) Pungent   c) Puncture   d) Puntuation
50. a) Shellac   b) Shackle   c) Shallot   d) Sargeant

Question (51) to (65) :

There are 4 suggested answers to each question, out of which only one is the correct answer. Choose the correct answer & encircle (◯) it in the Answer Sheet.

(15x2=30 Marks)

51. If January 1, 1996, was Monday, what day of the week was January 1, 1997?
     a) Thursday   b) Wednesday   c) Friday   d) Sunday

52. A mother is twice as old as her son. If 20 years ago, the age of the mother was 10 times the age of the son, what is the present age of the mother?
     a) 38 years   b) 40 years   c) 43 years   d) 45 years

53. A shopkeeper sold an article for Rs. 2500. If the cost price of the article is 2000, find the profit percent.
     a) 23%   b) 25%   c) 27%   d) 29%

54. A train of length 200 meters crosses a man running at 10 km/hr in the same direction in 10 seconds. What is the speed of the train?
     a) 72 km/hr   b) 95 km/hr   c) 85 km/hr   d) 82 km/hr

55. A, B and C are partners. They have invested Rs.35000, Rs. 25000 and 10,000 respectively for the same period. If the total profit is Rs. 18000, find the share of A.
     a) 9000   b) 9500   c) 8000   d) 8500

56. A's and B's shares in a business are in the ratio of 5:3. If A has invested Rs. 70000 for 12 months, for what period B has invested Rs. 60000?
     a) 7 months   b) 7.4 months   c) 8 months   d) 8.4 months

57. In a shop, the profit is 320% of the cost. If the cost increases by 25% but the selling price remains constant, find out approximately what percentage of the selling price is the profit?
     a) 30%   b) 100%   c) 70%   d) 250%

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58. Rajesh brought an old scooter and spent 1000 on its repair after one month he sold the scooter for 6500 and earned a profit of 10% on the cost price. At what cost price did Rajesh purchase the scooter
   a) 4709.09   b) 4809.09   c) 4909.09   d) 5050.09

59. The average age of a husband and his wife was 23 years at the time of their marriage. After five years they have a one year old child. What was the average age of the family of three when the child was born?
   a) 21 years   b) 20 years   c) 18 years   d) 19 years

60. Three employees of a company P, Q and R are assigned a piece of work for Rs. 529 based on their work. Work should be completed in such a way that if any two do a piece of work, remaining work will be completed by the third one. P and Q together are supposed to do 19/23 of the work and Q and R together 8/23 of the work. What amount should P be paid?
   a) 315   b) 345   c) 355   d) 375

61. Two students appeared at an examination. One of them secured 9 marks more than the other and his marks was 56% of the sum of their marks. What are the marks obtained by them?
   a) 42, 36   b) 42, 33   c) 44, 36   d) 44, 33

62. A rectangular parking space is marked out by painting three of its sides. If the length of the unpainted side is 9 feet, and the sum of the lengths of the painted sides is 37 feet, find out the area of the parking space in square feet?
   a) 126   b) 100   c) 64   d) 102

63. A man borrows Rs. 20,000 at 10% compound interest. At the end of every year he pays Rs. 2000 as part repayment. How much does he still owe after three such installments?
   a) Rs.24000   b) Rs.20000   c) Rs.15000   d) Rs.10000

64. In a camp, there is a meal for 120 men or 200 children. If 150 children have taken the meal, how many men will be catered to with remaining meal ?
   a) 50   b) 40   c) 30   d) 10

65. One ball is picked up randomly from a bag containing 88 yellow, 77 blue and 66 black balls. What is the probability that it is neither yellow nor black?
   a) 1/2   b) 1/4   c) 1/3   d) 3/4

PART - B

Write short notes on any 02 (two) of the following: (2x5=10 Marks)

(1)   Social Media : Pros and Cons
(2)   Cashless Economy: Digital India
(3)   New Education Policy 2020
(4)   Online Classes Vs Offline Classes

Write a letter to –   (10 Marks)

The Municipal Corporation asking them to install the cameras and street lights in your area and telling about their necessity with the rise of daily crimes.

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