

GOVERNMENT OF MIZORAM
LAND REVENUE & SETTLEMENT DEPARTMENT
COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POST OF LOWER DIVISION CLERK
2025

PAPER II

Maximum Marks : 200

Time Allowed: 3 Hours

COMPUTER KNOWLEDGE (100 MARKS)

(Each question carries 2 marks)

1. Which component within the CPU performs arithmetic operations like addition and subtraction ?
 - a) Control Unit
 - b) Registers
 - c) Program Counter
 - d) Arithmetic Logic Unit (ALU)
2. What does the "S" in HTTPS stand for ?
 - a) Simple
 - b) Server
 - c) System
 - d) Secure
3. What is clock speed?
 - a) The speed at which the hard drive spins
 - b) The speed at which the monitor refreshes
 - c) The speed at which the processor executes instructions
 - d) The speed at which the computer Date and Time runs
4. Cache memory is used to?
 - a) Store permanent data
 - b) Increase processing speed
 - c) Replace RAM
 - d) Connect devices
5. Which of these is NOT a secondary storage device?
 - a) Magnetic Disk
 - b) Optical Disk
 - c) Flash Memory
 - d) RAM
6. A digitizer is an example of?
 - a) Input Device
 - b) Output Device
 - c) Storage Device
 - d) Software

7. Which type of software acts as a bridge between the user, application software, and the computer's hardware?
 - a) Utility software
 - b) Application software
 - c) System Software
 - d) Firmware
8. Which of the following best describes software?
 - a) The physical components of a computer
 - b) The electrical wiring within a computer
 - c) A type of computer chip
 - d) A set of instructions that tells the computer what to do
9. The IT Act in India mainly deals with?
 - a) Gaming Laws
 - b) Cyber Laws and Regulations
 - c) Hardware Development
 - d) Computer Generations
10. Which of the following is an impact of IT on society?
 - a) Cyber Crime
 - b) E-commerce
 - c) Online Education
 - d) All of the above
11. The main function of an Operating System is ?
 - a) Virus Protection
 - b) Managing Hardware and Software
 - c) Document Editing
 - d) Game Development
12. Windows 10 is an example of ?
 - a) Open Source OS
 - b) Proprietary OS
 - c) Real-time OS
 - d) Mobile OS
13. _____ is a centralized interface in Windows for managing system settings and configurations.
 - a) Control Panel
 - b) Start Menu
 - c) Taskbar
 - d) Device Manager
14. Which of the following is NOT a type of icon on the Windows desktop?
 - a) Application icon
 - b) Shortcut icon
 - c) Taskbar icon
 - d) System icon

15. In Windows, the “Run” option is found in:
- a) Control Panel
 - b) Start Menu
 - c) Taskbar
 - d) Recycle Bin
16. How do you typically rename a file or folder
- a) By right-clicking the item and selecting “Rename”
 - b) By deleting the existing file and creating a new one
 - c) By using the “File” menu and selecting “Rename”
 - d) By opening the file and using the “Save As” option
17. Notepad, Paint, and Calculator are examples of:
- a) Windows Accessories
 - b) Antivirus
 - c) Games
 - d) Device Drivers
18. A _____ converts hand-drawn images into digital format :
- a) Scanner
 - b) Digitizer
 - c) Vision-Input System
 - d) Plotter
19. When all windows and applications are closed, we can press _____ to open the shutdown dialog box :
- a) Windows + Shift + S
 - b) Ctrl + Alt + Delete
 - c) Windows + F12
 - d) Alt + F4
20. The Windows feature that stores deleted files temporarily is:
- a) Taskbar
 - b) Recycle Bin
 - c) My Computer
 - d) Control Panel
21. The default file extension for MS Word 2010 and above is:
- a) .doc
 - b) .docx
 - c) .txt
 - d) .word
22. What is the difference between a file and a shortcut ?
- a) A shortcut is just an icon
 - b) A file is a link to a shortcut
 - c) A shortcut is a link to a file or folder
 - d) There is no difference

23. The shortcut key to check spelling and grammar in MS Word is:
- a) F5
 - b) F6
 - c) F7
 - d) F8
24. What is the default file extension for Notepad files ?
- a) .pdf
 - b) .docx
 - c) .doc
 - d) .txt
25. In Word, page numbers are inserted from which tab?
- a) Insert
 - b) Home
 - c) Design
 - d) Review
26. The _____ Amendment of the IT Act omitted Section 66A for the IT Act 2000?
- a) 2005
 - b) 2008
 - c) 2018
 - d) 2023
27. What is the purpose of “Print Preview” in MS Word?
- a) To see how the document will appear when printed
 - b) To save the document
 - c) To add a watermark
 - d) To see the whole page in one view
28. Which of the following statements is true about Autocorrect?
- a) Correct complex grammar errors
 - b) Handles capitalization errors
 - c) Automatically correct all misspellings
 - d) Handle complex formatting
29. WordArt in MS Word is used to:
- a) Create decorative text
 - b) Insert tables
 - c) Draw shapes
 - d) Correct spelling
30. “Borders and Shading” feature in MS Word allow you to _____
- a) Change the font colour of text
 - b) Change line color and line width
 - c) Add Text Effects
 - d) Adjust page margins

31. What does pressing the ESC key do in Excel ?
- a) Saves the current worksheet
 - b) Opens the "Save As" dialog box
 - c) Exits Excel
 - d) Cancels the current entry in the cell or formula bar
32. In Excel, every formula starts with ?
- a) +
 - b) -
 - c) =
 - d) #
33. To replace all occurrences of a word with another word in the document we can use _____
- a) Center Align
 - b) Justify
 - c) Left Align
 - d) Right Align
34. Which formula calculates the sum of a range of cells (A1 : A10)?
- a) = ADD (A1:A10)
 - b) = SUM (A1,A10)
 - c) = SUM (A1:A10)
 - d) = TOTAL (A1,A10)
35. The AVERAGE function in Excel is used to:
- a) Count numbers
 - b) Find highest number
 - c) Calculate mean
 - d) Add values
36. Which is NOT true about the Format Cells function in Excel ?
- a) Cell can be formatted as Fraction type
 - b) Format can be defined by user using custom category
 - c) Text orientation can be set
 - d) Conditional formatting can be done through Format Cells window
37. SMTP stands for _____
- a) Simple Mail Transfer Protocol
 - b) Secure Mail Transfer Protocol
 - c) Simple Message Transfer Protocol
 - d) Secure Message Transfer Protocol
38. Conditional Formatting in Excel is used to:
- a) Print worksheets
 - b) Change cell appearance based on conditions
 - c) Insert images
 - d) Merge cells

39. The What-if Analysis tool in Excel is used for:
- a) Data Validation
 - b) Testing different values and scenarios
 - c) Drawing graphs
 - d) Sorting data
40. Which type of storage is commonly used for backing up large amounts of data due to its cost-effectiveness:
- a) Magnetic tape
 - b) Hard disk
 - c) Solid State Drive (SSD)
 - d) Optical disk
41. The default file extension of a PowerPoint 2010 presentation is:
- a) .ppt
 - b) .pptx
 - c) .ppx
 - d) .pwr
42. Which PowerPoint feature adds motion effects to text or objects?
- a) Slide Sorter
 - b) Animation
 - c) Transition
 - d) Format Painter
43. What is phishing in Cyber-crime?
- a) A type of malware that infects computers
 - b) A form of online identity theft where someone pretends to be a legitimate entity to trick users into revealing personal information
 - c) A type of cyber-attack that excessively increases the internet traffic so as to disrupt internet services
 - d) A malicious software program that spies on other's online activity
44. The option to insert sound into a PowerPoint slide is found in:
- a) Insert → Audio
 - b) Home → Sound
 - c) Design → Music
 - d) View → Audio
45. Which of the following is NOT a search engine?
- a) Yandex
 - b) Yahoo
 - c) Facebook
 - d) Bing
46. The full form of URL is:
- a) Uniform Resource Locator
 - b) Universal Routing Link
 - c) Universal Resource Locator
 - d) Uniform Routing Layer

47. What is the purpose of the Slide Show view in MS Powerpoint?
- a) To edit the presentation content
 - b) To add animations and transition
 - c) To view the presentation in full-screen mode
 - d) To view how the presentation will look when printed
48. In an email address, what comes after the "@" symbol?
- a) The username
 - b) The subject line
 - c) The file extension
 - d) The domain name
49. Which of the following is an example of cyber crime?
- a) Hacking
 - b) Cloud Storage
 - c) Online Shopping
 - d) Word Processing
50. In email, the option to add personal details automatically at the end is called:
- a) Footer
 - b) Signature
 - c) Header
 - d) Attachment

Simple Arithmetic (50 Marks)

(Each question carries 2 marks)

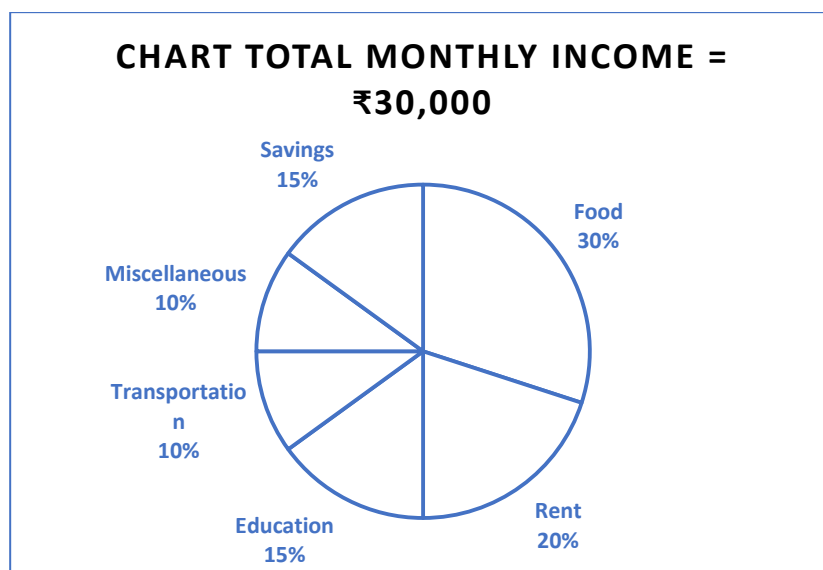
1. The ratio of two numbers is 3:4 and their H.C.F is 4. Their L.C.M. is
- a) 12
 - b) 16
 - c) 24
 - d) 48
2. What is the smallest prime number greater than 50?
- a) 51
 - b) 53
 - c) 55
 - d) 57
3. The cost of carpeting a room 15 meters long with a carpet 60 cm wide at Rs.3.25/meter is Rs.572. What is the breadth of the room ?
- a) 12 meters
 - b) 7.5 meters
 - c) 7 meters
 - d) 8.2 meters
4. The average of five numbers is 27. If one number is excluded, the average becomes 25. What is the excluded number?
- a) 30
 - b) 35
 - c) 40
 - d) 26

5. A shop offers a 20% discount on a shirt marked at ₹1,500. What is the final selling price?
- a) ₹1,200
 - b) ₹1,300
 - c) ₹300
 - d) ₹1,800
6. If a student scores 45 marks out of 60 in a test, what is their score as a percentage?
- a) 60%
 - b) 70%
 - c) 75%
 - d) 80%
7. A and B are supposed to do a work. A when working alone takes 4 hrs more while B when working alone takes 9 hrs more than the time taken when they are working together. How long will they take to complete the work when they are working together ?
- a) 4 hrs
 - b) 5 hrs
 - c) 6 hrs
 - d) 7 hrs
8. The area of a circular field is 9856 cm². If a person crosses the field along the diameter, calculate the distance that he will travel (in cm)?
- a) 56
 - b) 112
 - c) 168
 - d) 28
9. Two numbers are in the ratio 3:5. If their sum is 120, what is the larger number?
- a) 45
 - b) 60
 - c) 75
 - d) 90
10. A man going to his office at a speed of 40 kmph, he reaches the office 15 minutes late and while going at a speed of 56 kmph, he reaches the office late by five minutes. At what speed should the man travel to reach the office on time ?
- a) 60kmph
 - b) 63kmph
 - c) 66kmph
 - d) 70kmph
11. The average weight of 13 boys in a class is 57 kg and if a boy walks out of the class the average is decreased by $\frac{3}{4}$ kg. What is the weight of the boy who walked out of the class ?
- a) 55
 - b) 66
 - c) 60
 - d) 70

12. If 15 men can build a wall in 20 days, how many days will it take for 25 men to build the same wall?
- a) 10 days
 - b) 12 days
 - c) 18 days
 - d) 33.3 days
13. A train travels 360 km in 4 hours. What is its speed in km/h?
- a) 80 km/h
 - b) 90 km/h
 - c) 100 km/h
 - d) 1440 km/h
14. What is the simple interest on ₹8,000 for 3 years at a rate of 5% per annum?
- a) ₹800
 - b) ₹1,000
 - c) ₹1,200
 - d) ₹1,500
15. What will be the compound interest on ₹5,000 for 2 years at 10% per annum, compounded annually?
- a) ₹1,000
 - b) ₹1,050
 - c) ₹1,100
 - d) ₹500
16. In a 90 litres mixture of water and milk, the water is 30%. How many litres of water is required to increase the percentage of water in the mixture to 40% ?
- a) 45 litres
 - b) 42 litres
 - c) 15 litres
 - d) 27 litres
17. If the radius of a circle is 7 cm, what is its circumference?
- a) 22 cm
 - b) 44 cm
 - c) 154 cm
 - d) 308 cm
18. A coaching center has increased the tuition fee by 30% and simultaneously the number of students is decreased by 10%. What is the percentage change in the total amount collected by coaching centre?
- a) 15%
 - b) 17%
 - c) 20%
 - d) 26%
19. If a quarter kg of potato costs 60 paise, how many paise will 200 gm cost?
- a) 48 paise
 - b) 54 paise
 - c) 56 paise
 - d) 72 paise

20. A pole stands vertically on the ground. From a point 10 meters away from its base, the angle of elevation to the top of the pole is 45° . What is the height of the pole?
- a) 5 meters
 - b) 10 meters
 - c) 15 meters
 - d) 20 meters

Directions for questions 21-25: The following pie chart shows the percentage distribution of monthly household expenditure.



21. How much money is spent on Food?
- a) ₹6,000
 - b) ₹7,500
 - c) ₹9,000
 - d) ₹10,000
22. What is the total amount spent on Rent and Education combined?
- a) ₹10,500
 - b) ₹12,000
 - c) ₹9,000
 - d) ₹7,500
23. How much more money is spent on Food than on Transportation?
- a) ₹3,000
 - b) ₹6,000
 - c) ₹9,000
 - d) ₹1,500
24. What is the central angle corresponding to the expenditure on Rent?
- a) 36°
 - b) 60°
 - c) 72°
 - d) 90°

25. If the income increases to ₹40,000 and the percentage of savings remains the same, what will be the new savings amount?
- a) ₹4,500
 - b) ₹5,000
 - c) ₹6,000
 - d) ₹7,500

General Intelligence & Reasoning (50 Marks)

(Each question carries 2 marks)

26. Select the related word from the given alternatives.
Doctor : Stethoscope :: Carpenter : ?
- a) Wood
 - b) Saw
 - c) Furniture
 - d) Nail
27. Select the related number from the given alternatives.
8 : 512 :: 9 : ?
- a) 729
 - b) 625
 - c) 81
 - d) 1000
28. Find the odd word from the given alternatives.
- a) Lion
 - b) Tiger
 - c) Leopard
 - d) Cow
29. 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
30. If 'TABLE' is coded as 'UDCMF', how is 'CHAIR' coded?
- a) DIJBS
 - b) DJBJS
 - c) DIBJS
 - d) DHBJS
31. A, B, C, D and E are sitting on a bench. A is sitting next to B, C sitting next to D, D is not sitting with E who is on the left end of the bench. C is on the second position from the right. A is to the right of B and E. A and C are sitting together. In which position A is sitting ?
- a) Between B and D
 - b) Between B and C
 - c) Between E and D
 - d) Between C and E

32. Find the next number in the series: 2, 5, 10, 17, 26, ?
- 35
 - 37
 - 39
 - 41
33. A is 3 years older to B and 3 years younger to C, while B and D are twins. How many years older is C to D ?
- 2
 - 3
 - 6
 - 12
34. Statements :-
- Standard of living among the middle class society is constantly going up since part of few years.
 - Indian Economy is observing remarkable growth.
- Statement I is the cause and statement II is its effect
 - Statement II is the cause and statement I is its effect
 - Both the statements I and II are independent causes
 - Both the statements I and II are effects of independent causes
35. A is B's sister. C is B's mother. D is C's father. E is D's mother. How is A related to D?
- Grandfather
 - Grandmother
 - Daughter
 - Granddaughter
36. The sum of the ages of a father and his son is 60 years. Six years ago, the father's age was five times the age of the son. What will be the son's age after 6 years?
- 14 years
 - 20 years
 - 22 years
 - 24 years
37. Statement: The quality of education in government schools is deteriorating.
Conclusions:
- The government should close all government schools.
 - The government should take steps to improve the quality of education in its schools.
- Only conclusion I follows
 - Only conclusion II follows
 - Both I and II follow
 - Neither I nor II follows
38. A man walks 5 km south, then turns right and walks 3 km. He then turns left and walks 5 km. In which direction is he now from his starting point?
- West
 - South
 - North-East
 - South-West

39. Statement : All the windows are doors. No door is a wall

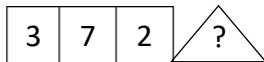
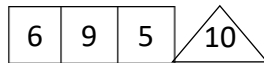
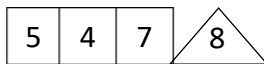
Conclusions :

- 1) Some windows are walls.
- 2) No wall is a door
- a) Only conclusion (1) follows
- b) Only conclusion (2) follows
- c) Either (1) or (2) follows
- d) Neither (1) nor (2) follows

40. Choose the word which is different from the rest

- a) Sparrow
- b) Swan
- c) Parrot
- d) Koel

41. Which one will replace the question mark ?



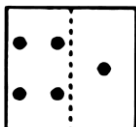
- a) 1
- b) 4
- c) 3
- d) 6

42. Identify the figure that completes the pattern.

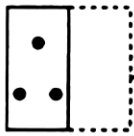


- a) [Option A]
- b) [Option B]
- c) [Option C]
- d) [Option D]

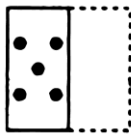
43. A piece of transparent paper is folded in the dotted line as shown below. From the given answer figures, indicate how it will appear when folded.



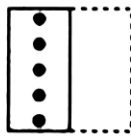
Options



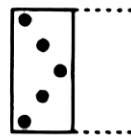
(A)



(B)



(C)



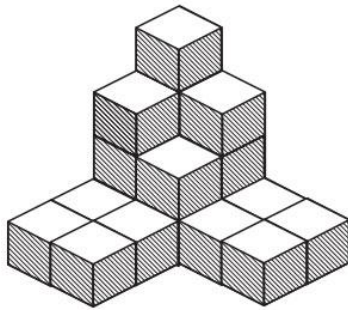
(D)

- a) [Option A]
- b) [Option B]
- c) [Option C]
- d) [Option D]

44. Choose the word that is a necessary part of the word “desert”.

- a) Cactus
- b) Arid
- c) Oasis
- d) flat

45. How many cubes are there in the given figure?



- a) 10
- b) 12
- c) 20
- d) 16

46. Which word does NOT belong with the others ?

- e) Tulip
- f) Rose
- g) Bud
- h) daisy

47. Which of the following pairs is different from the other three?

- a) Pen and Ink
- b) Pencil and Lead
- c) Brush and Paint
- d) Chalk and Blackboard

48. Statement : Unemployment allowance should be given to all unemployed Indian youth above 18 years of age.

Assumptions :

- I. There are unemployed youth in India who needs monetary support.
- II. The government has sufficient funds to provide allowance to all unemployed youth.

- a) Only assumption I is implicit
- b) Only assumption II is implicit
- c) Either I or II is implicit
- d) Neither I nor II is implicit

49. FAG, GAF, HAI, IAH. _____

- a) AK
- b) HAL
- c) HAK
- d) JAI

50. Here are some words translated from an artificial language. *hapllesh* means cloudburst, *srenchoch* means pinball, *resbosrench* means ninepin. Which word could mean "cloud nine"?

- a) leshsrench
- b) Ochhapl
- c) haploch
- d) haplresbo