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

PAPER II

MaximumMarks : 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) <u>Start Menu</u>
    c) Taskbar
    d) Recycle Bin

16. How do you typically rename a file or folder
    a) ***<u>By right-clicking the item and selecting "Rename</u>***"
    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) *<u>Windows Accessories</u>*
    b) Antivirus
    c) Games
    d) Device Drivers

18. A_____ converts hand-drawn images into digital format :
    a) Scanner
    b) <u>Digitizer</u>
    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) <u>Alt + F4</u>

20. The Windows feature that stores deleted files temporarily is:
    a) Taskbar
    b) <u>Recycle Bin</u>
    c) My Computer
    d) Control Panel

21. The default file extension for MS Word 2010 and above is:
    a) .doc
    b) <u>.docx</u>
    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) <u>A shortcut is a link to a file or folder</u>
    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) 2015
    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) Find and Replace
    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 sands 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 date 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 thepresentation 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 ¾ 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

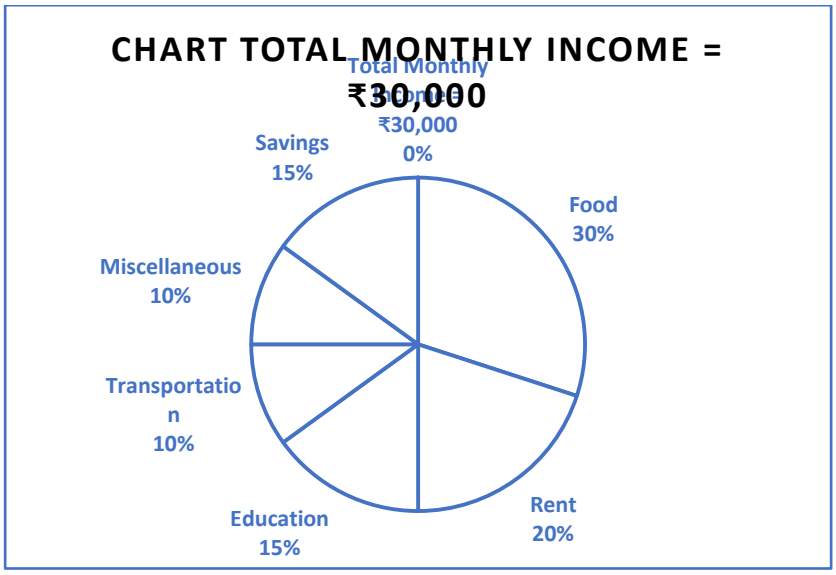
17. If the radius of a circle is 7 cm, what is its circumference?
    a) 22 cm
    b) 44 cm
    c) 154 cm
    d) 308 cm

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) <u>10 meters</u>
   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) <u>₹9,000</u>
   d) ₹10,000

22. What is the total amount spent on Rent and Education combined?
   a) <u>₹10,500</u>
   b) ₹12,000
   c) ₹9,000
   d) ₹7,500

23. How much more money is spent on Food than on Transport?
   a) ₹3,000
   b) <u>₹6,000</u>
   c) ₹9,000
   d) ₹1,500

24. What is the central angle corresponding to the expenditure on Rent?
   a) 36°
   b) 60°
   c) <u>72°</u>
   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) DKBJS
   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, ?
   a) 35
   b) <u>37</u>
   c) 39
   d) 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 ?
   a) 2
   b) 3
   c) <u>6</u>
   d) 12

34. Statements :-
   I. Standard of living among the middle class society is constantly going up since part of few years.
   II. Indian Economy is observing remarkable growth.
   a) <u>Statement I is the cause and statement II is its effect</u>
   b) Statement II is the cause and statement I is its effect
   c) Both the statements I and II are independent causes
   d) 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?
   a) Grandfather
   b) Grandmother
   c) Daughter
   d) <u>Granddaughter</u>

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?
   a) 14 years
   b) <u>20 years</u>
   c) 22 years
   d) 24 years

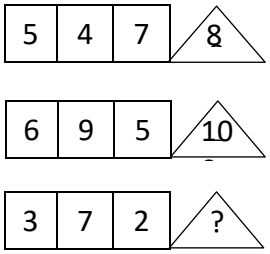
37. Statement: The quality of education in government schools is deteriorating.
   Conclusions:
   1) The government should close all government schools.
   2) The government should take steps to improve the quality of education in its schools.
   a) Only conclusion I follows
   b) <u>Only conclusion II follows</u>
   c) Both I and II follow
   d) 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?
   a) West
   b) South
   c) North-East
   d) <u>South-West</u>

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

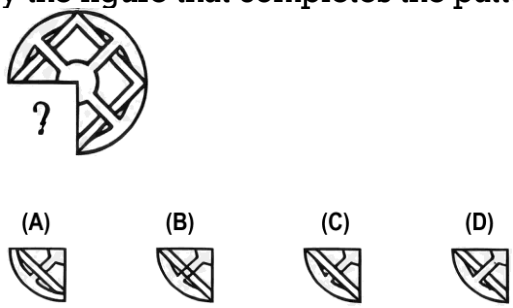
40. Choose the word which is different from the rest
a) Sparrow
b) Swan
c) Parrot
d) Koel

41. Which one will replace the question mark ?



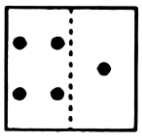
a) 1
b) 4
c) 3
d) 6

42. Identify the figure that completes the pattern.

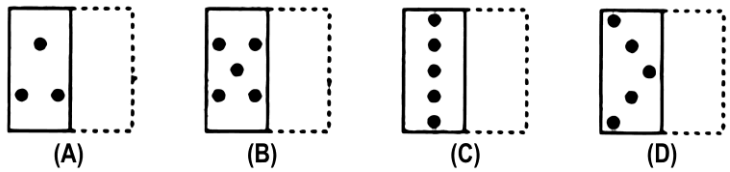


a) [Option A]
b) [Option B]
c) [Option C]
d) [Option D]

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.



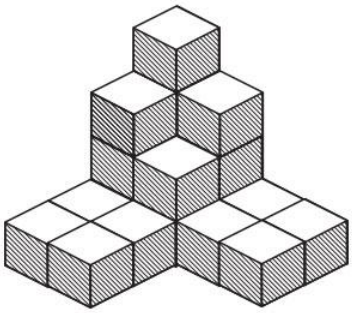
Options



a) [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) ***JAK***
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***