

**GOVERNMENT OF MIZORAM
COMMISSIONER For PwBD
SW,W&CD DEPARTMENT**

**COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF LOWER DIVISION CLERK
(MARCH-2026)**

**PAPER-II
(COMPUTER KNOWLEDGE, SIMPLE ARITHMETIC,
GENERAL INTELLIGENCE & REASONING)**

Full Marks : 200
Time Allowed : 3 Hours

Signature of Invigilator _____

CODE :

(For official use)

SUBJECT	MARK CARRIED BY EACH QUESTION / TOPIC	NO. OF CORRECT ANSWERS	MARKS OBTAINED
Computer Knowledge	2		
Simple Arithmetic	2		
General Intelligence & Reasoning	2		
TOTAL			

Signature of Examiner : _____

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All questions carry equal mark of 2 each. Attempt all questions.

Put a tick (✓) mark against the correct answer in the space given in each question.

Notes regarding Negative Marking :

- (i) *There will be penalty (negative marking) for every wrong answer given by a candidate in the MCQ type questions.*
 - (ii) *For each question for which a wrong answer has been given by the candidate, one-third of the marks assigned to that question will be deducted as penalty.*
 - (iii) *If a candidate gives more than one answer to one question, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.*
 - (iv) *If any questions is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.*
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COMPUTER KNOWLEDGE (100 MARKS)

1. First generation computers used which component?
 - (a) Transistors ()
 - (b) Vacuum tubes** ()
 - (c) Integrated circuits ()
 - (d) Microprocessors ()
2. The Control Unit performs which one of the following functions?
 - (a) Stores large data permanently ()
 - (b) Executes arithmetic operations directly ()
 - (c) Directs the operation of the CPU and coordinates activities** ()
 - (d) Converts digital data to analog signals ()
3. A set of all instructions that a processor can understand and execute is called:
 - (a) Program library ()
 - (b) Instruction set** ()
 - (c) Cache memory ()
 - (d) Data block ()
4. Which memory is the fastest among the following?
 - (a) Hard disk ()
 - (b) Main memory ()
 - (c) Cache memory** ()
 - (d) USB flash drive ()
5. Which type of storage is immediately available to the CPU without human intervention?
 - (a) Off-line storage ()
 - (b) Near-line storage ()
 - (c) On-line storage** ()
 - (d) Manual storage ()

6. A screen image projector is an example of which type of device?
- (a) Input device ()
 - (b) Output device** ()
 - (c) Storage device ()
 - (d) Processing device ()
7. System software includes:
- (a) MS Word ()
 - (b) Operating systems** ()
 - (c) Video games ()
 - (d) Spreadsheet programs ()
8. Firmware is best described as:
- (a) Software embedded into hardware devices** ()
 - (b) Software that runs only on the cloud ()
 - (c) A type of physical device ()
 - (d) Application software for mobile phones ()
9. Which type of computer is designed to perform extremely complex calculations at the highest speeds?
- (a) workstation ()
 - (b) supercomputer** ()
 - (c) laptop ()
 - (d) pda/pocket pc ()
10. Which section of the IT Act deals with punishment for hacking?
- (a) Section 66** ()
 - (b) Section 12 ()
 - (c) Section 80 ()
 - (d) Section 5 ()
11. Process management in an operating system involves:
- (a) changing the screen brightness ()
 - (b) scheduling programs and allocating CPU time to each process** ()
 - (c) increasing storage capacity ()
 - (d) installing antivirus software ()
12. Which of the following is NOT a type of icon on the Windows desktop?
- (a) shortcut icon ()
 - (b) program icon ()
 - (c) folder icon ()
 - (d) camera icon** ()
13. Which of the following is NOT a version of Microsoft Windows?
- (a) Windows 7 ()
 - (b) Windows Vista ()
 - (c) Windows UltraX** ()
 - (d) Windows 10 ()

14. Which keyboard shortcut is used to select all files and folders in a window?
- (a) Ctrl + C ()
 - (b) Ctrl + A** ()
 - (c) Ctrl + S ()
 - (d) Ctrl + D ()
15. A folder that contains another folder is called a:
- (a) parent folder** ()
 - (b) child folder ()
 - (c) main file ()
 - (d) desktop folder ()
16. The Turn Off Computer option allows a user to:
- (a) only restart the computer ()
 - (b) shut down, restart, or put the computer in standby** ()
 - (c) delete system files ()
 - (d) remove applications from startup ()
17. Deleting a shortcut will:
- (a) remove the original file permanently ()
 - (b) not affect the original file or folder** ()
 - (c) uninstall Windows ()
 - (d) clear all recent documents ()
18. Which Windows accessory allows users to perform basic arithmetic as well as scientific calculations?
- (a) notepad ()
 - (b) calculator** ()
 - (c) system tools ()
 - (d) wordpad ()
19. To print a document, the correct option is:
- (a) file '!' print** ()
 - (b) home '!' copy ()
 - (c) insert '!' print layout ()
 - (d) view '!' print screen ()
20. To increase or decrease the size of text, you use the:
- (a) font size box** ()
 - (b) paragraph group ()
 - (c) page layout tab ()
 - (d) status bar ()
21. Line spacing of "1.5" means:
- (a) single spacing ()
 - (b) one-and-a-half spacing between lines** ()
 - (c) double spacing ()
 - (d) extra-large spacing ()

22. A font style refers to options like:

- (a) margins and spacing ()
- (b) **bold, italic, underline** ()
- (c) header and footer ()
- (d) zoom percentage ()

23. AutoCorrect options can be found under:

- (a) insert → header ()
- (b) file → print ()
- (c) **file → options → proofing** ()
- (d) review → language → bold ()

24. The Thesaurus tool in a word processor is used to:

- (a) translate text into another language ()
- (b) **find synonyms and antonyms for words** ()
- (c) count characters ()
- (d) remove text formatting ()

25. Replacing occurrences of text means:

- (a) changing the document theme ()
- (b) removing text permanently ()
- (c) **substituting one word or phrase with another throughout the document** ()
- (d) closing the document ()

26. Page setup allows you to change:

- (a) grammar correction settings ()
- (b) **margins, orientation, and paper size** ()
- (c) the number of spelling errors ()
- (d) text color only ()

27. Subscript is used for:

- (a) **placing text below the normal line** ()
- (b) writing chapter titles ()
- (c) increasing font size ()
- (d) inserting bullets ()

28. What is the primary purpose of WordArt in a document?

- (a) To insert regular text ()
- (b) **To create decorative and stylized text** ()
- (c) To add tables to the document ()
- (d) To check spelling ()

29. Table AutoFormat allows you to modify which of the following?

- (a) table size only ()
- (b) font color only ()
- (c) **table styles such as borders, shading, and alignment** ()
- (d) document background ()

30. The final output generated after completing Mail Merge is known as:
- (a) **the merged document** ()
 - (b) the draft document ()
 - (c) the template ()
 - (d) the main file ()
31. Which command is used to save a worksheet for the first time?
- (a) file → open ()
 - (b) file → new ()
 - (c) **file → save as** ()
 - (d) file → close ()
32. If you want Excel to automatically adjust cell references while copying a formula, you use:
- (a) absolute referencing ()
 - (b) manual entry ()
 - (c) **relative referencing** ()
 - (d) hyperlinking ()
33. In the reference \$A1, which part is fixed?
- (a) only the row ()
 - (b) **only the column** ()
 - (c) both the row and column ()
 - (d) neither row nor column ()
34. To change the background color of a cell, which tool is used:
- (a) **fill color tool** ()
 - (b) border tool ()
 - (c) merge tool ()
 - (d) print setup ()
35. To print only a selected portion of the worksheet, you must:
- (a) hide all other rows ()
 - (b) **select area → set print area** ()
 - (c) change page color ()
 - (d) copy the data to a new sheet ()
36. Which of the following is a conditional function?
- (a) =sum() ()
 - (b) =average() ()
 - (c) **=if()** ()
 - (d) =max() ()
37. A conditional function such as IF() allows Excel to:
- (a) perform only statistical operations ()
 - (b) insert borders automatically ()
 - (c) **make decisions based on a condition** ()
 - (d) format text ()

38. Updating a chart in Excel involves:
- (a) inserting symbols ()
 - (b) **changing data in worksheet** ()
 - (c) saving without closing ()
 - (d) applying borders ()
39. Which feature allows you to choose a pre-designed arrangement of text and objects on a slide?
- (a) slide sorter ()
 - (b) **slide layout** ()
 - (c) animation pane ()
 - (d) theme editor ()
40. Slide Show View is mainly used for:
- (a) printing slides ()
 - (b) **presenting slides full-screen** ()
 - (c) rearranging slides ()
 - (d) editing slide structure ()
41. The option used to change the overall appearance and look of a presentation is:
- (a) insert → new slide ()
 - (b) review → proofing ()
 - (c) **design → themes** ()
 - (d) home → editing ()
42. Grouping pictures in PowerPoint helps you to:
- (a) save the presentation ()
 - (b) lock the slide ()
 - (c) **move or resize multiple objects together** ()
 - (d) change the file type ()
43. Which option is used to insert a picture from a file into a slide?
- (a) **insert → picture** ()
 - (b) home → shapes ()
 - (c) design → picture style ()
 - (d) view → picture ()
44. Which of the following is an example of Internet applications?
- (a) word processing ()
 - (b) spreadsheet calculations ()
 - (c) **e-mail and online banking** ()
 - (d) screen recording ()
45. The term “cyber-crime” refers to:
- (a) crimes that happen on the streets ()
 - (b) **crimes committed using computers or the Internet** ()
 - (c) only theft of physical computers ()
 - (d) government-controlled data entry ()

46. HTTPS is more secure than HTTP because it:

- (a) loads webpages faster ()
- (b) uses encryption to protect data** ()
- (c) works only on private networks ()
- (d) blocks all cookies automatically ()

47. A search engine helps users to:

- (a) redesign websites ()
- (b) find information on the web using keywords** ()
- (c) store files online ()
- (d) secure websites from threats ()

48. IMAP is used for:

- (a) deleting messages permanently ()
- (b) reading e-mails directly from the server without downloading** ()
- (c) encrypting e-mails ()
- (d) compressing attachments ()

49. A signature file in an email is used for:

- (a) adding your handwritten signature ()
- (b) automatically adding your contact details at the end of an email** ()
- (c) encrypting outgoing mail ()
- (d) automating e-mail forwarding ()

50. An e-mail client is:

- (a) a program used to send and receive e-mails** ()
- (b) a tool used for website development ()
- (c) a special type of router ()
- (d) a programming language ()

SIMPLE ARITHMETIC (50 MARKS)

51. Which of the following statements are false ?

(i) $\frac{-3}{5}$ lies to the left of 0 on the number line.

(ii) $\frac{-12}{7}$ lies to the right of 0 on the number line.

(iii) The rational numbers $\frac{1}{3}$ and $\frac{-5}{2}$ are on the opposite sides of 0 on the number line.

(iv) The rational number $\frac{-18}{-13}$ lies to the left of 0 on the number line.

(a) (i) and (iii) ()

(b) (i) and (iv) ()

(c) (ii) and (iv) ()

(d) (ii) and (iii) ()

52. What number should be subtracted from $\frac{-2}{3}$ to get $\frac{-1}{6}$?

(a) $\frac{1}{2}$ ()

(b) $\frac{-1}{2}$ (✓)

(c) $\frac{5}{6}$ ()

(d) $\frac{-5}{6}$ ()

53. Which of the following are the three rational numbers lying between $\frac{2}{3}$ and $\frac{3}{4}$?

(i) $\frac{17}{24}$

(ii) $\frac{19}{24}$

(iii) $\frac{33}{48}$

(iv) $\frac{35}{48}$

(a) (i), (ii) & (iii) ()

(b) (ii), (iii) & (iv) ()

(c) (i), (iii) & (iv) ()

(d) None of these ()

54. If $\frac{3}{5}$ of a number exceeds its $\frac{2}{7}$ by 44, the number is :

(a) 150 ()

(b) 120 ()

(c) 130 ()

(d) 140 ()

55. Find the value of 'x' for which $\left(\frac{4}{9}\right)^4 \times \left(\frac{4}{9}\right)^{-7} = \left(\frac{4}{9}\right)^{2x-1}$.

- (a) -1 ()
- (b) 1 ()
- (c) -2 ()
- (d) 2 ()

56. Find the least number by which 2925 must be divided to obtain a perfect square.

- (a) 3 ()
- (b) 5 ()
- (c) 13 ()
- (d) 15 ()

57. Find the least number of four digits which is a perfect square.

- (a) 1000 ()
- (b) 1024 ()
- (c) 1089 ()
- (d) 1225 ()

58. Simplify : $\sqrt{50} + \sqrt{8} - \sqrt{18}$.

- (a) $2\sqrt{2}$ ()
- (b) $5\sqrt{2}$ ()
- (c) $3\sqrt{2}$ ()
- (d) $4\sqrt{2}$ (✓)

59. In a two digit number, the tens digit is twice the units digits.If the sum of the digits is 9, then the number is:

- (a) 36 ()
- (b) 63 ()
- (c) 81 ()
- (d) 45 ()

60. What percent is 36 mm of 1.2 m?

- (a) 30 % ()
- (b) 20 % ()
- (c) 3 % ()
- (d) 4 % ()

61. 36 % of the students in a school are boys and the number of girls in a school is 768, how many boys are there in a school?

- (a) 1200 ()
- (b) 432 ()
- (c) 682 ()
- (d) 426 ()

62. Mrs.A bought pens at 20 for Rs 56 and sold them at Rs 37.80 per dozen. Find her gain or loss.

(a) Rs $\frac{25}{6}$ loss ()

(b) Rs $\frac{25}{6}$ gain ()

(c) Rs 7 loss ()

(d) **Rs 7 gain** ()

63. Mawii buys a purse whose marked price is Rs 1400 and sales tax is charged on it @ 5% . Find the cost of the purse to be paid by her.

(a) **Rs 1470** ()

(b) Rs 1330 ()

(c) Rs 70 ()

(d) Rs 90 ()

64. Three successive discounts of 6 %, 10 % and 15 % are equal to the single discount of :

(a) 31.09 % ()

(b) 30.09 % ()

(c) **28.09 %** ()

(d) 27.09 % ()

65. A winter jacket carrying a sale price ticket of Rs. 5000 is sold at a discount of 4 %, thereby gaining 20 %. The seller's cost price of the jacket is :

(a) Rs. 4200 ()

(b) **Rs. 4000** ()

(c) Rs. 3800 ()

(d) Rs. 3600 ()

66. The difference between Compound Interest and Simple Interest for 3 years at the rate of 20 % per annum is Rs. 160. What is the principal lent?

(a) Rs 1200 ()

(b) Rs 1190 ()

(c) Rs 1150 ()

(d) **Rs 1250** ()

67. In a ratio which is equal to 2 : 5, if the consequent is 90, what is the antecedent?

(a) 32 ()

(b) 34 ()

(c) **36** ()

(d) 38 ()

68. The ratio between two numbers is 3 : 7. If their HCF is 5, the difference of the numbers is:

(a) 35 ()

(b) 15 ()

(c) 50 ()

(d) **20** ()

69. A sum of money is to be distributed among A, B, C, D in the proportion of 5 : 2 : 4 : 3. If C gets Rs 1000 more than D, what is B's share?
- (a) **Rs 2000** ()
- (b) Rs 1500 ()
- (c) Rs 500 ()
- (d) None of these ()
70. The ratio between two numbers is 5 : 4. If 40% of the first is 12, then 50 % of the second number is:
- (a) 18 ()
- (b) **12** ()
- (c) 24 ()
- (d) 20 ()
71. If A and B are in the ratio 4 : 5 and the difference of their squares is 81, what is the value of A ?
- (a) 45 ()
- (b) 36 ()
- (c) **12** ()
- (d) 15 ()
72. 16 men or 20 women can finish a work in 25 days. How many days 28 men and 15 women will take to finish this job?
- (a) 20 days ()
- (b) 11 days ()
- (c) 8 days ()
- (d) **10 days** ()
73. John completes the work in 10 days, Peter completes the same work in 40 days. If both of them work together, then the number of days required to complete the work is :
- (a) **8 days** ()
- (b) 9 days ()
- (c) 10 days ()
- (d) 15 days ()
74. If 5 girls can embroider a dress in 9 days, then the number of days taken by 3 girls will be:
- (a) 20 days ()
- (b) **15 days** ()
- (c) 14 days ()
- (d) 10 days ()
75. A can do a work in 15 days and B in 20 days. If they work on it together for 4 days, then the fraction of the work that is left is:
- (a) $\frac{1}{4}$ ()
- (b) $\frac{3}{4}$ ()
- (c) $\frac{8}{15}$ (✓)
- (d) $\frac{7}{15}$ ()

GENERAL INTELLIGENCE & REASONING (50 Marks)

76. Thunder : Rain :: ? : Night

- (a) dawn ()
- (b) dark ()
- (c) evening ()
- (d) **dusk** ()

77. Arc : Circle :: Line : ?

- (a) Point ()
- (b) **Rectangle** ()
- (c) Ellipse ()
- (d) Sphere ()

78. Statements : All books are rivers.

No river is big.

Conclusion : I. No book is big.

II. All books are big.

- (a) **Only conclusion I follows** ()
- (b) Only conclusion II follows ()
- (c) Either conclusion I or II follows ()
- (d) Both conclusions I and II follow ()

79. CKO : FNL :: FLP : IOM :: DPQ : ?

- (a) HRN ()
- (b) HRT ()
- (c) **GSN** ()
- (d) GST ()

80. In a certain code "BASE" is written as "GUCD". How is "COMMAND" is written in that code?

- (a) FCIDSLN ()
- (b) KOSFLKV ()
- (c) **FPCOOQE** ()
- (d) GNILDFW ()

81. Choose the alternative which is closely resembles the mirror image of the given combination:

EFFECTIVE

- (a) **EVITCEFFE** (✓)
- (b) **EVITCEFFE** ()
- (c) **EFFEETIVE** ()
- (d) **EVITCEFFE** ()

82. Lee ranked 7th from the top and 26th from the bottom in his class. How many students are there in the class?

- (a) 31 ()
 (b) 33 ()
 (c) 27 ()
 (d) **32** ()

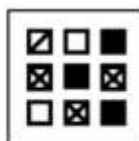
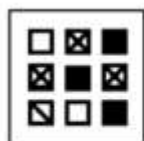
83. All 32 students in a class are standing in a row facing north. Akash is 12th from the right end while Priya is 18th from the left end. How many people are standing between Akash and Priya?

- (a) **Two** ()
 (b) Four ()
 (c) Three ()
 (d) Five ()

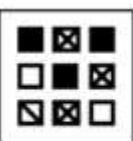
84. Bismita walks 200 m towards the East and then turns right and walks 210 m to reach a hospital. What is the shortest distance between the starting point and the hospital?

- (a) 310m ()
 (b) **290m** ()
 (c) 220m ()
 (d) 260m ()

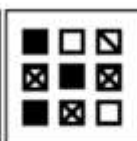
85. Which figure is identical to the first?



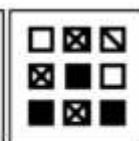
A



B



C



D

- (a) A ()
 (b) B ()
 (c) **C** ()
 (d) D ()

86. A woman introduces a man as the son of the brother of her mother. How is a man related to the woman?

- (a) Nephew ()
 (b) Son ()
 (c) **Cousin** ()
 (d) Uncle ()

87. Find the missing number from the figure.

6	9	15
8	12	20
4	6	?

- (a) 5 ()
(b) **10** ()
(c) 21 ()
(d) 15 ()

88. Each letter in the word FANTASTIC is replaced with the next letter of the English alphabetical series. How many vowels will be present in the new arrangement?

- (a) one ()
(b) two ()
(c) **three** ()
(d) four ()

89. 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** ()

90. Bryan was facing East, he walked 4km forward and then after turning to his right walked 3km. Again he turned to his right and walked 4km. After this he turned back. Which direction was he facing at that time?

- (a) **East** ()
(b) West ()
(c) North ()
(d) South ()

Direction (Question Nos. 91 -93) : From the statement given below , answer the questions that follow:

Five boys A,B,C,D & E are sitting to be photographed. A is to the left of C and to the right of B. D is to the right of C. E is between C and D.

91. Who is sitting immediate right to E?

- (a) A ()
(b) B ()
(c) C ()
(d) **D** ()

92. Who is second from the right?

- (a) **E** ()
- (b) C ()
- (c) D ()
- (d) B ()

93. Who is in the middle?

- (a) A ()
- (b) B ()
- (c) **C** ()
- (d) D ()

94. The angle between the hour hand and the minute hand of a clock when time is 3:25 will be:

- (a) $47\frac{1}{2}^\circ$ (☒)
- (b) $42\frac{1}{2}^\circ$ ()
- (c) 60° ()
- (d) 45° ()

95. Today is Monday, after 75 days, it will be:

- (a) Wednesday ()
- (b) Saturday ()
- (c) Tuesday ()
- (d) **Thursday** ()

Direction (Question Nos. 96 - 98) : Read the following information carefully and answer the following questions.

D is the son of P.

P is the daughter of M.

S is married to M.

R and H are children of S.

W is the husband of H.

K is the son of W.

96. If M does not have any son, then how is R related to D?

- (a) Uncle ()
- (b) Son-in-law ()
- (c) Sister ()
- (d) **Aunt** ()

97. How is D related to K?

- (a) Father-in-law ()
- (b) **Cousin** ()
- (c) Grandfather ()
- (d) Uncle ()

98. How is W related to P?

- (a) Brother-in-law ()
- (b) Uncle ()
- (c) Father ()
- (d) Father-in-law ()

Direction (Question Nos 99 & 100) : Study the following information carefully to answer the given questions.

6 U # 7 Y 8 X @ Q 9 L S % \$ V M 3 F 2 K 1 5 Z & 4 C * R ? D

99. In the given arrangement, how many such letters are there which are immediately preceded by a symbol and immediately followed by a number?

- (a) 1 ()
- (b) 2 ()
- (c) 5 ()
- (d) 4 ()

100. In the given arrangement, how many such numbers are there which are immediately preceded by a symbol?

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

* * * * *