

Sample Question Paper of Clerk-cum-Typist

1. A man who always thinks of himself: _____.
A. Eccentric B. Proud C. Egoist D. Foolish
2. A country that is ruled by a king or queen: _____.
A. monarchy B. democratic C. autocracy D. All of the options
3. _____ you need any assistance, do let me know.
A. If B. Which C. Yet D. But
4. Choose the correct meaning of the given Idiom / Phrase:
To put one's hand to plough.
A. to irritate others B. to take a difficult task
C. to take interest in painting D. to get engaged in unnecessary tasks
5. Choose the correct meaning of the given Idiom / Phrase: A black sheep.
A. one who takes no share in the profit B. an ugly person
C. an unlucky person D. someone who is a disgrace to the rest of the group
6. Change the voice of the following sentence:
The Chairman has made a new rule.
A. A new rule was made by the chairman.
B. A new rule has been made by the chairman.
C. A new rule had been made by the chairman.
D. A new rule made by the chairman.
7. The package arrived _____ the expected delivery date.
A. on B. in C. at D. before
8. I can't believe _____ my keys at home.
A. I forget B. I forgot C. I have forgotten D. I've forget
9. He is _____ than his brother.
A. smarter B. smart C. most smart D. the smartest
10. Choose the appropriate antonym of the given word: Zeal
A. Fervour B. Favour C. Initiative D. Apathy
11. Read each part of the sentence to find out if there is any grammatical error in it:

Neither Ravi nor his brother (a)/ is willing to shoulder the responsibility (b)/ of caring for their old parents. (c)/ No error. (d)

- A. a B. b C. c D. d

12. Identify the sentence with the correct use of "its" and "it's".

- A. The dog wagged it's tail.
B. Its raining outside.
C. The cat licked its paw.
D. Its important to study.

13. Because of the bitter experience of the past he _____ everywhere.

- A. disbelieves B. smells a rat C. sees a danger D. finds love

14. The police used tear gas to _____ the crowd.

- A. disburse B. spread C. attack D. disperse

15. A person who held a job or office before the current holder is called_____.

- A. Successor B. Ancient C. Predecessor D. Descendant

16. Find the correctly spelt word from the options given below.

- A. Rihearsel B. Reharsel C. Rehearsel D. Rehearsal

17. Find the misspelt word from the options given below.

- A. Naturopathy B. Allopathy C. Homoeopathy D. Telepathy

18. Identify the synonym of the word "Brief":

- A. Short B. Long C. Slow D. Dull

19. Choose the correct preposition: She is fond ____ music.

- A. in B. with C. of D. about

20. Choose the correct article: He is ____ honest man.

- A. a B. an C. the D. No article needed

21. Antonym of "Ancient" is:

- A. Modern B. Old C. Antique D. Classical

22. Complete the sentence: If you work hard, you ____ succeed.

- A. would B. should C. will D. may

23. Change into indirect speech: She said, "I am tired."

- A. She said that I am tired.
B. She said that she is tired.
C. She said that she was tired.
D. She said that she were tired.

24. Choose the correct sentence:

- A. I has done my work.
B. I have did my work.
C. I have done my work.
D. I have done my work.

25. Choose the correct passive voice: "She writes a letter."

- A. A letter is written by she.
B. A letter was written by her.
C. A letter is written by her.
D. A letter has been written by her.

26. If NOIDA is written as OPJEB, then what will be the code for DELHI?

- A. EFMAK B. EFAMK C. EFMIJ D. EFMIK

27. The number comes next in the series 12, 36, 109, 329,

- A. 900 B. 990 C. 890 D. None

28. Drama: Stage :: Tennis : ?

- A. Net B. Court C. Tournament D. Racket

29. Which of the following set of letters complete the letter series, when sequentially placed at the gaps?

_ ab _ b _ aba _ _ abab

- A. abbab B. abbaa C. abaab D. aaaba

30. What is Geeta's rank in the class?

Statement I. There are 30 students in the class.

Statement II. There are 10 students who scored less than Geeta.

- A. Statement I alone is sufficient, but statement II alone is not sufficient.
B. Statement II alone is sufficient, but statement I alone is not sufficient.
C. Neither I nor II is sufficient.
D. Both I and II are needed.

31. Statements:

- I)** All heroes are villains.
- II)** All villains are zeros.
- III)** Some heroes are jokers.

Conclusion:

- i)** Some Jokers are heroes
- ii)** Some villains are jokers
- iii)** Some zeros are villains

- A. Only i, ii follow.
- B. All i, ii, iii follow.
- C. Only i, iii follow.
- D. None of the above.

32. Arrange in descending order of the units of memory TB, KB, GB, MB.

- A. $TB > MB > GB > KB$
- B. $MB > GB > TB > KB$
- C. $TB > GB > MB > KB$
- D. None of the options

33. Which of the following operation is mainly performed by RAM?

- A. Read only
- B. Read and write
- C. Write only
- D. Depends on the system

34. Choose the pair of number which is different from others:

- A. 73, 61
- B. 79, 67
- C. 42, 29
- D. 59, 47

[Q-35-38] - According to a certain code

- I. *'bin min gin fin'* means *'trains are always late'*
 - II. *'cin din gin hin'* means *'drivers were always punished'*
 - III. *'cin rin vin bin'* means *'drivers stopped all trains'*
 - IV. *'vin kin din fin'* means *'all passengers were late'*
35. *'Drivers were late'* would be written as
- A. *min cin din*
 - B. *cin din fin*
 - C. *fin din gin*
 - D. *gin hin min*
36. Which word is represented by *'vin'* ?
- A. All
 - B. Late
 - C. Trains
 - D. Drivers
37. *'kin min hin'* would mean
- A. Always late train
 - B. All passenger trains
 - C. Passengers are punished
 - D. Passengers are late
38. *'passengers stopped trains'* would be written as
- A. *kin gin bin*
 - B. *vin rin bin*
 - C. *kin rin vin*
 - D. *kin rin bin*
39. Choose a word from the given alternatives, that belongs to the same group as:
Root : Stem : Branch
- A. Wood
 - B. Leaf
 - C. Tree
 - D. Fertilizer
40. If 'SOLUTION' means '÷', 'INDEPENDENCE' means 'X' and 'GROW' means '-', then 217 SOLUTION 7 INDEPENDENCE 20 GROW 12 = ?
- A. 608
 - B. 512
 - C. 624
 - D. 234

41. In a certain code language, POND is coded as 18192012. How will STAR be coded?
A. 2124724
B. 2124726
C. 1124724
D. 2124626

42. If ‘FLOWER’ is coded as ‘GMPXFS’, how is ‘GARDEN’ coded?
A. HBSEFO
B. HBSEFO
C. HBQEFM
D. HBSFEO

43. If NORTH is coded as 34567 and SOUTH as 87967, what is the code for SHORT?
A. 87563
B. 98765
C. 89756
D. 89765

44. Choose the related word: HAND : FINGER :: FOOT : ?
A. Nail
B. Toe
C. Ankle
D. Shoe

45. Which word is different from the rest?
A. Rose
B. Lily
C. Lotus
D. Apple

46. 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)

47. CUP : LIP :: BIRD : _____
A. GRASS
B. FOREST
C. BEAK
D. BUSH

48. Melt : Liquid :: Freeze : _____
A. Ice
B. Solid
C. Condense
D. Push

49. Pick the odd man out:
A. just
B. fair
C. equitable
D. biased

50. Which word does NOT belong with the others?
- A. index B. glossary
C. chapter D. book
51. What is the next prime number after 5?
- A. 6 B. 7 C. 9 D. 11
52. Find the sum of two numbers, whose product is 200 and difference is minimum.
- A. 30 B. 27 C. 35 D. 33
53. The age of 5 people is in proportion 2:3:4: 10:11. If their average age is 18, find the average age of the eldest of them.
- A. 22 B. 11 C. 44 D. 33
54. Find 112% of a number if 20% of the number is 120.
- A. 692 B. 662 C. 652 D. 672
55. Three pipes can empty a semi filled tank in 4 minutes, 5 minutes and 6 minutes, respectively. If all the pipes are opened simultaneously, how long does it take to empty a filled tank?
- A. 3.24 minutes B. 2.34 minutes C. 3.42 minutes D. 2.43 minutes
56. $440 + 1825 \div 25 + 102 = 215 + ?$
- A. 375 B. 400 C. 425 D. 450
57. $(4/9) \text{ of } (729/2) + 400 = ?$
- A. 462 B. 662 C. 562 D. 362
58. The average weight of three children is 20 kg. The weight of Chinu is three times the weight of Bhavya and weight of Arshi is twice that of Bhavya, find the weight of Chinu.
- A. 20 kg B. 30 kg C. 10 kg D. 15 kg
59. If $A : B = 3 : 4$, $B : C = 8 : 10$ and $C : D = 15 : 17$, then find $A : B : C : D$.
- A. $17 : 12 : 9 : 5$ B. $3 : 10 : 15 : 17$
C. $9 : 12 : 15 : 17$ D. $12 : 10 : 9 : 15$
60. $(a+b)^{-1} (a^{-1} + b^{-1})$ equals to:
- A. $a^{-1}b$ B. ab^{-1}

C. $(ab)^{-1}$

D. ab

61. A cat and a rat weigh 10 kg together. The rat and a dog weigh 20 kg together. The dog and the cat weigh 24 kg together. How much will the dog, the cat and the rat weigh together?

A. 26 kg

B. 27 kg

C. 28 kg

D. 29 kg

62. If $x \oplus y = x + y + \sqrt{(x \times y)}$, then the value of $6 \oplus 24$ is:

A. 41

B. 42

C. 43

D. 44

63. The average of first 40 natural numbers is:

A. 28.5

B. 24.5

C. 20.5

D. 25.5

64. If $0.75 : x :: 5 : 8$, then x is equal to:

A. 1.12

B. 1.20

C. 1.25

D. 1.30

65. Zinc and copper are melted together in the ratio 9 : 11. What is the weight of melted mixture, if 28.8 kg of zinc has been consumed in it ?

A. 58 kg

B. 60 kg

C. 64 kg

D. 70 kg

66. The H.C.F. of two number is 96 and their L.C.M. is 1296, If one number is 864, find the other number.

A. 132
B. 134
C. 144
D. 135

67. A man buys an article for ₹240 and sells it at a profit of 25%. What is the selling price?

A. ₹260
B. ₹280
C. ₹300
D. ₹320

68. What is 15% of 320?

A. 45
B. 48
C. 50
D. 55

69. If 6 workers finish a task in 8 days, how many days will 12 workers take?

A. 4
B. 6
C. 8
D. 10

70. If the perimeter of a square is 40 cm, what is its side?

A. 10 cm
B. 8 cm
C. 6 cm
D. 12 cm

71. What comes next in the series: 2, 4, 8, 16, ?

A. 12
B. 24
C. 32
D. 36

72. Simplify: $(45 \times 4) \div 5 = ?$

A. 36
B. 32
C. 28
D. 40

73. A person spends 80% of his income. If his income is ₹25,000, what is his savings?

A. ₹5,000
B. ₹4,500
C. ₹6,000
D. ₹3,000

74. Which number is both a square and a cube?

A. 8
B. 36
C. 64
D. 49

75. What is the average of 12, 15, 10, 13, and 20?
- A. 14 B. 13 C. 15 D. 12
76. The father of Indian missile technology is _____?
- A. Dr Homi Bhabha B. Dr Chidambaram
C. Dr U.R. Rao D. Dr A.P.J. Abdul Kalam
77. Which of the given is a disease caused by protozoa?
- A. Cancer B. Typhoid
C. Kala-azar D. Chicken Pox
78. Digestion of food in human beings begins in which part of the alimentary canal?
- A. Liver B. Kidney
C. Mouth D. Large intestine
79. Which of the given vitamin is a water-soluble vitamin?
- A. Vitamin A B. Vitamin B
C. Vitamin K D. Vitamin D
80. Fatehpur Sikri was founded as the capital of the Mughal Empire by _____.
- A. Babur B. Humayun
C. Jahangir D. Akbar
81. Dayanand Saraswati was the founder of which of the following missions?
- A. Brahmo Samaj B. Chinmaya Mission
C. Arya Samaj D. Prarthana Samaj
82. Who can dismiss the Governor from office?
- A. State Legislative Assembly B. Parliament
C. President D. Council of Ministers
83. Who administers the Union Territory?
- A. Prime Minister B. President
C. Governor D. None of the options

84. Which is not a Library Automation Tool developed by INFLIBNET?

A. SOUL B. OCS
C. INDCAT D. N-LIST

85. Which amongst the below is not a Computer Operating System?

A. DOS B. Python
C. macOS D. Linux

86. “Panchatantra” was composed by:

A. Mahadevi Verma B. Pt. Vishnu Sharma
C. Jaishankar Prasad D. Sumitra Nandan Pant

87. When INFLIBNET became an independent Inter-University Centre?

A. 15th August 1996 B. 16th May 1996
C. 15th July 1996 D. 16th December 1996

88. What does ILMS of INFLIBNET Centre stands for?

A. Integrated Learning Management System B. INFLIBNET Learning Management System
C. Integrated Learning Management Service D. INFLIBNET Learning Management Service

89. When the National Librarian’s Day is celebrated in India?

A. 15th August B. 16th May
C. 12th August D. 21st June

90. Which among the following is not a fundamental right guaranteed under Constitution of India to its Citizens?

A. Right to Equality B. Right to Education
C. Right to Property D. Right to Freedom of Religion

91. Who was the first Indian to win the Nobel Prize in Literature?

A. Rabindranath Tagore B. Bankim Chandra Chatterjee

C. Premchand

D. R. K. Narayan

92. What is the maximum strength of the *Lok Sabha* as per the constitution?

A. 500

B. 545

C. 550

D. 552

93. The term 'GDP' stands for:

A. Gross Domestic Production

B. Global Domestic Product

C. Gross Domestic Product

D. Gross Demand Potential

94. Who is the author of the book “*The Discovery of India*”?

A. B.R. Ambedkar

B. Mahatma Gandhi

C. Jawaharlal Nehru

D. Subhash Chandra Bose

95. What is the full form of UPI?

A. Unified Payment Interface

B. Universal Payment Integration

C. Unified Personal Identity

D. Unique Payment Infrastructure

96. “One Nation One Ration Card” scheme is implemented by which ministry?

A. Ministry of Finance

B. Ministry of Health

C. Ministry of Consumer Affairs, Food
and Public Distribution

D. Ministry of Agriculture

97. IRINS, developed by INFLIBNET, is a system for:
- A. Monitoring attendance
 - B. Student registration
 - C. Faculty research profiling
 - D. Publishing textbooks
98. What is the main objective of INFLIBNET Centre?
- A. To fund universities
 - B. To develop India's education curriculum
 - C. To automate and network academic libraries
 - D. To promote sports in universities
99. Under which activities of INFLIBNET helps in detecting plagiarism in academic documents?
- A. e-Shodh Sindhu
 - B. IRINS
 - C. ShodhShuddhi
 - D. ShodhChakra
100. Which of the following services is NOT offered by INFLIBNET?
- A. Library automation tools
 - B. Institute repositories
 - C. Web hosting for universities
 - D. National Digital Library of India