

**PSC Confidential Assistant Grade
II - Various/ Govt Owned Company/
Corporations/ Boards Examination
Previous Year Question Paper**

***Exam Name: Confidential Assistant Grade II -
Various/ Govt Owned Company/ Corporations/
Boards***

Date of Test : 25.08.2016

Question Paper Code: 104/2016

Medium of Questions: English



104/2016

Maximum : 100 marks

Time : 1 hour and 15 minutes

1. Which of the following gives the percentage of carbondioxide present in the atmosphere?
(A) 0.3% (B) 0.06%
(C) 0.03% (D) 5%
2. The person who is said to be the 'Iron man' of India is :
(A) Sardar Vallabhai Patel (B) Bhagat Singh
(C) K. Kelappan (D) Jawaharlal Nehru
3. Where is Vetterinary College in Kerala situated?
(A) Thriuvananthapuram (B) Chittur
(C) Kakkanad (D) Mannuthi
4. The partition of Bengal was carried out under the rule of :
(A) Lord Ripon (B) Lord Curson
(C) Lord Minto (D) Lord Dalhausi
5. Which state in India touches the boundaries of the largest number of other states?
(A) Bihar (B) Madhya Pradesh
(C) Uttar Pradesh (D) Karnataka
6. The longest river in India :
(A) Ganga (B) Narmada
(C) Sindhu (D) Brahmaputra
7. The world famous mineral region in India :
(A) Deccan Plateau (B) Shillong Plateau
(C) North East frontier (D) Chotanagpur Plateau
8. Quit India movement was in the year :
(A) 1941 (B) 1942
(C) 1924 (D) 1932

9. Jawahar Rozgar Yojana was started by :
(A) Indira Gandhi (B) A.B. Vajpai
(C) Rajiv Gandhi (D) V.P. Singh
10. Idukki Dam is built in the river :
(A) Periyar (B) Bharathappuzha
(C) Kabani (D) Chaligar
11. Swami Vagbhatananda was born on 27th April 1885 at :
(A) Kollangode (B) Chavara
(C) Patyam (D) Budhanoor
12. 'Vayalvaram Veedu' is related to :
(A) Vallathol Narayana Menone (B) Sree Narayana Guru
(C) Ayyankali (D) Dr. Palpu
13. The date of Temple entry proclamation in Travancore :
(A) 12 November 1928 (B) 12 November 1966
(C) 12 November 1942 (D) 12 November 1936
14. Who is called the father of literacy in Kerala?
(A) Kuriakose Alias Chavara (B) Kumaranasan
(C) Chattampi Swami (D) Pandit Karuppan
15. Who is known as the 'Political Father' of Ezhava's?
(A) Sree Narayana Guru (B) Dr. Palpu
(C) Kumara Guru (D) Kumaranasan
16. Who is also known as Muthukuttu Swami?
(A) Chattampi Swami (B) Narayana Guru Swami
(C) Vagbhadananda Swami (D) Vaikunda Swami
17. Who organised Savarna Jatha in Vaikom Satyagraha?
(A) A.K. Gopalan (B) K. Kelappan
(C) Mannath Padmanabhan (D) Chattampi Swamikal

18. Who was the author of the book 'Advidapanjaram'?
- (A) Kunjan Pillai (B) Thaikkad Ayya Guru
(C) Vakkom Moulavi (D) V.T. Bhattathirippad
19. The First systematically organized agitation in Kerala against orthodoxy to secure the rights of depressed classes :
- (A) Guruvayoor Satyagraha (B) Vaikom Satyagraha
(C) Mapila Lahala (D) None of these
20. Who was called the "Lincoln" of Kerala for uplifting the socio-economically and educationally backward communities?
- (A) Sahodaran Ayyappan (B) Velayudha Panikkar
(C) Brahmananda Swami Sivayogi (D) Pandit Karuppan
21. The Chairman of Reserve Bank :
- (A) Y.V. Reddi (B) Sadasivam
(C) Raghu Ram Raj (D) Arun Jaytlee
22. J.C. Daniyal award won in 2015 :
- (A) I.V. Sasi (B) Hariharan
(C) Ranjith (D) M.T. Vasudevan Nair
23. Who won the prestigious man 'Booker International Prize' for 2015?
- (A) Amitbave Ghoh (B) Laszlowkrasznahorki
(C) Hodabarakat (D) Miacouto
24. The country with world's largest natural gas reserve is :
- (A) Soudi Arabia (B) Kuwait
(C) America (D) Russia
25. Nobel Prize for Economics 2015 :
- (A) Angusdeaton (B) Sretlana Alexievich
(C) Oliver Smith (D) Martin J. Ivans
26. Chief Election Commissioner of India :
- (A) Sambath (B) M.M. Quraishi
(C) Dr. Nasim Zaidi (D) Sasidaran Nair

27. The first Municipality in India to become a full Wifi Zone :
(A) Mumbai (B) Malappuram
(C) Kochi (D) Bangalore
28. Chairman of 14th Finance Commission :
(A) Dr. Sekhar Basu (B) Dr. A. Surya Prakash
(C) Dr. M.S. Swaminadhan (D) Dr. Y.V. Reddy
29. Name the newly appointed chairman of ISRO :
(A) Dr. A.S. Kiran Kumar (B) G. Madhavan Nair
(C) M.T. Thambidurai (D) Sankar Aggarwal
30. Which is biggest soil museum in world?
(A) Central soil analytical laboratory, Chennai
(B) Central soil analytical laboratory, Nagpoor
(C) Central soil analytical laboratory, Thiruvananthapuram
(D) Central soil analytical laboratory, Eranakulam
31. He is ————— European.
(A) an (B) a
(C) the (D) none of these
32. Find out the word with correct spelling :
(A) Vacuum (B) Vaccum
(C) Vacum (D) Vacuam
33. Sita ————— the letter yesterday.
(A) has written (B) had written
(C) wrote (D) writes
34. Rahul said, 'I am angry'.
Change into reported speech :
(A) Rahul said that he is angry (B) Rahul said that he was angry
(C) Rahul said that I was angry (D) Rahul said that I am angry

35. Poorna sang a song.

Change into passive :

(A) A song is sung by Poorna

(B) A song has sung by Poorna

(C) A song was sung by Poorna

(D) A song is being sung by Poorna

36. Suresh was born ————— 1961.

(A) on

(B) in

(C) at

(D) of

37. Bread and butter ————— good for breakfast.

(A) are

(B) were

(C) is

(D) none of these

38. The synonym of quiver :

(A) clever

(B) polite

(C) fast

(D) shiver

39. The antonym of attract :

(A) repel

(B) gentle

(C) real

(D) rare

40. This is the place ————— I live.

Fill in the blank with suitable relative pronoun :

(A) When

(B) Where

(C) What

(D) Who

41. When I reached the office, the manager :

(A) went

(B) has gone

(C) had gone

(D) will go

42. Find the odd one out :

(A) murmur

(B) whisper

(C) mutter

(D) martyr

43. The princess has a beautiful white _____ (horse).

Fill in the blank with the feminine form of the word given in bracket :

(A) mare

(B) bitch

(C) horsess

(D) vixen

44. 'Ornithology' is the study of :

(A) mountains

(B) rivers

(C) birds

(D) plants

45. One who repairs shoes :

(A) carpenter

(B) cobbler

(C) goldsmith

(D) blacksmith

46. The offspring of a lion :

(A) cub

(B) calf

(C) kitten

(D) pony

47. Find out the word in plural form :

(A) fungus

(B) criterion

(C) furniture

(D) goose

48. She taught English, _____?

Add proper question tag :

(A) did she

(B) does she

(C) doesn't she

(D) didn't she

49. If you drove fast, you _____ there in time.

(A) will reach

(B) would reach

(C) would have reached

(D) reached

50. Find out the phrasal verb which means 'Postpone' :

(A) put on

(B) put out

(C) put up

(D) put off

51. Which one of the following is not available in the Change Case Window of the MS Word?
- (A) Title case (B) Toggle Case
(C) Word case (D) Sentence case
52. Which of the following is the correct step for inserting a column in a table in MS Word 2003?
- (A) Insert → Columns to the left
(B) Table → Insert → Columns to the left
(C) Insert → Table → Columns to the left
(D) Table → Columns to the left → Insert
53. What is the short cut key for Find?
- (A) Ctrl + H (B) Ctrl + G
(C) Ctrl + A (D) Ctrl + F
54. The ability to combine name and addresses with standard document is called :
- (A) Document formatting (B) Database management
(C) Mail merge (D) Form letters
55. One of the following side we cannot put gutter margin :
- (A) Bottom (B) Top
(C) Left (D) None of the above
56. What will happen when we press 'Ctrl + Right Arrow'?
- (A) Moves the cursor end of the line
(B) Moves the cursor end of the document
(C) Moves the cursor one paragraph down
(D) Moves the cursor one word right
57. Short cut key "Ctrl + N" is used for :
- (A) Save Document (B) New Document
(C) Open Document (D) Close Document
58. Which of the following will not cut the selected text from a document?
- (A) Pressing Ctrl + C
(B) Selecting Edit → Cut from the Menu
(C) Clicking the Cut button on the standard tool bar
(D) Pressing Ctrl + X

59. How do you select an entire row?
- (A) Edit → Select → row
 - (B) Hold down the shift key as you click anywhere in the row
 - (C) Hold down the Ctrl Key as you click anywhere in the row
 - (D) Click the row number
60. 'View Show' command in MS Powerpoint is available in which menu?
- (A) View
 - (B) Slide show
 - (C) Format
 - (D) Insert
61. Short cut key for New Slide :
- (A) Ctrl + M
 - (B) Ctrl + N
 - (C) Ctrl + O
 - (D) None of these
62. Which one of the following is not an application software?
- (A) Win WordXP
 - (B) Windows NT
 - (C) PageMaker
 - (D) Photoshop
63. The _____ program compresses large file into a smaller file.
- (A) WinZip
 - (B) WinShrink
 - (C) WinStyle
 - (D) None of the above
64. Which one of the following is not an Operating System?
- (A) DOS
 - (B) LINUX
 - (C) WINDOWS
 - (D) ORACLE
65. Location on a disk where files are stored is known as :
- (A) Folder
 - (B) Pod
 - (C) Version
 - (D) None of the above
66. What is the full form of HTML?
- (A) Hyphenation Text Markup Language
 - (B) Hyper Text Markup Language
 - (C) Hyphenation Text Marking Language
 - (D) Hyper Text Marking Language

67. What is a search Engine?
- (A) A program that searches Engines (B) A hardware component
(C) A machinery engine that search data (D) A website that searches anything
68. What does the .com domain represents?
- (A) Educational Domain (B) Network
(C) Commercial domain (D) None of the above
69. Internet Explorer is an example of :
- (A) An Internet (B) A File Manager
(C) An icon (D) A Browser
70. You can use the drag and drop method to :
- (A) Copy cell contents (B) Move cell contents
(C) Add cell contents (D) (A) and (B)
71. What will happen when you copy a formula?
- (A) Excel erases the original copy of the formula
(B) Excel edits cell references in the newly copied formula
(C) Excel adjusts absolute cell references
(D) Excel doesn't adjust relative cell references
72. What is the use of 'MIN' function in Excel?
- (A) To insert Minute in a cell
(B) To find Maximum value in a range of cells
(C) To Find Minimum value in a range of cells
(D) To insert Minute and Seconds in a cell
73. 'Header and Footer' command can be taken from which menu?
- (A) View (B) Format
(C) Insert (D) Table
74. How many Tab setting options are available in Tabs Window?
- (A) 2 (B) 3
(C) 4 (D) 5

75. 'Ctrl + V' is used for :
(A) Cutting (B) Copying
(C) Pasting (D) Viewing
76. There are _____ types of ribbon movements in a typewriter.
(A) 1 (B) 2
(C) 3 (D) 4
77. Variable line spacer is used :
(A) To stop the cylinder in a correct place
(B) To erase the matter
(C) To change the ribbon indicator
(D) None of the above
78. What is the shape of the segment?
(A) Semi-circular shape (B) Circular shape
(C) Long bar shape (D) Flat drum shape
79. Each type bar is having _____ characters.
(A) 1 (B) 3
(C) 2 (D) None of the above
80. Heart of the Typewriting Machine is :
(A) Key board (B) Main Spring
(C) Cylinder (D) Ribbon
81. Thumb wheels are provided for _____ the cylinder.
(A) Stopping (B) Ejecting
(C) Rotating (D) Connecting main spring to
82. Print will get while pressing :
(A) Shift keys (B) Back spacer key
(C) Shift lock key (D) Character keys
83. In offices _____ are typing with double line space.
(A) Letters (B) Orders
(C) Notes (D) None of the above

84. Another name of main spring tension is :
(A) Carriage tension (B) Key tension
(C) Shift tension (D) None of the above
85. Home keys of Malayalam typewriter are provided in :
(A) First row (B) Second row
(C) Third row (D) Fourth row
86. Which of the following is not a type of duplicator?
(A) Flat frame (B) Rotary
(C) Automatic (D) Manifest
87. What is the value of the "L" letter in numbers?
(A) 50 (B) 100
(C) 5 (D) 90
88. How many types of stencil papers are generally used?
(A) 4 (B) 2
(C) 3 (D) None of the above
89. How much left and right margin will leave for a Govt. Official Letter?
(A) 15 and 5 (B) 10 and 5
(C) 15 and 10 (D) 10 and 10
90. Typing without looking into the keyboard is called :
(A) Sight method (B) Block style
(C) Indent style (D) Touch method
91. The solution named "Developine" is used :
(A) To get impression on the stencil after typing
(B) For correction words in stencil
(C) For alternative of correction fluid
(D) To wash the stencil sheet
92. Which word will use before an official designation while typing the address?
(A) Sri. (B) Mr.
(C) Kumari. (D) The

93. Which one of the following of a typewriter is not an oiling part?
(A) Way Rod (B) Springs
(C) Cylinder ratchet (D) Carriage rack
94. The two keys ; and I are known as _____ keys in English typewriter.
(A) Master keys (B) Home keys
(C) Guide keys (D) Dead keys
95. Where we will type "Registered" on a cover?
(A) Top right side (B) Top Middle
(C) Top left side (D) Bottom left side
96. Govt. Official (Secretariat) letter begins with :
(A) Name of Department (B) Name of Govt.
(C) From (D) Letter Number
97. The abbreviation "E & OE" is most commonly used in :
(A) Statement (B) D.O. Letter
(C) Display (D) Invoice
98. In Govt. Order, G.O(P) stands for :
(A) Govt. Order Public (B) Govt. Order Provisional
(C) Govt. Order Print (D) None of the above
99. Which correction sign is not used to "next paragraph" in manuscripts?
(A) // (B) LP
(C) Para (D) NP
100. If the To address is begins with Messrs, The salutation will be :
(A) Dear Sirs (B) Dear Sir
(C) Dear friend (D) Dear madam