

GOVERNMENT OF MIZORAM
ECONOMICS & STATISTICS
DEPARTMENT

COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF LOWER DIVISION CLERK(PE)
(JULY-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	NO. OF WRONG ANSWERS	MARKS OBTAINED
Computer Knowledge	2			
Simple Arithmetic	2			
General Intelligence & Reasoning	2			
TOTAL				

Signature of Examiner : _____

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All questions carry 2 marks.

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

Notes :

Negative Marking :

- (i) There will be a 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 the same penalty as above for that question.
- (iv) If any question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

Computer Knowledge: The candidates who fail to obtain 50% of the total marks in Computer Knowledge shall be declared unqualified to appear for skill test and personal interview.

COMPUTER KNOWLEDGE (100 MARKS)

1. The computer generation based on Integrated Circuits (ICs) is:
 - (a) 1st Generation ()
 - (b) 2nd Generation ()
 - (c) 3rd Generation ()
 - (d) 4th Generation ()
2. Which of the following operations is NOT typically performed by the Arithmetic Logic Unit (ALU)?
 - (a) Multiplication ()
 - (b) Division ()
 - (c) Input/output operations ()
 - (d) Bitwise AND ()
3. When entire CPU both CU and ALU is contained on a single chip, it is called:
 - (a) Processor ()
 - (b) Computer ()
 - (c) Microcontroller ()
 - (d) Microprocessor ()
4. High-speed, small-capacity storage locations directly inside a CPU used to temporarily hold data, instructions, and memory addresses for immediate processing is:
 - (a) Temp Memory ()
 - (b) Process Memory ()
 - (c) Registers ()
 - (d) None of these ()

5. In computer file systems, FAT stands for:
- (a) **File Allocation Table** ()
 - (b) File Allocation Technique ()
 - (c) File Access Table ()
 - (d) Fast Action Table ()
6. Which of the following is not input device?
- (a) **Plotter** ()
 - (b) Scanner ()
 - (c) Joy Stick ()
 - (d) Keyboard ()
7. Which of the following is designed to control the operations of a computer?
- (a) Application Software ()
 - (b) **System Software** ()
 - (c) Utility Software ()
 - (d) User ()
8. COBOL is widely used in _____ applications.
- (a) **Commercial** ()
 - (b) Scientific ()
 - (c) Space ()
 - (d) Mathematical ()
9. In computer terminology, PDA stands for:
- (a) Personal digital applications ()
 - (b) Private digital applications ()
 - (c) **Personal digital assistant** ()
 - (d) Private digital assistant ()
10. _____ are the legal protection for intangible creations of the mind-such as inventions, literary works, designs, symbols, and brand names.
- (a) Industrial Property Rights ()
 - (b) Industrial Publication Rights ()
 - (c) **Intellectual Property Rights** ()
 - (d) Intellectual Publication Rights ()
11. Which of the following is a characteristic of a GUI (Graphical User Interface)?
- (a) Relies on text-based commands ()
 - (b) Requires precise syntax ()
 - (c) **Provides visual elements for interaction** ()
 - (d) Primarily used in embedded systems ()
12. Which of the following options is not a function of the operating system ?
- (a) Memory management ()
 - (b) Process Management ()
 - (c) File management ()
 - (d) **Database management** ()

13. Which desktop element in Windows displays system notifications, date and time, and background apps status?
- (a) File Explorer ()
 - (b) **Notification Area** ()
 - (c) Start Menu ()
 - (d) Control Panel ()
14. How can you create a new folder in File Explorer?
- (I) Right-click -> New -> Folder
 - (II) Ctrl + Shift + N
 - (III) Alt + Shift + N
- (a) I and III only ()
 - (b) **I and II only** ()
 - (c) II and III only ()
 - (d) I only ()
15. In a hierarchical file system, what is the top-level directory called?
- (a) Subdirectory ()
 - (b) **Root Directory** ()
 - (c) Parent Directory ()
 - (d) Home Directory ()
16. What is the Windows feature that allows a single printer to be used by multiple computers on a network?
- (a) Printer Pooling ()
 - (b) Printer Spooling ()
 - (c) **Printer Sharing** ()
 - (d) Remote Printing ()
17. Which shortcut key is used to lock your computer?
- (a) **Win + L** ()
 - (b) Win + D ()
 - (c) Ctrl + L ()
 - (d) Alt + L ()
18. Which tool is used to monitor real-time CPU, memory, and network usage?
- (a) Command Prompt ()
 - (b) **Task Manager** ()
 - (c) File Explorer ()
 - (d) Windows Defender ()
19. Which of the following is the shortcut key to open a 'New Blank' document in MS-Word?
- (a) Win + N ()
 - (b) **Ctrl + N** ()
 - (c) Alt + N ()
 - (d) Tab + N ()

20. Which of the following is the shortcut key for Superscript in MS Word?
- (a) **Ctrl + Shift + +** ()
 - (b) Alt + Shift + + ()
 - (c) Ctrl + Shift + # ()
 - (d) Alt + Shift + # ()
21. What is a header in MS Word?
- (a) Text or images that appear only on the first page ()
 - (b) **Text or images that appear at the top of every page** ()
 - (c) Text or images that appear only on the last page ()
 - (d) Text or images at the bottom of the page ()
22. The page number option is available under _____ tab in Microsoft Word.
- (a) Preview ()
 - (b) Layout ()
 - (c) Home ()
 - (d) **Insert** ()
23. Which of the following is NOT an option in the AutoCorrect dialog box?
- (a) Capitalize the first letter of sentences ()
 - (b) Correct two initial capitals ()
 - (c) **Change font size automatically** ()
 - (d) Replace text as you type ()
24. How can you check the word count in a document?
- (a) **Review -> Word Count** ()
 - (b) View -> Word Count ()
 - (c) Page Layout -> Word Count ()
 - (d) Insert -> Word Count ()
25. Which of the following cannot be found using the Find and Replace tool?
- (a) Specific fonts ()
 - (b) Paragraph styles ()
 - (c) Specific text characters ()
 - (d) **The number of words in a document** ()
26. Borders can be applied to which of the following in MS Word?
- (I) Text
 - (II) Paragraphs
 - (III) Tables
- (a) I and III only ()
 - (b) I and II only ()
 - (c) III only ()
 - (d) **I, II and III** ()
27. In MS word, _____ can be used to access special characters and foreign language glyphs.
- (a) Character dialog box ()
 - (b) Paragraph dialog box ()
 - (c) **Symbol dialog box** ()
 - (d) Font dialog box ()

28. Which of the following is not a characteristic of WordArt?
- (a) 3D text ()
 - (b) Gradients ()
 - (c) **Grammar check** ()
 - (d) Text transformation ()
29. Which option under "AutoFit" in MS Word adjusts the column width based on the data entered?
- (a) AutoFit Window ()
 - (b) Fixed Column Width ()
 - (c) **AutoFit Contents** ()
 - (d) Distribute Rows ()
30. A feature in Microsoft Word which lets you create a batch of documents that are personalized for each recipient using a data source is:
- (a) Cross-reference ()
 - (b) **Mail Merge** ()
 - (c) Combine ()
 - (d) Macro ()
31. In Excel, Columns are labelled as:
- (a) **A, B, C...** ()
 - (b) A1, A2, A3.. ()
 - (c) 1, 2, 3... ()
 - (d) \$A, \$B.. ()
32. What is an Excel Worksheet?
- (a) A collection of multiple spreadsheets ()
 - (b) A type of formula for calculations ()
 - (c) **A single sheet within an Excel workbook** ()
 - (d) A chart tool in Excel ()
33. Which of the following is an absolute cell reference in MS excel?
- (a) &B&1 ()
 - (b) #b#1 ()
 - (c) **\$B\$1** ()
 - (d) B1 ()
34. Which menu option allows you to insert a Comment in a cell?
- (a) Data ()
 - (b) View ()
 - (c) **Review** ()
 - (d) Formulas ()
35. What is the primary purpose of Conditional Formatting in Excel?
- (a) To permanently delete unwanted data. ()
 - (b) To sort data in ascending or descending order. ()
 - (c) **To apply formatting based on specific conditions or criteria.** ()
 - (d) To create interactive 3D charts and graphs. ()

36. _____ function is used to count the number of numerical values in a range.
- (a) **COUNT()** ()
 - (b) **COUNTBLANK()** ()
 - (c) **COUNTIF()** ()
 - (d) **COUNTA()** ()
37. Which error occurs when Excel does not recognize text in a formula?
- (a) **#VALUE!** ()
 - (b) **#REF!** ()
 - (c) **#NAME?** ()
 - (d) **#DIV/0!** ()
38. What is the keyboard shortcut for creating a chart from the selected cells?
- (a) **F3** ()
 - (b) **F5** ()
 - (c) **F7** ()
 - (d) **F11** ()
39. In Power Point, which key is used to start a slideshow from the beginning?
- (a) **F1** ()
 - (b) **F5** ()
 - (c) **F7** ()
 - (d) **F12** ()
40. Which view shows a thumbnail version of all slides in Power Point?
- (a) **Outline View** ()
 - (b) **Notes Page View** ()
 - (c) **Slide Sorter View** ()
 - (d) **Slide Show View** ()
41. What is the keyboard shortcut for adding a new slide in Power Point?
- (a) **Ctrl + N** ()
 - (b) **Ctrl + M** ()
 - (c) **Ctrl + S** ()
 - (d) **Ctrl + P** ()
42. Where can you find the option to adjust the speed of a transition in Power Point?
- (a) **Transitions Tab -> Duration** ()
 - (b) **Animations Tab -> Timing** ()
 - (c) **File Menu** ()
 - (d) **View Menu** ()
43. Which keyboard shortcut is used to group selected shapes or pictures in PowerPoint?
- (a) **Ctrl + P** ()
 - (b) **Ctrl + G** ()
 - (c) **Ctrl + Shift + G** ()
 - (d) **Ctrl + Alt + G** ()

44. What is the main purpose of the Domain Name System (DNS)?
- (a) To secure network communications ()
 - (b) **To convert domain names to IP addresses** ()
 - (c) To route packets between networks ()
 - (d) To provide storage for websites ()
45. Which of the following can be considered as the key component of cybersecurity prevention?
- (a) **Using complex and unique passwords** ()
 - (b) Overlooking security alerts ()
 - (c) Sharing personal data on social media ()
 - (d) Turning off security settings ()
46. A URL specifies the location of a resource on a computer network and a mechanism for retrieving it. The full form of URL is?
- (a) Uniform Resource Link ()
 - (b) Uniform Research Locator ()
 - (c) **Uniform Resource Locator** ()
 - (d) Uniform Research Link ()
47. Which protocol is used to secure data transfer between a web browser and a web server ?
- (a) HTTP ()
 - (b) FTP ()
 - (c) **HTTPS** ()
 - (d) SMTP ()
48. Which protocol allows a user to access email from multiple clients/computers simultaneously?
- (a) SMTP ()
 - (b) POP3 ()
 - (c) **IMAP** ()
 - (d) FTP ()
49. What does a digital signature in an email guarantee?
- (a) Confidentiality ()
 - (b) Availability ()
 - (c) **Authenticity and integrity** ()
 - (d) Reduced size ()
50. What does POP3 stand for in email networking?
- (a) **Post Office Protocol version 3** ()
 - (b) Peer Operating Protocol 3 ()
 - (c) Primary Object Protocol 3 ()
 - (d) Process Over Port 3 ()

SIMPLE ARITHMETIC (50 MARKS)

51. A pool is 20m in length, 15m in breadth and 4m in depth. Find the cost of cementing its floor and the walls at the rate of Rs.25 per square meter?
- (a) Rs. 12000 ()
(b) Rs. 13500 ()
(c) **Rs. 14500** ()
(d) Rs. 15000 ()
52. Find the surface area of sphere whose volume is 38808m^3 .
- (a) **5544m^2** ()
(b) 4455m^2 ()
(c) 4545m^2 ()
(d) 5454m^2 ()
53. A solid metallic spheres of radii 3cm, 4cm and 5cm respectively are melted to form a single solid sphere. Find the radius of the resulting sphere.
- (a) 5 cm ()
(b) **6 cm** ()
(c) 7 cm ()
(d) 8 cm ()
54. A loan has to be paid back in two equal installments. If the rate of interest is 15% per annum, compounded annually and each installments is Rs.2,645. Find the total interest charge.
- (a) Rs. 700 ()
(b) Rs. 810 ()
(c) **Rs. 990** ()
(d) Rs. 1,000 ()

Direction (Question Nos. 55-57) : What will come in place of the ?

55. $\sqrt[3]{1000} = ? \times 0.016$

- (a) 525 ()
(b) **625** ()
(c) 650 ()
(d) 675 ()

56. $750 + 50\% \text{ of } 750 = 900 + ?$

- (a) **225** ()
(b) 230 ()
(c) 275 ()
(d) 215 ()

57. $\frac{?}{169} = \frac{36}{?}$

- (a) 72 ()
- (b) 74 ()
- (c) 76 ()
- (d) 78 ()

58. Calculate the compound interest on Rs.1,25,000 for $1\frac{1}{2}$ yrs at 8% per annum compounded half yearly.

- (a) Rs.15,608 ()
- (b) Rs.18,560 ()
- (c) Rs.12,000 ()
- (d) Rs.12,500 ()

59. A car was bought at Rs.4,20,000. Its value depreciates at the rate of 10% per annum. Find its value after 2 years.

- (a) Rs.4,00,000 ()
- (b) Rs.3,78,000 ()
- (c) Rs.3,50,000 ()
- (d) Rs.3,40,200 ()

60. Mawia and Liana working together take 15 days to complete a piece of work. If Mawia alone can do this work in 20 days, how long will Liana take to complete the work.

- (a) 60 days ()
- (b) 30 days ()
- (c) 25 days ()
- (d) 20 days ()

61. Find the 10th term of the AP: 12,17,22....

- (a) 45 ()
- (b) 47 ()
- (c) 53 ()
- (d) 57 ()

62. Peter borrowed Rs.20,000 at a certain rate of simple interest for 2 years. If he paid Rs.8,000 as interest. Find the rate of interest.

- (a) 10% ()
- (b) 15% ()
- (c) 20% ()
- (d) 25% ()

63. Milk and water are mix in the ratio 2:3 in a 200ml mixture. The quantity of milk to be added to it to make the ratio 3:2 is:

- (a) 100 ml ()
- (b) 120 ml ()
- (c) 150 ml ()
- (d) 50 ml ()

64. Successive discount of 20% and 10% are equivalent to a single discount of:

- (a) 30% ()
- (b) 28% ()
- (c) 25% ()
- (d) 20% ()

65. Running at a speed of 60km/hr, a train passed through a 1.5km long tunnel in 2 minutes. What is the length of the train?

- (a) 300m ()
- (b) 400m ()
- (c) 500m ()
- (d) 1.5km ()

66. Due to Chapchar Kut festival, a bakery owner decided to sell Chhangban cake of Rs.500 at Rs.400. How much percentage of discount did he offer?

- (a) 10% ()
- (b) 15% ()
- (c) 20% ()
- (d) 25% ()

67. A rectangular field 80mx60m is surrounded by a uniform path of 4m. The cost of laying bricks at the rate of Rs.10 per square meter along the path is

- (a) Rs.11840 ()
- (b) Rs.12000 ()
- (c) Rs.12450 ()
- (d) Rs.17000 ()

68. Solve : $\sqrt{(\sqrt{42025} + \sqrt{55696})}$

- (a) 21 ()
- (b) 441 ()
- (c) 23 ()
- (d) 221 ()

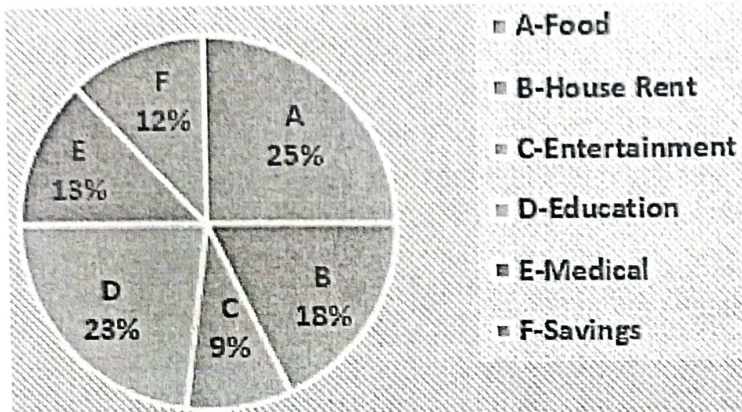
69. $\frac{x^2 + x - 6}{x^2 - 4x + 4}$ is same as:

- (a) $\frac{x-2}{x+3}$ ()
- (b) $\frac{x+3}{x-2}$ ()
- (c) $\frac{x-3}{x+2}$ ()
- (d) $\frac{x+2}{x-3}$ ()

70. Find two numbers whose sum is 27 and product is 182.
- (a) 22 and 5 ()
- (b) 12 and 15 ()
- (c) 21 and 6 ()
- (d) 13 and 14 ()

Direction (Question Nos. 71-75) : Study the pie-chart to answer the following questions.

Monthly income of Pari is Rs.20,000/-. Home Budget of Pari:



71. How much does Pari pays for rent?
- (a) Rs.2,500 ()
- (b) Rs.2,800 ()
- (c) Rs.3,200 ()
- (d) Rs.3,600 ()
72. If Pari desires to save Rs.60,000 in two years period, then how much extra should she save in the next year? (Pari gets 12% annual interest on the saving)
- (a) Rs.5,000 ()
- (b) Rs.6,000 ()
- (c) Rs.7,000 ()
- (d) No need of extra saving ()
73. How much money is remained for other expenses after deducting house rent and savings?
- (a) Rs.12,000 ()
- (b) Rs.12,600 ()
- (c) Rs.13,000 ()
- (d) Rs.14,000 ()
74. How much total money does she spend on food and entertainment?
- (a) Rs.5,000 ()
- (b) Rs.6,800 ()
- (c) Rs.8,600 ()
- (d) Rs.7,200 ()

75. If next year expenditure on Food and entertainment is increased by 10% due to inflation of prices, then what will be the new percentage of savings in the same monthly salary?
- (a) 8.4% ()
(b) 8.5% ()
(c) 8.6% ()
(d) 9.8% ()

GENERAL INTELLIGENCE AND REASONING (50 MARKS)

76. Find the odd one out from the following:

- (a) Malaysia ()
(b) Kuala Lumpur ()
(c) Genting Heights ()
(d) Malacca ()

77. Find the odd one out from the following.

- (a) Inch ()
(b) Ounce ()
(c) Centimeter ()
(d) Yard ()

78. Replace the question mark (?) of the following series with an appropriate number from among the numbers given in the following options:

17, 170, 34, 340, 51, 510, 68, ?

- (a) 5100 ()
(b) 850 ()
(c) 680 ()
(d) 102 ()

79. David's age is three times Joseph's age today. Four years hence, David's age will be twice Joseph's age. What is Joseph's age today?

- (a) 8 ()
(b) 4 ()
(c) 6 ()
(d) 7 ()

Direction (Question Nos. 80-81) : In a certain code language, @ represents $-$, & represents $\times$, a represents $\div$, and \$ represents $+$. Find out the answer to the following questions.

80. $1 \text{ a } 6 \text{ \& } 60 \text{ a } 37 \text{ \& } 407 = ?$

- (a) 110 ()
(b) 210 ()
(c) 21 ()
(d) 11 ()

81. $78 \div 39 \times 16 \div 10 + 4 = ?$

- (a) -24 ()
- (b) 24 ()
- (c) -22 ()
- (d) 22 ()

82. Replace the question mark in the following set of words by a word from the options given below?

Affirm : Deny :: Extravagant : ?

- (a) Boisterous ()
- (b) **Frugal** ()
- (c) Spendthrift ()
- (d) Stubborn ()

83. In a certain code language, the word GOVERNOR has been written as SQOTFXPI. How will you write the word NOTEBOOK in the same language?

- (a) DNMXDVPP ()
- (b) LQPDJLMX ()
- (c) **LQPDFVPP** ()
- (d) PPVFDPNP ()

Direction (Question Nos. 84-85) : In a certain code language, the meaning of some words are as follows:

"Sheff Mel Hed Gen" means "Dough taste not bad"

"Ranti Ganti Fil Wed" means "Go to your land"

"Cronk Monk Sheff Shore" means "That band hot bad"

"Ganti Gen Hack" means "Tastes now land"

84. What is the code for the word "Now"?

- (a) Hack ()
- (b) Ganti ()
- (c) Gen ()
- (d) Fil ()

85. What does the code 'Sheff' means?

- (a) Not ()
- (b) **Bad** ()
- (c) Monk ()
- (d) Shore ()

Direction (Question Nos. 86-88) : Read the following information carefully and answer the question given below:

represents 9, Δ represents 7, 1 represents 0

Δ represents 6, @ represents 5, ~ represents 1

\$ represents 4, © represents 3

86. What will be the code for 65401?
- (a) Δ#ΔΔ~ ()
(b) Δ@\$1~ ()
(c) Δ@#7Δ ()
(d) None of these ()
87. If numbers are given to the correct code #Δ@~ the sum of the code is equivalent to:
- (a) 20 ()
(b) 25 ()
(c) 22 ()
(d) 32 ()
88. If the code of 9 and 3 were to be swapped, what would be the value of the code 935361?
- (a) ©@#\$~Δ ()
(b) +Δ@\$\$\$ ()
(c) ©#@#Δ~ ()
(d) ©#\$@~Δ ()
89. Look at the series, what number should come next: 1000, 200, 40, _____
- (a) 8 ()
(b) 10 ()
(c) 15 ()
(d) 20 ()
90. Fill in the blanks: ELFA GLHA ILJA _____ MLNA
- (a) OLPA ()
(b) KLMA ()
(c) LLMA ()
(d) KLLA ()
91. In a certain code language, the word PARAM has been coded as RCTCO. How will you code the word GLAMOUR in the same code language?
- (a) IABNPRV ()
(b) ROUAMLG ()
(c) INCOQWT ()
(d) RMCDDWT ()

92. In a row of 23 women, when Mrs. Lily was shifted by 3 places to the right, she arrived at the 12th position from the left end. What was her earlier position from the right end?

- (a) 10th ()
- (b) 11th ()
- (c) 12th ()
- (d) 15th ()

93. Replace the question mark of the following series with a suitable number given in the answer choices given below the series?

74 37 148 26 296 15 ?

- (a) 12 ()
- (b) 580 ()
- (c) **592** ()
- (d) 590 ()

94. Pointing to a man in a picture, Aisha said "His mother's only daughter is my mother." How is Aisha related to that man?

- (a) Nephew ()
- (b) Sister ()
- (c) Wife ()
- (d) **Niece** ()

Direction (Question Nos. 95-98) : Seven family members namely – A, B, C, D, E, F and G are related to each other in the following ways. G is uncle of F who is the only son of D. E is brother of D who is husband of C. A has only two sons. F is grandson of B. A is wife of B.

95. How is A related to C?

- (a) **Mother in law** ()
- (b) Father in law ()
- (c) Son in law ()
- (d) Can't be determined ()

96. How is E related to C?

- (a) Son in law ()
- (b) **Brother in law** ()
- (c) Sister in law ()
- (d) Mother in law ()

97. How is G related to F?

- (a) Maternal uncle ()
- (b) **Paternal uncle** ()
- (c) Niece ()
- (d) Nephew ()

98. How is B related to F?

- (a) Son ()
- (b) Grandson ()
- (c) Grandmother ()
- (d) **Grandfather** ()

99. Complete the series: QPO NML KJI ____ EDC.

(a) HGF

()

(b) CAB

()

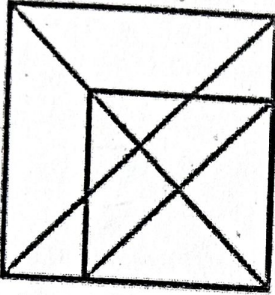
(c) JKL

()

(d) GHI

()

100. Count the number of triangles.



(a) 16

()

(b) 21

()

(c) 18

()

(d) 20

()
