

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

Departmental Exam for the Post of Assistant Grade II

Paper-I

Time: 10:00 AM-12:00 Noon

Max. Marks: 100

[Note: All the questions are mandatory. Marks for each question are written alongside.]

Noting and Drafting

1. Read the following paragraph carefully and draft an Office Order conveying the decision given in the para. (3)

As per the decision taken by the competent authority, Sh. Puneet Misra, working as Assistant Grade-III in Administration Department under Ministry of Home Affairs is to be promoted as Hindi Translator on ad-hoc basis for a period of six months and will be posted at Central Hindi Training Institute under Department of Official Language, Ministry of Home Affairs. The ad-hoc period will commence from the date he takes over the charge of the post of Hindi Translator in the grade pay of Rs. 4200 in Central Hindi Training Institute. The said promotion would not confer upon him any right to regularisation or seniority in the grade of Hindi Translator.

2. What is an Urgent dak ? (3)
3. What is a Classified dak? (3)
4. Explain briefly Come-back case. (3)
5. Explain briefly DO letter. (3)
6. What is the meaning of DFA relating to official correspondence? (3)
7. What is the paperless communication mode for official communication? (3)
8. Name any five types of leave which can be availed by any employee. (3)
9. Differentiate between 'Circular' and 'Office Order'. (3)

10. Write an enquiry letter to M/s Havells India Ltd., Faridabad to find out at what price and conditions of payment, the firm is able to deliver the following items?

(16)

- (i) 20 no. of Down lighters Lamps of 5 Watts
- (ii) 10 no. of LED Tubelights of 20 Watts
- (iii) 10 no. of Ceiling fans of 48"

General English

11. Find out the inappropriate word in the following sentence:
RBI has attempted /to spend / financial /awareness/ through this programme.
- | | |
|---------------|---------------|
| (a) attempted | (b) spend |
| (c) financial | (d) awareness |
12. Find the correctly spelt word.
- | | |
|---------------|--------------|
| (a) Affedevit | (b) Afedevit |
|---------------|--------------|

- (c) Affidavit (d) Affidavit
13. Find the opposite of Autonomy:
 (a) Subordination (b) Submissiveness
 (c) Slavery (d) Dependence
14. Find the Synonym for Massive:
 (a) Lump sum (b) Huge
 (c) Strong (d) Little
15. Children like to watch science _____ movies.
 (a) fiction (b) faction
 (c) frietion (d) fraction
16. Laugh : Joy :: Weep : _____
 (a) Remorse (b) Grief
 (c) Baby (d) Punishment
17. Story of old time gods or heroes is:
 (a) Lyric (b) Legend
 (c) Epic (d) Romance
18. Find out the error in the following sentence:
 Ram was / senior to / Sam in college.
 (a) Ram was (b) senior to
 (c) Sam in college (d) No error
19. The boys were playing Cricket.
 (a) Cricket had been played by the boys. (b) Cricket has been played by the boys.
 (c) Cricket was played by the boys. (d) Cricket was being played by the boys.
20. Change the following Direct speech to Indirect speech:
 He told her, "I want to meet your father":
 (a) He told her that he wanted to meet (b) He told her that I want to meet your
 your father. father.
 (d) He told her that she wanted to meet (d) He told her that he wanted to meet her
 her father. father.

Mathematics

21. The next number in the series 25, 50, 30, 45, 35, 40 is _____.
 (a) 40 (b) 35
 (c) 30 (d) 38
21. The sum of three consecutive odd numbers is 57. What is the middle one?
 (a) 19 (b) 21
 (c) 23 (d) 17
23. What value should come in place of question mark (?)
 $29^{1.2} \times 29^{2.8} = (29)^?$
 (a) 2 (b) 3
 (c) 4 (d) 5

24. How many terms are there in 2, 4, 8, 16,....., 1024?

- (a) 7 (b) 8
(c) 9 (d) 10

25. Which of the following is an odd number?

- (a) 9 (b) 18
(c) 23 (d) 38

26. Simplify the following:

$$b - [b - (a+b) - \{b - (b - a+b)\} + 2a]$$

- (a) a (b) 2a
(c) 4a (d) 0

27. Find the number of triangles in the given figure.



- (a) 4 (b) 5
(c) 6 (d) 7

28. Which of the following is the sixth to the left of the seventeenth from the left end of the following arrangement?

B 5 R 1 @ E K 4 F 7 © D A M 2 P 3 % 9 H 1 W 8 * 6 U J S V Q #

- (a) © (b) 1
(c) 7 (d) E

29. Pick the odd one out in the following:

5-15-20, 10-30-40, 4-12-15, 25-50-75

- (a) 5-15-20 (b) 10-30-40
(c) 25-50-75 (d) 4-12-15

30. What is the cost of an article which is sold at a loss of 25% for Rs. 150?

- (a) 125 (b) 175
(c) 200 (d) 225

Computer Awareness

31. Which among following is not an input device?

- (a) Mouse (b) Scanner
(c) Printer (d) Keyboard

32. The brain of any computer system is

- (a) ALU (b) CPU
(c) Control Unit (d) RAM

33. To prevent the loss of data during power failure, one must use a(n)

- (a) Anti-virus (b) Firewall
(c) UPS (d) None of these

34. WWW stands for?
(a) Web World Wide (b) Whole World Web
(c) Whole Wide Web (d) World WideWeb
35. Which of the following email facility is provided by Google?
(a) Hot mail (b) Yahoo mail
(c) Gmail (d) Rediff Pro
36. Operating system developed by Microsoft is
(a) OS-2 (b) DOS
(c) WINDOWS (d) LINUX
37. Linux is _____ type of operating system.
(a) Standard (b) Open Source
(c) Batch (d) Single user
38. The computer size was very large in
(a) 1stGeneration (b) 2ndGeneration
(c) 3rdGeneration (d) 4thGeneration
39. _____ is a type of anti-virus software.
(a) MBR Virus (b) Tally
(c) MS-office (d) Quick Heal
40. 'ctrl' and 'shift' are which types of keys?
(a) Modifier (b) Navigation
(c) Arrow (d) Enter

General Knowledge/Current Affairs

41. Who is the present National Security Advisor of India?
(a) M.K. Narayanan (b) Ajit Doval
(c) Arvind Gupta (d) Manohar Parrikar
42. In human body un-oxygenated blood is purified by _____
(a) Heart (b) Lungs
(c) Kidneys (d) Liver
43. When did World War 2 start?
(a) 1937 (b) 1938
(c) 1939 (d) 1940
44. Film and TV institute of India is located at _____
(a) Pune (b) Naasik
(c) Mumbai (d) Noida
45. Which Indian freedom fighter was popularly called 'Mahamana'?
(a) Bal Gangadhar Tilak (b) Madan Mohan Malaviya
(c) Shahid Bhagat Singh (d) Mohandas Karamchand Gandhi

46. Tuberculosis is caused due to _____
- (a) Bacteria (b) Virus
(c) Fungus (d) All of the above
47. The fine step-well complex of 'Agrasen ki Baoli' is located at
- (a) New Delhi (b) Rajasthan
(c) Lucknow (d) Gujarat
48. Gita Govinda is written by
- (a) Surdas (b) Meerabai
(c) Tulsidas (d) Jayadeva
49. Study of the Universe is known as?
- (a) Sociology (b) Cosmology
(c) Universology (d) Petology
50. Who is the first musician to get Bharat Ratna?
- (a) Ravi Shankar (b) Lata Mangeshkar
(c) Bismillah Khan (d) M.S. Subbulakshmi