



JEEVIKA

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



Position	Office Assistant
Candidate Name	
Candidate Roll No.	
Test Date	22/11/2025
Test Time	9:00 AM - 10:40 AM
Test Center Name	Aadarsh Pariksha Kendra Gaya

Note
1. Option shown as green colour in answer section of each question is the correct answer of that particular question.
2. Options shown as red colour in answer section of each question are incorrect answer of that particular question

Section : General Intelligence & Reasoning

Q.1 XI 11 is related to CN 15 in a certain way. In the same way, CQ 19 is related to HV 23. To which of the given options is LE 14 related, following the same logic?

- Ans
- 1. PI 18
 - 2. QZ 18
 - 3. QJ 18
 - 4. QJ 19

Question Type : MCQ
Question ID : 441009756716
Option 1 ID : 4410092980857
Option 2 ID : 4410092980860
Option 3 ID : 4410092980858
Option 4 ID : 4410092980859

Q.2 What should come in place of the question mark (?) in the given series?

812 816 824 836 852 ?

- Ans
- 1. 872
 - 2. 862
 - 3. 884
 - 4. 868

Question Type : MCQ
Question ID : 441009553173
Option 1 ID : 4410092168008
Option 2 ID : 4410092168006
Option 3 ID : 4410092168009
Option 4 ID : 4410092168007

Q.3 Which of the given letter-clusters should replace # and % so that the pattern and relationship followed between the letter-cluster pair on the left side of :: is the same as that on the right side of ::?

: DBF :: PNR : %

Ans

1. # = KEI % = MGT

2. # = GFT % = MHU

3. # = KOI % = MNH

4. # = GEI % = MKO

Question Type : MCQ

Question ID : 441009788709

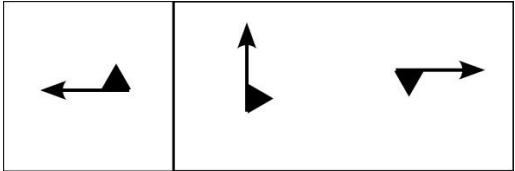
Option 1 ID : 4410093108838

Option 2 ID : 4410093108837

Option 3 ID : 4410093108836

Option 4 ID : 4410093108835

Q.4 In the given figure, A is related to B following a certain pattern. Select the figure pair, from among the given options, in which the two figures are related following the same pattern.

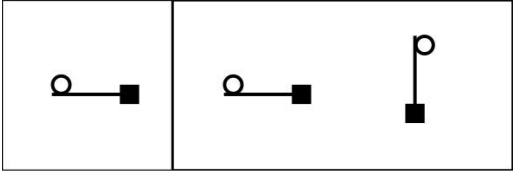


A

B

Ans

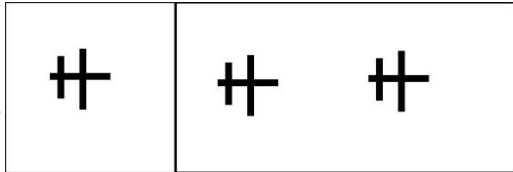
1.



A

B

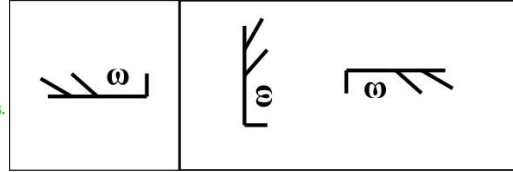
2.



A

B

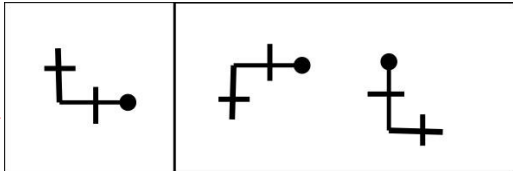
3.



A

B

4.



A

B

Question Type : MCQ
Question ID : 441009676056
Option 1 ID : 4410092658366
Option 2 ID : 4410092658368
Option 3 ID : 4410092658365
Option 4 ID : 4410092658367

Q.5 Seven boxes. A. B. C. D. P. Q and R. are kept one over the other but not necessarily in the same order. Only two boxes are kept between A and C. Only B is kept above Q. No box is kept below C. R is kept at some place below D but at some place above P. Which box is kept third above P?

- Ans
- 1. R
 - 2. A
 - 3. C
 - 4. D

Question Type : MCQ
Question ID : 441009768646
Option 1 ID : 4410093028580
Option 2 ID : 4410093028577
Option 3 ID : 4410093028578
Option 4 ID : 4410093028579

Q.6 If + means -, - means ×, × means ÷ and ÷ means +, then what will come in place of the question mark (?) in the following equation?
 $98 + 47 - 4 \times 2 \div 9 = ?$

- Ans
- 1. 10
 - 2. 13
 - 3. 11
 - 4. 12

Question Type : MCQ
Question ID : 441009514769
Option 1 ID : 4410092014408
Option 2 ID : 4410092014407
Option 3 ID : 4410092014406
Option 4 ID : 4410092014409

Q.7 Which of the following letter-clusters should replace \$ and % so that the pattern and relationship followed between the letter-cluster pair on the left side of :: is the same as that on the right side of ::?

S : VQQ :: TLK : %

- Ans
- 1. \$ = YUT, % = SHI
 - 2. \$ = UTY, % = THI
 - 3. \$ = YUS, % = QHI
 - 4. \$ = UTZ, % = TIL

Question Type : MCQ
Question ID : 441009735592
Option 1 ID : 4410092896125
Option 2 ID : 4410092896126
Option 3 ID : 4410092896124
Option 4 ID : 4410092896127

Q.8 What should come in place of the question mark (?) in the given series?
83 95 109 125 143 ?

- Ans
- 1. 165
 - 2. 163
 - 3. 164
 - 4. 162

Question Type : MCQ
Question ID : 441009529656
Option 1 ID : 4410092074031
Option 2 ID : 4410092074028
Option 3 ID : 4410092074030
Option 4 ID : 4410092074029

Q.9 What should come in place of the question mark (?) in the given series?
919 920 923 928 935 ?

- Ans
- 1. 946
 - 2. 944
 - 3. 943
 - 4. 941

Question Type : MCQ
Question ID : 441009553172
Option 1 ID : 4410092168005
Option 2 ID : 4410092168004
Option 3 ID : 4410092168003
Option 4 ID : 4410092168002

Q.10 Select the option that indicates the correct arrangement of the given words in the order in which they appear in an English Language Dictionary.

- 1. Minister
- 2. Father
- 3. Marriage
- 4. Dealer

- Ans
- 1. 4. 2. 3. 1
 - 2. 2. 3. 4. 1
 - 3. 1. 3. 2. 4
 - 4. 3. 2. 4. 1

Question Type : MCQ
Question ID : 4410091248484
Option 1 ID : 4410094927104
Option 2 ID : 4410094927103
Option 3 ID : 4410094927105
Option 4 ID : 4410094927106

Q.11 Based on the English alphabetical order, three of the following four are alike in a certain way and thus form a group. Which is the one that DOES NOT belong to that group?
(Note: The odd one out is not based on the number of consonants/vowels or their position in the letter-cluster.)

- Ans
- 1. MGBX
 - 2. SMHD
 - 3. ZTPK
 - 4. CWRN

Question Type : MCQ
Question ID : 441009796803
Option 1 ID : 4410093141213
Option 2 ID : 4410093141214
Option 3 ID : 4410093141212
Option 4 ID : 4410093141211

Section : General Awareness

Q.1 What is Mission Sudarshan Chakra announced in August 2025?

- Ans
- 1. Reusable capsule plan
 - 2. Missile defence shield
 - 3. Satellite mission
 - 4. Rocket engine project

Question Type : MCQ
Question ID : 4410091318782
Option 1 ID : 4410095206687
Option 2 ID : 4410095206685
Option 3 ID : 4410095206684
Option 4 ID : 4410095206686

Q.2 The first ever Dronacharya Award in the discipline of wrestling was conferred upon to which coach?

- Ans
- 1. OM Nambiar
 - 2. Bhalchandra Bhaskar Bhagwat
 - 3. Balbir Singh Bhullar
 - 4. Harbhajan Singh

Question Type : MCQ
Question ID : 4410091334199
Option 1 ID : 4410095268476
Option 2 ID : 4410095268474
Option 3 ID : 4410095268475
Option 4 ID : 4410095268477

Q.3 Which water purification technology was developed by CSIR-incubated startups in 2025 for PFAS removal?

- Ans
- 1. Graphene filter
 - 2. Chemical oxidiser
 - 3. Nanocomposite purifier
 - 4. UV-LED reactor

Question Type : MCQ
Question ID : 4410091319019
Option 1 ID : 4410095207649
Option 2 ID : 4410095207648
Option 3 ID : 4410095207650
Option 4 ID : 4410095207651

Q.4 What is a key property of the polymer developed by IIT-Bhilai?

- Ans
- 1. Can self-heal at room temperature
 - 2. Requires high heat to repair
 - 3. Changes colour when damaged
 - 4. Heals only under UV light

Question Type : MCQ
Question ID : 4410091319317
Option 1 ID : 4410095208828
Option 2 ID : 4410095208829
Option 3 ID : 4410095208830
Option 4 ID : 4410095208827

Q.5 In August 2025, what new service did Bharti Airtel launch through its digital unit Xtelify?

- Ans
- 1. Nationwide 6G trial network
 - 2. Blockchain payment system for telcos
 - 3. Cloud platform & AI tools for businesses
 - 4. Satellite broadband service

Question Type : MCQ
Question ID : 4410091319065
Option 1 ID : 4410095207830
Option 2 ID : 4410095207831
Option 3 ID : 4410095207829
Option 4 ID : 4410095207828

Q.6 In September 2025, the BIMSTEC Young Leaders' Summit was hosted in which Indian city?

- Ans
- 1. Guwahati
 - 2. Patna
 - 3. Jaipur
 - 4. Bengaluru

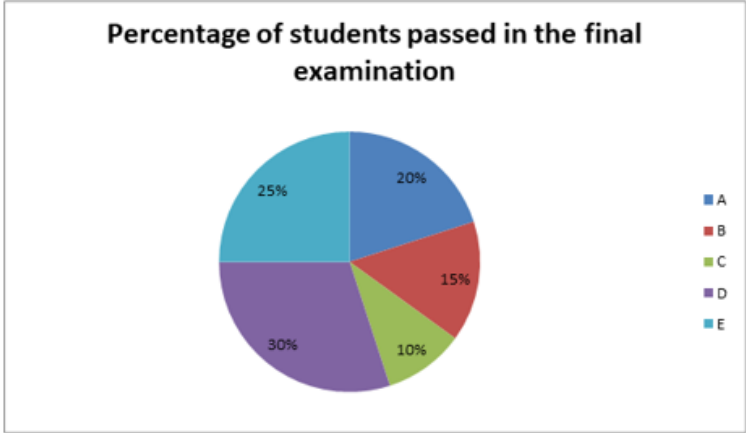
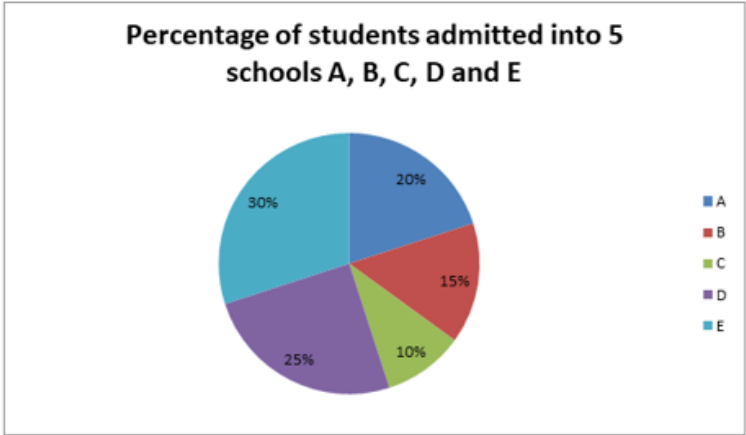
Question Type : MCQ
Question ID : 4410091348178
Option 1 ID : 4410095324963
Option 2 ID : 4410095324965
Option 3 ID : 4410095324964
Option 4 ID : 4410095324962

Q.7 Which Indian athlete broke the men's 400 m national record at the National Inter-State Athletics Championships in August 2025?

- Ans
- 1. Vikrant Panchal
 - 2. Muhammed Anas Yahiya
 - 3. Vishal TK
 - 4. Rajesh Ramesh

Question Type : MCQ
Question ID : 4410091318938
Option 1 ID : 4410095207327
Option 2 ID : 4410095207324
Option 3 ID : 4410095207325
Option 4 ID : 4410095207326

Q.1 The first pie chart indicates the percentage of students admitted into five different schools A, B, C, D and E. The total number of students admitted is 500. The second pie chart indicates the percentage of students who have passed in the final examination. The total number of students who have passed is 400. Study both the pie charts carefully and answer the question that follows.



Which school has the highest ratio of the students passed to that of the students admitted?

Ans

- 1. D
- 2. A
- 3. E
- 4. C

Question Type : MCQ
Question ID : 441009623412
Option 1 ID : 4410092447782
Option 2 ID : 4410092447780
Option 3 ID : 4410092447783
Option 4 ID : 4410092447781

Q.2 In what ratio must a grocer mix two varieties of wheat worth ₹54 per kg and ₹107 per kg. so that, if he sells the mixture at ₹117 per kg, he may gain 56%?

- Ans
- 1. 35 : 23
 - 2. 42 : 26
 - 3. 32 : 21
 - 4. 34 : 22

Question Type : MCQ
Question ID : 441009539812
Option 1 ID : 4410092114646
Option 2 ID : 4410092114647
Option 3 ID : 4410092114644
Option 4 ID : 4410092114645

Q.3 A bike goes 49 metres in a second. Find its speed (in km/hr).

- Ans
- 1. 173.4
 - 2. 176.4
 - 3. 179.6
 - 4. 177.5

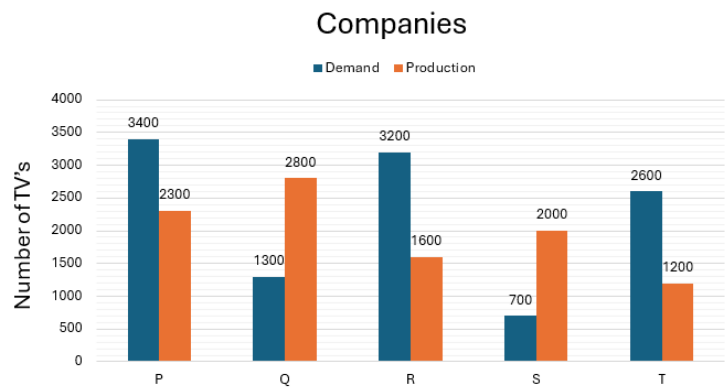
Question Type : MCQ
Question ID : 441009238148
Option 1 ID : 441009930963
Option 2 ID : 441009930960
Option 3 ID : 441009930961
Option 4 ID : 441009930962

Q.4 Arvind bought an article for ₹x. He sold it to Biru at a loss of 20%. Biru spent ₹194 on its transportation and sold it to Minu at a profit of 40%. If Minu bought it for ₹1.778. what is the value of x?

- Ans
- 1. 1.353
 - 2. 1.372
 - 3. 1.354
 - 4. 1.345

Question Type : MCQ
Question ID : 441009561500
Option 1 ID : 4410092201269
Option 2 ID : 4410092201270
Option 3 ID : 4410092201268
Option 4 ID : 4410092201267

Q.5 The given bar diagram shows the demand and production of TVs of five companies P, Q, R, S and T. Study the diagram and answer the question that follows.



Calculate the percentage of the demand of company Q as compared to the demand of company T.

- Ans
- 1. 50%
 - 2. 60%
 - 3. 30%
 - 4. 40%

Question Type : MCQ
Question ID : 441009623357
Option 1 ID : 4410092447562
Option 2 ID : 4410092447563
Option 3 ID : 4410092447560
Option 4 ID : 4410092447561

Q.6 A man is walking at a speed of 12 km/h. After every kilometre, he takes rest for 10 minutes. How much time will he take to cover a distance of 24 km?

- Ans
- 1. 5 hours 50 minutes
 - 2. 3 hours 51 minutes
 - 3. 8 hours 59 minutes
 - 4. 7 hours 57 minutes

Question Type : MCQ
Question ID : 441009545950
Option 1 ID : 4410092139196
Option 2 ID : 4410092139199
Option 3 ID : 4410092139198
Option 4 ID : 4410092139197

Q.7 The population of a village increases by 6% per year, compounded annually. If the current population is 10,000, calculate the approximate population of the village after 12 years?
(Use $1.06^{12} = 2.0122$)

- Ans
- 1. 20.972
 - 2. 20.658
 - 3. 20.122
 - 4. 20.424

Question Type : MCQ
Question ID : 441009124385
Option 1 ID : 441009494452
Option 2 ID : 441009494453
Option 3 ID : 441009494451
Option 4 ID : 441009494454

Q.8 Divide ₹2.88 into three parts in such a way that half of the first part, one-fourth of the second part and one-eighth of the third part are equal. Then, find the difference between the first and second parts (in ₹).

- Ans
- 1. 464
 - 2. 314
 - 3. 514
 - 4. 414

Question Type : MCQ
Question ID : 441009899496
Option 1 ID : 4410093552056
Option 2 ID : 4410093552055
Option 3 ID : 4410093552057
Option 4 ID : 4410093552054

Q.9 A trader allows a 10% trade discount and a 40% cash discount. If the list price is ₹3,500, then find the selling price (in ₹).

- Ans
- 1. 1.890
 - 2. 1.899
 - 3. 1.709
 - 4. 1.790

Question Type : MCQ
Question ID : 441009290946
Option 1 ID : 4410091130658
Option 2 ID : 4410091130657
Option 3 ID : 4410091130655
Option 4 ID : 4410091130656

Q.10 A shopkeeper marks an article at ₹x and offers a discount of 50% on it. He sells it for ₹246 after charging VAT of 64% on the discounted price. What is the value of x?

- Ans
- 1. 300
 - 2. 100
 - 3. 700
 - 4. 600

Question Type : MCQ
Question ID : 441009537389
Option 1 ID : 4410092104952
Option 2 ID : 4410092104954
Option 3 ID : 4410092104955
Option 4 ID : 4410092104953

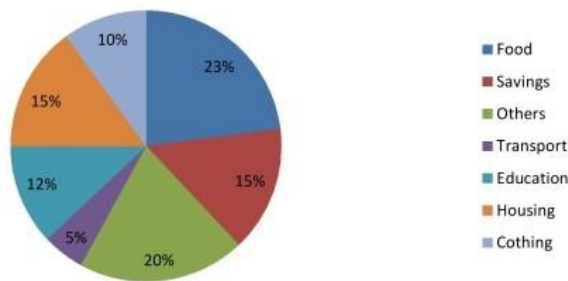
Q.11 Income of Amit in 2019 was ₹26.800. He gets an increment of 20% every year. What was his income (in ₹) in 2021?

- Ans
- 1. 32.160
 - 2. 37.520
 - 3. 38.592
 - 4. 36.800

Question Type : MCQ
Question ID : 441009858987
Option 1 ID : 4410093388921
Option 2 ID : 4410093388922
Option 3 ID : 4410093388920
Option 4 ID : 4410093388923

Q.12 The pie chart below shows a family's expenses on various items and their savings during the year 1999. Study the chart and answer the question below.

per cent of money spent by a family on various items during 1999



If the family's total income was ₹1.20.000. how much money was spent on food?

Ans

- 1. ₹27.600
- 2. ₹27.500
- 3. ₹27.700
- 4. ₹27.800

Question Type : MCQ
Question ID : 441009928574
Option 1 ID : 4410093668270
Option 2 ID : 4410093668269
Option 3 ID : 4410093668271
Option 4 ID : 4410093668272

Section : Basic Computer Knowledge

Q.1 Which of the following best describes the role of the 'BCC' field in the structure of an email?

Ans

- 1. Sends a copy to recipients without revealing them to others
- 2. Allows recipients to see all other recipients
- 3. Prevents reply to all functionality
- 4. Ensures delivery only if CC is empty

Question Type : MCQ
Question ID : 4410091038361
Option 1 ID : 4410094103704
Option 2 ID : 4410094103703
Option 3 ID : 4410094103706
Option 4 ID : 4410094103705

Q.2 Which template is loaded by default when creating a blank presentation?

- Ans
- 1. Blank.potx file in Templates folder
 - 2. Custom Office Theme
 - 3. Normal template with Title Slide layout
 - 4. White template from Theme gallery

Question Type : MCQ
Question ID : 4410091028729
Option 1 ID : 4410094066572
Option 2 ID : 4410094066571
Option 3 ID : 4410094066573
Option 4 ID : 4410094066570

Q.3 In Windows Task Manager, what does the 'Interrupts' process represent?

- Ans
- 1. Hardware-level CPU time servicing device requests
 - 2. Software drivers
 - 3. Windows Kernel idle thread
 - 4. Virtual device handlers

Question Type : MCQ
Question ID : 4410091015314
Option 1 ID : 4410094014712
Option 2 ID : 4410094014711
Option 3 ID : 4410094014714
Option 4 ID : 4410094014713

Q.4 Which feature would you use to ensure that a paragraph always starts on a new page?

- Ans
- 1. Keep Lines Together
 - 2. Page Break Before
 - 3. Widow/Orphan Control
 - 4. Line Spacing

Question Type : MCQ
Question ID : 4410091027491
Option 1 ID : 4410094061504
Option 2 ID : 4410094061506
Option 3 ID : 4410094061505
Option 4 ID : 4410094061507

Q.5 Which cryptographic method is typically used to generate time-based OTPs in banking applications?

- Ans
- 1. RSA
 - 2. HMAC with SHA-1
 - 3. AES-256
 - 4. MD5

Question Type : MCQ
Question ID : 4410091044968
Option 1 ID : 4410094128971
Option 2 ID : 4410094128972
Option 3 ID : 4410094128973
Option 4 ID : 4410094128970

Q.6 What action is triggered when a user tries to close an MS Excel workbook without saving the modifications?

- Ans
- 1. MS Excel closes the file immediately
 - 2. The changes are saved automatically
 - 3. MS Excel sends the file to the Recycle Bin
 - 4. MS Excel prompts the user to save the changes

Question Type : MCQ
Question ID : 441009975219
Option 1 ID : 4410093853904
Option 2 ID : 4410093853901
Option 3 ID : 4410093853903
Option 4 ID : 4410093853902

Q.7 Identify the option that represents a physical security mechanism for a typical computer system.

- Ans
- 1. Antivirus software
 - 2. Captcha
 - 3. Biometric access
 - 4. Strong password

Question Type : MCQ
Question ID : 441009975564
Option 1 ID : 4410093855252
Option 2 ID : 4410093855254
Option 3 ID : 4410093855253
Option 4 ID : 4410093855251

Q.8 Which of the following is NOT a function of an operating system kernel?

- Ans
- 1. Memory management
 - 2. Task scheduling
 - 3. Device driver coordination
 - 4. File compression for zip archives

Question Type : MCQ
Question ID : 441009989877
Option 1 ID : 4410093911763
Option 2 ID : 4410093911764
Option 3 ID : 4410093911766
Option 4 ID : 4410093911765

Q.9 Which generation of computers introduced the use of transistors replacing vacuum tubes?

- Ans
- 1. Second Generation
 - 2. Third Generation
 - 3. First Generation
 - 4. Fourth Generation

Question Type : MCQ
Question ID : 441009989914
Option 1 ID : 4410093911912
Option 2 ID : 4410093911913
Option 3 ID : 4410093911911
Option 4 ID : 4410093911914

Q.10 In modern Windows systems, optional Windows features can be added or removed using which of the following?

- Ans
- 1. Disk Cleanup
 - 2. Task Scheduler
 - 3. Optional Features in Settings
 - 4. Device Manager

Question Type : MCQ
Question ID : 4410091024049
Option 1 ID : 4410094047793
Option 2 ID : 4410094047796
Option 3 ID : 4410094047795
Option 4 ID : 4410094047794

Section : Subject Knowledge

Q.1 Which system is used by the government for keeping and managing the documents of their organisations?

- Ans
- 1. SPARROW
 - 2. WAW Portal
 - 3. eOffice Portal
 - 4. Knowledge Management System

Question Type : MCQ
Question ID : 4410091194893
Option 1 ID : 4410094713473
Option 2 ID : 4410094713476
Option 3 ID : 4410094713474
Option 4 ID : 4410094713475

Q.2 Which of the following methods best enhances data security in file management?

- Ans
- 1. Allowing unrestricted editing rights to all employees
 - 2. Using password protection and access control levels
 - 3. Disabling file backup options
 - 4. Storing all files in one open-access folder

Question Type : MCQ
Question ID : 4410091483111
Option 1 ID : 4410095859395
Option 2 ID : 4410095859394
Option 3 ID : 4410095859396
Option 4 ID : 4410095859393

Q.3 What is a Notice of Meeting?

- Ans
- 1. It is an advance information about meeting given to the invitees.
 - 2. It is an appreciation letter for discussing logically in the meeting.
 - 3. It is a post meeting notice for detailing about Mintues of meeting.
 - 4. It is a memo for misbehaviour in the meeting.

Question Type : MCQ
Question ID : 4410091203087
Option 1 ID : 4410094745886
Option 2 ID : 4410094745889
Option 3 ID : 4410094745887
Option 4 ID : 4410094745888

Q4 Which of the following components of a memo states the purpose of the memo?

- Ans
- 1. Body
 - 2. Heading
 - 3. Opening
 - 4. Closing

Question Type : MCQ
Question ID : 4410091193733
Option 1 ID : 4410094708883
Option 2 ID : 4410094708886
Option 3 ID : 4410094708887
Option 4 ID : 4410094708889

Q5 Which of the following is a commonly used method for organising physical files in an office?

- Ans
- 1. Piling papers on the floor
 - 2. Random stacking
 - 3. Alphabetical filing
 - 4. Colouring pages

Question Type : MCQ
Question ID : 4410091113867
Option 1 ID : 4410094391465
Option 2 ID : 4410094391463
Option 3 ID : 4410094391462
Option 4 ID : 4410094391464

Q6 What is a recurring meeting?

- Ans
- 1. A one-time client call
 - 2. A meeting set to repeat on a regular basis
 - 3. A meeting that includes only new hires
 - 4. A meeting that lasts all day

Question Type : MCQ
Question ID : 4410091137816
Option 1 ID : 4410094486423
Option 2 ID : 4410094486421
Option 3 ID : 4410094486422
Option 4 ID : 4410094486420

Q7 Which of the following is a common reason for failed fax transmission?

- Ans
- 1. Overheating the machine
 - 2. High internet speed
 - 3. Incorrect recipient fax number
 - 4. Use of coloured ink

Question Type : MCQ
Question ID : 4410091117469
Option 1 ID : 4410094405767
Option 2 ID : 4410094405764
Option 3 ID : 4410094405765
Option 4 ID : 4410094405766

Q.8 As per the General Financial Rules, 2017 (Government of India), the equipment or machinery is maintained free of charge by the supplier during:

- Ans
- 1. its entire life
 - 2. commissioning
 - 3. its warranty period
 - 4. its first year of purchase

Question Type : MCQ
Question ID : 4410091248197
Option 1 ID : 4410094925960
Option 2 ID : 4410094925961
Option 3 ID : 4410094925962
Option 4 ID : 4410094925959

Q.9 Which of the following is an example of inaccurate data entry?

- Ans
- 1. Entering the exact date as shown in the source
 - 2. Typing "120" instead of "102"
 - 3. Using drop-down lists to limit options
 - 4. Saving data in a secure folder

Question Type : MCQ
Question ID : 4410091113957
Option 1 ID : 4410094391820
Option 2 ID : 4410094391818
Option 3 ID : 4410094391821
Option 4 ID : 4410094391819

Q.10 What is the primary objective of standard office procedures?

- Ans
- 1. To delay decision-making
 - 2. To replace all manual work with automation
 - 3. To ensure uniformity in daily tasks
 - 4. To increase hierarchy

Question Type : MCQ
Question ID : 4410091113791
Option 1 ID : 4410094391165
Option 2 ID : 4410094391164
Option 3 ID : 4410094391163
Option 4 ID : 4410094391162

Q.11 What does "audit trail" refer to in data entry systems?

- Ans
- 1. The time of internet usage
 - 2. A feature for printing documents
 - 3. A log that records data changes and user actions
 - 4. A network troubleshooting tool

Question Type : MCQ
Question ID : 4410091113941
Option 1 ID : 4410094391754
Option 2 ID : 4410094391756
Option 3 ID : 4410094391755
Option 4 ID : 4410094391757

Q.12 Which key should be pressed for using grammar and spelling check in MS Office?

Ans

- 1. F1
- 2. F12
- 3. F7
- 4. F10

Question Type : MCQ
Question ID : 4410091193845
Option 1 ID : 4410094709313
Option 2 ID : 4410094709311
Option 3 ID : 4410094709312
Option 4 ID : 4410094709310

Q.13 A database enables organisations, businesses and applications to store vast amounts of information in _____ that facilitates efficient access and manipulation.

Ans

- 1. part-files
- 2. isolated files
- 3. an organised manner
- 4. a restricted manner

Question Type : MCQ
Question ID : 4410091217187
Option 1 ID : 4410094802142
Option 2 ID : 4410094802141
Option 3 ID : 4410094802140
Option 4 ID : 4410094802143

Q.14 Which of the following is a common type of error in data entry?

Ans

- 1. Hyperlink error
- 2. Network configuration error
- 3. Typographical error
- 4. Coding error

Question Type : MCQ
Question ID : 4410091113950
Option 1 ID : 4410094391790
Option 2 ID : 4410094391793
Option 3 ID : 4410094391791
Option 4 ID : 4410094391792

Q.15 What does SQL stand for in the context of databases?

Ans

- 1. Simple Queue Loader
- 2. Structured Query Language
- 3. Secure Quality Link
- 4. Standard Question Language

Question Type : MCQ
Question ID : 4410091117336
Option 1 ID : 4410094405233
Option 2 ID : 4410094405234
Option 3 ID : 4410094405235
Option 4 ID : 4410094405232

Q.16 The online meeting / web conferencing allows_____ sharing of computer screens.

- Ans
- 1. Archived
 - 2. Non-Instantaneous
 - 3. Real Time
 - 4. Lagged

Question Type : MCQ
Question ID : 4410091203110
Option 1 ID : 4410094745975
Option 2 ID : 4410094745976
Option 3 ID : 4410094745977
Option 4 ID : 4410094745974

Q.17 Poor task prioritisation results in:

- Ans
- 1. constant rushing
 - 2. higher productivity
 - 3. timely completion of the task
 - 4. smooth work operations

Question Type : MCQ
Question ID : 4410091193755
Option 1 ID : 4410094708956
Option 2 ID : 4410094708957
Option 3 ID : 4410094708955
Option 4 ID : 4410094708954

Q.18 All of the following are major uses of Database Application Software. EXCEPT:

- Ans
- 1. data storage and management
 - 2. data mining and machine learning
 - 3. data retrieval and querying
 - 4. data analysis and reporting

Question Type : MCQ
Question ID : 4410091217193
Option 1 ID : 4410094802164
Option 2 ID : 4410094802166
Option 3 ID : 4410094802165
Option 4 ID : 4410094802167

Q.19 What is the main purpose of a memo in an office setting?

- Ans
- 1. To communicate informal opinions
 - 2. To replace face-to-face conversations permanently
 - 3. To convey internal messages clearly and formally
 - 4. To advertise external products

Question Type : MCQ
Question ID : 4410091113830
Option 1 ID : 4410094391319
Option 2 ID : 4410094391321
Option 3 ID : 4410094391320
Option 4 ID : 4410094391318

Q.20 What is 'tour Itinerary'?

Ans

- 1. A detailed expense sheet of travel
- 2. The sheet that details the responsibilities of a travel agent
- 3. A detailed brochure of types of travel services provided by a tour operator
- 4. A detailed tour program for any person

Question Type : MCQ
Question ID : 4410091203077
Option 1 ID : 4410094745846
Option 2 ID : 4410094745849
Option 3 ID : 4410094745848
Option 4 ID : 4410094745847