

AERONAUTICAL DEVELOPMENT AGENCY

MODEL QUESTION PAPER – 1

**RECRUITMENT TO THE POST OF
ASSISTANT / STENOGRAPHER**

Total Marks : 100

Time : 2 hours

- 1. Write the sl.no. of the question and answer only in your answer sheets**
- 2. Do not mark in the question paper**
- 3. All questions are compulsory and there is no Negative marking**

PART – A

Marks:25

- 1. Which one of the following is not a source of tax revenue in Indian States**
 - a) Land Revenue
 - b) Motor Vehicle Tax
 - c) Entertainment Tax
 - d) Corporate Tax
- 2. The legal adviser to the State Government is known as**
 - a) Attorney General
 - b) Solicitor General
 - c) Advocate General
 - d) State Public Prosecutor
- 3. When will demand become a grant**
 - a) when a demand is proposed
 - b) after discussion on the demand is over
 - c) after the demand is granted
 - d) when the budget session is closed
- 4. Mukteshwara temple is located at**
 - a) Puri
 - b) Belur
 - c) Konark
 - d) Bhubaneshwar
- 5. The first battle of Panipat war was fought between**
 - a) Akbar and Bahlol Lodi
 - b) Babur and Ibrahim Lodi
 - c) Bairam Khan and Sikandar Lodi
 - d) Shajahan and Daulatkhan Lodi

6. Who was the author of the book 'My experiment with Truth'?

- a) Aurobindo Ghosh
- b) Rabindranath Tagore
- c) MK Gandhi
- d) Bal Ganghadhar Tilak

7. The spice state of India is

- a) Tamil Nadu
- b) Bihar
- c) Gujarat
- d) Kerala

8. A stick partly dipped in water appears broken due to

- a) Reflection
- b) Refraction
- c) Total internal reflection
- d) Diffraction

9. Which substance is called the 'Liquid Gold'?

- a) Gold in liquid form
- b) Sodium in liquid form
- c) Petroleum oil
- d) Mustard oil

10. Which of the following gases has bleaching property?

- a) Carbon dioxide
- b) Carbon Monoxide
- c) Chlorine
- d) Hydrogen

11. During sleep man's Blood Pressure

- a) Increases
- b) Decreases
- c) Fluctuates
- d) Remains constant

12. What is the full form of 'AM' in radio broadcasting?

- (a) Amplitude Movement
- (b) Anywhere Movement
- (c) Amplitude Matching
- (d) Amplitude Modulation

- 13. In the budget figures of the Government of India the difference between total expenditure and total receipt is called**
- (a) Fiscal deficit
 - (b) Budget deficit
 - (c) Revenue deficit
 - (d) Current deficit
- 14. What is the name of the Light Combat Aircraft developed by India indigenously?**
- (a) Brahmos
 - (b) Chetak
 - (c) Astra
 - (d) Tejas
- 15. Name the capital of Pallavas**
- (a) Kanchi
 - (b) Vattapi
 - (c) Tiruchirappalli
 - (d) Mahabalipuram
- 16. The age of tree can be determined more or less accurately by**
- (a) counting the number of branches
 - (b) measuring the height ,of the tree
 - (c) measuring the diameter of the trunk
 - (d) counting the number of rings in the trunk
- 17. The permission given to a Bank customer to draw cheque in excess of his current account balance is called**
- a) Personal loan
 - b) An ordinary loan
 - c) Bill of exchange
 - d) Overdraft
- 18. Salim Ali was an eminent**
- a) Ornithologist
 - b) Urdu Poet
 - c) Ghazal singer
 - d) Cricketer
- 19. What do the following abbreviations stand for?**
- a) CDMA
 - b) CBDT
 - c) CTBT
 - d) CAD

- 20. Bakelite is used in making electrical appliances because it is a**
- a) thermoplastic
 - b) good conductor of heat
 - c) good conductor of electricity
 - d) good insulator of electricity
- 21. You organize files by storing them in-**
- (a) archives
 - (b) folders
 - (c) indexes
 - (d) lists
 - (e) None of these
- 22. How many different documents can you open at any one time ?**
- (a) No more than three
 - (b) Only one
 - (c) As many as your computer memory will hold
 - (d) No more than your taskbar can display
 - (e) None of these
- 23. What type of resource is most likely to be a shared common resource in a computer network?**
- (a) Printers
 - (b) Speakers
 - (c) Floppy disk drives
 - (d) Keyboards
 - (e) None of these
- 24. Directory in directory is called-**
- (a) Mini directory
 - (b) Junior directory
 - (c) Part directory
 - (d) Sub-directory
 - (e) None of these
- 25. Saving is a process-**
- (a) To copy the document from memory to storage medium
 - (b) To bring change in present status of the document
 - (c) To change the face or entire form
 - (d) To develop the document by recording the text with the use of keyboard

PART – B (25 marks)

I) Answer the following questions: (2 Marks each)

1. 50 people can complete a work in 40 days. In how many days 100 people with twice the efficiency can complete the same work?
2. The profit earned after selling a pair of shoes for Rs.2033 is the same as loss incurred after selling the same pair of shoes for Rs. 1063. What is the cost price of the shoes?
3. The difference between a discount of 40 % on Rs.500 and two successive discounts of 36 % and 4 % on the same amount is
4. What will come in place of the question mark (?) in the following questions?
 $8544 - 5757 + 1111 = 1255 + ?$
5. The Value of $\sqrt{2} + \sqrt{3} + \sqrt{2} - \sqrt{3}$ is

II Answer the following : (1 mark each)

1. Tanya is older than Eric. Cliff is older than Tanya. Eric is older than Cliff.
If the first two statements are true, the third statement is
 - a) true
 - b) false
 - c) Uncertain
2. All the trees in the park are flowering trees. Some of the trees in the park are dogwoods. All dogwoods in the park are flowering trees.
If the first two statements are true, the third statement is
 - a) true
 - b) false
 - c) Uncertain
3. A toothpick is useful.
Useful things are valuable.
A toothpick is valuable.
If the first two statements are true, the third statement is
 - a) True
 - b) False
 - c) Uncertain
4. In a four-day period Monday through Thursday each of the following temporary office workers worked only one day, each a different day. Ms. Johnson was scheduled to work on Monday, but she traded with Mr. Carter, who was originally

scheduled to work on Wednesday. Ms. Falk traded with Mr. Kirk, who was originally scheduled to work on Thursday. After all the switching was done, who worked on Tuesday?

- a) Mr. Carter
- b) Ms. Falk
- c) Ms. Johnson
- d) Mr. Kirk

5. What should come next in the following number series?
987654321876543217654321

III. Write 4 sentences on any 5 topics:

(2 Mark each)

- a) Parliament
- b) Hardware
- c) Powers of President of India
- d) Recruitment
- e) Journalism
- f) The function of Planning Commission
- g) The function of Reserve Bank of India
- h) Government servant

PART – C (50 Marks)

1. Change the Voice in the following sentences:

(1 x 5= 5)

- a) She has invited me for the party.
- b) They have won the match.
- c) He was offered a good job by the management.

- d) Your kindness will never be forgotten by me.
- e) Why was such a letter written by you?

2. Use five of the following phrases in sentences of your own : (1 x 5= 5)

- a) having second thought about (to consider changing a decision already made)
- b) keeping head above water (manage to survive especially financial)
- c) gnashing of teeth (show of anger or dismay)
- d) rub salt into the wound (to make a difficult situation even worse for someone)
- e) put one's heart and soul (doing something with lot of energy)
- f) turn a blind eye (refuse to accept something which you know to be real)
- g) to nip in the bud (to stop something too early)

3. Fill in blanks with the correct verb forms (1 x 5= 5)

- a) If Sarah----- (*not/to eat*) so much junk food, she could have been in the school hockey team.
- b) If Steven had taken his camera, he ----- (*to take*) nice pictures.
- c) If you were older, you ----- (*to go*) to the party.
- d) John's mother -----(*to have*) more time for him if he does the washing up.
- e) They will stay longer in Paris if they-----(*to find*) a cheap hotel.

4. Each question is followed by four alternatives. Pick the one that best describe the statement (1 x 5= 5)

a) Capable of being approached

- i) Accessory
- ii) Easy
- iii) Accessible
- iv) Adaptable

b) One who is liked by people

- i) Samaritan
- ii) Popular
- iii) Philanthropist
- iv) Friend

c) No longer in use

- i) Impracticable
- ii) Obsolete
- iii) Absolute
- iv) Useless

- d) One who is present everywhere**
- | | |
|-----------------|-----------------|
| i) God | ii) Omnipresent |
| iii) Omnipotent | iv) Visible |
- e) An Office without salary**
- | | |
|----------------|-------------|
| i) Honorary | ii) Free |
| iii) Voluntary | iv) Slavish |

- 5. Write a précis of the following paragraph bringing out the salient features of what has been stated in it and give a suitable title**

Marks: 10

Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

- 6. Write a letter to The Commissioner, Bruhat Bangalore Mahanagara Palike (BBMP), Bangalore regarding the unsafe drinking water and sewage disposal problems in your area and the urgent actions required to be taken by him to eliminate those problems (Not exceeding 100 words)**

Marks: 10

- 7. You were working for a firm selling Office equipments and on appointment in ADA, write a farewell letter to your former colleagues through an e-mail.**

Marks: 10

MODEL QUESTION PAPER – 2

RECRUITMENT TO THE POST OF OFFICE ASSISTANT / STENOGRAPHER

DURATION : 2 hrs
MAX. MARKS : 100

PART – 1 : GENERAL KNOWLEDGE / CURRENT AFFAIRS

1. Write the expansion of the following :
a) BESCO b) E.&O.E c) BSNL d) BSF e) CRY
2. Fill in the blanks :
 - i) The venue for the next Olympic games will be _____
 - ii) The new Scientific Adviser to the Defence Minister is _____
 - iii) The present Defence Minister is _____
 - iv) Governor of Karnataka is _____
 - v) The first citizen of India is _____
3. Answer the following :
 - i) BPO means _____(Business Process Outsourcing) _____
 - ii) The capital of Chattisgarh is _____
 - iii) The first Asian Navy to have an aircraft carrier is _____
 - iv) _____ means parts in each hundred.
 - v) The currency used in Italy is _____
 - vi) The state in India sharing its border with Nepal and Tibet is _____
 - vii) The space shuttle in which Kalpana Chawla travelled last was _____
 - viii) If you add a century, a score and a decade, you get _____
 - ix) Excel is a spread sheet work package.
 - x) Petition of mercy is put up to _____

4. Answer any 5 in one sentence : (5 x 2)

- i) Budget means
- ii) Windows Explorer is used for
- iii) Inflation means
- iv) Personnel Management means
- v) Customs Duty means
- vi) Import Export Policy means
- vii) Invoice means

5. 5 yrs ago, Rocky was 3 times as old as Sandy. 10 years later, Rocky would be twice as old as Sandy. How old are they now? (5)

6. A person sold two computers for Rs 18000 each. On one computer he gained 20% and on the other he lost 20%. Find the total loss or gain. (5)

7. If 10 persons can work together and complete a certain work in 10 days, in how many days will - (2 x 5)

- a) 20 persons complete the same work
- b) 5 persons complete the same work

PART - 2 : GENERAL ENGLISH

1. Write a précis of the following passage and give a title.
(or) write an essay on the topic “My aim in Life” (10 marks)
2. Write a letter to the Commissioner of Police, Bangalore, from your organization engaged in a project of national importance, enquiring about the antecedents of a particular candidate, for recruitment. (10 marks)
3. Write the antonyms of the following words and use both words in sentences of your own: (2 x 5 marks)
a) success (failure) b) amateur (professional) c) enthusiastic (apathetic)
d) arbitrary (logical) e) congenial (hostile)
4. Rearrange all the letters in the following words to get another word (5 marks)
a) LEAST b) REMIT c) STRESSED d) DRAWER e) PLANE
5. Rewrite, changing the voice in the following sentences : (5 marks)
i) He made a very remarkable discovery.
ii) I will write a letter
iii) English is spoken all over the world
iv) We will execute all orders promptly
v) Why was such a letter written by you?
6. Write a letter to your bank for “STOP PAYMENT” of a cheque issued by you, citing the reasons. (5 marks)
7. Fill in the blanks using the proper words: (15 marks)
i) I _____ applied _____ _____ post _____ Manager.
ii) He _____ doing meditation _____ improve his concentration.
iii) I _____ not agree _____ your argument _____ you were busy.
iv) Please _____ silence _____ a meeting _____ is going on.
v) _____ party was going _____ till 12 in _____ mid-night.

Precis Writing

Carefully read the following passage and reduce it to one-third of its length. Give a suitable title to it.

My Dear Citizens of India,

On the eve of the 59th Independence Day, I extend to you my best wishes for your happiness and prosperity. My greetings to all our people at home and abroad. Let us resolve, on this occasion, to remember with gratitude, the selfless and devoted services of our Armed Forces who are guarding our frontiers on the land, over the sea, and in the air. We are also grateful to the Paramilitary and Police Forces for preserving our internal security and maintaining law and order.

I met 137 freedom fighters from 27 States and Union Territories on 9th August 2005 at Rashtrapathi Bhavan. I saw their enthusiasm even at their ripe age, to bring back the nationalism as a living movement. Today our country is free, because the freedom fighters gave their best to the nation in their prime of youth. Honouring the freedom fighters is honouring the independent nation and its spirit of nationalism. We must thank them with respect and make their lives happy.

While we are celebrating 58th anniversary of our hard earned political independence, we have to remember the sufferings of our people affected by the recent rain and flood in Maharashtra, Gujarat, Madhya Pradesh, Himachal Pradesh, Karnataka and Orissa. The city of Mumbai and other areas in Maharashtra bore the brunt of nature's fury. The people of these areas are meeting the challenge with courage and fortitude. The Prime Minister had visited some of the affected areas. I spoke to the Chief Minister of Maharashtra while he was visiting various places affected by the floods and I also shared my concern with other Chief Ministers. Maharashtra needs help at this critical juncture to mitigate the sufferings arising out of loss of life and properties inflicted by the fury of rain and flood. All the States need to express their solidarity with the people of Maharashtra in their time of distress and suffering, and collectively help in removing the pain of the people. Mumbai needs an urgent reconstruction to face unexpected heavy rain, as it happened this year.

Rainfall and floods are annual features in many parts of the country. Instead of thinking on interlinking of rivers only at times of flood and drought, it is time that we implement this

programme with a great sense of urgency. We need to make an effort to overcome various hurdles in our way to the implementation of this major project. I feel that it has the promise of freeing the country from the endless cycle of floods and droughts. Also, as a measure for preventing flooding of the streets in the cities due to heavy sustained downpour, I would suggest the Ministry of Urban Development at the Centre and the State governments to mount a programme to rebuild and modernize the infrastructure and storm-water drainage systems including construction of under ground water silos to store the excess water. This water can be treated, processed and used at the time of shortage as practiced in many other countries.
