योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, MHRD, Govt. of INDIA.

WRITTEN TEST FOR PERSONAL ASSISTANT

Application No.	

Date: **Max. Marks: 100** **Duration: Two Hours**

Part-1: General Intelligence (Max. Marks: 40)
Part-2: Domain Knowledge (Max. Marks: 60)
    Part-2A: Objective Type (Max. Marks: 40)
    Part-2B: Descriptive Type (Max. Marks: 20)

INSTRUCTIONS

1. The question paper cum answer sheet is in the form of test booklet.
2. Each objective question has four multiple options as (a), (b), (c) and (d) with one correct answer. Answer to be filled in the box provided against each objective question.
3. All objective questions carry one mark each, and descriptive type questions carry 10 marks each.
4. Multiple answers for objective question will be regarded as wrong answer.
5. Enter your application number correctly
6. Enter all information as per the instructions given in the test booklet
7. Space available in the test booklet could be used for rough work, if required. No separate sheet will be provided.
8. At the end of the written test, booklet shall be returned to the invigilator.

Question Paper for Personal Assistant

Part I General Intelligence (Objective Type)　　　　　　　　**Max Marks: 40**

Q1 I have waited for-------hour.

(A)　a　　　　(B)　an　　　　　　(C)　the　　　　　　(D)　at

Q2 I was born ------India--------Delhi.

(A)　in, at　　(B)　in, to　　　　(C)　at, in　　　　(D)　to, in

Q3 He made a slight----- of judgement for which he had to repent later.

(A)　error　　(B)　slip　　　　　(C)　mistake　　　(D)　blunder

Q4 Opposite of abstract is------

(A)　hypothetical　(B)　conceptual　　(C)　specific　　(D)　theoretical

Q5 The robbery was committed in the wee hours of the day

(A)　in the evening　(B)　at noontime　(C)　after midnight　(D)　at dawn

Q6 To break the ice means-------

(A)　to end hostility　　　　　　　(B)　to start a conversation

(C)　to start quarrelling　　　　　　(D)　to begin a party

Q7 A physician who delivers babies is called---------

(A)　Psychiatrist　(B)　Pediatrician　(C)　Obstetrician　(D)　Gynecologist

Q8 A jaundice eye means-------------

(A)　angry　　(B)　jealousy　　　(C)　prejudice　　(D)　a generous view

Q9 22345 X 11=

(A)　245795　(B)　223935　　　(C)　235995　　(D)　235795

Q10 The average weight of 6 students increases by 2 kg if a student who weighs 48 kg is replaced by another student. What is the weight of the new student?

(A)　46　　　(B)　50　　　　　(C)　2　　　　　(D)　60

Q11 Find the profit or loss percentage when a shopkeeper marks his goods 20% above the cost price and then allows a discount of 20% on the marked price.

(A)　2% loss　(B)　3% profit　　(C)　4% loss　　(D)　2% profit

Q12 What number should be added to each term in the ratio 19:43, so that it becomes 2:3?

(A) +20 (B) +29 (C) --09 (D) --11

Q13 How much sugar costing Rs 6 per kg must be mixed with 30 kg of sugar costing Rs 9 per kg so that the resultant mixture costs Rs 7 per kg?

(A) 40 kg (B) 50 kg (C) 60 kg (D) 70 kg

Q14 In a hundred meter race, Usha beats Puja by 10 mtr and Puja beats Anu by 5 mtr in the same race. By how many meters does Usha beat Anu?

(A) 12 (B) 12.5 (C) 14.5 (D) 15

Q15 If A and B complete a job in 4 and 5 days respectively, then how many days will they take to complete the job together?

(A) 50/9 (B) 20/9 (C) 1/20 (D) 9/20

Q16 What is the fourth angle of a cyclic quadrilateral in which three angles are 70, 110 and 60?

(A) 120 (B) 60 (C) 30 (D) 20

Q17 'CRY' is the name of the organisation which works for the welfare of --------

(A) Cancer Patients (B) Children (C) Soldiers (D) Senior Citizens

Q18 Which of the following terms is associated with the game of cricket?

(A) Goal (B) Court (C) Bouncer (D) Smash

Q19 SEBI stands for----------

(A) Shares & Exchange Board of India (B) Securities and Equity Board of India

(C) Securities & Exchange Board of India (D) Shares & Equity Board of India

Q20 The 'USP' of a product denotes the--------of a product.

(A) Usefulness (B) Utility (C) Urgency (D) Uniqueness

Q21 Value Added Services means-------services.

(A) low cost (B) at par (C) additional (D) high cost

Q22 Market price is also known as------price.

(A) effective (B) retail (C) value (D) list

Q23 Which of the following nations is nota member of SAARC?

(A) Nepal   (B) Mauritius   (C) Maldives   (D) Afghanistan

Q24 World Aids Day is observed throughout on-------

(A) 02 October   (B) 01 December   (C) 01 November   (D) 30 January

Q25 CPU means------processing unit

(A) control   (B) central   (C) computer   (D) None of the above

Q26 ------is not a programming language.

(A) C++   (B) Jawa   (C) MS Word   (D) Pascal

Q27 The Buying and Selling of goods over the internet is termed as-----

(A) e-business   (B) e-commerce   (C) e-transaction   (D) e-buying

Q28 ------is not an operating system.

(A) Windows   (B) DBMS   (C) UNIX   (D) LINUX

Q29 Software is a general term used for computer-------.

(A) language   (B) programme   (C) system   (D) device

Q30 A computer's type, processor and operating systems define its--------.

(A) Brand   (B) Platform   (C) Speed   (D) Memory

Q31 The term used for how words appear on a page is------.

(A) type face   (B) text formatting   (C) character   (D) justify

Q32 A website address is a unique name that identifies a specific-------on the web.

(A) Browser   (B) PDA   (C) Link   (D) None of these

Q33 A woman introduces a man as the son of the brother of her mother. The man is woman's----

(A) Nephew   (B) Uncle   (C) Cousin   (D) Grandson

Q34 Electricity: Wire:: Water :----

(A) Pipe   (B) Jug   (C) Bottle   (D) River

Q35 Canada: Chile: Germany:

(A) Spain   (B) Paris   (C) Chicago   (D) Ottawa

Q36 Tajmahal is related to love in the same way as Jallianwala Bagh is related to----

(A) Amritsar   (B) Hatred   (C) Panjab   (D) Martyrdom

Q37 Botany: Zoology: Cardiology:

(A) Morphology   (B) Pedology   (C) Taxonomy   (D) Seismology

Q38 25: 125:: 36 :----

(A) 180   (B) 206   (C) 216   (D) 318

Q39 BEH, DGJ, ----, EGO, GLQ, INS

(A) FLR   (B) FIS   (C) FKO   (D) FIL

Q40 RAP, MAP, HOT, FUN, ------

(A) PGI   (B) HNE   (C) CAT   (D) STN

Directions (Q 1-5): Study the following table carefully and answer the questions given below:
Following table shows the percentage of marks obtained by different students in six subjects.

Subject→	Physics	Chemistry	Biology	Maths	Hindi	English
Students ↓	(75)	(75)	(75)	(200)	(120)	(150)
A	52%	60%	88%	59%	65%	68%
B	80%	68%	72%	63%	50%	64%
C	56%	52%	64%	74%	75%	70%
D	60%	72%	56%	71%	55%	56%
E	64%	76%	60%	66%	65%	74%
F	76%	64%	48%	57%	70%	62%

Q1. What are the total marks obtained by student A in all subjects together?

(A) 443   (B) 448   (C) 456   (D) 464

Q2. What are the percentages of average marks obtained by the six students in Physics?

(A) 43.6%   (B) 46%   (C) 48.5%   (D) 51.5%

Q3. Approximately what is the overall percentage of marks obtained by student D in all the subjects together?

(A) 57.4%   (B) 60%   (C) 59.5%   (D) 62.3%

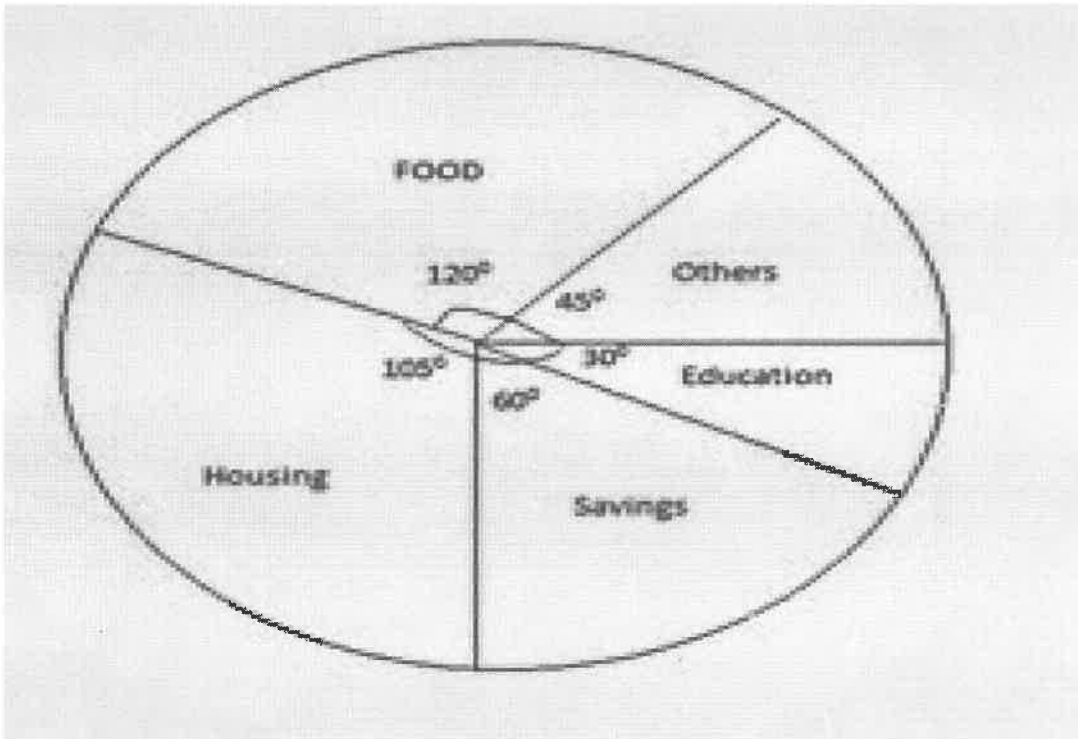Q4. Marks obtained by student C in Biology is approximately what per cent of the marks obtained by student A in English?

(A) 57%   (B) 43%   (C) 51%   (D) 47%

Q5.What is the difference between the total marks obtained by 'E' in Physics, Chemistry and Biology together and the total marks obtained by F in the same three subjects together?

(A) 9   (B) 12   (C) 15   (D) 7

Direction (Q 6-10) : The pie chart given here shows expenditure incurred by a family on the various items and their savings , which amount to Rs 8000 in a month .study the chart and answer the question number 95 to 100 based on the pie chart .

Q6 How much more amount is spent on food than housing?

(A) 1000   (B) 3000   (C) 2000   (D) 2500

Q7 How much expenditure incurred on the education?

(A) 3000   (B) 5000   (C) 4000   (D) 7000

Q8 The ratio of the expenditure on food to the saving is?

(A) 3 :2   (B) 2 :1   (C) 4:3   (D) 3 :4

Q9 What is the expenditure of the family in education & housing for the month?

(A) 10000   (B) 18000   (C) 15000   (D) 16000

Q10 What are the ratio of expenditure on education and housing?

(A) 2:7   (B) 7:2   (C) 2:5   (D) 3: 8

Q11 Find the median of the numbers 31, 43, 32, 45, 36, 42, 33, 39, 40.

(A) 43   (B) 39   (C) 36   (D) 42

Q12 The mode of the set of numbers 1,3,6,9,3,6,3,12,15,3,9,1,9,6,9,3,6,3,12,3.

(A) 3   (B) 1   (C) 6   (D) 9

Q13 The price of a trouser is more than that of a t-shirt by 60%. By what percent is the t-shirt's price less than that of the trouser?

(A) 37%   (B) 47.5%   (C) 47%   (D) 37.5%

Q14 Find the simple interest on a principal of Rs. 3500 at the rate of 4% per annum for a period of 8 years.

(A) 20000   (B) 21000   (C) 20500   (D) 21500

Q15 A sum of Rs. 5000 deposited by Mr. A at compound interest doubles after 6 years. What will be its value after 18 years?

(A) 20000   (B) 30000   (C) 30500   (D) 40000

Q16 If sweets are brought at the rate of 20 for a rupee, then how many must be sold for a rupee so as to gain a profit of 25%?

(A) 15   (B) 16   (C) 17   (D) 18

Q17 70 shares have to be distributed among brokers A and B in the ratio 2:3. How many shares will each of them get?

(A) 28 shares, 42 shares   (B) 42 shares, 28 shares

(C) 30 shares, 40 shares   (D) 40 shares, 30 shares

Q18 Two numbers are in the ratio 3:5 and the difference of their squares is 64. Find the numbers.

(A) 3, 5   (B) 6, 10   (C) 9, 15   (D) 12, 20

Q19 A car covers a distance of 100km in 3 hours and when it returns it covers the same distance in 5 hours. Find the ratio of the speed of the car in both the directions.

(A) 5:3   (B) 3:4   (C) 5:7   (D) 3:7

Q20 If A completes $2/3^{rd}$ of some work in one day, in how many days can he finish it?

(A) 0.5 days   (B) 1 day   (C) 1.5 days   (D) 2 days

Q21 _____ context refers to the relationship between the sender and the receiver

(A) social   (B) physical   (C) cultural   (D) chronological

Q22 Our dress code is an example of _____ communication.

(A) verbal   (B) nonverbal   (C) written   (D) spoken

Q23 When there is similarity of background between the sender and the receiver such as age, language nationality, religion and gender then this is called _____ context.

(A) social   (B) cultural   (C) physical   (D) dynamic

Q24 Letter, e-mail telephones are examples of----------.

(A) message   (B) feedback   (C) channel   (D) encoding

Q25 ----------nouns require capitalization only if they start the sentence or are part of a title.

(A) common   (B) proper   (C) abstract   (D) collective

Q26 The nouns which cannot be felt, seen or heard are called-------.

(A) common   (B) proper   (C) abstract   (D) collective

Q27 The information which is transferred to the receiver has to be interpreted this process is called-------.

(A) encoding   (B) decoding   (C) opening   (D) losing

Q28 The message may be misinterpreted because of---------.

(A) barriers   (B) distortions   (C) distractions   (D) noise

Q29 A noun that dandies neither a male nor a female is---------gender.

(A) masculine   (B) feminine   (C) common   (D) neuter

Q30 'A' and 'an' are the _____--articles

(A) definite   (B) indefinite   (C) particular   (D) specified

Q31 --------Listening means learning through conversation.

(A) evaluative   (B) appreciative   (C) dialogic   (D) empathetic

Q32 The----------speech is also called as reported speech.

(A) direct   (B) indirect   (C) indefinite   (D) definite

Q33 --------Customer not only returns to your organization for a second time but also tells about his satisfaction others.

(A) unsatisfied   (B) impatient   (C) satisfied   (D) patient

Q34 Reading is a------------process.

(A) encoding   (B) listening   (C) decoding   (D) talking

Q35 Effective paraphrasing avoids the risk of--------.

(A) changing   (B) noting   (C) copying   (D) plagiarism

Q36 A circular or notice may be issued by only-------designated for the purpose.

(A) peon   (B) clerk   (C) typist   (D) officer

Q37 A noun may be defined as the name of a _____ , _____ or _____ .

(A) building, city or town   (B) person, place or thing

(C) fruit, city or cat   (D) animal, city or fruit

Q38 An effective strategy for note-taking includes an ___ and ____ approach.

(A) inefficient, systematic   (B) inefficient, unsystematic

(C) efficient, unsystematic   (D) efficient, systematic

Q39 Leave cannot be claimed as a matter of ---------.

(A) right   (B) favour   (C) requirement   (D) entitlement

Q40 Commuted leave is admissible on------------.

(A) medical certificate   (B) on request

(C) discretion of competent authority   (D) none of these

Part II B Domain Knowledge (Descriptive Type)   **Max Marks: 20**

Q1 As the head of your office, draft a circular for the staff outlining the need and value of punctuality in keeping office hours.

Q2 Write a leave application to the Registrar of your Institute citing medical grounds.

ANSWER KEY FOR WRITTEN TEST FOR PERSONAL ASSISTANT

Part I General Intelligence (Objective Type)

Q. NO	ANS	Q. NO	ANS	Q. NO	ANS	Q. NO	ANS
1	B	11	C	21	C	31	B
2	A	12	B	22	A	32	C
3	A	13	C	23	B	33	C
4	C	14	C	24	B	34	A
5	C	15	B	25	B	35	A
6	B	16	A	26	C	36	D
7	B	17	B	27	B	37	A
8	D	18	C	28	B	38	C
9	A	19	C	29	B	39	D
10	D	20	D	30	C	40	C

Part II A Domain Knowledge (Objective Type)

Q. NO	ANS	Q. NO	ANS	Q. NO	ANS	Q. NO	ANS
1	B	11	B	21	A	31	C
2	C	12	A	22	B	32	B
3	D	13	D	23	B	33	C
4	D	14	B	24	C	34	C
5	A	15	D	25	A	35	D
6	C	16	B	26	C	36	D
7	C	17	A	27	B	37	B
8	B	18	B	28	A	38	D
9	B	19	A	29	D	39	A
10	A	20	C	30	B	40	A