

Question	Booklet
Alpha Co	ode

Question Booklet Serial Number	
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Total Number of Questions: 100 Time: 75 Minutes

Maximum Marks: 100

INSTRUCTIONS TO CANDIDATES

- 1. The Question Paper will be given in the form of a Question Booklet. There will be four versions of Question Booklets with Question Booklet Alpha Code viz. **A**, **B**, **C** & **D**.
- 2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the Question Booklet.
- The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
- 4. If you get a Question Booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
- 5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your Question Booklet is un-numbered, please get it replaced by new Question Booklet with same alpha code.
- 6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the Question Booklet, until the indication is given to start answering.
- 7. Immediately after the commencement of the examination, the candidate should check that the Question Booklet supplied to him/her contains all the 100 questions in serial order. The Question Booklet does not have unprinted or torn or missing pages and if so he/she should bring it to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
- 8. A blank sheet of paper is attached to the Question Booklet. This may be used for rough work.
- 9. Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.
- 10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball Point Pen in the OMR Answer Sheet.
- 11. Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative mark for unattended questions.
- 12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over his/her Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
- 13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.

A -2-



1.	1. Who was the head of the commission appointed to enquire 'Wagon Tragedy'?					
	A) A. N. Napp	B)	William Logan			
	C) H. W. Conoly	D)	William Harvey Baber			
2.	First President of Kerala Women's Commis	President of Kerala Women's Commission				
	A) Justice Sujatha	B)	Sugatha Kumari			
	C) Rossakutty Teacher	D)	Khamavunnissa Anwar			
3.	A state programme to suppress the activities	es c	of 'Blade Mafia'			
	A) Operation Suraksha	B)	Nirbhaya Keralam			
	C) Operation Pradeeksha	D)	Operation Kubera			
4.	Which is the smallest country that India sha	ares	s its territorial boundary?			
	A) Nepal	B)	Myanmar			
	C) Bhutan	D)	Afghanisthan			
5.	Which are the Articles of Indian Constitution	n d	eals with centre-state relationship?			
	A) Article 245-263	B)	Article 339-346			
	C) Article 415-440	D)	Article 361-367			
6.	Who was the editor of 'Yukthiwadi'?					
	A) Sree Narayana Guru	B)	E. M. S. Namboodiripad			
	C) Sahodaran Ayyappan	D)	U. Kalanadhan			
7.	Who was the founder of 'Samathwa Samaj	jam	'?			
	A) Vaikunda Swamikal					
	B) Ayyankali					
	C) Chattampi Swamikal					
	D) Brahmananda Sivayogi					
8.	Who was the Chief Minister to put the first	con	fidence motion in Kerala Assembly?			
	A) C. H. Mohamed Koya					
	B) C. Achutha Menon					
	C) E. M. S. Namboodiripad					
	D) K. Karunakaran					

A -3-



9.	Who is the founder of A) Devendra Nath Ta B) Ravindra Nath Ta	agore	bha	'?	
	C) E. V. Ramaswam	y Nayikkar			
10.	How many Grama Pa A) 941	nchayaths in Kerala B) 951		931	D) 961
11.	In which city Chinnas A) Mumbai C) Bengaluru	wami Cricket Stadiur	B)	tuates ? Chennai Kolkata	
12.	On the basis of which AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Article of Indian Constit	B)	n that the Governor Article 164 Article 162	of States appointed?
13.	Who took oath as the A) K. R. Gowri C) C. Achutha Menor		B)	egislative Assemb Rosamma Poono P. S. Srinivasan	-
14.	Who was the Chief E A) Penny Kwik C) Clement Pianius	ngineer of Mullaperiy	B)	Dam ? Alexander Franco Nagarajan	
15.	Which is the currency A) Dhirham C) Dinar	of Iran ?	•	Riyal Halal	
16.	Which of the following A) Wales C) Ireland	g is not the part of Un	B)	Kingdom ? Scotland Pago	
17.	Number of members A) 111 C) 116	in first Kerala Asseml	B)	126 127	



18.	Capital of Mozambique				
	A) Chisinau	B)	Mapputo		
	C) Pilikir	D)	Port Louis		
19.	What is the meaning of Arunachal Pradesh	ı ?			
	A) Land of Sunrise	B)	Land of Sunset		
	C) Land of Roses	D)	Land of Flowers		
20.	Largest rice cultivating district of Kerala				
	A) Alappuzha	B)	Palakkad		
	C) Thiruvananthapuram	D)	Kottayam		
21.	Travancore High Court established in				
	A) 1884 B) 1886	C)	1887	D)	1888
22.	Which of the Indian metro city is nearest to	eq	uatorial line ?		
	A) Chennai	B)	Mumbai		
	C) Bengaluru	D)	Kolkata		
23.	In which Olympics Abhinav Bindra won go	old i	medal ?		
	A) Athens	B)	Beijing		
	C) Rio	D)	London		
24.	Who led the revolt of 1857 at Lucknow?				
	A) Rani Laxmi Bai	B)	Begam Hazrat M	aha	I
	C) Moulavi Ahmedulla	D)	Kunwar Singh		
25.	Keralite film maker who won the Dada Sah	neb	Phalke Award		
	A) Shaji N. Karun	B)	Aravindan		
	C) Adoor Gopalakrishnan	D)	V. K. Prakash		
26.	First railway line of Kerala run in between				
	A) Bepore and Tirur				
	B) Thiruvananthapuram and Kayamkulam				
	C) Shornur and Kozhikode				
	D) Kayamkulam and Kollam				

Α



27.	Who was the last Mughal emperor?		
	A) Aurangazeb	B)	Humayun
	C) Bahadur Sha II	D)	Sha Alam II
28.	Sudha Chandran is related to which da	ance for	m ?
	A) Bharathanatyam	B)	Mohiniyattam
	C) Kathak	D)	Odissi
29.	Who was the leader of Salt Satyagraha A) Abdurahiman Sahib B) Moyyarath Chandran C) C. Sankaran Nair D) K. Kelappan	a at Pay	yyannur in Kerala ?
30.	Thunchan Smarakam situates at		
	A) Kozhikode	B)	Tirur
	C) Kottayam	D)	Mavelikkara
31.	Where did Buddha delivered his first s	sermon	?
	A) Saranath	B)	Gaya
	C) Lumbini	D)	Vaishali
32.	Who was the 23 rd Thirthankara of Jain	ism ?	
	A) Rishabadeva	B)	Parshvanatha
	C) Sthulabadra	D)	Mahavira
33.	Who was the tax payer?		
	A) Kshatriya	B)	Sudra
	C) Vaishya	D)	Brahmana
34.	One of the reform introduced by Alaud A) Transfer of Capital B) Silver Coinage C) Market Regulation D) Jaroka Darsan	ldin Khil	ji
	B) Silver Coinage		



35.	Who is known as Cheraman Perumal Naya A) Kulashekara Alwar B) Cheran Chenguttavan C) Sthanu Ravivarman D) Rajasekaravarman	ana	r ?
36.	Who is the author of 'Vikramankadevachar A) Kalhana C) Dandin	B)	i' ? Bilhana Bharavi
37.	Which one of the following functions was not also an A) Banker C) Price regulator	В)	performed by the 'guilds' ? Money lender Advice to the king
38.	The social reformer of Maharashtra w 'Lokahithawadi' A) Atmaram Pandurang B) Bal Gangadhar Tilak C) Gopal Hari Deshmukh D) Krishna Shastri Chiplunkar	'ho	became famous by the pen name
39.	Who started the journal 'Bahishkrit Bharat' A) B. R. Ambedkar C) Bhan Daji	B)	Jothiba Phule C. F. Andrews
40.	Who was the President of Indian National A) Moulana Azad B) Moulana Mohamed Ali C) Subhash Chandra Bose D) Bal Gangadhar Tilak	Cor	ngress at Kakinada Session in 1923 ?
41.	Whom did Sir Hugh Rose, the Commando 1857, refer as "the best and bravest of the A) Rani Laxmi Bai C) Tantia Tope	milit B)	, ,

A -7-



42.	42. Two most important Harappan crops were A) Sesamum and Mustard						
	B) Rice and PeasC) Wheat and BarleyD) Cotton and Sugarcane						
43.	"In my state the moth		nt c	itizen". Who said ?)		
	A) Napoleon		B)	Bismark			
	C) Mussolini		D)	Hitler			
44.	What is the exact diffe	rence between Green	wich	Mean Time and In	diar	Standard Time ?	
	A) 5½ Hours			61/2 Hours			
	C) 7½ Hours			8½ Hours			
45.	The 'Tropic of Cance	r' does not pass throu	ıgh				
	A) Rajasthan		B)	Odissa			
	C) Chhattisgarh		D)	Tripura			
46.	Unification of Eastern	and Western Germa	ny v	was in			
	A) 1990	B) 1991	C)	1992	D)	1993	
47.	Old Testament basic	ally written in					
	A) Hebrew	B) Latin	C)	German	D)	Greek	
48.	In which of the state	Wuler Lake' located 1	?				
	A) Rajasthan		B)	Uttar Pradesh			
	C) Punjab		D)	Jammu and Kash	mir		
49.	The first African Cour	ntry that get rid of the	clut	ches of colonialism	n		
	A) Ghana		B) Kenya				
	C) Egypt		D)	South Africa			
50.	Which of the following	g is the longest river o	of th	e Peninsular India	?		
	A) Narmada		B) Godawari				
	C) Krishna			D) Mahanadi			



51.	How many line spac Letter?	es will leave between	"To Address and Sa	lutation" in an Official
	A) 1 space		B) 2 space	
	C) 3 space		D) 1.5 space	
52.		next line after complir pany in the from addre	•	ness letter ?
53.	When the envelope a women.	addressing the contrac	etion may	be prefixed to married
	A) Miss	B) Kumari	C) Smt.	D) Mrs.
54.	Typographical error A) Grammar mistake C) Typing mistake		B) Mechanical error D) None of the above	
55.	When addressing a f	firm, we use	as (Plural of Mr.) be	efore the name.
	A) The	B) Messrs.	C) Sri.	D) None of the above
56.	The capital letter C is	s generally used for th	e number	
	A) 100	B) 50	C) 40	D) 500
57.	In typewriting between them.	is the forming of	of letters in a regular	line with even space
	A) Rhythm		B) Alignment	
	C) Bad alignment		D) None of the above	/e
58.	The complimentary of A) Yours friendly B) Yours faithfully C) Yours affectionat	close is generally used	d in D.O. letter	
	D) Yours sincerely			

A -9-



59.	Th	e correction sign "fig." is used in manus	cript	for	
	A)	Change the word into figures			
	B)	Change the figures into words			
	C)	Insert figures			
	D)	Delete the figures			
60.	In	Government Order, "Read" is typing			
	A)	After Name of Department			
	B)	After Abstract Matter			
	C)	After G.O. Number and Date			
	D)	After by Order of the Governor			
61.	Th	e left and right margin of statement is			
	A)	10 and 10	B)	10 and 5	
	C)	15 and 5	D)	Equal margin	
00				to to be to a	
62.		touches are counted as a w	ord	in typing.	
62.	A)		ora C)		D) 2
	A)		C)	5	,
	A) Inc	1 B) 4	C) y us	5	,
	A) Inc A)	1 B) 4 dent method and Block method is usuall	C) y us B)	5 sed to address typi	ng in
63.	A) Inc A) C)	1 B) 4 dent method and Block method is usuall Envelopes	C) y us B) D)	5 sed to address typi Letters None of the above	ng in
63.	A) Inc A) C)	1 B) 4 dent method and Block method is usuall Envelopes Orders	C) y us B) D)	5 sed to address typi Letters None of the above	ng in
63.	A) Inc A) C) Fo A)	1 B) 4 dent method and Block method is usuall Envelopes Orders olscap size carriage will have	C) y us B) D) l	5 sed to address typi Letters None of the above ength.	ng in
63. 64.	A) Inc A) C) Fo A) C)	1 B) 4 dent method and Block method is usuall Envelopes Orders olscap size carriage will have	C) yy uss B) D) B) B)	5 sed to address typi Letters None of the above ength. 240 degrees 180 degrees	ng in
63. 64.	A) Inc A) C) Fo A) C) In	1 B) 4 dent method and Block method is usuall Envelopes Orders olscap size carriage will have 120 degrees 80 –100 degrees	C) yy uss B) D) B) B)	5 sed to address typi Letters None of the above ength. 240 degrees 180 degrees	ng in
63. 64.	A) Inc A) C) Fo A) C) In A)	1 B) 4 dent method and Block method is usuall Envelopes Orders olscap size carriage will have 120 degrees 80 –100 degrees 'Government Circular' Sub. and Ref. is t	C) yy uss B) D) B) B)	5 sed to address typi Letters None of the above ength. 240 degrees 180 degrees	ng in
63. 64.	A) Inc A) C) Fo A) C) In A) B)	1 B) 4 dent method and Block method is usuall Envelopes Orders olscap size carriage will have 120 degrees 80 –100 degrees 'Government Circular' Sub. and Ref. is t	C) yy uss B) D) B) B)	5 sed to address typi Letters None of the above ength. 240 degrees 180 degrees	ng in



66.	 In addressing an envelope, "Registered with A) Left hand top corner B) Right hand top corner C) Bottom of the left hand corner D) Bottom of the right hand corner 	ith A	Ack. Due" is mentio	oned on
67.	While typing punctuation of figures will allo A) Serial numbers B) Cheque numbers C) If the figures are in rupees or in lakhs D) Register numbers	OW		
68.	"E and OE" is commonly used when typing	9		
	A) Statement	B)	Govt. Order	
	C) Letters	D)	Invoice/Cash Bill	
69.	Choose the different category from the following	owii	ng.	
	A) Auction Notice	B)	Legal Notice	
	C) Tender Notice	D)	Quotation Notice	
70.	In Govt. Official Letter (Secretariat) the lett	er v	vill be signed by	
	A) Secretary to Govt.	B)	Governor	
	C) Section Officer	D)	Minister	
71.	In one inch space letters can b	oe ty	yped in 'elite' type	machines.
	A) 10 letters B) 8 letters	C)	12 letters	D) 14 letters
72.	Sluggish movement mainly due to			
	A) Low tension of main spring	B)	Complaint of dog	S
	C) High tension of main spring	D)	None of the abov	е
73.	Normal length of typewriter ribbon is			
	A) 20 metres	B)	10 metres	
	C) 15 metres	D)	25 metres	

A -11-

Carriage moves towards right by pressing					
A) Space bar	B)	Tabulator bar			
C) Key lever	D)	Handle			
Which of the following is not a lean character?					
A) f B) I	C)	p D) i			
Which of the following is not a ribbon movement?					
A) Lengthwise movement					
B) Up and Down movement					
C) Step by step movement					
D) Automatic reverse movement					
is the non-oiling part of a typewriter.					
A) Way rod	B)	Spring			
C) Cylinder ratchet	D)	Dogs			
Character Keys are arranged in		Rows in a typewriter.			
A) 3	B)	2			
C) 4	D)	1			
There are key tensions in typewriter.					
A) 3	B)	2			
C) 4	D)	None of the above			
Heart of the machine is					
A) Carriage	B)	Keyboard			
C) Universal bar	D)	Main spring			
One of the following shortcut key is used for saving a file.					
A) Alt + S	B)	Ctrl + F12			
A) Alt + SC) Shift + F12	,				
,	D)	Ctrl + F12 None of the above			
C) Shift + F12	D) u Ba	Ctrl + F12 None of the above			
	C) Key lever Which of the following is not a lean charact A) f B) I Which of the following is not a ribbon mov A) Lengthwise movement B) Up and Down movement C) Step by step movement D) Automatic reverse movement is the non-oiling part of a ty A) Way rod C) Cylinder ratchet Character Keys are arranged in A) 3 C) 4 There are key tensions in typ A) 3 C) 4 Heart of the machine is A) Carriage C) Universal bar	C) Key lever D) Which of the following is not a lean character A) f B) I C) Which of the following is not a ribbon movement A) Lengthwise movement B) Up and Down movement C) Step by step movement D) Automatic reverse movement is the non-oiling part of a typew A) Way rod B) C) Cylinder ratchet D) Character Keys are arranged in A) 3 B) C) 4 D) There are key tensions in typew A) 3 B) C) 4 D) Heart of the machine is A) Carriage B) C) Universal bar D)			

83.	'Shapes' can be taken from which ribbon in Word 2007?					
	A) Review		B)	View		
	C) Page Layout		D)	Insert		
84.	What is the default bottom margin in MS Word?					
	A) 1"		B)	1.25"		
	C) 1.5"		D)	None of these		
85.	File extension of MS Excel 2007 file is					
	A) .xlsx		B)	.xls		
	C) .lxs		D)	.xsl		
86.	What is the maximum number of lines can set for a drop cap?					
	A) 3	B) 20	C)	10	D) 5	
87.	Minimum number of columns that can be inserted in a Table while creating MS Word Table					
	A) 2		B)	3		
	C) 1		D)	None of these		
88.	What will happen when we press Ctrl + Z?					
	A) Redo		B)	Undo		
	C) Enlarge		D)	Synchronize		
89.	combination of smallest and largest font size is correct in the case of font size available in the Tool Bar.					
	A) 8 and 72		B)	12 and 72		
	C) 2 and 72		D)	None of these		
90.	How many Tabs align	nment options in Tabs	s dia	alog box of MS Wo	ord ?	
	A) 2	B) 3	C)	4	D) 5	
91.	For moving the curso to be pressed.	r from one page to and	othe	er page of a docume	ent ł	keys is
	A) Ctrl + ↓		B)	Ctrl + ↑		
	C) Ctrl + Page Dowr	1	D)	None of these		

92.	What is the default font in MS Wo					
	A) Calibri	B)	Times New Roman			
	C) Arial	D)	Candara			
93.	'UPPER CASE' option can be tak	cen from	Dialog box.			
	A) Tab case	B)	Save as			
	C) Change case	D)	None of these			
94.	Which of the following is not available in Insert Ribbon?					
	A) Text Box	B)	Table			
	C) Margins	D)	Chart			
95.	5. One of the following option is not available in Insert $ ightarrow$ Picture.					
	A) Clip Art	B)	Word Art			
	C) Auto Shapes	D)	Graphs			
96.	Shortcut keys for subscript					
	A) Ctrl +=	B)	Ctrl + -			
	C) $Ctrl + Alt + =$	D)	Ctrl + Alt + -			
97.	———— is used to combine Name and Address with a standard document.					
	A) Formatting	B)	Database Management			
	C) Mail Merge	D)	Form Letters			
98.	One of the following is not an Operating Systems.					
	A) Linux	B)	Unix			
	C) Windows	D)	MS Word			
99.	Word Count command in the Too	ls Menu will	not used for count one of the following			
	A) Words	B)	Letters			
	C) Characters	D)	None of these			
100.	Pick out a secondary memory from the following.					
	A) RAM	B)	ROM			
	C) Hard disk	D)	EPROM			



Space for Rough Work

Α -15-

Space for Rough Work