

053/23

Question Booklet Alpha Code

A

Question Booklet Sl. No.

Total Number of Questions : 100

Time : 90 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.
3. 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

053/23

A

1. Which of the following is a limitation of computerized accounting systems ?
 - A) Inability to store large amounts of data
 - B) Inability to produce customized reports
 - C) Inability to detect errors caused by incorrect data entry
 - D) Inability to handle different accounting standards

2. Retained Earnings is a
 - A) Liability to the Company
 - B) Liability to the Management
 - C) Asset to the Company
 - D) None of these

3. Which of the following transactions does not change the capital of a business ?
 - A) Owner pays a creditor of the company out of his own money
 - B) Owner takes money out of the company's bank account to pay his golf club subscription
 - C) Owner introduces a motor vehicle into the business
 - D) Owner pays Rs. 100 into the business bank account to cover the cost of stock withdrawn by him from the business

4. Which of the following is a disadvantage of using debt financing ?
 - A) Dilution of ownership
 - B) Increased financial leverage
 - C) Lower interest expense
 - D) Increased tax liability

5. The clientele effect refers to
 - A) The tendency of investors to hold on to losing stocks in the hopes of future gains
 - B) The tendency of investors to be attracted to companies that offer a particular type of dividend policy
 - C) The tendency of investors to sell stocks based on short-term market fluctuations
 - D) The tendency of investors to buy stocks based on insider trading information

6. What happens to the total market value of a company's shares after a stock split ?
 - A) The total market value of the shares increases
 - B) The total market value of the shares decreases
 - C) The total market value of the shares can increase or decrease depending on the market conditions
 - D) The total market value of the shares remains the same

7. Which of the following is not an advantage of using marginal costing for decision-making ?
 - A) It helps in determining the impact of changes in volume on profit
 - B) It provides a clear distinction between fixed and variable costs
 - C) It allows for the allocation of fixed costs to specific products
 - D) It helps in identifying the break-even point for a product or service

053/23

8. Which of the following is not a factor that affects the break-even point of a product or service ?
- A) Number of units sold B) Selling price per unit
C) Fixed costs D) Variable costs per unit
9. If material cost variance is Rs. 5,000 favourable and material price variance is Rs. 3,000 adverse, then material usage variance should be
- A) Rs. 2,000 Adverse B) Rs. 2,000 Favourable
C) Rs. 8,000 Adverse D) Rs. 8,000 Favourable
10. Who among the following is known for the Hawthorne Studies ?
- A) Frederick Herzberg B) Elton Mayo
C) Chester Barnard D) Douglas McGregor
11. Which of the following management functions is concerned with allocating resources and assigning tasks to achieve organizational objectives ?
- A) Planning B) Organizing C) Staffing D) Controlling
12. Which motivation theory focuses on the relationship between an individual's effort, performance and outcomes ?
- A) Vroom's Expectancy Theory B) Herzberg's Two-Factor Theory
C) Maslow's Hierarchy of Needs D) McGregor's Theory X and Y
13. Which of the following goods is likely to have a relatively elastic demand ?
- A) Necessities B) Goods with no substitutes
C) Goods with many substitutes D) Luxury goods
14. Which of the following pricing strategies is best suited for a product with high perceived value and low-price sensitivity ?
- A) Penetration pricing B) Skimming pricing
C) Economy pricing D) Premium pricing
15. If the cross elasticity of demand between two goods is positive, they are considered
- A) Complementary goods B) Substitute goods
C) Normal goods D) Inferior goods
16. Which of the following is a responsibility of a Company's Board of Directors ?
- A) Hiring and firing employees
B) Managing day-to-day operations of the company
C) Approving the company's annual budget and long-term strategic plans
D) Maintaining the company's financial records and accounts

A

17. In what circumstances might a company be forced to undergo a compulsory winding up ?
- A) If the company's shareholders pass a resolution to wind up the company
 - B) If the company's management team fails to achieve its financial targets
 - C) If the company's Board of Directors resigns en masse
 - D) If the company is unable to pay its debts as they become due
18. Companies Act, 2013 consists of _____ Sections.
- A) 470
 - B) 568
 - C) 970
 - D) 1287
19. Which of the following is a function of the Securities and Exchange Board of India (SEBI) ?
- A) Issuing and trading securities on behalf of listed companies
 - B) Regulating and supervising the securities market in India
 - C) Determining the interest rates on bank loans to listed companies
 - D) Providing investment advice to retail investors
20. What is a depository in the context of the Indian capital market ?
- A) An entity that facilitates the transfer and settlement of securities in electronic form
 - B) A financial institution that provides loans to investors for purchasing securities
 - C) A regulatory body that oversees the activities of stock exchanges and brokers
 - D) A system that determines the price of securities based on market demand and supply
21. How does the index composition differ between BSE and NSE ?
- A) BSE includes only large-cap companies, while NSE includes both large-cap and mid-cap companies
 - B) NSE includes only large-cap companies, while BSE includes both large-cap and mid-cap companies
 - C) Both BSE and NSE include only large-cap companies
 - D) Both BSE and NSE include both large-cap and mid-cap companies, but use different weighting methodologies
22. Income chargeable under income from other sources as per
- A) Sec. 54
 - B) Sec. 55
 - C) Sec. 56
 - D) Sec. 59

053/23

23. What is the Alternative Minimum Tax (AMT) ?
- A) A tax system that applies to salaried tax payers
 - B) A separate tax system that runs parallel to the regular income tax system, designed to ensure that everyone pays a minimum amount of tax
 - C) A tax on investment income, such as capital gains and dividends
 - D) A tax on luxury goods and services
24. What is the surcharge rate applicable to individuals with a taxable income above Rs. 50 lakhs but below Rs. 1 crore ?
- A) 10%
 - B) 15%
 - C) 20%
 - D) 25%
25. A company's product mix is
- A) The number of products in its product line
 - B) The total number of products that the company offers for sale
 - C) The number of different product lines that the company offers
 - D) The number of products that the company sells in a given year
26. Which of the following reflects the marketing concept philosophy ?
- A) "You won't find a better deal anywhere".
 - B) "When it's profits versus customer's needs, profits will always win out".
 - C) "We are in the business of making and selling superior product".
 - D) "We won't have a marketing department; we have a customer department".
27. Which of the following is not a type of audit report ?
- A) Unqualified report
 - B) Qualified report
 - C) Status report
 - D) Adverse report
28. Internal audit
- A) An audit function performed by the independent body which is not a part of the organisation
 - B) Audit undertaken by employees of the organisation to check financial irregularities
 - C) Compulsory as per the statute
 - D) Audit by independent auditor to improve internal affairs
29. Which of the following is not a factor that contributes to the digital divide ?
- A) Lack of access to technology
 - B) Lack of digital skills and literacy
 - C) High cost of technology
 - D) Overabundance of technology

30. Which of the following statements about DigiLocker is not true ?
- A) DigiLocker can only be accessed through a website.
 - B) DigiLocker is a completely free service.
 - C) DigiLocker can be accessed through a mobile app.
 - D) DigiLocker can be used to store documents issued by both government and private entities.
31. e-RAKAM Portal is related to the welfare of
- A) Mining industry
 - B) Entrepreneurs
 - C) Farmers
 - D) Students
32. Entrepreneurship Development Program is helpful for
- A) First generation entrepreneurs
 - B) Future generation entrepreneurs
 - C) Existing entrepreneurs
 - D) None of the above
33. Which of the following is not a common source of funding for start-ups ?
- A) Angel investors
 - B) Stock market
 - C) Venture capitalists
 - D) Bank loans
34. Which of the following is a program launched by SIDBI to support women entrepreneurs ?
- A) Stand-Up India Scheme
 - B) Pradhan Mantri Mudra Yojana
 - C) SIDBI Make in India Soft Loan Fund for Micro, Small and Medium Enterprises (SMILE) Scheme
 - D) Mahila Udyam Nidhi Scheme
35. Find the compound interest for Rs. 7,000 for 4 years if interest is payable half yearly at 6% p.a.
- A) Rs. 1,867
 - B) Rs. 2,367
 - C) Rs. 2,867
 - D) Rs. 2,967
36. Find the present value of Rs. 1,000 due after 3 years if the rate of interest charged is 8% p.a.
- A) Rs. 720.35
 - B) Rs. 728.45
 - C) Rs. 769.23
 - D) Rs. 790.56
37. Find the future value of an annuity of Rs. 500 made annually for seven years at 14% interest compounded annually.
- A) Rs. 5,365.25
 - B) Rs. 4,365.25
 - C) Rs. 4,865.25
 - D) Rs. 5,865.25

38. What is green-washing ?
- A) A process of cleaning and sanitizing surfaces using environmentally-friendly cleaning agents
 - B) A process of reducing the carbon footprint of a company by implementing environmentally-friendly practices
 - C) A process of promoting environmentally-friendly products or services to the market
 - D) A term used to describe the manipulation of information by companies to make their products or services appear more environmentally-friendly than they actually are
39. What is the 3R approach to waste management ?
- A) Reduce, Repurpose, Recycle
 - B) Reduce, Recycle, Reuse
 - C) Reuse, Recycle, Repurpose
 - D) None of these
40. Which of the following is not a renewable energy source ?
- A) Solar energy
 - B) Wind energy
 - C) Fossil fuels
 - D) Hydroelectric power
41. The four diphthongs are
- A) EI, AW, OI and U
 - B) AW, OI, OW and U
 - C) I, OI, OW and U
 - D) EA, OO, OW and U
42. Which is/are the correct statement/s ?
- i. Vowel signs to halved forms are read next to the primary stroke.
 - ii. Half length stroke 'S' is written downward only after, shun hook.
 - iii. Half length form should not be written through the line.
- A) i is only correct answer
 - B) i and ii are correct answers
 - C) i, ii and iii are correct answers
 - D) i and iii are correct answers
43. Give correct answer for the following statements.
- i. When standing alone downward 'H' is used.
 - ii. Initial 'H' is represented by a short 'tick' before stroke 'M'.
 - iii. When 'K' is followed by 'K' or 'G', upward form of 'H' is used.
- A) i is only correct answer
 - B) ii and iii are correct answers
 - C) i and ii are correct answers
 - D) iii and i are correct answers

44. Which is/are the correct statement/s ?
- Circle S is written inside the curved strokes.
 - The initial 'Z' sound is represented by stroke 'Z'.
 - The circle S is written with right motion when joined to straight strokes.
- A) i and iii are correct answers B) i and ii are correct answers
C) ii and iii are correct answers D) i, ii and iii are correct answers
45. Which is/are the correct statement/s ?
- Consonants are divided in to six groups.
 - All the consonants are written at the same length i.e. 1/8 of an inch.
 - Thick strokes are never written upward.
- A) i is only correct answer B) iii is only correct answer
C) i and ii are correct answers D) i and iii are correct answers
46. Abbreviated 'w' is used in the beginning
- Before 'R' (up and down) when proceeded by a vowel.
 - Before 'M' when not proceeded by a vowel.
 - Before 'K' when not proceeded by a vowel.
- A) i is only correct answer B) ii is only correct answer
C) i and iii are correct answers D) ii and iii are correct answers
47. Choose the correct statement/s.
- When standing alone right curves of fr, vr, are used if a vowel precede.
 - When standing alone left curves of fr, vr, are used if a vowel precede.
 - Right curves FI and VI are used after straight up strokes.
- A) ii and iii are correct answers B) ii is only correct answer
C) i and iii are correct answers D) i and ii are correct answers
48. Which is/are the correct statement/s ?
- All the double length up stroke are written through the line.
 - Doubling principle is not employed when a vowel follows final 'tr or dr' etc.
 - The strokes 'L' is doubled for the addition of 'tr' only.
- A) iii is only the correct answer B) ii is only the correct answer
C) ii and iii are correct answers D) i and iii are correct answers
49. Give two rules the stroke 'S' or 'Z' must be written.
- Where initial 'S' followed by a vowel and another 'S' or 'Z'.
 - If a vowel follows initial S.
 - Where a triphone immediately follows initial 'S'.
 - Words with final syllable 'ous' is followed by a diphthong.
- A) i and iv are correct B) i and iii are correct
C) ii and iv are correct D) i and ii are correct

50. Give two rules governing the formation of special contraction.
- i. By writing first two or three strokes of the full outline.
 - ii. By omission of medial strokes.
 - iii. Using halving and doubling principles.
 - iv. By using of inter-section of strokes.
- A) i and ii are correct B) ii and iii are correct
C) iii and iv are correct D) i and iii are correct
51. For the method of writing inter-section, stroke 'M' is employed to represent _____ and _____.
- i. Minister
 - ii. Mark
 - iii. Month
 - iv. Major
- A) i and ii respectively B) ii and iii respectively
C) i and iv respectively D) ii and iv respectively
52. State any two rules governing the use of shun hook.
- i. Shun hook is written inside the curves.
 - ii. Shun hook is written on the left hand side of stroke t, d, j without initial attachment.
 - iii. Shun hook is written with left motion after 'FK, FG, VK and VG'.
 - iv. Shun hook is written on the opposite side to the last vowel when following a straight strokes without initial attachment.
- A) i and ii are correct B) ii and iii are correct
C) i and iv are correct D) i and iii are correct
53. Give an example of two strokes in the “Explodents” group.
- A) F, V B) M, N C) T, K D) L, R
54. Which statement/s is/are correct ?
- i. When standing alone stroke 'L' is written downward.
 - ii. Initial 'L' is written downward when preceded by a vowel.
 - iii. Medial 'L' is generally written upward.
- A) ii is only correct answer B) ii and iii are correct answers
C) i is only correct answer D) i and iii are correct answers
55. The hooked form of 'Ln' and 'shn' joined to another stroke can be written
- A) upward only B) downward only
C) upward or downward D) never written

56. The 'N' hook is used in phraseography in the following words.
A) been, than, in and on B) been, on, own, than
C) have, than, own, on D) none of these
57. The doubling principle is employed in phraseography for the indication of the words
A) there, their, other and enter B) their, there, dear and other
C) their, there, dear and another D) other, there, their and another
58. Which statement/s is/are correct ?
i. A large initial circle represents the double consonant SW.
ii. Str loop never written at the beginning of an outline.
iii. St loop may be used initially or medially, but not finally.
A) i and ii are correct B) ii and iii are correct
C) i and iii are correct D) ii is only correct
59. The halving principle is employed in phraseography to represent the words
A) it, not, word and would B) at, not, word and would
C) it, that, word and would D) it, not, word and that
60. Which statement/s is/are correct ?
i. The compound consonants 'lr', 'rr' cannot be halved for the addition of 't'.
ii. The compound consonants 'lr', 'rr' halved for the addition of 't' only.
iii. 'Ng' should not be halved unless it is initially hooked.
A) i is only correct answer B) ii and iii are correct answers
C) iii is only correct answer D) i and iii are correct answers
61. What is smallest unit of the information ?
A) A byte B) A block C) A bit D) A nibble
62. A computer system includes
A) Software B) Hardware
C) Peripheral devices D) All of these
63. The ability to combine name and addresses with a standard document is called
A) Database management B) Mail merge
C) Form letters D) Document formatting
64. _____ feature of MS Word helps to create a list in a document.
A) Word Art B) Bullets and Numbering
C) Word Wrap D) Word Text

65. Which of the following is not present in MS Word ?
A) Font size
B) Page margin
C) Word count
D) Brush
66. In Excel, when you enter text in a cell, it also appears in the
A) Title bar
B) Status bar
C) Formula bar
D) Menu bar
67. Which is the shortcut key for cuts the selected cells ?
A) Ctrl + C
B) Ctrl + A
C) Ctrl + V
D) Ctrl + X
68. Extension of a file created using Microsoft PowerPoint presentation is
A) powx
B) pptx
C) ppbc
D) pntx
69. Which of the following can you use to add times to the slides in a presentation ?
A) Rehearse timing button
B) Slide transition button
C) Slice show menu
D) All of the above
70. Formulas in Excel start with
A) f
B) =
C) –
D) /
71. Working with _____ allows you to create independent pieces of paper that can be edited independently and later added to.
A) Shapes
B) Smart objects
C) Slice tool
D) Layers
72. Corel Draw is a _____ based drawing application package.
A) Vector
B) Scalar
C) Photo paint
D) Bitmap
73. _____ key is used to merge layers in Photoshop.
A) Ctrl + M
B) Ctrl + D
C) Ctrl + E
D) None of these
74. The tool allows you to select a rectangular or circular area of a layer
A) Magic wand tool
B) Lasso tool
C) Dodge tool
D) Marquee tool
75. What is the shortcut key to combine the selected objects in Corel Draw ?
A) Ctrl + R
B) Ctrl + L
C) F12
D) None of these
76. Example of oral communication is
A) Telephone
B) Letter
C) E-mail
D) Fax

77. Twitter is _____ based communication platform.
 A) OTP B) SMS C) E-mail D) Chat
78. Tenders should be written in a language that is
 A) Round about a lengthy B) Brief and to the point
 C) Stylish D) Informal
79. Where is the name of the company inviting mentioned in an invitation of quotation ?
 A) Top right corner B) Bottom left corner
 C) Top left corner D) Bottom right corner
80. Communication is the _____ of business.
 A) Mind B) Hand
 C) Life blood D) Backbone
81. Insert appropriate article in the sentence below.
 My neighbour is _____ photographer.
 A) an B) a
 C) the D) no article needed
82. Complete the sentence with suitable phrase.
 He lives in London _____
 A) and so did I B) so I do C) and so do I D) and so it does
83. Use appropriate question tag.
 He hardly ever makes a mistake, _____
 A) does he ? B) doesn't he ? C) don't he ? D) didn't he ?
84. Fill suitably.
 He _____ smoke very heavily. Now he hardly smokes at all.
 A) had B) did C) used to D) have to
85. The burglar _____ the safe when he heard footsteps. He immediately put out his torch and crawled under the bed.
 A) opened B) was opening
 C) opening D) has opened

053/23

86. Choose the correct sentence.
- A) If he had known that the river was dangerous he would not try to swim across it.
 - B) If he had known that the river was dangerous he will not try to swim across it.
 - C) If he had known that the river was dangerous he will not be trying to swim across it.
 - D) If he had known that the river was dangerous he would not have tried to swim across it.
87. Would you mind _____ your pet snake somewhere else ?
- A) putting
 - B) put
 - C) to put
 - D) put to
88. Choose the most suitable sentence in passive voice for the sentence below.
- Students are doing a lot of the work.
- A) A lot of the work was doing by the students.
 - B) A lot of the work have been done by the students.
 - C) A lot of the work is being done by the students.
 - D) A lot of the work are being done by the students.
89. Choose the correct indirect speech.
- 'If you leave home at six, you should be here by nine,' he said to me.
- A) He said that if I left home at six, I should be here by nine.
 - B) He told me if you left home at six, I should be there by nine.
 - C) He said to me that if I left home at six, I should be there by nine.
 - D) He said to I that if I leave home at six, I should be here by nine.
90. Complete the sentence with the correct comparative expression.
- I swim better than _____.
- A) he did
 - B) he does
 - C) he swam
 - D) he is swimming
91. Complete the sentence with the most suitable phrase.
- Johnny _____ a story. He didn't tell the truth.
- A) make off
 - B) made out
 - C) made up
 - D) made in
92. What is the plural form of 'octopus' ?
- A) octopi
 - B) octopus
 - C) octopuses
 - D) octupuse

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93. Use the most suitable prefix in the example below.

Putting too much pressure on young people can be _____ *productive*.

- A) mis- B) dis- C) anti- D) counter-

94. Choose the correct meaning of the underlined idiom.

Adam advised his friend Martin not to bite off more than he could chew.

- A) Take on difficult task that is beyond his capabilities
 B) Bite a piece of cake that he wanted
 C) Eat as much as he could
 D) Go away with what he is chewing

95. Choose the best antonym for the underlined word.

The steak is thick, while the slice of ham is _____.

- A) fat B) slender C) thin D) lean

96. The team had a déjà vu moment when they played on the same field as last year. What is the meaning of the underlined expression ?

- A) Surprising moment B) Familiarity of a present experience
 C) Everlasting D) Exhilarating

97. Choose the word that is correctly spelt.

- A) Sumptuous B) Sumptous C) Sumpitous D) Somptuous

98. Expand the abbreviation : ETA

- A) Entry Time Automatic B) Evening Time Arrival
 C) Expectation of Time of Arrival D) Expected Time of Arrival

99. Choose the most suitable synonym for the underlined word in the given sentence.

Ring'd with the azure world, he stands.

- A) Large B) Red coloured
 C) Assured D) Blue

100. Fill in with the correct plural form in the sentence below.

I bought _____ for my apartment.

- A) four furnitures B) some furniture
 C) some furnitures D) a furniture

Space for Rough Work