

**Tripura University**

Suryamaninagar-799022, Tripura (W)

Name of the Examination

Written Test for the post of STENOGRAPHER

Name of the Candidate: _____

Registration No. _____

Roll No. _____

Date of Birth (in figure) : _____

(in word) _____

Signature of the Candidate _____

Date : _____

Signature of the Superintendent

Signature of the Invigilators

INSTRUCTIONS TO THE CANDIDATES

1. This exam is of 120 minutes duration and the Test Booklet cum answer sheet contains 68 questions. All questions are compulsory.
2. These 68 questions are divided into four sections (A, B, C and D) as per the details given below:
 - i. Section A consists of 50 (fifty) multiple-choice questions (four options with a single correct answer) (Question no. – 01 to 50). For each correct answer, the candidate will get 1 mark. No negative marking.
 - ii. Section B consists of 10 (Ten) questions (Question no. – 51 to 60): Very Short Answer Type Questions (Answer in one word/one sentence) = 10 Questions (2 marks each)
 - iii. Section C consists of 05 (five) questions (Question no. – 61 to 65) Short Answer Type Questions (Answer within 50 words) (3 marks each)
 - iv. Section D consists of 03 (Three) questions (Question no. – 66 to 68) Descriptive Answer Type Questions (Answer within 100 words) (5 marks each)
3. Maximum marks are 100.
4. Use a Blue/Black ballpoint Pen (as provided by the Centre) only for writing particulars on this page/marking answers on the Test Booklet cum Answer Sheet.
5. Rough work is to be done in the space provided for this purpose in the Test Booklet only. No additional sheets would be provided.
6. On completion of the exam, the candidate must hand over the Test Booklet cum Answer Sheet to the Invigilator before leaving the room/hall.
7. The candidates should ensure that the Test Booklet cum Answer Sheet is not folded. Do not make any stray marks on it. Do not write your Roll No. anywhere else except in the specified space in the Test Booklet cum Answer Sheet. The use of white fluid for correction is NOT permissible on it.
8. Each candidate must show on-demand his/her Admit Card to the Invigilator.
9. No candidate, without special permission of the Centre Superintendent or Invigilator, would leave his/her seat.
10. Use of an Electronic/Manual Calculator or Smart watch or any other electronic gadget is strongly prohibited.
11. The candidates are governed by all Rules and Regulations of the examination with regard to their conduct in the Examination Room/Hall. All cases of unfair means will be dealt with as per Rules and Regulations of this examination.
12. No part of the Test Booklet cum Answer Sheet shall be detached under any circumstances.
13. The candidates will write the Correct Test Booklet Number and Code as given in the Test Booklet cum Answer Sheet in the Attendance Sheet.

Section - A

Note: Attempt all MCQ type questions, each question carries 1 mark.

1. Which of the following sentences is grammatically correct?

- (a) The company is running successfully since ten years.
- (b) The company has been running successfully since ten years.
- (c) The company is running successful since ten years.
- (d) The company has been running successfully for ten years

2. Choose the word closest in meaning to the word Insistence, from among the options:

- (a) Relying (b) Urging
- (c) Lying (d) Recognizing

3. Fill in the blanks with appropriate, word chosen from the given alternatives "The youth should believe _____ God".

- (a) upon (b) on
- (c) of (d) in

4. Fill in the blanks with appropriate, word chosen from the given alternatives "The ship was attacked by _____ near a deserted island".

- (a) Burglars (b) pirates
- (c) Thieves (d) Gangsters

5. The number of heart beats on an average in an adult human is in the range of _____:

- (a) 60-65 (b) 66-70
- (c) 71-80 (d) 85-90

6. Accounts of the Union Government shall be certified by :-
- (a) Controller General of Accounts (CGA)
- (b) C & AG (Comptroller and Auditor General of India)
- (c) Financial advisor of the concerned Ministry/ Department
- (d) Public accounts committee
7. A post carrying definite rate of pay sanctioned for a limited time is a :-
- (a) Temporary post (b) Supernumerary post
- (c) permanent post (d) Ex cadre post
8. The 'Run for Unity' event is organized in India to mark the birth anniversary of which freedom fighter?
- (a) Lal Bahadur Shastri
- (b) Mahatma Gandhi
- (c) Sardar Vallabhbhai Patel
- (d) Subhas Chandra Bose
9. Sonal and Manav started working on a project and they can complete the project in 30 days. Sonal worked for 16 days and Manav completed the remaining work in 44 days. How many days Manav would have taken to complete the entire project all by himself?
- (a) 60 (b) 20 (c) 46 (d) 55
10. A tank can be filled by two pipes A and B in 20 hours and 30 hours respectively. Pipe B is opened after 5 hours of pipe A being opened. How long will it take to fill the tank?
- (a) 15 hours (b) 20 hours
- (c) 18 hours (d) 25 hour

11. A man spends 60% of his income. If his income increases by 15% and his expenditure by 15%. Find the percentage change in his saving.

- (a) 15% (b) 10% (c) 5% (d) 12%

12. In a certain code language, 'CAT' is written as 'XZG'. How is 'DOG' written in that code?

- (a) WTL (b) WLT
(c) TLW (d) TWP

13. Complete the series: 2, 6, 12, 20, __.

- (a) 28 (b) 30 (c) 32 (d) 36

14. Five friends A, B, C, D, and E are sitting in a row facing north. D is to the immediate right of A and C is to the immediate right of D. B is to the immediate left of A. Who is sitting in the middle?

- (a) A (b) D (c) C (d) B

15. The Tripura University Established on

- (a) 12 October, 1987 (b) 2 October, 1987
(c) 2 October, 1988 (d) 12 October, 1987

16. Department of Higher Education recently signed an MoU with which organization for creating the Digital Library Platform, Rashtriya e-Pustakalaya?

- (a) Central Board of Secondary Education
(b) National Book Trust
(c) National Library Association
(d) Ministry of Culture

17. In Excel, what is the function of the "IF" statement?
- (a) Performs a logical test and returns one value for TRUE and another for FALSE
- (b) Calculates the sum of a range
- (c) Counts the number of cells with numbers
- (d) Sorts data in ascending order
18. Which programming language is most commonly used for AI and machine learning applications?
- (a) Java (b) C++
- (c) Python (d) JavaScript
19. How can you protect a worksheet so that users cannot change the values in certain cells?
- (a) Data > Data Validation (b) Review > Protect Sheet
- (c) View > Freeze Panes (d) Home > Format Cells
20. In Excel, what does the VLOOKUP function do?
- (a) Looks up a value in a table based on a vertical match
- (b) Calculates the vertical sum of a range
- (c) Returns the vertical position of a value
- (d) Searches for a value horizontally
21. What does the Excel function =SUMIF(A1,">5") do?
- (a) Sums all values in the range A1 to A10
- (b) Sums all values in the range A1 to A10 that are greater than 5
- (c) Counts the number of cells in the range A1 to A10 that are greater than 5
- (d) Averages the values in the range A1 to A10 that are greater than 5

22. Which among the following articles of Constitution of India abolishes the untouchability?

- | | | | |
|----------------|--------------------------|----------------|--------------------------|
| (a) Article 17 | <input type="checkbox"/> | (b) Article 18 | <input type="checkbox"/> |
| (c) Article 15 | <input type="checkbox"/> | (d) Article 16 | <input type="checkbox"/> |

23. The Fundamental Duties are mentioned in

- | | | | |
|---------------|--------------------------|----------------------|--------------------------|
| (a) Part-IV A | <input type="checkbox"/> | (b) Part-IV | <input type="checkbox"/> |
| (c) Part-III | <input type="checkbox"/> | (d) In schedule IV-A | <input type="checkbox"/> |

24. Which of the following Article of the Indian Constitution contains Fundamental Duties?

- | | | | |
|----------|--------------------------|----------|--------------------------|
| (a) 45 A | <input type="checkbox"/> | (b) 51 A | <input type="checkbox"/> |
| (c) 42 | <input type="checkbox"/> | (d) 30B | <input type="checkbox"/> |

25. As per RTI Act 2005, each institute has to take suo moto disclosure action to provide as much information to the public at regular intervals through various means of communication including internet _____.

- | | |
|-------------------------------------|--------------------------|
| (a) Under Section 4 of RTI act 2005 | <input type="checkbox"/> |
| (b) Under Section 3 of RTI act 2005 | <input type="checkbox"/> |
| (c) Under Section 5 of RTI act 2005 | <input type="checkbox"/> |
| (d) Under Section 6 of RTI act 2005 | <input type="checkbox"/> |

26. The government servant shall be deemed to have been placed under suspension, if, in the event of a conviction for an offence is sentenced to him a term of imprisonment exceeding _____?

- | | | | |
|--------------|--------------------------|-----------------------|--------------------------|
| (a) 24 hours | <input type="checkbox"/> | (b) 48 hours | <input type="checkbox"/> |
| (c) 72 hours | <input type="checkbox"/> | (d) Less than 6 hours | <input type="checkbox"/> |

27. Ministry of finance has implemented the PFMS system to use in government department. The PFMS system the EAT module. The term "EAT" means

- (a) Expenditure, advance, transfer
- (b) Expenditure, accounting, tracking
- (c) Expenditure, analysis, tracing
- (d) Execute, Analyze and Trace

28. Complete the series: 3, 7, 23, 95, ?

- (a) 62 (b) 479 (c) 225 (d) 575

29. Volume of a cylinder with base radius = r and height = h, is:

- (a) $2\pi rh$ (b) $\pi r^2 h$
(c) $2\pi r(r+h)$ (d) $\frac{1}{3}\pi r^2 h$

30. cuboid has _____ pairs of identical faces.

- (a) 2 (b) 3 (c) 4 (d) 5

31. What is the solution of the system of equations $2x - y = 1$ and $x + y = 5$?

- (a) $x = 2, y = 3$ (b) $x = 3, y = 2$
(c) $x = 1, y = 4$ (d) $x = 4, y = 1$

32. The mean of 50 numbers is 40. If two numbers, 25 and 35, are discarded, then the mean of the remaining numbers is:

- (a) 39 (b) 40 (c) 41 (d) 42

33. Who became the new Prime Minister of the United Kingdom in 2024?

- (a) Boris Johnson (a) Liz Truss
(a) Rishi Sunak (a) Keir Starmer

34. Which country became the first in the world to legally recognize 'climate refugees' in 2024?

- | | | | |
|------------|--------------------------|-----------------|--------------------------|
| (a) Sweden | <input type="checkbox"/> | (b) New Zealand | <input type="checkbox"/> |
| (c) Canada | <input type="checkbox"/> | (d) Fiji | <input type="checkbox"/> |

35. Which technology company announced the launch of its own AI model, similar to Open AI's GPT models, in 2024?

- | | | | |
|------------|--------------------------|---------------|--------------------------|
| (a) Google | <input type="checkbox"/> | (b) Microsoft | <input type="checkbox"/> |
| (c) Apple | <input type="checkbox"/> | (d) Meta | <input type="checkbox"/> |

36. In 2024, the United Nations commemorated the 75th anniversary of which significant event?

- | | |
|---|--------------------------|
| (a) The founding of the UN | <input type="checkbox"/> |
| (b) The Universal Declaration of Human Rights | <input type="checkbox"/> |
| (c) The end of World War II | <input type="checkbox"/> |
| (d) The first manned moon landing | <input type="checkbox"/> |

37. Which country recently became the first to host both a Summer and Winter Olympics in consecutive years?

- | | | | |
|-----------------|--------------------------|------------|--------------------------|
| (a) South Korea | <input type="checkbox"/> | (b) Japan | <input type="checkbox"/> |
| (c) China | <input type="checkbox"/> | (d) France | <input type="checkbox"/> |

38. In 2024, which nation became the first in Africa to officially legalize same-sex marriage?

- | | |
|------------------|--------------------------|
| (a) South Africa | <input type="checkbox"/> |
| (b) Kenya | <input type="checkbox"/> |
| (c) Uganda | <input type="checkbox"/> |
| (d) Botswana | <input type="checkbox"/> |

39. D.F.A means
- (a) Demand from administration
 - (b) Draft for approval
 - (c) Draft for admission
 - (d) None of these
40. Systematic arranging and preserving records is called
- (a) Collection (b) Filing
 - (c) Indexing (d) Covering
41. When some information is to be circulated amongst all employees in an office, a_ is issued.
- (a) Office agenda (b) Circular
 - (c) Press note (d) Memo
42. Which of the following is a key responsibility of a personal secretary?
- (a) Preparing financial statements
 - (b) Managing the calendar and appointments of the boss
 - (c) Handling legal contracts
 - (d) Developing marketing strategies
43. What is the primary purpose of a memo in an office setting?
- (a) To provide financial data
 - (b) To communicate brief information or instructions within the organization
 - (c) To schedule meetings
 - (d) To offer personal notes to employees

44. Which of the following is the most appropriate way to address a superior in a formal letter?

- (a) Dear [First Name]
- (b) Dear [Mr./Ms./Dr. Last Name]
- (c) Hi [First Name]
- (d) To whom it may concern

45. Which of the following is an important skill for a personal secretary to have?

- (a) Programming skills
- (b) Multitasking and time management
- (c) Knowledge of accounting
- (d) Design and multimedia skills

46. In which situation would you most likely use the “Bcc” (blind carbon copy) feature in an email?

- (a) To send an email to multiple recipients without them seeing each other’s addresses
- (b) To ensure the recipients can reply to everyone
- (c) To mark the email as high priority
- (d) To keep the subject of the email hidden

47. What is the SI unit of force?

- (a) Joule
- (b) Newton
- (c) Watt
- (d) Pascal

48. The process of conversion of glucose into energy in the body is known as:

(a) Photosynthesis

(b) Respiration

(c) Fermentation

(d) Digestion

49. Which of the following is an example of a biodegradable substance?

(a) Plastic

(b) Glass

(c) Paper

(d) Aluminium

50. Which of the following is a non-renewable source of energy?

(a) Solar energy

(b) Wind energy

(c) Coal

(d) Geothermal energy

TOTAL NUMBER OF MCQs ATTEMPTED

IN FIGURE

IN WORDS

STENOGRAPHER

Answer Key

1.	D
2.	B
3.	B
4.	B
5.	C
6.	B
7.	A
8.	C
9.	A
10.	C
11.	A
12.	A
13.	B
14.	A
15.	B
16.	B
17.	A
18.	C
19.	D
20.	A
21.	B
22.	A
23.	A
24.	B
25.	A

26.	B
27.	A
28.	B
29.	A
30.	B
31.	A
32.	B
33.	D
34.	B
35.	B
36.	B
37.	C
38.	A
39.	B
40.	B
41.	B
42.	B
43.	B
44.	B
45.	B
46.	A
47.	B
48.	B
49.	C
50.	C