



**Tripura University**

Suryamaninagar-799022, Tripura (W)

Name of the Examination

**Written Test for the post of PRIVATE SECRETARY**

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. Who has been appointed as the 30<sup>th</sup> Chief of the Indian Army:  
A. Manoj Pandey       B. Anil Chauhan   
C. Harpreet Singh       D. Upendra Dwivedi
  
2. 'Right to privacy' is protected under which Article of the Constitution of India?  
A. Article 15       B. Article 19   
C. Article 21       D. Article 29
  
3. Comptroller and Auditor General of India is appointed by-  
A. President   
B. Speaker of the Lok Sabha   
C. Finance Minister   
D. Chairman of the Planning Commission
  
4. How many schedules the Constitution of India contains?  
A. 9       B. 10       C. 11       D. 12
  
5. Who among the following is the Chief Minister of Mizoram?  
A. Laldenga       B. Lal Thanhawala   
C. Lalduhoma       D. Haribabu Khambampati
  
6. 1Kb equal to ..... ?  
A. 1000 bytes       B. 1024 bytes   
C. 1025 bytes       D. 1040 bytes

7. When was G-20 established?  
 A. 1995  B. 1999  C. 1985  D. 2000
8. Who is called the 'Iron Man of India'?  
 A. Sardar Ballabhbhai Patel  B. Surendranath Bannerjee   
 C. Bipin Chandra Pal  D. Lala Lajpat Rai
9. 'Acing Development of Innovative Technologies with iDEX (ADITI) Yojana' is related to which field:  
 A. Health Sector  B. Space Technology   
 C. Defence Sector  D. Education Sector
10. Who discovered Indus Valley civilization ?  
 A. V.S Agrawal  B. Sir Leonard Wooley   
 C. A.L. Basham  D. Dayaram Sahni
11. The Qutub Minar was completed by the famous ruler?  
 A. Alauddin Khalji  B. Qutubuddin Aibak   
 C. Firoz Shah Tughlaq  D. Iltutmish
12. WWW stand for... ?  
 A. World Web Wide  B. World Wide Web   
 C. Web World Wide  D. Word Web Wide
13. The Vice-President is the ex- officio Chairman of the-  
 A. Rajya Sabha  B. Lok Sabha   
 C. Planning Commission  D. National Development Council

14. The "study of birds" is called-

A. Oncology

B. Ornithology

C. Odontology

D. Osteology

15. Who has been appointed as the 51<sup>st</sup> C.J.I of India?

A. Justice Uday Umesh Lalit

B. Justice N. V. Ramana

C. Justice Dipak Misra

D. Justice Sanjiv Khanna

16. The 'World Environment Day' is celebrated on:

A. 7 April

B. 6 August

C. 5 June

D. 16 June

17. Mohammad-bin-Tughlaq shifted his capital from Delhi to?

A. Kannauj

B. Lahore

C. Daulatabad

D. Allahabad

18. Who was the Chairman of ISRO during Chandrayaan-3?

A. S. Jaishankar

B. K. Sivan

C. Shailesh Nayak

D. S. Somanath

19. What is the full-form of GDP?

A. Gross Domestic Product

B. Government democratic Policy

C. Global deposits performance

D. Growth and development patterns

20. The Fundamental Duties are mentioned in the following part of the Constitution of India?

A. Part-III

B. Part-IV

C. Part-IV A

D. Part-VI

21. The LCM of two numbers is 22 times their HCF. If one of the numbers is 132 and sum of LCM and HCF is 276, then what is the other number?

A. 24

B. 25

C. 30

D. 20

22. How many numbers between 100 and 1000 are divisible by 17 ?

A. 52

B. 54

C. 51

D. 53

23. Find the missing(?) in the series.

23,22,44,41,164, ?

A. 159

B. 182

C. 163

D. 169

24. A milkman makes 20% profit by selling milk mixed with water at Rs.9 per litre. If the cost price of 1 litre pure milk is Rs.10, then the ratio of milk and water in the mixture is--?

A. 4:3

B. 4:1

C. 3:1

D. 3:2

25. Find the missing(?) in the series.

RFT, QDQ, PBN, OZK, ?

A. LVF

B. KUE

C. MWG

D. NXH

26. 40 Women can complete a piece of work in 18 days. 9 days after they start working together, 5 more women join them. How many days will they now take to complete the remaining work?

A. 9 days

B. 6 days

C. 7 days

D. 8 days

27. The average of six numbers is 4. The average of two of them is 3.5, while the average of the other two is 3.75. What is the average of the remaining two numbers:
- A. 8.375     B. 4.85     C. 4.65     D. 4.75
28. If A is the mean proportion of 24 and 6. B is the mean proportion of 81 and 9. Find the value of  $3A+B$ .
- A. 33     B. 32     C. 63     D. 55
29. Neetu and Anita can finish a work in 6 days and 8 days, respectively. Neetu started the work alone and then after 3 days, Anita joined Neetu. They both finish the remaining work. How long did the total work last ?
- A.  $31/7$  days     B.  $33/7$  days   
 C.  $30/7$  days     D.  $32/7$  days
30. If  $17\%$  of  $630=35\%$  of  $X$ , then what is the value of  $X$  ?
- A. 356     B. 310     C. 306     D. 308
31. A student multiplied a number by 7.2 instead of multiplying it by 0.72. If his answer was 2592 more than the correct answer, what was the original number?
- A. 400     B. 420     C. 500     D. 560
32. What will be the next number in the sequence 2,5,10,14,18,23,26,32....?
- A. 33     B. 34     C. 36     D. 37
33. When a number is multiplied by 7, all the digits of the product are 3. What is the smallest such number?
- A. 47649     B. 47719   
 C. 47619     D. 48619

34. The product of two fractions is  $\frac{14}{15}$  and their quotient is  $\frac{35}{24}$ . Which fraction will be larger?

- A.  $\frac{7}{4}$      B.  $\frac{7}{6}$      C.  $\frac{7}{3}$      D.  $\frac{4}{5}$

35. The length of a road is one kilometer. The number of plants required to be planted at an interval of 20 meters on both sides of the road.

- A. 102     B. 100     C. 51     D. 50

36. What is the full-form of APAR ?

- A. Assessment Performance Annual Report.   
B. Annual and Periodic Appraisal Records   
C. Annual Periodic Appraisal Record   
D. Annual Performance Appraisal Report

37. Which of the following is an Interest-free advance?

- A. Advance for buying Personal Computer   
B. Advance for purchase of house   
C. Advance of LTC   
D. Advance for enlargement of living accommodation

38. Which of the following is an example of an Immovable Property?

- A. Agricultural land     B. Jewellery   
C. Car     D. Debentures

39. Which one of the following is considered being major Penalty?

- A. Withholding of promotion   
B. Censure   
C. Compulsory retirement   
D. Withholding of promotions



40. Central Civil Services (Conduct) Rules come into force on

- |         |                          |         |                          |
|---------|--------------------------|---------|--------------------------|
| A. 1965 | <input type="checkbox"/> | B. 1964 | <input type="checkbox"/> |
| C. 1956 | <input type="checkbox"/> | D. 1942 | <input type="checkbox"/> |

41. Rule-11 of CCS(Conduct) rules explained –

- |  |                          |
|--|--------------------------|
| A. Evidence before Committee                 | <input type="checkbox"/> |
| B. Unauthorized communication of information | <input type="checkbox"/> |
| C. Election                                  | <input type="checkbox"/> |
| D. Gift                                      | <input type="checkbox"/> |

42. No Leave shall be granted to Government servant if he is –

- |   |                          |
|---|--------------------------|
| A. On leave preparatory to retirement     | <input type="checkbox"/> |
| B. Under suspension                       | <input type="checkbox"/> |
| C. To work as an Examiner                 | <input type="checkbox"/> |
| D. To visit abroad with proper permission | <input type="checkbox"/> |

43. What is the entitlement of LTC to officials under suspension?

- |                                 |                          |                           |                          |
|---------------------------------|--------------------------|---------------------------|--------------------------|
| A. Entitled for self and family | <input type="checkbox"/> | B. Not entitled           | <input type="checkbox"/> |
| C. Entitled for Family only     | <input type="checkbox"/> | D. Entitled for self only | <input type="checkbox"/> |

44. The Current LTC Block is -

- |              |                          |              |                          |
|--------------|--------------------------|--------------|--------------------------|
| A. 2021-2024 | <input type="checkbox"/> | B. 2022-2025 | <input type="checkbox"/> |
| C. 2023-2025 | <input type="checkbox"/> | D. 2024-2027 | <input type="checkbox"/> |

45. The Technical Education in India is regulated by –

- |         |                          |          |                          |
|---------|--------------------------|----------|--------------------------|
| A. UGC  | <input type="checkbox"/> | B. AICTE | <input type="checkbox"/> |
| C. AERB | <input type="checkbox"/> | D. MCI   | <input type="checkbox"/> |

46. What is the full form of CPU?
- A. Computer Processing Unit
  - B. Computer Principle Unit
  - C. Central Processing Unit
  - D. Control Processing Unit

47. Which of the following is the smallest unit of data in Computer?
- A. Bit     B. KB     C. Nibble     D. Byte

48. Which of the following is designed to control the operations of a Computer?
- A. User
  - B. Application Software
  - C. System Software
  - D. Utility Software

49. Which of the following is the extension of Notepad?
- A. .txt     B. .xls     C. .ppt     D. .bmp

50. What is the full form of RAM?
- A. Remote Access Memory
  - B. Random Access Memory
  - C. Remote Access Memory
  - D. Random Access Memory

TOTAL NUMBER OF MCQs attempted:

In figure \_\_\_\_\_

In Words \_\_\_\_\_

**Section-A(Objective Type)--- English version**

Q.No.	Answer		Q.No.	Answer
1.	D		26.	D
2.	C		27.	D
3.	A		28.	C
4.	D		29.	B
5.	C		30.	C
6.	B		31.	A
7.	B		32.	C
8.	A		33.	C
9.	C		34.	B
10.	D		35.	A
11.	D		36.	D
12.	B		37.	C
13.	A		38.	A
14.	B		39.	C
15.	D		40.	B
16.	C		41.	B
17.	C		42.	B
18.	D		43.	C
19.	A		44.	B
20.	C		45.	B
21.	A		46.	C
22.	D		47.	A
23.	A		48.	C
24.	C		49.	A
25.	D		50.	B