

**GOVERNMENT OF MIZORAM
ACCOUNTS & TREASURIES
DEPARTMENT**

**COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF LOWER DIVISION CLERK
(JULY-2026)**

**PAPER-II
(COMPUTER KNOWLEDGE, SIMPLE ARITHMETIC,
GENERAL INTELLIGENCE & REASONING)**

Full Marks : 200
Time Allowed : 3 Hours

Signature of Invigilator _____

CODE :

(For official use)

SUBJECT	MARK CARRIED BY EACH QUESTION / TOPIC	NO. OF CORRECT ANSWERS	NO. OF WRONG ANSWERS	MARKS OBTAINED
Computer Knowledge	2			
Simple Arithmetic	2			
General Intelligence & Reasoning	2			
TOTAL				

Signature of Examiner : _____

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All questions carry on equal mark of 2 each.

Put a tick (✓) mark against the correct answer in the space given in each question.

Notes regarding Negative Marking :

- (i) *There will be penalty (negative marking) for every wrong answer given by a candidate in the MCQ type questions.*
 - (ii) *For each question for which a wrong answer has been given by the candidate, one-third of the marks assigned to that question will be deducted as penalty.*
 - (iii) *If a candidate gives more than one answer to one question, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.*
 - (iv) *If any question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.*
-

COMPUTER KNOWLEDGE (100 MARKS)

1. Time-sharing, real-time, networks, and distributed operating systems were primarily used in:
 - (a) 1st Generation ()
 - (b) 2nd Generation ()
 - (c) 3rd Generation ()
 - (d) **4th Generation** ()
2. A “Nibble” consists of how many bits?
 - (a) 2 bits ()
 - (b) **4 bits** ()
 - (c) 8 bits ()
 - (d) 16 bits ()
3. What is the primary function of the CPU’s instruction register?
 - (a) **To store program instructions** ()
 - (b) To control the CPU’s clock speed ()
 - (c) To execute mathematical calculations ()
 - (d) To display images on the screen ()
4. What is considered the fastest storage technology currently used in modern, compact devices?
 - (a) Floppy Drive ()
 - (b) **Solid State Drive** ()
 - (c) Magnetic Tape ()
 - (d) Hard Disk Drive ()
5. What is the role of the CPU’s interrupt controller?
 - (a) To perform mathematical calculations ()
 - (b) To manage memory storage ()
 - (c) **To handle hardware and software interrupts** ()
 - (d) To create graphics ()

6. What is the primary purpose of speech recognition technology in computing?
- (a) To produce audio output ()
 - (b) To create a video graph ()
 - (c) **To operate a device using voice commands** ()
 - (d) To document visual output ()
7. Software designed to perform a specific, user-oriented task is called:
- (a) System Software ()
 - (b) **Application Software** ()
 - (c) Operating System ()
 - (d) Device Driver commands ()
8. Which of the following statements best describes the relationship between hardware and software?
- (a) They are completely independent of each other. ()
 - (b) Software can function without any hardware platform. ()
 - (c) **Hardware is the physical foundation that executes software instructions.** ()
 - (d) Hardware is always more important than software in a computer system ()
9. Which of the following is commonly used for managing huge databases in large organizations, such as banks or airlines?
- (a) Notebook computer ()
 - (b) Personal Computer ()
 - (c) **Mainframe Computer** ()
 - (d) PDA ()
10. The legal protection for intangible creations of the mind—such as inventions, literary works, designs, symbols, and brand names.
- (a) Industrial Property Rights ()
 - (b) Industrial Publication Rights ()
 - (c) **Intellectual Property Rights** ()
 - (d) Intellectual Publication Rights ()
11. Which operating system component acts as an intermediary, handling input/output requests and ensuring hardware is used efficiently?
- (a) Compiler ()
 - (b) **Kernel** ()
 - (c) User Interface ()
 - (d) Assembler ()
12. Which feature allows Windows to run multiple applications simultaneously?
- (a) Tasking ()
 - (b) **Multitasking** ()
 - (c) Time-sharing ()
 - (d) Batch Processing ()
13. The buttons used to change the size of a window (Minimize, Maximize) are located on the:
- (a) Scroll Bar ()
 - (b) **Title Bar** ()
 - (c) Taskbar ()
 - (d) Status Bar ()

14. What is the primary tool in Windows for managing files and folders?
- (a) Task Manager ()
 - (b) Control Panel ()
 - (c) **File Explorer** ()
 - (d) Command Prompt ()
15. What is the purpose of file extensions (e.g., .docx, .png) in Windows?
- (a) To identify the file size. ()
 - (b) **To identify the file type and associated application.** ()
 - (c) To locate the file on the drive. ()
 - (d) To set security permissions. ()
16. What is the primary purpose of a “Print Spooler” in operating systems?
- (a) To increase the speed of the printer physically ()
 - (b) **To manage print jobs sent to the printer** ()
 - (c) To scan documents ()
 - (d) To clean the printhead ()
17. What happens when you delete a shortcut icon?
- (a) The original file/program is also deleted ()
 - (b) **Only the shortcut is deleted; the original file remains intact** ()
 - (c) The file is permanently deleted without going to the Recycle Bin ()
 - (d) The file is moved to the Desktop ()
18. What is the default file extension for a document saved in WordPad?
- (a) .txt ()
 - (b) .doc ()
 - (c) .bmp ()
 - (d) **.rtf** ()
19. Which view in MS Word shows how the document will look when printed?
- (a) Draft View ()
 - (b) Web Layout View ()
 - (c) **Print Layout View** ()
 - (d) Outline View ()
20. Which option in Microsoft Word allows you to set the vertical space between lines of text within a paragraph?
- (a) Paragraph Spacing ()
 - (b) Indentation ()
 - (c) **Line Spacing** ()
 - (d) Margins ()
21. How can you remove the page number from the first page in MS Word?
- (a) Delete Page number ()
 - (b) **Different First Page** ()
 - (c) Page Break ()
 - (d) Margins ()

22. What is the shortcut key for Justify alignment?
- (a) **Ctrl + J** ()
 - (b) Ctrl + L ()
 - (c) Ctrl + V ()
 - (d) Ctrl + D ()
23. Which feature in MS Word helps you automatically correct common spelling mistakes?
- (a) Thesaurus ()
 - (b) Word Count ()
 - (c) **AutoCorrect** ()
 - (d) Grammar Check ()
24. How can you check the word count in a document?
- (a) **Review -> Word Count** ()
 - (b) View -> Word Count ()
 - (c) Page Layout -> Word Count ()
 - (d) Insert -> Word Count ()
25. What is the purpose of the “Replace All” button in the Find and Replace dialog box?
- (a) To find only the first occurrence of the word. ()
 - (b) To change the font colour of the occurrence of the word. ()
 - (c) **To replace all occurrences of the word.** ()
 - (d) To delete the document ()
26. Which of the following is the shortcut key for Subscript in MS word?
- (a) Ctrl + Shift + + ()
 - (b) Alt + Shift + + ()
 - (c) **Ctrl + =** ()
 - (d) Alt + Shift + # ()
27. Where are the Bullets and Numbering features located in MS Word?
- (a) Insert Tab ()
 - (b) Page Layout Tab ()
 - (c) **Home Tab** ()
 - (d) View Tab ()
28. Which tool is used to insert decorative, stylized text into a document?
- (a) Clip Art ()
 - (b) Shapes ()
 - (c) **WordArt** ()
 - (d) Text Box ()
29. What is the primary purpose of the “Table Auto Format” (or Table Styles) command?
- (a) To change the number of rows and columns ()
 - (b) **To automatically apply a predefined formatting style to a table** ()
 - (c) To delete the table content ()
 - (d) To convert a table into text ()

30. Which of the following is NOT a default document type for a Mail Merge?
- (a) Letters ()
 - (b) Envelopes ()
 - (c) **Memos** ()
 - (d) Directory ()
31. What is a worksheet in spreadsheet software?
- (a) A single page or sheet within a workbook ()
 - (b) A collection of cells, rows, and columns ()
 - (c) The working area to store and manipulate data ()
 - (d) **All of the above** ()
32. Which Excel function is used to join two or more text strings?
- (a) TEXTJOIN ()
 - (b) **CONCATENATE** ()
 - (c) MERGE ()
 - (d) BULK ()
33. Which of the following is an absolute cell reference in MS excel?
- (a) &C&1 ()
 - (b) #C#1 ()
 - (c) **\$C\$1** ()
 - (d) C1 ()
34. How do you hide a row in Excel?
- (a) **Right-click the row number and select "Hide"** ()
 - (b) Right-click on the worksheet tab and select "Row" ()
 - (c) Press Ctrl + H ()
 - (d) Use the "Review" tab in the ribbon ()
35. Which tab on the Ribbon contains the options for changing font style, size, and color?
- (a) Insert ()
 - (b) Page Layout ()
 - (c) **Home** ()
 - (d) Review ()
36. The formula to calculate the average value for the cells between A3 and A7 (inclusive) in a spreadsheet is.
- (a) =AVG(A3:A7) ()
 - (b) **=AVERAGE(A3:A7)** ()
 - (c) =AVG(A3-A7) ()
 - (d) =AVERAGE(A3-A7) ()
37. Where can you find the Data Table feature in the Excel Ribbon?
- (a) Home tab > Editing group ()
 - (b) Insert tab > Tables group ()
 - (c) **Data tab > What-If Analysis group** ()
 - (d) Formulas tab > Function Library ()

38. Which chart type is used to display the proportional distribution of data in a circular format?
- (a) Bar Chart ()
 - (b) Line Chart ()
 - (c) **Pie Chart** ()
 - (d) Round Chart ()
39. Which component is used to hold text or graphics on a PowerPoint slide?
- (a) Tables ()
 - (b) **Placeholder** ()
 - (c) Template ()
 - (d) Themes ()
40. Which view displays thumbnails of all slides, making it easy to rearrange them?
- (a) Normal ()
 - (b) **Slide Sorter** ()
 - (c) Notes Page ()
 - (d) Slide Show ()
41. Which of the following is the correct way to change the layout of an existing slide?
- (a) **Home > Layout** ()
 - (b) Design > Slide Layout ()
 - (c) Insert > New Slide ()
 - (d) Review > Layout ()
42. Which option is used to apply a visual effect when moving from one slide to the next?
- (a) Animation ()
 - (b) **Slide Transition** ()
 - (c) Slide Layout ()
 - (d) Design Theme ()
43. Which keyboard shortcut is used to group selected shapes or pictures in PowerPoint?
- (a) Ctrl + P ()
 - (b) **Ctrl + G** ()
 - (c) Ctrl + Shift + G ()
 - (d) Ctrl + Alt + G ()
44. What does “digital divide” primarily refer to?
- (a) Differences in computer brands ()
 - (b) **The gap between those with and without access to ICT** ()
 - (c) The cost of software licenses ()
 - (d) Speed differences between fiber and copper ()
45. Web Jacking, a method of cybercrime, involves:
- (a) To improve the website’s SEO ranking. ()
 - (b) **Illegally gaining access to control the website.** ()
 - (c) Sending spam messages. ()
 - (d) Stealing data from a laptop. ()

46. What does the term 'incognito' or 'private browsing' mode?
- (a) A mode for conducting online shopping ()
 - (b) A mode that blocks all websites ()
 - (c) **A mode that hides the user's browsing history and cookies** ()
 - (d) A mode for sending anonymous emails ()
47. Which protocol is used to secure data transfer between a web browser and a web server.
- (a) HTTP ()
 - (b) FTP ()
 - (c) **HTTPS** ()
 - (d) SMTP ()
48. What protocol does a mobile app use to sync email folders?
- (a) SMTP ()
 - (b) **IMAP** ()
 - (c) FTP ()
 - (d) SNMP ()
49. Which protocol is used to secure email communication by encrypting and digitally signing messages?
- (a) SMTP ()
 - (b) **S/MIME** ()
 - (c) HTTP ()
 - (d) POP3 ()
50. What is the purpose of the "Bcc" field in an email?
- (a) To send a carbon copy to another recipient. ()
 - (b) **To send a copy to a recipient without revealing their address to others.** ()
 - (c) To mark an email as a draft. ()
 - (d) To attach a file to the email. ()

SIMPLE ARITHMETIC (50 MARKS)

51. Simplify: $48 \div 6 \times 3 + 5^2$
- (a) **49** ()
 - (b) 53 ()
 - (c) 61 ()
 - (d) 65 ()
52. The difference between two numbers is 48 and their ratio is 7:5. Find the larger number.
- (a) 140 ()
 - (b) **168** ()
 - (c) 156 ()
 - (d) 180 ()

53. A number is increased by 30% and then decreased by 30%. Find the net increase/decrease percentage.
- (a) 0% ()
- (b) decreased by 9%** ()
- (c) increased by 4% ()
- (d) decreased by 4% ()
54. Two successive discounts of 25% and 15% are equal to a single discount of:
- (a) 36.25%** ()
- (b) 37.5% ()
- (c) 40% ()
- (d) 32.5% ()
55. A trader marks goods 40% above CP and allows 20% discount. Find his Profit %.
- (a) 10% ()
- (b) 12%** ()
- (c) 15% ()
- (d) 20% ()
56. If $a:b = 3:4$ and $b:c = 5:6$, then $a:b:c = ?$
- (a) 15:20:24** ()
- (b) 3:5:6 ()
- (c) 9:20:24 ()
- (d) 15:12:24 ()
57. A shopkeeper gives a discount of 20% on the marked price and then allows an additional 10% discount on the reduced price. If the marked price of an article is ₹ 1000, what is the final selling price?
- (a) ₹ 700 ()
- (b) ₹ 720** ()
- (c) ₹ 750 ()
- (d) ₹ 800 ()
58. A invests ₹ 4000 for 12 months and B invests ₹ 6000 for 8 months. Total profit = ₹ 4800. Find B's share.
- (a) ₹ 2400** ()
- (b) ₹ 2600 ()
- (c) ₹ 2800 ()
- (d) ₹ 3000 ()
59. A can complete a work in 10 days, B in 15 days, and C in 30 days. If they work together, in how many days will the work be completed?
- (a) 4 days ()
- (b) 5 days** ()
- (c) 6 days ()
- (d) 7 days ()

60. A train 120 m long crosses a pole in 6 sec. find the speed of a train.
- (a) 60 km/h ()
(b) **72 km/h** ()
(c) 80 km/h ()
(d) 90 km/h ()
61. How many distinct arrangements can be formed using all the letters of the word "LEVEL"?
- (a) **30** ()
(b) 60 ()
(c) 120 ()
(d) 240 ()
62. The compound interest on a certain sum for 2 years is ₹ 420, while the simple interest for the same period is ₹ 400. Find the rate of interest per annum.
- (a) 5% ()
(b) 8% ()
(c) **10%** ()
(d) 12% ()
63. $(64)^{1/2} \times (27)^{1/3}$ is:
- (a) 10 ()
(b) 12 ()
(c) 16 ()
(d) **24** ()
64. Twelve men can complete a piece of work in 15 days, working 8 hours per day. In how many days will 20 men complete the same work if they work 6 hours per day?
- (a) 10 days ()
(b) **12 days** ()
(c) 15 days ()
(d) 18 days ()
65. A circular field has a radius of 14 m. What is the cost of fencing the field at ₹ 5 per meter?
- (a) ₹ 220 ()
(b) ₹ 880 ()
(c) ₹ 660 ()
(d) **₹ 440** ()
66. A cuboid of dimensions $16 \text{ cm} \times 8 \text{ cm} \times 4 \text{ cm}$ is melted and recast into small cubes of side 2 cm. How many such cubes can be formed?
- (a) 12 ()
(b) 32 ()
(c) **64** ()
(d) 76 ()

67. The average of 6 numbers is 18. If one number is excluded, the average becomes 16. What is the excluded number?

- (a) 20 ()
- (b) 24 ()
- (c) **28** ()
- (d) 30 ()

68. A tree casts a shadow of 10 meters when the angle of elevation of the sun is 45° . What is the height of the tree?

- (a) 5 m ()
- (b) **10 m** ()
- (c) 15 m ()
- (d) 20 m ()

69. A shop records the number of books sold (in hundreds) over 6 months:

Month	Books Sold (in hundreds)
January	12
February	16
March	20
April	14
May	18
June	24

What is the percentage increase in sales of books from February to March.

- (a) 10% ()
- (b) 15% ()
- (c) 20% ()
- (d) **25%** ()

70. A family's monthly income of Rs ₹ 40,000 has its expenditure distributed as follows:

Category	Percentage
Food	25%
Rent	20%
Education	15%
Transport	10%
Savings	20%
Others	10%

If the family decides to reduce "Food" expenditure by 20% of its original value and add the saved amount to "Savings", what will be the new percentage of Savings?

- (a) 22% ()
- (b) **25%** ()
- (c) 30% ()
- (d) 35% ()

71. Two trains of lengths 100 m and 150 m are moving in opposite directions at speeds of 40 km/h and 50 km/h. How long will they take to cross each other?
- (a) 8 sec ()
(b) **10 sec** ()
(c) 12 sec ()
(d) 14 sec ()
72. The side of a cube is decreased by 20%. What is the percentage decrease in its volume?
- (a) **48.8%** ()
(b) 50% ()
(c) 52% ()
(d) 60% ()
73. A rectangular garden is 20 m long and 10 m wide. A path of width 2 m is built inside along the boundary. What is the area of the path?
- (a) 96 m² ()
(b) **104 m²** ()
(c) 136 m² ()
(d) 336 m² ()
74. If the radius of a sphere is doubled, how does its surface area change?
- (a) Doubles ()
(b) Triples ()
(c) **Becomes 4 times** ()
(d) Becomes 8 times ()
75. The HCF of two numbers is 12 and their LCM is 180. If one number is 60, what is the other number?
- (a) 24 ()
(b) 30 ()
(c) **36** ()
(d) 45 ()

GENERAL INTELLIGENCE & REASONING (50 MARKS)

76. Find the odd one out:
- (a) 64 ()
(b) 125 ()
(c) 216 ()
(d) **243** ()
77. Find the missing term: 2, 6, 7, 21, 22, ?
- (a) 44 ()
(b) **66** ()
(c) 64 ()
(d) 46 ()

78. If $4 + 3 = 25$ and $5 + 2 = 29$, then $6 + 1 = ?$

- (a) 35 ()
- (b) 37 ()
- (c) 39 ()
- (d) 41 ()

79. Find the missing letter:

C, F, J, O, ?

- (a) S ()
- (b) T ()
- (c) U ()
- (d) V ()

80. Book : Author :: Painting : ?

- (a) Artist ()
- (b) Brush ()
- (c) Canvas ()
- (d) Colour ()

81. Arrange the following in a logical sequence:

- 1) Germination
- 2) Pollination
- 3) Seed Formation
- 4) Flowering
- 5) Seed Dispersal

- (a) 1, 4, 2, 3, 5 ()
- (b) 1, 2, 4, 3, 5 ()
- (c) 4, 2, 3, 1, 5 ()
- (d) 1, 4, 3, 2, 5 ()

82. A is B's sister. C is B's mother. D is C's father. How is D related to A?

- (a) Father ()
- (b) Grandfather ()
- (c) Uncle ()
- (d) Brother ()

83. All pens are books. Some books are tables.

Conclusion:

- 1) Some pens are tables
- 2) Some tables are books

- (a) Only 1 ()
- (b) Only 2 ()
- (c) Both ()
- (d) None ()

84. Facing south, turn right, then left, then left. Final direction?

- (a) North ()
- (b) West ()
- (c) **East** ()
- (d) South ()

85. If CAT = 3120 and DOG = 4157, then what is BAT?

- (a) **2120** ()
- (b) 2210 ()
- (c) 2110 ()
- (d) 3120 ()

86. Find the missing character.

4C	2B	3A
28A		45B
7C	5A	15B

- (a) **10C** ()
- (b) 12C ()
- (c) 13C ()
- (d) 17C ()

87. If South East becomes North and South becomes North East and all the directions are changed in the same manner, then what will be the direction for West.

- (a) North-East ()
- (b) North West ()
- (c) **South East** ()
- (d) South West ()

88. In a lake, there are 10 stepping stones arranged in a circle labelled using alphabets from A to J. A frog, after every minute jumps to the fourth step from where it started, that is, from step A, it will go to step E, and from Step E, it will go to step I and from step I to step C and so on. Where would the frog be at the 60th minute if it started from step A?

- (a) B ()
- (b) **A** ()
- (c) H ()
- (d) D ()

89. Choose the word which is different from the rest.

- (a) Rigveda ()
- (b) Yajurveda ()
- (c) Samveda ()
- (d) **Ayurveda** ()

90. Which one set of letters when sequentially placed in the gaps in the given letter series shall complete it.

_ _aba_ _ba_ab

- (a) abbaa ()
(b) bbaab ()
(c) **abbab** ()
(d) aaaba ()

91. Looking at the portrait of a man, Rama said, “His mother is the wife of my Father’s son, I have one sister. At whose portrait was Rama looking?

- (a) **His son** ()
(b) His nephew ()
(c) His uncle ()
(d) His cousin ()

92. The total ages of Sanga, Kimi and Rema is 90 years. What was the total of their ages four years ago?

- (a) 74 ()
(b) **78** ()
(c) 80 ()
(d) 86 ()

93. A number of friends decided to go on a picnic and planned to spend a total of Rs 96 on eatables. Four of them, however did not show up and as a result, the remaining ones had to contribute Rs 4 each extra. The number of those who attended the picnic is:

- (a) 6 ()
(b) **8** ()
(c) 12 ()
(d) 14 ()

94. In a group of pigs and hens, the number of legs are 14 more than twice the number of heads. The number of pigs are?

- (a) 5 ()
(b) 6 ()
(c) **7** ()
(d) 8 ()

95. Choose the alternative that closely resembles the mirror image of the given combination when the mirror is placed on the right side of the word.

MALAYALAM

- (a) **MAJAYAJAM** ()
(b) **MAJAYAJAM** ()
(c) **MAYALAMAM** ()
(d) **MALAYALAM** ()

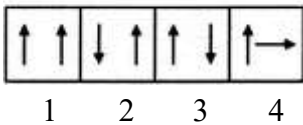
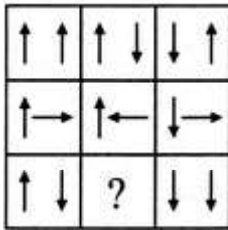
96. At the end of a Sunday Church Service, ten people among the attendees all shake their hands with each other once. How many handshakes will there be altogether?

- (a) 11 ()
 (b) 25 ()
 (c) 40 ()
 (d) 45 ()

97. The six faces of a solid cube are painted in different colors. The top of the cube is painted red and the bottom in white. The rest of the four faces have been painted in the order Yellow, Blue, Green and Pink respectively. The cube has been turned in such a way that the blue face is at the top. What will be the color of the bottom face.

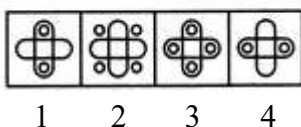
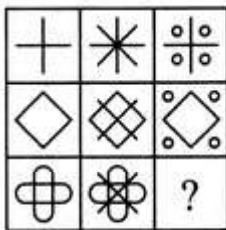
- (a) Pink ()
 (b) Red ()
 (c) Green ()
 (d) Yellow ()

98. Select a suitable figure from the four alternatives that would complete the figure matrix.



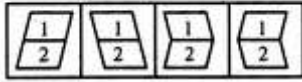
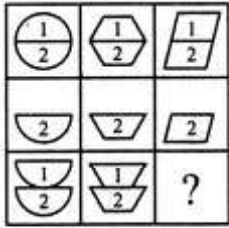
- (a) 1 ()
 (b) 2 ()
 (c) 3 ()
 (d) 4 ()

99. Select a suitable figure from the four alternatives that would complete the figure matrix.



- (a) 1 ()
 (b) 2 ()
 (c) 3 ()
 (d) 4 ()

100. Select a suitable figure from the four alternatives that would complete the figure matrix.



- | | | | | | |
|-----|---|---|---|---|-----|
| | 1 | 2 | 3 | 4 | |
| (a) | 1 | | | | () |
| (b) | 2 | | | | () |
| (c) | 3 | | | | () |
| (d) | 4 | | | | () |

* * * * *