

GOVERNMENT OF MIZORAM
COOPERATION DEPARTMENT

COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF LOWER DIVISION CLERK
(PROVISIONAL EMPLOYEE)
(JANUARY-2026)

PAPER-II
(COMP. KNOWLEDGE, SIMPLE ARITHMETIC, GEN.
INTELLIGENCE & REASONING)

Full Marks : 200
Time Allowed : 3 Hours

Signature of Invigilator _____

CODE :

(For official use)

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

Signature of Examiner : _____

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All questions carry equal mark of 2 each. Attempt all questions.

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 questions is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.*
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Computer Knowledge Knowledge (100 Marks)

1. What is 'UBUNTU'?
 - (a) Malware ()
 - (b) **Operating System** ()
 - (c) External hard drive ()
 - (d) Web Browser ()
2. Which of the following is the core of an operating system?
 - (a) Ventura ()
 - (b) **Kernel** ()
 - (c) Xenix ()
 - (d) Device Driver ()
3. What is the function of device drivers in an operating system?
 - (a) To create new user accounts ()
 - (b) **To manage communication between OS and hardware** ()
 - (c) To install software updates ()
 - (d) To clean temporary files ()
4. Which of the following is an example of system software?
 - (a) Microsoft Excel ()
 - (b) **Windows 10** ()
 - (c) Google Chrome ()
 - (d) Adobe Reader ()
5. Which of the following is an example of application software?
 - (a) Linux ()
 - (b) macOS ()
 - (c) **Notepad** ()
 - (d) BIOS ()

6. What does the term "booting" refer to?
- (a) Shutting down the computer ()
 - (b) Starting up the computer** ()
 - (c) Installing software ()
 - (d) Deleting files ()
7. What is a good way to keep your files organised on a computer?
- (a) Use separate folders for different types of files** ()
 - (b) Remove folders regularly ()
 - (c) Store everything in a single folder ()
 - (d) Change the file names everyday ()
8. In the context of operating systems, what does PCB stand for?
- (a) Process Control Block** ()
 - (b) Permanent Code Buffer ()
 - (c) Printed Circuit Board ()
 - (d) Program Control Board ()
9. Where do deleted files go by default in Windows OS?
- (a) The Recycle Bin** ()
 - (b) The Downloads folder ()
 - (c) The Cloud ()
 - (d) They are permanently erased ()
10. What was the main component of first-generation computers?
- (a) Transistor ()
 - (b) Vacuum tube** ()
 - (c) Integrated circuit ()
 - (d) Microprocessor ()
11. A user communicates with a computer with the help of :
- (a) RAM ()
 - (b) Input devices only ()
 - (c) Output devices only ()
 - (d) Input and output devices** ()
12. A(n) _____ is composed of several computers connected together to share resources and data.
- (a) Server ()
 - (b) Network** ()
 - (c) Client ()
 - (d) Protocol ()
13. Storage area for E-mail messages is called:
- (a) folder ()
 - (b) file ()
 - (c) mail box** ()
 - (d) directory ()

14. A cookie:

- (a) **stores information about the user's web activity** ()
- (b) stores software developed by the user ()
- (c) stores the password of the user ()
- (d) stores the commands used by the user ()

15. A malware is a:

- (a) **program** ()
- (b) hardware ()
- (c) person ()
- (d) firmware ()

16. Junk e-mail is also called:

- (a) **spam** ()
- (b) spoof ()
- (c) sniffer script ()
- (d) spool ()

17. What is the number of layers in the OSI model?

- (a) **seven** ()
- (b) eight ()
- (c) nine ()
- (d) ten ()

18. Which protocol uses the three-way handshake mechanism to establish a connection?

- (a) UDP (User Datagram Protocol) ()
- (b) ICMP (Internet Control Message Protocol) ()
- (c) **TCP (Transmission Control Protocol)** ()
- (d) HTTP (Hypertext Transfer Protocol) ()

19. What does LAN stand for?

- (a) Local Array Network ()
- (b) **Local Area Network** ()
- (c) Local area net ()
- (d) none of the above ()

20. What does OSI stand for in networking?

- (a) Optical Service Implementation ()
- (b) Open Service Internet ()
- (c) **Open System Interconnection** ()
- (d) Operating System Interface ()

21. The word wrap feature _____.

- (a) **Automatically moves text to the next line when necessary** ()
- (b) Appears at the bottom of the document ()
- (c) Allows you to type over text ()
- (d) Is the short horizontal line indicating the end of the document ()

22. In Microsoft Excel, what does the formula =SUM(A1:A5) calculate?
- (a) The average of the numbers in the cells A1 through A5. ()
 - (b) **The sum of all numbers in the cells A1, A2, A3, A4, and A5.** ()
 - (c) The sum of cells A1 AND A5 only. ()
 - (d) The product of the numbers in the cells A1 through A5. ()
23. In Microsoft Word, what feature allows you to send personalized letters to a large number of recipients?
- (a) **Mail Merge** ()
 - (b) Track Changes ()
 - (c) Document Inspector ()
 - (d) Macros ()
24. What does the file extension .pptx indicate?
- (a) A Microsoft Access database file. ()
 - (b) **A Microsoft PowerPoint presentation.** ()
 - (c) A Microsoft Excel macro-enabled template. ()
 - (d) A Microsoft Word document with macros. ()
25. What is 'Conditional Formatting' primarily used for in Excel?
- (a) **To automatically apply formatting to cells based on the values they contain.** ()
 - (b) To create a pivot table based on a dynamic range. ()
 - (c) To change the default font of the entire worksheet. ()
 - (d) To prevent unauthorized users from editing a workbook. ()
26. In Excel, which function should you use to find the highest value in a range of cells?
- (a) **MAX** ()
 - (b) COUNT ()
 - (c) AVERAGE ()
 - (d) SUM ()
27. In Microsoft Word, what does the Ctrl+E keyboard shortcut do?
- (a) Change the selected font size. ()
 - (b) **Center the selected text or paragraph.** ()
 - (c) Align text to the right margin. ()
 - (d) Open the Find and Replace dialog box ()
28. In Microsoft Word, what does the 'Header' area typically contain?
- (a) A summary of the document's content. ()
 - (b) **Text or images that appear at the top margin of every page or section.** ()
 - (c) A list of all the authors who contributed to the document. ()
 - (d) A list of reference links and citations. ()
29. Which of the following is the standard command to open a new, blank document in any MS Office application?
- (a) Ctrl + O ()
 - (b) Ctrl + S ()
 - (c) **Ctrl + N** ()
 - (d) Ctrl + W ()

30. Portrait and Landscape in Microsoft Words are:
- (a) Paper size ()
 - (b) **Page orientation** ()
 - (c) Page layout ()
 - (d) Page break ()
31. High Level programming languages are:
- (a) difficult to read and understand ()
 - (b) **easier to read and understand** ()
 - (c) newest modern programming languages ()
 - (d) available only in high end servers ()
32. Which of the following is not a programming language?
- (a) **Anaconda** ()
 - (b) Python ()
 - (c) C++ ()
 - (d) C# ()
33. Which branch of Artificial Intelligence is primarily concerned with enabling computers to 'learn' from data without being explicitly programmed?
- (a) Natural Language Processing (NLP) ()
 - (b) Expert Systems ()
 - (c) **Machine Learning (ML)** ()
 - (d) Robotics ()
34. Android is best described as:
- (a) An application software ()
 - (b) A monitoring device ()
 - (c) A mobile phone ()
 - (d) **An operating system** ()
35. What is the full form of DNS?
- (a) Domain Network Server ()
 - (b) **Domain name System** ()
 - (c) Domain name Server ()
 - (d) Domain Network System ()
36. A contract between a software company and users of that company's software is:
- (a) End User Leave Agreement ()
 - (b) **End User License Agreement** ()
 - (c) Service Provider Agreement ()
 - (d) Service Level Agreement ()
37. In Windows OS, which shortcut is used to switch between open applications?
- (a) Ctrl + S ()
 - (b) Alt + F4 ()
 - (c) Ctrl + C ()
 - (d) **Alt + Tab** ()

38. What type of cable is used for most modern Ethernet networks?
- (a) Coaxial cable ()
 - (b) **Fiber optic cable** ()
 - (c) Twisted pair cable ()
 - (d) Shielded cable ()
39. What does the 'Freeze Panes' feature do in Excel?
- (a) **Locking rows/columns** ()
 - (b) Splitting window ()
 - (c) Securing data ()
 - (d) Hiding data ()
40. How do you enter edit mode to change the contents of a cell in Excel?
- (a) Double-click the cell ()
 - (b) Press F2 ()
 - (c) Right-click and select "Edit" ()
 - (d) **Both (a) & (b)** ()
41. Which option in Microsoft Word helps you to copy the formatting information of a text and apply in multiple places?
- (a) Format color ()
 - (b) **Format painter** ()
 - (c) Clipboard ()
 - (d) Editor ()
42. A fault in a computer program which prevents it from working correctly is known as:
- (a) Boot ()
 - (b) **Bug** ()
 - (c) Biff ()
 - (d) Stra ()
43. BIOS stands for:
- (a) **Basic Input Output system** ()
 - (b) Binary Input output system ()
 - (c) Basic Input Off system ()
 - (d) All the above ()
44. Select the Odd one:
- (a) **Operating system** ()
 - (b) Interpreter ()
 - (c) Compiler ()
 - (d) Assembler ()
45. _____ is the science that attempts to produce machines that display the same type of intelligence that humans do.
- (a) Nanoscience ()
 - (b) Nanotechnology ()
 - (c) Simulation ()
 - (d) **Artificial intelligence (AI)** ()

46. When you cut or copy information it gets place in the:

- (a) Clipart ()
- (b) **Clipboard** ()
- (c) Dashboard ()
- (d) None of these ()

47. A saved document is referred to as a:

- (a) **file** ()
- (b) word ()
- (c) project ()
- (d) folder ()

48. _____ is not a valid data type in MS-Excel.

- (a) Number ()
- (b) **Character** ()
- (c) Label ()
- (d) Date/ Time ()

49. _____ is the programming language used to write a Macro in MS Excel.

- (a) **Visual basic** ()
- (b) C+ ()
- (c) Java ()
- (d) C++ ()

50. When you enter text in a cell, it also appears in?

- (a) Status bar ()
- (b) **Formula bar** ()
- (c) Row heading ()
- (d) Name box ()

SIMPLE ARITHMETIC (50 Marks)

51. Find the sum of the first 50 natural numbers.

- (a) 1225 ()
- (b) **1275** ()
- (c) 1325 ()
- (d) 1375 ()

52. The average of 11 consecutive numbers is 36. What is the largest number?

- (a) **41** ()
- (b) 46 ()
- (c) 47 ()
- (d) 48 ()

53. The least number by which 252 must be multiplied to make it a perfect square is:

- (a) 7 ()
- (b) 4 ()
- (c) 6 ()
- (d) 9 ()

54. Ram sells an article for ₹480 and gains 20%. Find the cost price:

- (a) ₹360 ()
- (b) ₹400 ()
- (c) ₹420 ()
- (d) ₹450 ()

55. The ratio 3 : 8 expressed as a percentage is

- (a) 27.5% ()
- (b) 35% ()
- (c) 37.5% ()
- (d) 40% ()

56. 12 men can complete a work in 20 days. How many days will 15 men take to complete the same work?

- (a) 12 days ()
- (b) 14 days ()
- (c) 16 days ()
- (d) 18 days ()

57. A shopkeeper marks an article 25% above cost price and allows a discount of 10%. What is the gain %?

- (a) 10.5% ()
- (b) 12.5% ()
- (c) 15% ()
- (d) 20% ()

58. Find the simple interest on ₹6,000 at 5% per annum for 3 years.

- (a) ₹800 ()
- (b) ₹900 ()
- (c) ₹1,000 ()
- (d) ₹1,200 ()

59. A sum becomes double in 10 years at simple interest. The rate of interest is

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

60. The cost of 15 pens is ₹225. What is the cost of 20 pens?

- (a) ₹250 ()
- (b) ₹275 ()
- (c) ₹300 ()
- (d) ₹320 ()

61. A train runs at 54 km/hr. How long will it take to cover 450 metres?
(a) 25 sec ()
(b) 30 sec ()
(c) 35 sec ()
(d) 40 sec ()
62. If $A : B = 4 : 5$ and $B : C = 10 : 9$, then $A : C =$
(a) 7 : 8 ()
(b) 8 : 9 ()
(c) 4 : 9 ()
(d) 5 : 9 ()
63. The perimeter of a square is 48 cm. Find its area.
(a) 121 cm² ()
(b) 144 cm² ()
(c) 196 cm² ()
(d) 256 cm² ()
64. Find the compound interest on ₹10,000 at 10% per annum for 1 year.
(a) ₹950 ()
(b) ₹1,000 ()
(c) ₹1,050 ()
(d) ₹1,100 ()
65. One side of a rectangle is 8 cm and its diagonal is 10 cm. Find the area.
(a) 36 cm² ()
(b) 48 cm² ()
(c) 56 cm² ()
(d) 64 cm² ()
66. In how many ways can the letters of the word "ASSAM" be arranged?
(a) 120 ()
(b) 60 ()
(c) 30 ()
(d) 24 ()
67. The edge of a cube is doubled. The percentage increase in volume is:
(a) 200% ()
(b) 700% ()
(c) 400% ()
(d) 800% ()
68. The HCF of two numbers is 12 and their LCM is 360. If one number is 60, the other number is:
(a) 48 ()
(b) 72 ()
(c) 84 ()
(d) 90 ()

69. If the selling price of 12 articles is equal to the cost price of 15 articles, the gain % is:

- (a) 15% ()
- (b) 20% ()
- (c) **25%** ()
- (d) 30% ()

70. The average of first 20 natural numbers is:

- (a) 9.5 ()
- (b) **10.5** ()
- (c) 11 ()
- (d) 12 ()

71. A can do a work in 10 days and B in 15 days. Together they will finish the work in:

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

72. Find the missing number: 2, 6, 12, 20, ?

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

73. A sum of money triples in 15 years at simple interest. Rate of interest is:

- (a) $13\frac{1}{2}\%$ ()
- (b) **$13\frac{1}{3}\%$** ()
- (c) $13\frac{2}{3}\%$ ()
- (d) $13\frac{3}{4}\%$ ()

74. The ratio of angles in a triangle is 2 : 3 : 4. The largest angle is:

- (a) 40° ()
- (b) **80°** ()
- (c) 60° ()
- (d) 90° ()

75. If x% of y is y% of x, then x and y are:

- (a) Unequal ()
- (b) **Equal** ()
- (c) Inverse ()
- (d) Zero ()

GENERAL INTELLIGENCE & REASONING (50 Marks)

76. J is the mother of K. K is the father of L. M is the son of J. How is M related to L?

- (a) Brother ()
- (b) **Uncle** ()
- (c) Father ()
- (d) Cousin ()

77. Find the next number: 5, 11, 19, 29, ?

- (a) 35 ()
- (b) **41** ()
- (c) 39 ()
- (d) 45 ()

78. If A = 1, B = 2, ... Z = 26. Find the value of the word "MIZO".

- (a) 58 ()
- (b) 60 ()
- (c) **63** ()
- (d) 65 ()

79. Odd one out:

- (a) 121 ()
- (b) 169 ()
- (c) **196** ()
- (d) 225 ()

80. If *PEN* is written as *QFO*, how is *INK* written?

- (a) JPL ()
- (b) **JOL** ()
- (c) JNK ()
- (d) JOK ()

81. If 'South-East' is called 'East', 'North-West' is called 'West', 'South-West' is called 'South', similarly, what will 'North' be called?

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

82. If today is Monday, what day will it be after 17 days?

- (a) Tuesday ()
- (b) Wednesday ()
- (c) **Thursday** ()
- (d) Friday ()

83. Find the missing letter:

A, C, F, J, O, ?

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

84. Which word does NOT belong to the group?

- (a) Chair ()
- (b) Table ()
- (c) Bed ()
- (d) **Carpet** ()

85. 3, 9, 27, 81, ?

- (a) 162 ()
- (b) **243** ()
- (c) 324 ()
- (d) 405 ()

86. Find the odd one out:

- (a) January ()
- (b) March ()
- (c) April ()
- (d) **February** ()

87. A man left his house and walked 18km southwards to reached the market, turned right and walked 9km, then again turned right and walked 18km and then turned left and walked 18km to reach the shopping mall. How many km does he have to walk to reach his house straight from the final position?

- (a) 29km ()
- (b) **27km** ()
- (c) 25km ()
- (d) 23km ()

88. Which number replaces the question mark?

4 : 16 :: 5 : ?

- (a) 15 ()
- (b) **25** ()
- (c) 35 ()
- (d) 45 ()

89. Find the missing number:

7, 14, 28, ?, 112

- (a) 42 ()
- (b) **56** ()
- (c) 64 ()
- (d) 70 ()

90. Safe : Secure :: Protect : ?

- (a) Lock ()
- (b) **Guard** ()
- (c) Sure ()
- (d) Conserve ()

91. Identify the odd pair:

- (a) Eye – See ()
- (b) Ear – Hear ()
- (c) Nose – Smell ()
- (d) **Hand – Walk** ()

92. Which one is different?

- (a) Circle ()
- (b) Square ()
- (c) Triangle ()
- (d) **Sphere** ()

93. If *BLUE* is coded as *CMVF*, then *RED* is coded as:

- (a) SGE ()
- (b) **SFE** ()
- (c) TGF ()
- (d) RFD ()

94. 2 : 8 :: 3 : ?

- (a) **12** ()
- (b) 18 ()
- (c) 24 ()
- (d) 16 ()

95. Which day comes twice in a leap year?

- (a) Monday ()
- (b) Friday ()
- (c) Saturday ()
- (d) **None of the above** ()

96. A clock shows 3:30. The angle between the hands is:

- (a) 30° ()
- (b) **75°** ()
- (c) 90° ()
- (d) 105° ()

97. Find the odd one:

- (a) Copper ()
- (b) Gold ()
- (c) Iron ()
- (d) **Plastic** ()

98. If $\times$ means $+$, $+$ means $-$, then $6 \times 4 + 2 =$

- (a) 12 ()
- (b) 8 ()
- (c) 10 ()
- (d) 6 ()

99. Which one of the following words is different from the others?

- (a) Honest ()
- (b) Kind ()
- (c) **Beautiful** ()
- (d) Cruel ()

100. The following question consist of two words having a certain relationship to each other followed by same pair of words. Select the related pair that has the same relationship as the original pair of words
Pegion : Peace :: ?

- (a) Crown : Head ()
- (b) **White Flag : Surrender** ()
- (c) Laurels : Victory ()
- (d) War : Liberty ()

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