

GOVERNMENT OF MIZORAM
PRINTING & STATIONERY DEPARTMENT

COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF LOWER DIVISION CLERK(PE)
(SEPTEMBER-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 2 marks.

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

Notes :

Negative Marking :

- (i) *There will be a 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 the 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: *The candidates who fail to obtain 50% of the total marks in Computer Knowledge shall be declared unqualified to appear for skill test and personal interview.*

COMPUTER KNOWLEDGE (100 MARKS)

1. The fifth generation of computers is mainly associated with:

- (a) Vacuum Tubes ()
- (b) **Artificial Intelligence (AI)** ()
- (c) Transistors ()
- (d) Punch Cards ()

2. The primary function of the Output Unit is to:

- (a) Store data permanently ()
- (b) Accept user input ()
- (c) Process data ()
- (d) **Present processed information to the user** ()

3. Processor speed is commonly measured in:

- (a) Bytes ()
- (b) **Hertz (Hz)** ()
- (c) Pixels ()
- (d) Volts ()

4. Cache Memory is used to:

- (a) Store data permanently ()
- (b) **Increase processor speed by providing faster access to frequently used data** ()
- (c) Print documents ()
- (d) Receive user input ()

5. What is the primary purpose of data backup?
- (a) To increase processor speed ()
 - (b) To protect data from loss or damage** ()
 - (c) To improve monitor resolution ()
 - (d) To reduce memory capacity ()
6. Which output device is commonly used to display computer-generated images on a large screen for an audience?
- (a) Monitor ()
 - (b) Printer ()
 - (c) Projector** ()
 - (d) Keyboard ()
7. What is software?
- (a) A physical component of a computer ()
 - (b) A set of programs and instructions that tell a computer what to do** ()
 - (c) An input device ()
 - (d) A storage device ()
8. What is the primary function of System Software?
- (a) To create documents and presentations ()
 - (b) To manage computer hardware and provide a platform for applications** ()
 - (c) To store files permanently ()
 - (d) To connect to the internet only ()
9. Which of the following is an example of a handheld computer?
- (a) Mainframe System ()
 - (b) Smartphone** ()
 - (c) Workstation ()
 - (d) Server Computer ()
10. Intellectual Property Rights (IPR) primarily protect:
- (a) Physical computer hardware only ()
 - (b) Railway reservation records ()
 - (c) Creations of the mind such as software, inventions, and literary works** ()
 - (d) Mobile phone batteries ()
11. Which function of an Operating System allows multiple programs to run efficiently on a computer?
- (a) Task Management** ()
 - (b) Movie Editing ()
 - (c) Data Scanning ()
 - (d) Plotting Graphs ()
12. Which operating system directly preceded Windows 10?
- (a) MS-DOS ()
 - (b) Windows 9 ()
 - (c) Windows 7 ()
 - (d) Windows 8.1** ()

13. Which action is used to create a new folder in Windows?
- (a) Right click → View → Folder ()
 - (b) Right click → New → Folder** ()
 - (c) Right click → Open → Folder ()
 - (d) Right click → Sort by → Folder ()
14. Which of the following is an example of an icon commonly found on the Windows desktop?
- (a) Recycle Bin** ()
 - (b) CPU ()
 - (c) RAM ()
 - (d) Motherboard ()
15. When naming a file or folder in Windows, which of the following names would be considered INVALID?
- (a) File_Report ()
 - (b) File Report ()
 - (c) File-Report ()
 - (d) File/Report** ()
16. Which Windows utility is used to configure system settings such as devices, user accounts, and display options?
- (a) Search ()
 - (b) Control Panel** ()
 - (c) Run ()
 - (d) All Programs ()
17. What happens when you rename a shortcut?
- (a) The original file or folder is renamed ()
 - (b) The original file is deleted ()
 - (c) Only the shortcut name changes; the original file remains unchanged** ()
 - (d) The shortcut stops working ()
18. Which Windows accessory is primarily used for drawing and editing pictures?
- (a) WordPad ()
 - (b) Paint** ()
 - (c) Calculator ()
 - (d) Notepad ()
19. Which application is commonly used for word processing documents?
- (a) Paint ()
 - (b) Excel ()
 - (c) Microsoft Word** ()
 - (d) Notepad ()
20. Which option is used to change the appearance of characters such as Arial, Times New Roman, or Calibri?
- (a) Font Type** ()
 - (b) Paragraph Spacing ()
 - (c) Alignment ()
 - (d) Header ()

21. Which option is used to increase the space between lines in a paragraph?
- (a) Font Color ()
 - (b) Line Spacing** ()
 - (c) Page Number ()
 - (d) Header ()
22. Where can page numbers be inserted in a Word document?
- (a) Only in the header ()
 - (b) Only in the footer ()
 - (c) In the header, footer, or page margins** ()
 - (d) Only in the document title ()
23. AutoCorrect can be used to:
- (a) Replace abbreviations with longer text automatically** ()
 - (b) Increase computer memory ()
 - (c) Install software updates ()
 - (d) Change printer settings ()
24. What is the purpose of the Thesaurus feature in Microsoft Word?
- (a) To count words in a document ()
 - (b) To check grammar mistakes ()
 - (c) To find synonyms and alternative words** ()
 - (d) To insert page numbers ()
25. Which keyboard shortcut is commonly used to open the Find and Replace dialog box in Microsoft Word?
- (a) Ctrl + R ()
 - (b) Ctrl + F ()
 - (c) Ctrl + H** ()
 - (d) Ctrl + C ()
26. Which feature is used to apply a background color to selected text or paragraphs?
- (a) Shading** ()
 - (b) Insert ()
 - (c) Design ()
 - (d) Layout ()
27. Which of the following is correctly written using SUPERScript?
- (a) H₂O ()
 - (b) X²** ()
 - (c) CO₂ ()
 - (d) Both B and C ()
28. Which of the following is a common use of WordArt?
- (a) Creating colorful titles and headings** ()
 - (b) Performing mathematical calculations ()
 - (c) Managing page margins ()
 - (d) Inserting and Editing Pictures ()

29. The intersection of a row and a column in a table is called a:
- (a) Text Direction ()
 - (b) Page ()
 - (c) **Cell** ()
 - (d) Margin ()
30. What is a Master Document in Microsoft Word?
- (a) Final version of a document. ()
 - (b) **A document that contains links to multiple subdocuments** ()
 - (c) A password-protected document ()
 - (d) A document used for printing only ()
31. What is the correct action to close the current worksheet/workbook without exiting Excel?
- (a) **File → Close** ()
 - (b) File → Print ()
 - (c) File → Exit ()
 - (d) View → Close ()
32. Which symbol must be used at the beginning of a formula in Excel?
- (a) @ ()
 - (b) () ()
 - (c) = ()
 - (d) sum ()
33. Which type of cell reference changes automatically when a formula is copied to another cell?
- (a) Absolute Reference ()
 - (b) Mixed Reference ()
 - (c) **Relative Reference** ()
 - (d) Fixed Reference ()
34. Which key is commonly used to edit the contents of the active cell in Excel?
- (a) F1 ()
 - (b) **F2** ()
 - (c) F5 ()
 - (d) F12 ()
35. Which command displays how a worksheet will look when printed?
- (a) **Print Preview** ()
 - (b) Save As ()
 - (c) Find ()
 - (d) Margin ()
36. Which Excel function is used to perform a logical test and return different results based on the condition?
- (a) SUM () ()
 - (b) COUNT () ()
 - (c) **IF ()** ()
 - (d) MAX () ()

37. What is the purpose of '*What-If Analysis*' in Microsoft Excel?
- (a) To check spelling errors ()
 - (b) **To analyze how changes in input values affect the results of formulas** ()
 - (c) To print worksheets automatically ()
 - (d) To insert charts into a worksheet ()
38. Which feature helps users see how a chart will appear on paper before printing?
- (a) ChartWizard ()
 - (b) Formula Bar ()
 - (c) **Print Preview** ()
 - (d) AutoFit ()
39. Which view is commonly used while creating and editing slides in a presentation?
- (a) Slide Sorter View ()
 - (b) Reading View ()
 - (c) **Normal View** ()
 - (d) Notes Page View ()
40. Which view displays all slides as thumbnails, making it easier to rearrange their order?
- (a) Normal View ()
 - (b) Reading View ()
 - (c) **Slide Sorter View** ()
 - (d) Notes View ()
41. In a presentation software (like LibreOffice Impress or MS PowerPoint), which keyboard shortcut is used to insert a **New Slide** while editing an existing presentation?
- (a) Ctrl + P ()
 - (b) **Ctrl + M** ()
 - (c) Ctrl + S ()
 - (d) Ctrl + Shift + N ()
42. Which PowerPoint feature helps a presenter practice and record the time spent on each slide?
- (a) Slide Sorter ()
 - (b) **Rehearse Timings** ()
 - (c) Slide Layout ()
 - (d) Slide Master ()
43. What is the purpose of grouping pictures or objects in a presentation?
- (a) To delete them together ()
 - (b) **To move, resize, or format multiple objects as a single unit** ()
 - (c) To convert them into an infographic ()
 - (d) To convert them into text ()
44. Who owns the Internet?
- (a) USA ()
 - (b) Google ()
 - (c) **No single person, company, or government** ()
 - (d) The United Nations ()

45. The use of information and communication technology by government to deliver services to citizens is called:
- (a) **E-Governance** ()
 - (b) PIB ()
 - (c) GeM Portal ()
 - (d) Karmayogi ()
46. The World Wide Web was developed by:
- (a) Bill Gates ()
 - (b) Steve Jobs ()
 - (c) **Tim Berners-Lee** ()
 - (d) Charles Babbage ()
47. Which symbol is traditionally displayed in the address bar to indicate a secure HTTPS connection?
- (a) Star ()
 - (b) **Lock** ()
 - (c) Unlock ()
 - (d) Green Folder ()
48. Which protocol is commonly used to send e-mails?
- (a) FTP ()
 - (b) **SMTP** ()
 - (c) HTTP ()
 - (d) POP3 ()
49. What is the main content area of an e-mail called?
- (a) Header ()
 - (b) Subject ()
 - (c) **Message Body** ()
 - (d) Reference Detail ()
50. What is an Address Book in an e-mail application?
- (a) **A list of saved contacts and e-mail addresses** ()
 - (b) A collection of attachments ()
 - (c) A list of Starred e-mails ()
 - (d) A list of received e-mail addresses ()

SIMPLE ARITHMETIC (50 MARKS)

51. The sum of all even numbers between 30 and 100 is:
- (a) 2340 ()
 - (b) 2220 ()
 - (c) **2210** ()
 - (d) 2200 ()

52. Simplify : $23 + 45 (98 \div 7) \div 15 - 11$

- (a) 45 ()
- (b) **54** ()
- (c) 60 ()
- (d) 65 ()

53. Which is the smallest 4-digit number divisible by 3 and 7?

- (a) 1021 ()
- (b) 1017 ()
- (c) 1003 ()
- (d) **1008** ()

54. By which number 6750 should be divided to get a perfect cube?

- (a) 5 ()
- (b) **2** ()
- (c) 3 ()
- (d) 7 ()

55. If one-fifth of a number is added to a number, it becomes 48. The number is:

- (a) **40** ()
- (b) 45 ()
- (c) 38 ()
- (d) 32 ()

56. Sawma bought a cellphone at half the price of MRP. If he got 20% off, then what percent of the MRP is the actual Marked Price?

- (a) 60% ()
- (b) **62.5%** ()
- (c) 59.4% ()
- (d) 65.5% ()

57. If Rosiama got paid Rs. 50,000. He invested 20%, spend 30% for household purposes and saves 10%. From the remaining, he used 20% for Entertainment. How much did he spend for Entertainment?

- (a) **Rs. 4,000** ()
- (b) Rs. 3,000 ()
- (c) Rs. 10,000 ()
- (d) Rs. 8,000 ()

58. A father was 7 times the age of his son. After 3 years, he would be 5 times the age of his son. How much times of the son's age would be the fathers's age 3 years ago?

- (a) 20 years ()
- (b) 14 years ()
- (c) **13 years** ()
- (d) 15 years ()

59. A car travel at a constant speed of 90 km/hr. If it took 3 hrs 20mins to complete its journey, what is the length of the journey?
- (a) 280km ()
(b) **300km** ()
(c) 320km ()
(d) 330km ()
60. How much time would it take to cross two trains of length 250m and 350m travelling in opposite direction at a speed of 50km/hr and 40km/hr respectively?
- (a) **24secs** ()
(b) 26secs ()
(c) 28secs ()
(d) 30secs ()
61. A can do thrice of B can. If working together can complete a work in 12 days. How much time would it take for B to complete by itself?
- (a) 16 days ()
(b) 30 days ()
(c) **48 days** ()
(d) 52 days ()
62. Pipe A can fill an empty tank in 12 hrs and Pipe B can empty the same tank in 20 hrs. Supposed, the tank was half full, the both the Pipe A and Pipe B was turned ON. How much time will it tank for the tank to start overflowing?
- (a) 20hrs ()
(b) 30hrs ()
(c) **15hrs** ()
(d) 24hrs ()
63. If a pole of height 15m has a shadow on the floor which is 20m long from the foot of the pole. How far will be the tip of the shadow from the top of the pole?
- (a) **25 m** ()
(b) 30 m ()
(c) 24 m ()
(d) 26 m ()
64. Two poles of height 6 m and 11 m stand on a flat ground. If the distance between the feet of the poles is 12 m, find the distance between their tops.
- (a) 5 m ()
(b) 10 m ()
(c) **13 m** ()
(d) 15 m ()
65. The average of five numbers is equal to the sum of the 1st three numbers and the average of the 1st three numbers is 7, then what is the sum of the last two numbers?
- (a) 60 ()
(b) 76 ()
(c) **84** ()
(d) 96 ()

66. Muani borrowed money and she has to repay back in 2 years at 5% interest, she has to pay back Rs. 3740 in total. How much did she had borrowed?
- (a) Rs. 3000 ()
- (b) Rs. 3200 ()
- (c) Rs. 3300 ()
- (d) **Rs. 3400** ()
67. In a rectangle of length L and breadth B, the area and perimeter:
- i) Perimeter is always larger than area
- ii) Larger between Perimeter and area depends on the length and breadth
- iii) Area is always larger than perimeter
- Which one is correct?
- (a) i) & ii) ()
- (b) **ii) only** ()
- (c) iii) only ()
- (d) All are correct ()
68. A circle having a circumference of 44m is needed to paint the surface. How much will be needed to paint at Rs 5 per square metre?
- (a) Rs. 680 ()
- (b) Rs. 740 ()
- (c) **Rs. 770** ()
- (d) Rs. 810 ()
69. If a triangle has a side of length 3cm, 4cm & 5cm respectively, one angle is a right angle, then the right angle must be between:
- (a) 3cm and 5cm ()
- (b) **3cm and 4cm** ()
- (c) 4cm and 5cm ()
- (d) Can be anywhere ()
70. Comparing a solid sphere and a solid sphere cut into half having the same radius:
- (a) Surface area will be same ()
- (b) Hemisphere has larger surface area ()
- (c) **Sphere has larger surface area** ()
- (d) Larger of the two Surface area varies on size of radius ()

Direction (Question Nos. 71-72) : Below is given a Pie-Chart showing 4 countries and their percentage of Rice Production per month in which the total production was 1500 metric tonne.



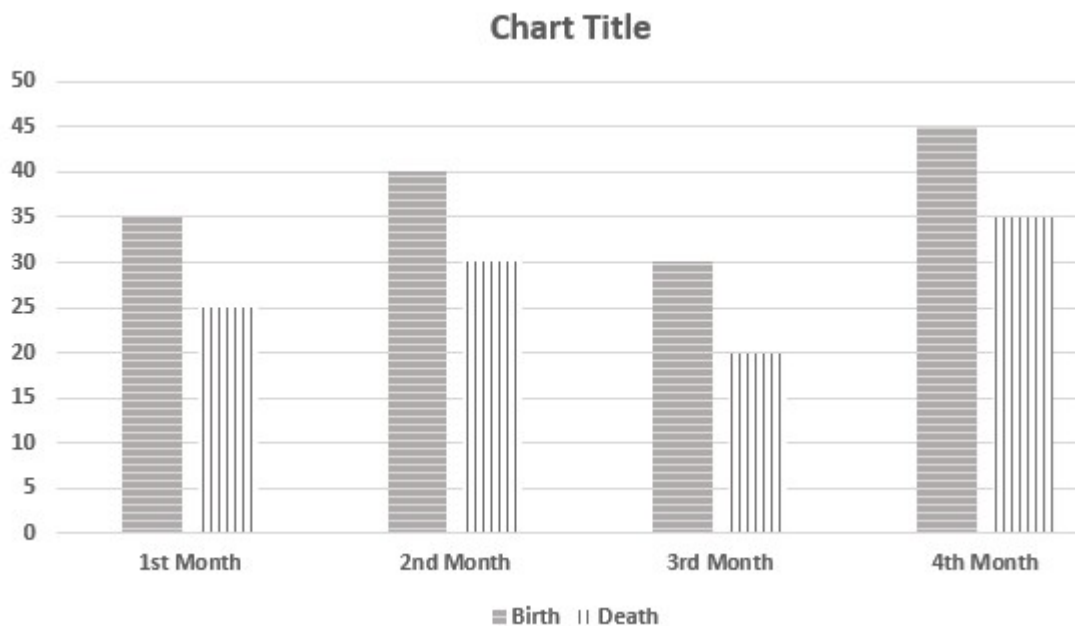
71. By how much has India produced more rice than South Korea?

- (a) 240 metric tonne ()
- (b) 200 metric tonne ()
- (c) **360 metric tonne** ()
- (d) 300 metric tonne ()

72. What is the central angle of Japan?

- (a) $76^{\circ} 56'$ ()
- (b) $75^{\circ} 60'$ ()
- (c) **$75^{\circ} 36'$** ()
- (d) $75^{\circ} 32'$ ()

Direction (Question Nos. 73-74) : Below the following is a column Graph showing no. of Birth rate and Death rate in an area in four months



73. What is the average of Birth rate in the four months?
(a) 35.5 ()
(b) **37.5** ()
(c) 38 ()
(d) 36.5 ()
74. Which has the highest Birth to Death Ratio in the given four-months?
(a) 1st Month ()
(b) 2nd Month ()
(c) **3rd Month** ()
(d) 4th Month ()
75. If $A:B=2:5$ & $B:C=3:7$, then $A:B:C$ is:
(a) 2:5:7 ()
(b) 4:10:20 ()
(c) 5:14:30 ()
(d) **6:15:35** ()

GENERAL INTELLIGENCE & REASONING (50 MARKS)

76. Choose the odd one out.
(a) **Brinjal** ()
(b) Carrot ()
(c) Ginger ()
(d) Potato ()
77. Supposed there are 27 persons standing in a row. 17th person from the front moved backward surpassing 8 persons, then what will be his new position?
(a) 24th from the front ()
(b) 2nd from the back ()
(c) **3rd from the back** ()
(d) 26th from the front ()
78. What will be the angle of the clock from hour to minute hand (clockwise) when the clock shows 11:25?
(a) $192^{\circ}30'$ ()
(b) 180° ()
(c) **$167^{\circ}30'$** ()
(d) $172^{\circ}36'$ ()
79. If the second-half of the English alphabet is written in reverse order, then what will be the 9th letter from the end?
(a) T ()
(b) U ()
(c) **V** ()
(d) W ()

80. From his initial position, Ryan walks 10m towards South, turns right and walks 20m, then turns left and walks 5m. How far is he from the starting point?

- (a) 30m ()
- (b) 15m ()
- (c) **25m** ()
- (d) 35m ()

81. If '+' means '×', '×' means '÷', '÷' means '-' and '-' means '+', then

$$56 \times 7 + (35 \div 45 \times 3) \times 4 = ?$$

- (a) 8 ()
- (b) **40** ()
- (c) 48 ()
- (d) 52 ()

Direction (Question Nos. 82-83) : Answer the following questions:

If '1 2 3' means 'death man chest'

'4 5 3' means 'last man stand'

'2 5 6' means 'death last dance'

82. What does 5 indicates?

- (a) **last** ()
- (b) dance ()
- (c) man ()
- (d) man ()

83. What will be 'dance last chest'?

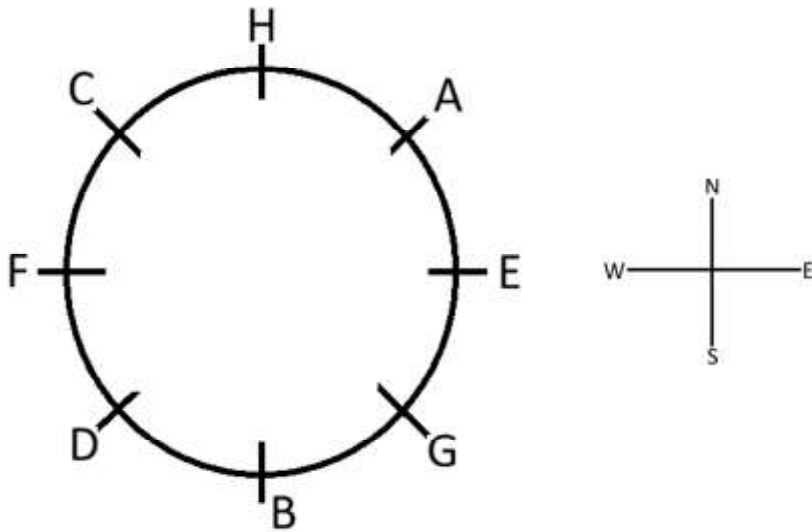
- (a) 2 4 6 ()
- (b) 5 2 4 ()
- (c) **6 5 1** ()
- (d) 4 6 2 ()

84. If Liani says, "Sawmi father Thawma is the only son of my father-in-law, Partea". Then, how is Zuali, who is the sister of Sawmi, related to Partea?

- (a) Niece ()
- (b) Daughter ()
- (c) Wife ()
- (d) **Granddaughter** ()

Direction (Question Nos. 85-87) : From the above figure, answer the following questions.

A, B, C, D, E, F, G & H are sitting in a circular table facing opposite to centre as shown in the figure below-



85. If their position has been rotated to 3 places clockwise, who will be at North East Direction?
(a) C ()
(b) H ()
(c) A ()
(d) **F** ()
86. Supposed A and B exchanged their position, who will sits 3rd to the left of B?
(a) **F** ()
(b) A ()
(c) G ()
(d) E ()
87. If the compass has been rotated such that North becomes South-West, then G will be at:
(a) North-West ()
(b) **North** ()
(c) South ()
(d) South-West ()
88. In a Marathon Race consisting of 20 runners, supposed the total distance is 40 KM. The last one finished at 3:30 PM. If they finished 3 mins apart in each position. Then what will be the time when the 1st position had finished?
(a) 2:30 PM ()
(b) **2:33 PM** ()
(c) 2:27 PM ()
(d) 2:24 PM ()
89. In which year 2026 calendar can be reused?
(a) 2030 ()
(b) 2033 ()
(c) 2036 ()
(d) **2037** ()

90. In a certain code language 'SAND' is written as 'VDQG', 'BIRD' is written as 'ELUG', then how will 'LOVE' be written in that language?

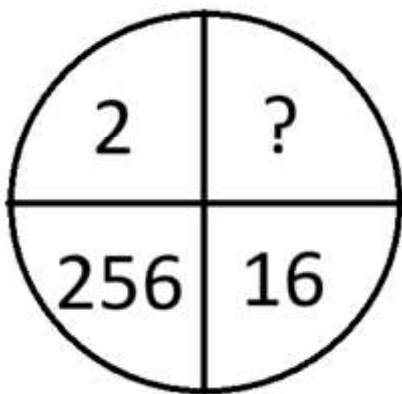
- (a) PRYG ()
 (b) ORTG ()
 (c) NPUH ()
 (d) **ORYH** ()

91. Replace the question mark(?) in the series given below with the correct option.

4, 5, 7, 11, 19, 35, ?

- (a) **67** ()
 (b) 76 ()
 (c) 55 ()
 (d) 45 ()

92. What will replace the question mark (?) in the figure below :



- (a) 8 ()
 (b) **4** ()
 (c) 32 ()
 (d) 27 ()

93. Select the correct combination of mathematical signs to replace * signs and to balance the following equation:

$$8 * 8 * 1 * 7 = 8$$

- (a) $\times \div +$ ()
 (b) $+ \div \times$ ()
 (c) $\div \times +$ ()
 (d) $+ \times \div$ ()

Direction (Question Nos. 94-95) : In the following questions, relationship between different elements is shown in the statements. These statements are followed by two conclusions.

94. **Statements :** $H < J$, $F < H$, $I \leq J = K$

Conclusions : I. $H > I$ II. $I \geq F$

- (a) Only Conclusion I follows ()
 (b) Only Conclusion II follows ()
 (c) Either Conclusion I & II follows ()
 (d) **Neither Conclusion I & II follows** ()

95. Statements : $P > M > Q$, $Q > Z > N$

Conclusions : I. $M \geq Z$ II. $N < P$

- (a) Only Conclusion I follows ()
(b) Only Conclusion II follows ()
(c) Either Conclusion I & II follows ()
(d) Neither Conclusion I & II follows ()

Direction (Question Nos. 96-98) : Five people A, B, C, D & E are living in a flat each on different floor - 1st, 2nd, 3rd, 4th & 5th Floor.

D who lives in the middle is above A.

E is above C and B.

There are 3 people between C & E

From the above condition, answer the following questions:

96. Who lives on the top floor?

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

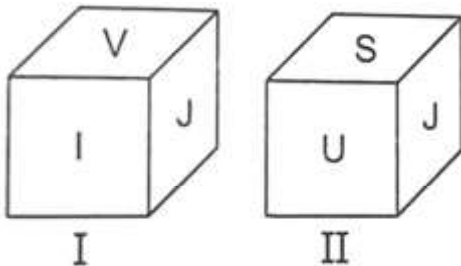
97. Who lives just below A?

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

98. Who is between E and D?

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

99. From the given two positions of a single dice, find the letter at the face opposite to the face having letter V.

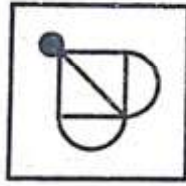


- (a) S ()
(b) U ()
(c) J ()
(d) I ()

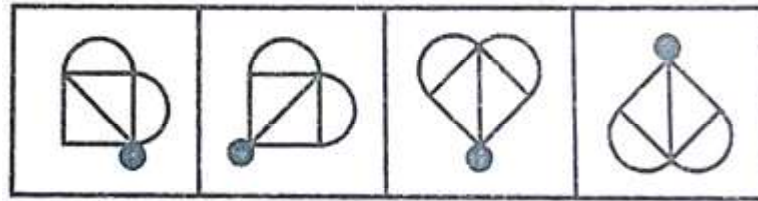
100. Choose the correct mirror image from the answer figures.

A  B

Question figure:



Answer figures:



P

Q

R

S

(a) P

()

(b) Q

()

(c) R

()

(d) S

()

* * * * *