

Scheme of Examination

Recruitment of Group 'C' and 'D' posts

Advertisement No. ISDC/NT/01/2019 dated 11.6.2019

Important Instructions with sample paper about the exam:

1. Asst. Accountant:

Questions will be MCQ Type. Test will be of 2 hrs duration and it will have 120 MCQs.

PART 'A'	SN	Subject	Max. Marks
	1.	General Hindi	20
	2.	General Intelligence	30
	3.	General Knowledge	30
	4.	Book Keeping/ Accounting Law/ Arithmetic	40
		Total of Part 'A'	120
Part 'B'		Skill Test	30
		TOTAL	150

General Hindi: उक्त भाग में अभ्यर्थियों से हिंदी भाषा में ज्ञान, समझ तथा लेखन योग्यता संबंधी प्रश्न पूछे जायेंगे। यह भाग उत्तर प्रदेश माध्यमिक शिक्षा परिषद की हाई स्कूल परीक्षा अथवा समकक्ष परीक्षा के स्तर का होगा।

General Intelligence: It would include questions of both verbal and non-verbal type. The purpose of this is the ability to test the candidate's understanding of a new situation, analyze and identify its various elements. Questions in this test will be based on the Understanding and explore instructions, relationships, similarities, consistent, conclusions and actions etc.

General Knowledge: This part of question paper is to assess the candidates' ability regarding general knowledge about his/her surroundings and about its use in society. In this test such a question which will be kept to check current events and everyday science and the facts of experience which may include historical and geographical facts. (Specially Related to India) and judge them to the knowledge of the scientific aspects, which can be expected of any educated person.

Book-keeping, Accounting Law & Arithmetic : In this part question will be related to test the ability of candidates in knowledge of Fundamental Book-keeping and Accounting Law, in which basic principles of accounting, preparation of initial accounting books, Adjustments – Depreciation, Provision for Doubtful Debts, Outstanding and Prepaid, evaluation of Inventories, preparation of Final Accounts, Hire Purchase and Installment Payment methods, Branch and departmental account, Insolvent Accounts, calculations of insurance claims, double entry system, Bank Reconciliation Statement, Internet Banking, Use of Computer in Budgetary Control, Introduction to Accounts of Indian Government, Internal Audit, knowledge of Financial Rules, R.T.G.S., knowledge of Stores purchase Rules, E-Banking, Taxation and Arithmetic related questions will include. This test will be standard of Intermediate Exam of UP Board.

Sample Questions-

1. मात्राएँ कितने प्रकार की होती हैं?

- (A) दो (B) तीन
(C) पाँच (D) सात

2. 729: 3:: 64: ___? ___

- (A) -686 (B) 686
(C) 1 (D) 2

3. Which crop is sown on the largest area in India?

- (A) Rice (B) Wheat
(C) Sugarcane (D) Maize

4. In a manual bookkeeping system, transactions are first recorded in a _____.

- (A) Cash book (B) Journal
(C) Ledger (D) None of them

5. In case of partnership the act of any partner is : (C.S. Foundation Dec. 2012)

- (A) Binding on all partners
(B) Binding on that partner only
(C) Binding on all partners except that particular partner
(D) None of the above

6. If an angle is its own complementary angle, then its measure is

- (A) 80° (B) 45°
(C) 60° (D) 90°

2. Steno: Questions will be MCQ Type. Test will be of 2 hrs duration and it will have 120 MCQs.

PART 'A'	SN	Subject	Max. Marks
	1.	Hindi/English Ability	40
	2.	General Intelligence	40
	3.	General Knowledge	40
		Total of Part 'A'	120
Part 'B'		Skill Test	30
		TOTAL	150

Important Instructions with sample paper about the exam:

Hindi/ English Ability: The questions will be asked from the candidates to test their knowledge of Hindi/ English Language and comprehension and ability.

General Intelligence: It would include questions of both verbal and non-verbal type. The purpose of this is the ability to test the candidate's understanding of a new situation, analyze and identify its various elements. Questions in this test will be based on the Understanding and explore instructions, relationships, similarities, consistent, conclusions and actions etc.

General Knowledge: This part of question paper is to assess the candidates' ability regarding general knowledge about his/her surroundings and about its use in society. In this test such a question which will be kept to check current events and everyday science and the facts of experience which may include historical and geographical facts. (Specially Related to India) and judge them to the knowledge of the scientific aspects, which can be expected of any educated person.

Sample Questions-

DIRECTIONS for the question: Read the passage and answer the question based on it. A fact that draws our attention is that, according to his position in life, an extravagant man is either admired or loathed. A successful business man does nothing to increase his popularity by being prudent with his money. A person who is wealthy is expected to lead a luxurious life and to be lavish with his hospitality. If he is not so, he is considered mean, and his reputation in business may even suffer in consequence. The paradox remains that he had not been careful with his money in the first place; he would never have achieved his present wealth.

Among the low income group, a different set of values exists. The young clerk, who makes his wife a present of a new dress when he has not paid his house rent, is condemned as extravagant. Carefulness with money to the point of meanness is applauded as a virtue. Nothing in his life is considered more worthy than paying his bills. The ideal wife for such a man separates her housekeeping money into joyless little piles – so much for rent, for food, for the children’s shoes, she is able to face the milkman with equanimity every, month satisfied with her economizing ways , and never knows the guilt of buying something she can’t really afford

As for myself, I fall neither of these categories. If I have money to spare I can be extravagant, but when, as is usually the case, I am hard up and then I am the meanest man imaginable.

1. Which of the following would be the most appropriate title for the passage:

- A. Being extravagant is always condemnable.
- B. The cause of poverty is extravagance.
- C. Extravagance is a part of the rich as well as of the poor.
- D. Stingy habits of the poor.

Directions (1-2): In each of the following questions field the odd word/letters/number/figure from the given responses.

- 1. (a) Room
 (b) Chamber
 (c) Veranda
 (d) Cabin

- 2. (a) Mouth Organ
 (b) Electric Guitar
 (c) Keyboard
 (d) Sonata

Galileo was an astronomer who

- (a) developed the telescope
- (b) discovered four satellites of Jupiter
- (c) discovered that the movement of pendulum produces a regular time measurement
- (d) All the above.

3. RGC

Questions will be MCQ Type. Test will be of 2 hrs duration and it will have 120 MCQs.

PART 'A'	SN	Subject	Max. Marks
	1.	General Hindi/English	45
	2.	Numerical Aptitude	25
	3.	General Intelligence/ Reasoning	25
	4.	General Awareness, Service Rules, GFR etc.	25
		Total of Part 'A'	120
Part 'B'		Skill Test	30
		TOTAL	150

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General English: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and Comprehension of passages also. (The standard of the questions will be of 10+2 level).

Numerical Aptitude : The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

General Intelligence/ Reasoning: It would include questions of both verbal and non-verbal type. The purpose of this is the ability to test the candidate's understanding of a new situation, analyze and identify its various elements. Questions in this test will be based on the Understanding and explore instructions, relationships, similarities, consistent, conclusions and actions etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline. Some Questions may also be asked about Central Govt. General Service and Finance Rules.

Sample Questions-

1. "कमल" शब्द का पर्यायवाची शब्द कौन सा है

- (A) सरोज (B) रक्त पुरुष
(C) नील पुरुष (D) सुमन

Directions: Choose the option that completes the sentence most meaningfully and appropriately.

They recognise that problems that were too big to crack in the past can now be solved precisely because of _____, algorithms and sensors.

- (a) Amortization
(b) Digitization
(c) Initialization
(d) Localization

$(112 \times 5^4) = ?$

- (a) 67000
(b) 70000
(c) 76500
(d) 77200

1. Himachal Pradesh is to implement of Jal Jeevan Mission (JJM) and provide 100% coverage by August _____.

- (a) 2022
(b) 2023
(c) 2024
(d) 2025

2. Who should certify that he has actually received the material and recorded it in the appropriate stock registers?

- (a) The Store-keeper
(b) The cashier
(c) The officer-in-charge of stores
(d) The head of office

3. In a certain code, WORKABLE is written as VOYZPILD, how will BLUNDERS be written in same code?

- (a) CMVOEST
(b) TSEOVMC
(c) YOFMWVIH
(d) HIVWMFOY

4. Lab Assistant: Questions will be MCQ Type. Test will be of 2 hrs duration and it will have 120 MCQs.

PART 'A'	SN	Subject	Max. Marks
	1.	General Hindi	20
	2.	General Intelligence	30
	3.	Arithmetic/Reasoning	30
	4.	General Science and Psychology	40
		Total of Part 'A'	120
Part 'B'		Skill Test	30
		TOTAL	150

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Arithmetic Ability/ Reasoning: This section will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time etc. Some Questions may be asked from verbal and non-verbal reasoning.

General Science and Psychology: This part will include questions of General Science, Basic knowledge of Psychological processes and Psychology laboratory practices.

Sample Questions-

1. इनमें से कौन सा "स्वर दीर्घ संधि" नहीं है

- (A) ई (B) औ
(C) ए (D) ऑ

2. What is the position of S regarding R?

- (A) Third to the right (B) Second to the right
(C) Third to the left (D) Second to the left

3. Two bus tickets from city Amb to Sunhet and three tickets from city Amb to Dehra cost Rs. 77 but three tickets from city Amb to Sunhet and two tickets from city Amb to Dehra cost Rs. 73. What are the fares for cities Sunhet and Dehra from Amb?

- A. Rs. 4, Rs. B. Rs. 13, Rs. 17
C. Rs. 15, Rs. D. Rs. 17, Rs. 13

Phrenologists tried to find out about personality by:

- A. reading a person's horoscope
B. feeling a person's skull
C. looking at a person's hands
D. asking people questions

2. Brass gets discolored in air because of presence of which of the following gases in air?

- (A) Oxygen (B) Hydrogen sulphide
(C) Carbon dioxide (D) Nitrogen

5. MTS:

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(C) नील पुरुष

(B) रक्त पुरुष

(D) सुमन

2. He died _____ a severe head injury.

(A) on

(C) from

(B) of

(D) with

Which one of the following is not a prime number?

(A) 31

(C) 71

(B) 61

(D) 91

'Fish' is related to 'Pisciculture' in the same way as 'Bees' is related to:

(A) Horticulture

(C) Sericulture

(B) Apiculture

(D) Viticulture

Where is the National Remote Sensing Agency situated ?

(A) Bangalore

(C) Shadnagar

(B) Dehradun

(D) Chennai