

No. IITH/40/R/2022/RTI/MS, dt.15.09.2022

Furnishing of Information under RTI Act.

- 1 Application No. & Date : IITHY/R/E/22/00091, dated.20.08.2022
- 2 Name of the Applicant :
- 3 Date of Receipt of Application : 20.08.2022

4	Information Sought	Information given and details of documents, if any, furnished.
	I AM REQUESTING YOU KINDLY PROVIDE ME THE PREVIOUS EXAM (MTS) MULTI SKILL ASSISTANT QUESTION & ANSWER PAPERS	Question paper and Answer Key for the Post of MSA Gr1 (General) against the advertisement No.IITH/2020/Rec/NF8 are attached as Annexure - I and Annexure – II.
If you are not satisfied with the information provided, you may file an appeal with the following authority within 30 days:		
The Appeal, if any, should be addressed to:		Cmde M Nambiar, Ph.D. (Retd) Registrar & First Appellate Authority, IIT Hyderabad, Kandi, Sangareddy-502284 E-mail: registrar@iith.ac.in ; Tele: 040 2301 6055

Note:All annexures are sent to registered mail ID.

Sd/-

(एम बद्रिनाथ)

(M Badrinath)

Joint Registrar & CPIO

Email: jr.cpio@iith.ac.in

Tele: 040 2301 6058

To,



Indian Institute of Technology Hyderabad
Kandi -502285 , Telangana, India

Advt. No. IITH/2020/Rec/NF/8

Application Number of the Candidate

Name of the Post: Multi Skill Assistant
Gr-I (General)

Question Paper Id:

8	1	6
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Date & Time of the Exam: 15/12/2020, 09:00 AM to 10:30AM Duration: 01 hr. 30 min

Scheme of the Exam:

Topic	Number of Question	Marks
General English (Communication Skills)	10	10
General Arithmetic	10	10
Work Related Topics	80	80

Instructions to fill the responses in the OMR answer sheet

1. Candidate must write his/her **application number** in the designated box on the top of OMR answer sheet
2. Candidate must write the post code and Question paper code in the designated boxes on the top of OMR answer sheet
3. Candidate must sign in the box provided in the OMR answer sheet
4. Each answer sheet must be signed by the invigilator in the space printed in the OMR answer sheet
5. Only one response to be selected & marked. In case more than one response is marked for a single question or no response is marked for a question, no marks will be given for that question.
6. Partially filled circles shall not be considered as responses
7. Candidate must use Black ball point pen only to fill his/her responses
8. Rough work should not be done on the OMR answer sheet.
9. Candidate can use the designated page(s) of the question booklet for the purpose of rough work

Note: from Q. 1 to Q. 5, choose the suitable meaning for word in bold

1. There is not a single word that is **redundant** in the report.

- a. Bombastic
- b. Unimportant
- c. Flowery
- d. Not Needed

2. What is the meaning of **BRIEF**

- a. Limited
- b. Small
- c. Little
- d. Short

3. **Massive**

- a. Lump sum
- b. Strong
- c. Little
- d. Huge

4. **Defer**

- a. Indifferent
- b. Defy
- c. Differ
- d. Postpone

5. **Prohibit**

- a. Prescribe
- b. Forfeit
- c. Forbid
- d. Provide

6. Complete a common phrase: Unless you work hard, -----

- a. you will pass
- b. you will not pass
- c. you would not pass
- d. None of the above

10. Find a word from the passage that means the same as “tasty”

- a. Recipes
- b. Gelatine
- c. Delicious
- d. Flavouring

General Arithmetic

11. Three-fourth of a number is more than two-third of the number by 5, the number is:

- a. 72
- b. 60
- c. 84
- d. 48

12. Anu had a total of Rs. 320 in the denominations of 1-rupee coins, 5-rupee coins and 10-rupee coins. Given that the number of coins for all the denominations is same. What is the total no. of coins that he has?

- a. 45
- b. 60
- c. 75
- d. 90

13. Given that 1 cubic cm of marble weight 10 grams, the weight of a marble block 20 cm in width and 5 cm thick is 100 kg. the length of the block is :

- a. 100 cm
- b. 10 cm
- c. 1000 cm
- d. 1 cm

14. Ram bought banana at INR 50 but sells at INR 40. Calculate the loss in percentage.

- a. 40%
- b. 10%
- c. 20%
- d. He is at profit

15. How many days are there from 2nd January 1993 to 15th March 1993 including both the days:

- a. 72
- b. 73
- c. 74
- d. 71

Note: From Q. 7 to 10, Answer on the basis of the following passage

Fifty years ago, people ate ice cream only in summer. Now, it is eaten all the year round. It originated in the Orient, centuries before English schoolboys first tasted it. Marco Polo saw people eating ice cream there and brought back the idea to Italy. From Italy the idea was carried to France, it became very popular in France with the rich, and an effort was even made to keep the recipes a secret from the common people. But, of course, they soon learned about this delicious new food and ice cream became popular with everyone. Soon it spread all over the world. The first factory to manufacture ice cream was started in Baltimore, Maryland, in 1851. However, the real development of ice cream and the ice cream business didn't take place until after 1900 with new developments in refrigeration.

The basis of all ice cream is cream, milk or milk solids, sugar, and sometimes eggs. Vanilla, chocolate, berries, fruit ingredients, and nuts are added as flavors. This is the usual proportion of ingredients in ice cream: about 80 to 85 percent cream and milk products, 15 percent sugar, half to four and a half per cent flavoring, and three-tenths of one per cent stabilizer.

A small amount of gelatine is used in order to retain the smoothness of the ice cream by preventing the formation of ice crystals. When you eat a third of a pint of vanilla ice cream, you are getting about as much calcium, protein, and vitamin B as are in half a cup of whole milk, and as much vitamin A and calories as are in one cup of milk.

7. The major change towards Ice cream is that
 - a. it is eaten throughout the year
 - b. it is eaten as a desert
 - c. it is eaten in summer
 - d. it is eaten in winter

8. Ice cream became popular with everyone
 - a. when the idea was carried from Italy to France
 - b. when English school boys tasted it
 - c. when the rich in France started eating it
 - d. when the common people learned about its recipe

9. The introduction of refrigeration led to the
 - a. increased consumption of ice cream
 - b. development of the ice cream business
 - c. increase in the production of ice cream
 - d. improvement in the quality of ice cream

16. In a school the ratio of boys to the whole class was 3:5. The total strength was 80. How many girls were there?

- a. 32
- b. 16
- c. 30
- d. 48

17. A worker was employed on the condition that he will be paid Rs. 100 for everyday that he works and Rs. 50 will be deducted from his wages for everyday that he is absent. For a month of 30 days if he received 2400, how many days was the present for work?

- a. 6
- b. 10
- c. 24
- d. 26

18. In a tournament, 45 matches were played. If every team plays one match with other teams, find the number of teams participated in the tournament

- a. 14
- b. 9
- c. 10
- d. 8

19. $\frac{7}{12} \times \frac{24}{13} \times \frac{39}{14} =$

- a. 2
- b. 1
- c. 6
- d. 3

20. X, Y, Z are three consecutive numbers, if the sum of X, Z is 42, what is the product of X and Y

- a. 420
- b. 210
- c. 462
- d. 440

Work Related – Part-I

21. Fill in the blanks. You can use.....to copy selected text; andto paste it in a document.

- a. CTRL+C, CTRL+V
- b. CTRL+C, CTRL+P
- c. CTRL+S, CTRL+S
- d. SHIFT+C, ALT+P

22. Each box in a spreadsheet is called a
- cell
 - empty space
 - record
 - field
23. Avoid following in the file names
- number
 - Start and end file name with a space
 - hyphen
 - None of the above
24. Which of the following is not a format of image
- tiff
 - jpeg
 - png
 - mp4
25. Which is not a font style ?
- Bold
 - Superscript
 - Italic
 - Regular
26. **Ctrl+Z** is used for
- Redo the last Action
 - Undo the last Action
 - Add the new page
 - Paste the contents from clipboard
27. To save an existing file with new location we should.....command.
- save
 - save and replace
 - save as
 - New file
28. Which of the following is not related to text formatting?
- Line spacing
 - Text spacing
 - Margin change
 - Searching

29. Which of the following is used to ensure all text fits in the cell width
- Word wrap
 - justify
 - align
 - none of the above
30. What is a default file extension for all word documents?
- TXT
 - WRD
 - FIL
 - DOCX
31. Changing the appearance of a document is called
- Proofing
 - Editing
 - Formatting
 - All of above
32. Which of the following is useful to know about changes made by various people on a document?
- Track change mode
 - View
 - check accessibility
 - immersive reader
33. Under which tab in Microsoft Word would you for changing the page orientation?
- Insert
 - Layout
 - File
 - View
34. In which of the following events you are least likely to lose the unsaved data
- Sleep
 - Shutdown
 - Restart
 - Format
35. Landscape is?
- Font style
 - Paper Size
 - Page Layout
 - Page Orientation

36. How will MS Word respond in repeated word ?

- a. A Green wavy line under the repeated word
- b. A Red wavy line under the repeated word
- c. A Blue wavy line under the repeated word
- d. None of above

37. Spreadsheets are created in ?

- a. MS Word
- b. MS PowerPoint
- c. MS Excel
- d. MS Access

38. On pressing the following button, provided your cursor is at location * -

“Ravi*” converts to “Rav”

- a. Delete
- b. Backspace
- c. Spacebar
- d. Shift

39. Animations are possible in

- a. Word
- b. Spreadsheet
- c. Powerpoint
- d. Publisher

40. When a new printer is plugged in what new needs to be installed

- a. drivers
- b. windows
- c. operating system
- d. nothing

41. Which of the following operation retains the text

- a. delete
- b. strikethrough
- c. replace
- d. none of the above

42. Shortcut to create new document is _____ .

- a. Ctrl + F
- b. Ctrl + N
- c. Ctrl + O
- d. All of Above

43. Which connector is the biggest in physical dimension?
- VGA
 - HDMI
 - Micro-HDMI
 - C-type
44. Which of the following is the latest version of MS Word?
- Word 2000
 - Word 2007
 - Word 2010
 - Word 2013
45. Which of the following option is suitable for making a classroom presentation where the content is required on PC as well as screen?
- PC only
 - Extend
 - Second screen only
 - duplicate
46. When you make a file on desktop where does it get saved?
- C -drive
 - D -drive
 - Both
 - None
47. To print a document.....
- Select the Print command and then select ok
 - Select the Ready Printer command and then select OK
 - type Print and then press Enter
 - None of these
48. A directory within a directory is called.....
- Mini directory
 - Junior directory
 - Part directory
 - Sub directory

49. Slide sorter can be accessed from which menu?

- a. View
- b. Edit
- c. File
- d. Insert

50. You can create a new presentation by completing all of the following except

- a. Clicking the new button on the standard toolbar
- b. Clicking file, new
- c. Pressing Ctrl+N
- d. Clicking file open

51. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

- a. Slide
- b. Notes page view
- c. Outline view
- d. Slide sorter view

52. Which of the following will not advance the slides in a slide show view?

- a. The mouse buttons
- b. The enter key
- c. The tab key
- d. The esc key

53. How can we stop a slide show?

- a. Press the right arrow
- b. Press Ctrl+A
- c. Press Escape
- d. Press Ctrl+S

54. Power point slides can have?

- a. title, text, graphs
- b. drawn objects, shapes

- c. clipart, drawn art, visual
 - d. any of the above
55. A file which contains ready-made styles that can be used for a presentation is called.....?
- a. Pre-formatting
 - b. Auto Style
 - c. Wizard
 - d. Template
56. Which pane would be used to enter a speaker's information about what can be said about each slide?
- a. Notes pane
 - b. Outline pane
 - c. Slide pane
 - d. None of these
57. In power point the arrangement of elements such as Title and subtitle text, pictures, tables etc. is known as?
- a. Presentation
 - b. Layout
 - c. Design
 - d. Scheme
58. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is?
- a. C1:10H
 - b. C1:H10
 - c. C1:H-10
 - d. C1:H:10
59. What function displays row data in a column or column data in a row?
- a. Hyperlinks
 - b. Rows
 - c. Index
 - d. Transpose

60. Which of the following option in file put down menu is used to close a MS Word document?
- Quit
 - Close
 - Exit
 - New

Work Related – Part-II

61. The 'Tracking number' of the dispatched letter through postal service, refers to:
- Current status of transmission of the letter
 - Confirmation after addressee received the letter
 - Confirmation number to the sender
 - Tracking number is a bill number of payment for postage.
62. A document is originally in A3 size, which is to be copied completely in A4 size paper. Which option more appropriate,
- Increase the size
 - Reduce the size
 - No change in size
 - Reduce the darkness
63. 'Franking' is:
- A process of getting the document stamped with stamp duty paid.
 - A process by sending letter by pasting stamp tickets
 - Stamping the seal of the designate official
 - Attestation by a gazetted officer
64. In a university, sorting of the files for students can be done:
- Admission Batch year wise for a given degree program
 - State wise of their residence, irrespective of their admission year
 - Gender wise irrespective of their admission
 - Their age wise
65. If you are keeping a record of outgoing payments, what could be better possible sub-category to enter in record book:
- Date, vendors name, amount
 - S.No., date, vendor name, amount
 - Amount and name of vendor
 - S. No., date, name of sender, name of vendor

66. In the colour coding of the files in office, what is true:

- a. Use different colour of papers inside of files
- b. Use stickers of different colours, which are visible outside
- c. Place colour stickers inside of the files
- d. Colours are to decorate the file cabinet

67. While sorting the files alphabetically, in ascending order:

- a. Files are arranged, by names starting from Z to A
- b. Files are arranged starting from 1, 2, 3, 0.....so on.
- c. Files are arranged like A, 1, B, 2, C, 3, D, 4,..... so on.
- d. Files are arranged, by names starting from A to Z

68. In a department office, for getting a signature from Head of Department, incoming papers are kept in Red coded files and outgoing letters are kept in Green coded files. In this regard, what could be true:

- a. Papers in Red colour coded files are signed
- b. Papers in Green colour coded files are signed
- c. Papers in Green colour coded files does not require signature
- d. After signing, papers are placed in Red colour coded files.

69. When organizing the papers, it is common to tag as 'Action files'. What this may mean:

- a. The papers, where tasks have been already completed
- b. The papers where actions are not required
- c. The papers that need to be dealt immediately with priority
- d. Papers that are not priority

70. As a staff of the reception and dispatch section, when you receive a letter mail in closed envelope, addressed to the Registrar, what will you do:

- a. Give letter to Registrar immediately
- b. Enter the letter in incoming record book and then give to Registrar
- c. Open the envelope and read, and then inform to the Registrar
- d. You will not receive the letter and direct the postal man to the Registrar office

71. In a reception section, incoming paper mails, envelop and parcels are, entered in the record book/ record register:

- a. Date wise, without any name
- b. Name of the person to whom it came (addressee)
- c. Name of the sender
- d. Date wise, having name of addressee

72. In the Chronological filing, documents are kept:

- a. Event name wise filing
- b. Filing with the coordinator names
- c. Keeping record is important but date is not important.
- d. Record of events, following the order in which they occurred

73. When you digitize office files

- a. You make both, on paper and also in computer
- b. Objective it to create a paperless filing system
- c. Only new incoming files are kept in computer
- d. Few files are digitized and few are kept in paper format

74. In alpha-numeric way of sorting of the files, files are sorted:

- a. Having numeric values... like year wise 2001, 2002, 2003, 2004,, so on
- b. Having names in ascending order A to Z
- c. Having mixed name of files, including letters and numbers
- d. First few files in letters and the few files in numbers.

75. When office files are digitized in a particular file format:

- a. Scanning every papers in both sides of document
- b. Scanning only one side of papers
- c. Scanning both sides is not needed
- d. Scanning pages but page sequential is not needed

76. Dispatch section record book usually has:

- a. Date is required but serial number is not entered
- b. Addressee name is not entered
- c. Serial number, date, addressee name are usually entered
- d. Only addressee name is entered

77. In the reception section, if some letter come with the registered acknowledgement in the name of some Officer in that organization, the reception staff:

- a. receives it and signed in acknowledgement
- b. receives without signing in acknowledgment
- c. staff does not receive it and does not sign
- d. staff does not receive, but direct the delivery-man to respective officer

78. Sorting of the files are done by colour coding system, what different colours may possibly indicate:

- a. Sub-categories to quick access
- b. Colour is to make files look good

- c. To help the staff who has colour blindness to pick the file
- d. Files having different ages

79. The Six digit Pin code of Indian postal system, example is given as: 'Xyyyyy', in this first digit 'X' is:

- a. First digit of STD code of the state
- b. State code
- c. Zone
- d. District code

80. One 'Printer' is kept in office where several people are working. In this reference, the 'Standalone Printer' means:

- a. It is connected by network with the computers of all staffs
- b. It is not connected with the network and not with any group of computers
- c. It is connected to computers of some senior staffs only
- d. It is connected to only one computer at a time.

81. A document is prepared in multi colours in the computer; when you want to print it using a mono-colour printer,

- a. It will print in black and white
- b. Before printing, you need to convert to black and white, otherwise it will not print
- c. It will print in colours as it is in computer
- d. It will partially print in colour and partially back and while

82. When a document is photocopied, the economical mode means

- a. It is copied in cheap and ecumenical papers
- b. It is copied using increased quantity of inks
- c. Photocopy machine is very cheap
- d. It is a reduced intensity of ink and darkness

83. Papers are available in different standard sizes, in this regard, which is true:

- a. A4 is bigger than A3
- b. A4 is bigger than A2
- c. A2 is bigger than A3
- d. A2 is smaller than A3

84. In a photocopier machine, the automatic document feeder does:

- a. Papers are fed one by one manually
- b. Papers are fed automatically only for double side copying
- c. It is possible for only one side copying
- d. Stack of papers from where papers are fed automatically

85. When you are attempting to get a photocopy of your Aadhar Card in a mono-colour copying machine; the photo is coming very dark and face is not recognizable, what setting of photocopy machine you need to adjust to make face recognizable while copying:

- a. Reduce the contrast
- b. Reduce the darkness
- c. Increase the contrast
- d. Reduce the brightness

86. In an inkjet printer:

- a. Liquid Ink is dried by laser
- b. Ink is in the liquid form
- c. Ink is in a form of dry powders printed with laser
- d. Ink is kept in liquid form initially, but before printing it becomes dry

87. A document name 'X' contains matter in both side of its pages. If double sided copying to be done.

- a. Both sides are copied in two different papers
- b. Copy is done in both side of same paper
- c. Copied in one side of the paper
- d. Both sides can not be copied in same paper.

88. While sending FAX, content of the document is received at receiving end:

- a. As a MS-Word document
- b. As a PDF file
- c. Only texts are received in text format and images are received like images
- d. Whole document is received in duplicate as a photocopy image

89. Traditionally the FAX system uses for transmission:

- a. Internet
- b. Telephone line network
- c. Wide area network
- d. Radio waves transmission

90. In the Indian postal system, 'I' in 'PIN Code' stands for:

- a. India
- b. Index
- c. Information
- d. Institute

91. In India, FAX number has:
- Same digits as mobile number (with STD code)
 - Same digits as landline phone number
 - Need not to be same digits as landline phone number
 - It does not require STD code
92. While using the India postal service, in the Book-Post:
- The book is posted in sealed envelope
 - The book is posted in open envelope or without envelope
 - The book is posted along with other letters
 - The book can be posted with money orders
93. Traditionally sending money-orders through Indian postal services:
- Postman deliver cheque to the receiver
 - Postman transfers the amount to the bank account of receiver
 - Postman deliver the sealed envelope filled with cash to the receiver
 - Postman deliver the open cash to the receiver
94. In the Speed post,
- It is to be delivered in same day, compulsory
 - It is to be delivered next day
 - It is to be delivered same week
 - It is to be delivered at earliest possible mode, depending on geographical location
95. FAX can be:
- Receiver will receive same document in original
 - Receiver will receive a copy of the same document
 - Document is sent in hardcopy
 - First copy is received and then hardcopy is received.
96. In the 'Dak', which of the following are considered:
- Emails and wireless messages
 - Written Letters and telegrams
 - Files posted through post
 - All of above
97. 'Peon Book' means
- A record, maintaining particulars of dispatch of non-postal communications
 - A record of postal communications
 - A record of the addressees
 - A record kept for Peon's duty schedule

98. Filing can be defined as:

- a. Placing files in the file cabinet
- b. Keeping papers in the file cabinet
- c. Entering in the record book when receiving the papers
- d. Placing loose papers in some systematic order in a file

99. Indian postal service started with India Post Office Act, in the year

- a. 1854
- b. 1857
- c. 1947
- d. 1837

100. 'Blind Literature Packet' service is:

- a. Free transmission of blind literature packets impressed in 'Braille' (books, periodicals, literature)
- b. Personal Letters written in 'Braille'
- c. Addressee details should be written in Braille
- d. Both sender and addressee should be blind persons

1	D
2	D
3	D
4	D
5	C
6	B
7	A
8	D
9	B
10	C
11	B
12	B
13	A
14	C
15	B
16	A
17	D
18	C
19	D
20	A
21	A
22	A
23	B
24	D
25	B
26	B
27	C
28	D
29	A
30	D
31	C
32	A
33	B
34	A
35	D
36	B
37	C
38	B
39	C
40	A
41	B
42	B
43	A
44	D
45	D
46	A
47	A

48	D
49	A
50	A
51	A
52	D
53	C
54	D
55	D
56	A
57	B
58	B
59	D
60	B
61	A
62	B
63	A
64	A
65	D
66	B
67	D
68	B
69	C
70	B
71	D
72	D
73	B
74	C
75	A
76	C
77	A
78	A
79	C
80	D
81	A
82	D
83	C
84	D
85	B
86	B
87	B
88	D
89	B
90	B
91	B
92	B
93	D
94	D

95	B
96	D
97	A
98	D
99	A
100	A