

Secretariat Assistant 2000

In each of the following questions three words are italicised. The first two words are related in a particular way. For the third word, choose a word which shows the same relationship as in the first two words from among the given alternatives.

1. *Crutches* is to *Walk* as *spectacles* is to _____.
(a) Lens (b) Vision (c) See
(d) Eyes (e) None of these
 2. *Television* is to *Antenna* as *Radio* is to _____.
(a) Transmission (b) Aerial (c) Broadcast
(d) Telecast (e) None of these
 3. *Throw* is to *Ball* as *Shoot* is to _____.
(a) Gun (b) Barrel (c) Hunter
(d) Bullet (e) None of these
 4. If *Currency* notes are *Paper*, *Coins* are _____.
(a) Round (b) Copper (c) Silver
(d) Metal (e) None of these
 5. *Ointment* is to *Rub* as *Pill* is to _____.
(a) Swallow (b) Eat (c) Drink
(d) Chew (e) None of these (5 marks)
 6. Which of the following names will be second in an alphabetical list ?
(a) Andhra Pradesh (b) Haryana (c) Himachal Pradesh (d) Kerala (1 mark)
 7. Which of the following names would be fourth in the telephone directory ?
(a) Sita Ram Agrawal (b) Seeta Ram Agrawal (c) Sita Ram Agarwal
(d) Seeta Ram Agarawal (e) Sita Ram Agarawal (1 mark)
- Insert the missing number in the questions given below on the basis of the given pattern :
8. 11, (42), 10
17, (____), 8
 9. 51, (34), 68
15, (____), 20
 10. 5, (61), 6
4, (____), 3
 11. 12, (63), 9
15, (____), 16 (4 marks)
- Write words in the brackets that can be suffixed to the letters on the left and prefixed to those on the right to make two different words.
12. Man () ney.
 13. Esti () rial. (2 marks)
- Complete the following words that end with age with the help of the meaning given in the brackets.
14. _____age (platform for performance).
 15. _____age (a vehicle). (2 marks)

PART-II (GENERAL KNOWLEDGE)

Answer all questions.

Items 1 to 12. Choose the correct answer from the alternatives given. Each question carries 1 mark.

1. Which of the following cities is on the banks of the river Godavari ?
(a) Cuttack (b) Nasik (c) Jabalpur (d) Patna
2. Which of the following planets is the brightest ?
(a) Mercury (b) Jupiter (c) Venus (d) Mars
3. Which of the following countries has its National Emblem *Lily* ?
(a) France (b) Denmark (c) Germany (d) Israel
4. What is the name of the science dealing with the nature, origin and history of the universe ?
(a) Cosmography (b) Cosmogony (c) Cosmology (d) Conchology
5. Which of the following is a unicellular plant organism?
(a) Virus (b) Bacteria (c) Amoeba (d) Protozoa
6. Who was the last Guru of the Sikhs ?

- (a) Guru Gobind Singh (b) Guru Hargobind
(c) Guru Tej Bahadur (d) Guru Nanak
7. In Triangle ABC, angle B is a right angle. BD is perpendicular to AC. If AD = 9 cms., BD = 6 cms. What is the length of CD ?
(a) 18 cms (b) 4 cms (c) 6 cms (d) 9 cms
8. Mulk Raj Anand is famous as a ———.
(a) Sportsman (b) Writer (c) Cinema Actor (d) Politician
9. What is the modern name of the Island of Formosa ?
(a) Taiwan (b) Kenya (c) Malaysia (d) Indonesia
10. What is Red Lead ?
(a) Lead Sulphide (b) Lead Chloride
(c) Triplumbic Tetroxide (d) Lead Nitrate
11. Who won the Nobel Prize in Economics in 1998 ?
(a) Prof. Amartya Sen (b) Prof. James A Mirlees
(c) Robert Lucas (d) William Vickery
12. Which is the Capital of Nagaland ?
(a) Shillong (b) Dispur
(c) Kohima (d) Imphal

(12 × 1 = 12 marks)

Questions 13 to 25. Answer in *one* word or at the most *one* sentence. Each question carries 1 mark.

13. What do you mean by *Amnesty* ?
14. What is Basic Education ?
15. Which country won the World Cup Cricket Tournament in 1999 ?
16. What is Adam's Bridge and where is it situated ?
17. What is Dry Ice ?
18. Who wrote these words ? "Whom the gods love die young".
19. Write the full form of COFEPOSA.
20. What is a Commutator ?
21. Who is the present Scientific Adviser to Defence Minister of India ?
22. When was the first Sputnik launched by U.S.S.R. ?
23. Who invented Microphone ?
24. What is the Unit for measuring the wavelength of light?
25. Which day is observed as World Thrift Day every year?

(13 × 1 = 13 marks)

Questions 26 to 30. Answer in *two* or *three* sentences. Each question carries 2 marks

26. What are the aims of the Olympics Movement ?
27. What are Trade Winds ?
28. What is meant by *Milky Way* ?
29. What is Y2K problem ?
30. What are the functions of Reserve Bank of India ?

(5 × 2 = 10 marks)

PART - III (GENERAL ENGLISH)

1. Rewrite as directed :
- (a) He had many disciples. The greatest of them was Aristotle. (Combine into a simple sentence).
(b) The wind is very strong; it will blow the roof off. (Re-write using "enough to".)
(c) "Hello ! where are you going ?", Meera asked John. (Rewrite in reported speech.)
(d) Nobody has ever spoken to me like that before. (Change into the passive voice.)

(4 marks)

2. Correct the following sentences :

- (a) The reason for his failure was because he did not work hard.
(b) This settlement was founded an year ago.
(c) We have had a very enjoyable holiday last summer.

- (d) No sooner had the cricket match started, when it began to rain. (4 marks)
3. Fill in the blanks with suitable words :
(a) I can't help you ——— you tell me the truth.
(b) The police accused him ——— murder.
(c) ——— of those people have you met before ? (3 marks)
4. (a) Give one word for the following :-
(i) One who travels in a spacecraft (1 mark)
(ii) Period of 1000 years. (1 mark)
(b) Choose the words which mean *change* and *calm* from among those given below :
altar, alter, quiet, quite (1 mark)
(c) Pick out the wrongly spelt words:
vacuum, casualty, beginning, vegetarian (1 mark)
5. Write a *paragraph* of about 120 words on *one* of the following topics :
(a) "Strike while the iron is hot"
(b) International terrorism.
(c) Town life and Country life. (8 marks)
6. Read the following passage and answer the questions given below :
It is very easy to acquire bad habits, such as eating too many sweets, or too much food, or drinking too much fluid of any kind, or smoking. The more we do a thing, the more we tend to like doing it, and if we do not continue to do it, we feel unhappy. This is called the force of habit, and the force of habit should be fought against. Things which may be very good when only done from time to time, tend to become very harmful when done too often and too much. This applies even to such good things as work or rest. Some people form a bad habit of working too much, and others idling too much. The wise man always remembers this is true about himself and checks any bad habit.
One of the most widely spread bad habits is the use of tobacco. Tobacco is now smoked or chewed by men, often by women, and even by children, almost all over the world. I very much doubt whether there is any good in the habit, even when tobacco is not used to excess ; and it is extremely difficult to get rid of the habit when once it has been formed.
(a) What is meant by the force of habit ?
(b) Who is the wise man ?
(c) Why is the use of tobacco one of the commonest bad habits in the world ?
(d) Why does the author think that even moderate use of tobacco is a very harmful habit ? (8 marks)

PART - IV (REGIONAL LANGUAGE)

1. Translate the following passage into Malayalam/Tamil/Kannada :
In this world of human affairs there is no worse nuisance than a boy at the age of fourteen. He is neither ornamental nor useful. It is impossible to shower affection on him as on a little boy. If he talks with a childish lisp, he is called a baby; and if he answers in a grown up way, he is called impertinent. In fact any talk at all from him is resented. Then he is at the unattractive growing age. He grows out of his clothes with indecent haste; his voice grows hoarse and his face grows suddenly angular and unsightly. It is easy to excuse the shortcomings of early childhood, but it is hard to tolerate even unavoidable lapses in a boy of fourteen. The lad himself becomes painfully conscious of his lot. When he talks with elderly people he is either unduly forward, or else so unduly shy that he appears ashamed of his very existence. Yet it is at this very age in his heart of hearts a young lad most craves for recognition and love. (12 marks)
2. Write a *paragraph* of about 120 words in Malayalam or Tamil or Kannada on any *one* of the following topics:
(a) Computerisation.
(b) Corruption in public life.
(c) Education of women (8 marks)

PART - I

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|-------------------------------------|----------------|---------------------|--------------|
| 1. (c) See | 2. (b) Aerial | 3. (d) Bullet | 4. (d) Metal |
| 5. (a) Swallow | 6. (b) Haryana | 7. Sita Ram Agarwal | 8. 50 |
| 9. 10 | 10. 25 | | |
| 11. രണ്ട് ഉത്തരങ്ങൾ വരാം 93 ഉം 31ഉം | | | |
| 12. ചോദ്യം വ്യക്തമല്ല. | | 13. Esti(mate)rial | |
| 14. Stage | | 15. Carriage | |

PART - II

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|--|--------------|---------------|------------------|
| 1. (b) Nasik | 2. (c) Venus | 3. (a) France | 4. (c) Cosmology |
| 5. (b) Bacteria | | | |
| 6. (a) Guru Gobind Singh | | 7.(b) 4cm | 8. (b) Writer |
| 9. (a) Taiwan | | | |
| 10. (c) Triplumbic Tetroxide | | | |
| 11. (a) Prof. Amartya Sen | | | |
| 12. (c) Kohima | | | |
| 13. Amnesty is forgiveness by a government for crimes against it. Amnesty restores wrongdoers to the legal status they had before committing the crimes. | | | |
| 14. Basic Education is Education in 3R's. ie Reading, Writing and Arithmetic. | | | |
| 15. Australia. | | | |
| 16. Adam's Bridge lies between India and Srilanka. It is a group of sand islands (a line of rocks and sand) | | | |
| 17. Solid Carbon dioxide is called dryice. | | | |
| 18. Lord Byron. | | | |
| 19. Conservation Of Foreign Exchange and Prevention Of Smuggling (Activities) Act. | | | |
| 20. Commutator is a device used to change or reverse the direction in which an electric current is flowing. In dynamo, it is used to convert the alternating current into direct current. | | | |
| 21. M. Natarajan | | | |
| 22. October 4, 1957. | | | |
| 23. Alexander Graham Bell. | | | |
| 24. Angstrom. | | | |
| 25. October 30. | | | |
| 26. The aim of the Olympic movement is to encourage world peace and friendship and to promote healthy sporting competition among the youth of the world. | | | |
| 27. Trade winds is a strong wind that blows towards the equator from the north east or south east. In the days of sailing ships, sailors depended greatly on trade winds. The paths of these winds were so regular, especially over the oceans, that early navigators named them trade winds, which meant course or track winds. | | | |
| 28. Milky way is the galaxy that includes the sun, the earth and the rest of the solar system. The Milky Way Galaxy contains hundreds of billions of stars. The diameter of the Milky way is about 100000 light years. | | | |
| 29. Y2K means year 2000 problem. This is a date problem that affects the computer in the millennium. Y-Year, K-Kilo (thousand), 2-for two thousand. Y2K is the inability of the computer to store four digit dates (year). | | | |
| 30. The Reserve Bank of India is the authority for issuing of currency in India other than one rupee notes and coins. The Bank acts as a Banker to the central government, state governments, etc. It formulates and administer monetary policy. It also performs a variety of developmental and promotional functions and handles the borrowing programme of the Government of India. | | | |

PART - III (ENGLISH)

- (a) Aristotle was the greatest of his disciples.
(b) The wind is strong enough to blow the roof off.
(c) Meera greeted John and asked where he was going.
(d) I have never been spoken to like that before
- (a) The reason for his failure was that he did not work hard.
(b) This settlement was founded a year ago.
(c) We had a very enjoyable holiday last summer.
(d) No sooner had the cricket match started than it began to rain.
- (a) Unless
(b) of
(c) How many
- (a) (i) Astronaut /Cosmonaut (ii) Millennium
(b) alter, quiet (c) Casualty, Vegetarian

6. (a) When you do a thing, the more you tend to like doing it, and if you do not continue to do it, you feel unhappy. This is called the force of habit.
- (b) A wise man is one who remembers about the effects of bad habit and checks it.
- (c) Because tobacco is now smoked or chewed by men, woman and children almost all over the world.
- (d) The author thinks so because it is extremely difficult to get rid of the habit when once it has been formed.