

THE DISTRICT LEGAL SERVICES AUTHORITY, SALEM

WRITTEN EXAM FOR THE POST OF JUNIOR ADMINISTRATIVE ASSISTANT (COMPUTER OPERATOR).

Name		Date	08.04.2018 Noon.
Father Name		Date of Birth	
Application No.		Designation No.	
Time	1.30 Hrs.	Marks	75

Signature of the Candidate	Signature of the Supervisor
----------------------------	-----------------------------

Objective Questions (25 Marks)

Choose the best and mark (✓) against the correct answer:

1) Who is called father of computer science?

- (A) Charles Babbage
- (B) John Von Neumann
- (C) Robert Roe
- (D) Alexander Winston

2) IC means

- (A) Industrial Circuit
- (B) Integrated Components
- (C) Integrated Circuit
- (D) Institute Circle

3) Which of the following is a digital device?

- (A) Thermometer
- (B) Slide Rule
- (C) Dial gauge
- (D) PC

4) Which of the following unit is present in the CPU?

- (A) Input Unit
- (B) Control Unit
- (C) Output Unit
- (D) Auxiliary Memory Unit

5) Which of the following is a volatile memory?

- (A) RAM
- (B) ROM
- (C) CDROM
- (D) Hard Disk

6) DOS means

- (A) Digital Operating System
- (B) Disk Operating System
- (C) Designing Operating System
- (D) Digital Organisation of System

7) Recycle Bin is used to

- (A) Store the data temporarily
- (B) Store the deleted files
- (C) Store the unwanted files
- (D) Save the hard disk space

8) This key is used to do the spell check?

- (A) F3
- (B) Ctrl + S
- (C) F1
- (D) F7

9) Which of the following is not a web search engine?

- (A) Altavista.com
- (B) infoseek.com
- (C) excite.com
- (D) Intel.com

10) A high power laser beam used in

- (A) Floppy
- (B) Hard disk
- (C) RAM
- (D) CD-ROM

11) What is the retirement age of Judge of Supreme Court in India?

- (A) 60
- (B) 62
- (C) 65
- (D) 70

12) Who is the politician recently convicted for fodder scam?

- (A) Lalu Prasad Yadav
- (B) Mulayam Singh Yadav
- (C) Sarath Yadav
- (D) Akhilesh Yadav

13) Madras High Court have how many benches?

- (A) One
- (B) Two
- (C) Three
- (D) No Benches

14) What is the age of male to contest Loksabha Parliament Election?

- (A) 21
- (B) 25
- (C) 30
- (D) 35

15) Bengal Partition took place in the year?

- (A) 1905
- (B) 1911
- (C) 1920
- (D) 1972

16) Stanley reservoir built on the river:

- (A) South Pennai
- (B) Cauvery
- (C) Thamirabharani
- (D) Bhavani

17) Who is the Chairman of Rajyasabha?

- (A) Vice President
- (B) President
- (C) Speaker
- (D) Planing Commissioner Chairman

18) Which city is called as pearl city?

- (A) Madurai
- (B) Tuticorin
- (C) Chennai
- (D) Cochin

19) The Headquarters of UNO situate at:

- (A) Washington
- (B) Newyork
- (C) London
- (D) Paris

20) Which one of the following is not a fundamental right:

- (A) Right to speech and expression
- (B) Right to live
- (C) Right to equality
- (D) Right to property

Give the expansion of the following:

21) ONGC

22) NEET

23) ISRO

24) JIPMER

25) AIIMS

INSTRUCTIONS FOR PRACTICAL EXAM:

1. Create a folder on desktop and name it with your name and exam number. Save all your files inside that folder.
2. Name and Exam number must be in the Header of all the word documents. Excel Spread Sheet, Power Point Presentation.
3. Signature of the Invigilator must be in the Footer.
4. Papers cannot be corrected without the signature of the Examiner. Candidates are instructed to get the signature of the Invigilator in all the printouts.

Illustration:

Name: xxxxxxxx

Exam No. xxxxxxxx

Signature of the Invigilator.

Question No.1 (Word Processing – English) : [10 marks]

Create a document with following text and carry out the tasks mentioned below:

“Before starting, check that you are viewing this in Microsoft Word. If you left clicked on the link in your web browser to come here, you will be viewing this through Internet Explorer. You can check this by clicking on the Help menu and seeing if it lists either “About Microsoft Word” or “About Internet Explorer”. If it says, “About Internet Explorer” you have opened this file in the incorrect way, and so you can use the Back button on the browser to go back and download the document in the correct way. If it says “About Microsoft Word”, you’ve done it correctly – carry on.”

- The left and right margins are to be brought in by 1.2 cm and 2.4 cm respectively
- Indent the first line by a further 1 cm
- Align the paragraph to the right hand side of the page.
- Apply double line border at the top and bottom and single line border on left and right of paragraph.
- Change all Microsoft of paragraph in MS.

Question No.2. (Spreadsheet Calculation) [10 marks]

Enter following data in Excel spreadsheet and perform as asked:

Sl.No.	Name	Employee Code	Sales Amount	Commission	Earning	Tax	Net Earning
1	M.Punitha	1001	90,000				
2	S.Anitha	1002	80,000				
3	K.R.Sujatha	1003	95,000				
4	A.Deepa	1004	25,000				
5	M.Priya	1005	75,000				

- Enter the above data in Affiliate sheet in workbook
- Calculate Commission as 7% of Sales AMT
- Calculate Earning as sum of Sales AMT and Commission
- Calculate Tax as 13% of Earning for all Sales AMT equal or more than 4000.
- Calculate Net Earning as the difference of Earning and Tax.
- Create a column chart showing Earning and Net Earning for each EMP Code.

Question No.3 (Power Point Presentation) [10 marks]

Create a presentation with 4 slides.

SLIDE 1: The first slide will contain title and subtitle.

Title "COMPUTER OPERATOR PRACTICAL EXAMINATION"

In sub title your Name & Examination No.

SLIDE 2: A brief points about your self. (about 5 points)

SLIDE 3: Explain why you need to be selected for this post (about 3 points)

SLIDE 4: The last slide will contain the text 'Thank You'.

Question No.4. (Spreadsheet Calculation) [20 marks]

Enter following data in Excel spreadsheet and perform as asked:

1. To Create 5 sheets in Excel in the given format

Sheet (1) – OPENING BALANCE

Sheet (2) – INSTITUTION

Sheet (3) – DISPOSAL

Sheet (4) – CLOSING BALANCE

Sheet (5) – CONSOLIDATED ABSTRACT

2. Calculate all the total and Grand total by using the Excel Formulas

3. Calculate the Closing Pendency and Consolidated Abstract by using Excel Formula.

4. (Closing Pendency = Opening Balance + Institution – Disposal)

5. Calculate the CONSOLIDATED ABSTRACT.

STATEMENT FOR THE MONTH OF MARCH - 2018										
Sheet (1) - OPENING BALANCE										
S.No.	Name of the Court	CIVIL				CRIMINAL				GRAND TOTAL
		es	AS	MCOP	TOTAL	SESS.	NI ACT	MC	TOTAL	
1	Principal District Court	83	41	10	...	134	25	42
2	I Additional District Court, Salem	130	49	52	82	10	5
3	II Additional District Court, Salem	155	48	68	...	109	97	24
4	III Additional District Court, Salem	200	44	22	...	101	55	7
5	Chief Judicial Magistrate Court, Salem	0	0	541	...	86	48	1
6	Principal Sub Court, Salem	488	82	0	82	0	0
7	Judl. Magistrate No.I Court, Salem	0	0	0	0	0	32
8	Judl. Magistrate No.II Court, Salem	0	0	0	0	0	11
9	Judl. Magistrate No.III Court, Salem	0	0	0	0	7	0
10	Judl. Magistrate No.IV Court, Salem	0	0	0	0	3	0
	TOTAL

STATEMENT FOR THE MONTH OF MARCH - 2018										
Sheet (2) - INSTITUTION										
S.No.	Name of the Court	CIVIL				CRIMINAL				GRAND TOTAL
		es	AS	MCOP	TOTAL	SESS.	NI ACT	MC	TOTAL	
1	Principal District Court	10	5	15	...	15	25	6
2	I Additional District Court, Salem	16	49	52	12	10	5
3	II Additional District Court, Salem	13	48	68	...	14	12	6
4	III Additional District Court, Salem	14	44	22	...	17	9	7
5	Chief Judicial Magistrate Court, Salem	0	0	16	...	12	15	17
6	Principal Sub Court, Salem	18	9	18	18	13	6
7	Judl. Magistrate No.I Court, Salem	0	0	0	0	15	2
8	Judl. Magistrate No.II Court, Salem	0	0	0	0	26	3
9	Judl. Magistrate No.III Court, Salem	0	0	0	0	24	5
10	Judl. Magistrate No.IV Court, Salem	0	0	0	0	18	2
	TOTAL	88	167	59

STATEMENT FOR THE MONTH OF MARCH - 2018										
Sheet (5) - CONSOLIDATED ABSTRACT										
S.No.		CIVIL				CRIMINAL				GRAND TOTAL
		OS	AS	MCOP	TOTAL	SESS.	NI ACT	MC	TOTAL	
1	OPENING BALANCE
2	INSTITUTION
3	DISPOSAL
4	CLOSING BALANCE

Take Printouts of all the Four Questions and hand it over to the invigilators.
