Computer Proficiency Certification Test

Notations:

- Options shown in green color and with vicon are correct.
- 2.Options shown in red color and with * icon are incorrect.

Question Paper Name: Computer Proficiency Certification Test CPCT 27th March Shift 1

Subject Name: Computer Proficiency Certification Test CPCT

Creation Date: 2016-03-27 10:57:10

Duration: 90 75 **Total Marks: Display Marks:** Yes Calculator: None **Magnifying Glass Required?:** No **Ruler Required?:** No **Eraser Required?:** No **Scratch Pad Required?:** No Rough Sketch/Notepad Required?: No **Protractor Required?:** No

Actual

Group Number: 1

Group Id: 55813955

Group Maximum Duration: 75
Group Minimum Duration: 75
Revisit allowed for view?: No
Revisit allowed for edit?: No
Break time: 0
Mandatory Break time: No
Group Marks: 75

COMPUTER PROFICIENCY & PROFICIENCY IN GENERAL IT SKILLS AND NETWORKING

Section Id: 55813963
Section Number: 1

Section type : Online
Mandatory or Optional: Mandatory

Number of Questions:52Number of Questions to be attempted:52Section Marks:52Display Number Panel:YesGroup All Questions:No

Sub-Section Number: 1

Sub-Section Id: 55813963

Question Shuffling Allowed: Yes

Question Number: 1 Question Id: 558139205 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

What is meant by BIOS?

Options:

- 1. J Basic Input / Output System
- Big Input / Output System
- 🙎 🔉 Bring In Out system
- ▲ Broad Input / Output System

Question Number: 1 Question Id: 558139205 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

BIOS का क्या अर्थ है?

Options:

- बेसिक इनपुट / आउटपुट सिस्टम
- 🆼 बिग इनपुट / आउटपुट सिस्टम
- 🤿 🙀 ब्रिंग इन-आउट सिस्टम
- 🛕 🙀 ब्रॉड इनपुट / आउटपुट सिस्टम

Question Number: 2 Question Id: 558139206 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

If you are using MS Windows and use Alt + Print Screen, you would be:

Options:

- Printing a document
- Taking a screenshot
- 3 * Closing a window
- 4 * Enlarging a window

Question Number: 2 Question Id: 558139206 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Line Question Option: No Option Orientation: vertical

Correct: 1 Wrong: 0

यदि आप MS विंडो का उपयोग कर रहे हैं और Alt + Print Screen का उपयोग करते हैं तो आप क्या कर रहे हैं?

- 🛾 🧸 एक दस्तावेज़ को प्रिंट कर रहे हैं।
- 2 🛷 एक स्क्रीनशॉट ले रहे हैं।
- 3. 🛎 एक विंडो बंद कर रहे हैं।

4 * विंडो को बड़ा कर रहे हैं।
Question Number: 3 Question Id: 558139207 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical
Correct: 1 Wrong: 0
If you use Ctrl + Esc, you will be:
Options:
1. * Closing a tab
2. * Enlarging a window
3. Bringing up the Windows START menu
4 * Take a screenshot
Question Number: 3 Question Id: 558139207 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
यदि आप Ctrl + Esc का उपयोग करते हैं तो आप
Options:
1 * एक टैब बंद कर रहे हैं।
2. 🕱 विंडो को बड़ा कर रहे हैं।
∃. बिंडोज स्टार्ट मेन्यू को ला रहे हैं।
4. 🕷 एक स्क्रीनशॉट ले रहे हैं।
Question Number: 4 Question Id: 558139208 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
MICR stands for:
Options:
1. Magnetic Ink Character Recognition
2. Magnetic Ink Code Recognition
3. * Magnetic Ink Character Region
4 * Meta Ink Character Recognition
Question Number: 4 Question Id: 558139208 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
MICR का पूर्ण रूप है।
Options:
1. 🖋 मैग्नेटिक इंक कैरेक्टर रिकोग्निशन
2. 🕱 मैग्नेटिक इंक कोड रिकोग्निशन

😦 मैग्नेटिक इंक कैरेक्टर रीजन मेटा इंक कैरेक्टर रिकोग्निशन Question Number: 5 Question Id: 558139209 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 A microprocessor is made up of millions of ______. **Options:** 1 * Registers Microchips Program counters Transistors Question Number: 5 Question Id: 558139209 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 एक माइक्रोप्रोसेसर लाखों से बना होता है। **Options:** 1. 🕷 रजिस्टरों 🤈 😦 माइक्रोचिप्स 3 🛚 प्रोग्राम काउंटरों 4 🥒 ट्रांजिस्टरों Question Number: 6 Question Id: 558139210 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 What is a motherboard? **Options:** 1 * It is a large storage device 2. It a place where the CPU, memory and other devices are connected with the computer It is the name of the first super computer It is a type of black board Question Number: 6 Question Id: 558139210 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 मदरबोर्ड क्या है? **Options:** यह एक बड़ा संग्रह डिवाइस है।

- ्र बह एक जगह है जहाँ CPU, मेमोरी और अन्य डिवाइसों को कंप्यूटर से जोड़ता है।
- 🍃 🧩 यह पहले सुपर कंप्यूटर का नाम है।
- 🛾 🙎 यह एक प्रकार का ब्लैक बोर्ड है।

Question Number: 7 Question Id: 558139211 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single

Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which of the following groups comprises only input devices?

Options:

- Printer, Scanner and Mouse
- Printer, Mouse and Monitor
- Reyboard, Scanner and Mouse
- Printer, Mouse and Plotter

Question Number: 7 Question Id: 558139211 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्नलिखित समूहों में से किसमें सिर्फ इनपुट डिवाइस शामिल है?

Options:

- 🔒 प्रिंटर, स्कैनर और माउस
- 🤈 😦 प्रिंटर, माउस और मॉनिटर
- 🤋 🥒 कीबोर्ड, स्कैनर और माउस
- 🛾 😦 प्रिंटर, माउस और प्लॉटर

Question Number: 8 Question Id: 558139212 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which among the following is faster - SRAM and DRAM?

Options:

- 1 * DRAM
- 3 * They are equally fast
- Can not be compared

Question Number: 8 Question Id: 558139212 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्न में से कौन सा अधिक तेज होता है - SRAM और DRAM?

DRAM 2. SRAM 😦 वे समान रूप से तेज हैं। तुलना नहीं की जा सकती है। Question Number: 9 Question Id: 558139213 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single **Line Question Option : No Option Orientation : Vertical** Correct: 1 Wrong: 0 Which of the following memories requires to be refreshed? **Options:** 1 & RAM → DRAM ROM ** RAM and ROM Question Number: 9 Question Id: 558139213 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 निम्न में से कौन सी मेमोरी को रिफ्रेश करने की आवश्यकता होती है? **Options:** RAM DRAM 3 * ROM 🗸 🗱 RAM और ROM Question Number: 10 Question Id: 558139214 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical A computer virus that actively attacks an anti-virus program in an effort to prevent detection is: **Options:** 1 * Worm Retrovirus 3 * Ghost Trojan Question Number: 10 Question Id: 558139214 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 _ वह कंप्यूटर वायरस है, जो पहचाने जाने से बचने के लिए सक्रिय रूप से एंटी-वायरस प्रोग्राम पर अटैक करता है।

- 1. * वर्म

Question Number: 11 Question Id: 558139215 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Find the odd one out:

Options:

- 1 / Hard Disk
- SRAM
- RAM
- DRAM

Question Number: 11 Question Id: 558139215 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्न में अन्यों से भिन्न की पहचान करें:

Options:

- 1 🧳 हार्ड डिस्क
- SRAM
- RAM
- DRAM

Question Number: 12 Question Id: 558139216 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which one of the following statements is false?

Options:

- Information stored in RAM can be changed by overwriting it.
- Information stored in ROM cannot be changed by overwriting it.
- Information can be stored in any location of RAM.
- Computer main memory can be accessed only sequentially.

Question Number: 12 Question Id: 558139216 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्नलिखित में से कौन सा कथन असत्य हैं?

Options:

1 * RAM में संग्रहित जानकारी को ओवरराइट करके बदला जा सकता है।

ROM में संग्रहित जानकारी को ओवरराइट करके बदला जा नहीं सकता है। जानकारी को RAM के किसी भी स्थान में संग्रहित किया जा सकता है। कम्प्यूटर मुख्य मेमोरी तक केवल क्रमिक रूप से ही पहुँचा जा सकता है। Question Number: 13 Question Id: 558139217 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 If you use Ctrl + W, you will be: **Options:** 1. Closing a window Opening a new file Bringing up the Windows START menu Take a screenshot Question Number: 13 Question Id: 558139217 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 यदि आप Ctrl + W का उपयोग करते हैं तो आप **Options:** 1 🥒 एक विंडो बंद कर रहे हैं। एक नई फाइल खोल रहे हैं। विंडोज स्टार्ट मेन्यू को ला रहे हैं। एक स्क्रीनशॉट ले रहे हैं। Question Number: 14 Question Id: 558139218 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 If you are warm booting, then you are: **Options:** Restarting the computer when it is already on Restarting the computer immediately after switching it off Starting the computer after many days Warming the computer in winter season Question Number: 14 Question Id: 558139218 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 यदि आप वॉर्म बूटिंग कर रहे हैं, तो आप _____ **Options:**

- पहले से ही ऑन रहे कंप्यूटर को रिस्टार्ट कर रहे हैं।
- कंप्यूटर को स्वीच ऑफ करने के बाद तुरंत उसे रिस्टार्ट कर रहे हैं।
- 🍃 🍃 काफी दिनों बाद कंप्यूटर को स्टार्ट कर रहे हैं।
- 🗼 सर्दियों में कंप्यूटर को गरम कर रहे हैं।

Question Number: 15 Question Id: 558139219 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

The operating system software and data, that the computer is currently using, are stored in:

Options:

- 1 * ACP
- 2 WUSB
- Real Hard Drive
- 4 V RAM

Question Number: 15 Question Id: 558139219 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

ऑपरेटिंग सिस्टम सॉफ्टवेयर और डेटा, जिसका कंप्यूटर वर्तमान में उपयोग कर रहा है, कहाँ संग्रहित होता है?

Options:

- 1. * ACP
- 2. W USB
- 3. 🙀 हाई ड्राईव
- 4. A RAM

Question Number: 16 Question Id: 558139220 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

The ability of an operating system to run more than one application at a time is called:

Options:

- Multi user computing
- Object oriented programming
- 3.

 ✓ Multi-tasking
- 4. Special tasks

Question Number: 16 Question Id: 558139220 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

एक ही समय में एक से अधिक ऐप्लिकेशन को चलाने की ऑपरेटिंग सिस्टम की क्षमता
को कहा जाता है
Options:
1. * मल्टी यूज़र कंप्यूटिंग
2. 🛎 ऑब्जेक्ट ओरिएंटेड प्रोग्रामिंग
3. ✔ मल्टीटास्किंग
4. * स्पेशल टास्क
Question Number: 17 Question Id: 558139221 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Linux is a:
Options:
1. * single user, single tasking OS
2. * single user, multi tasking OS
3. * multi user, single tasking OS
4. w multi user, multi tasking OS
Question Number: 17 Question Id: 558139221 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
लाइनैक्स एक है
Options:
1. * सिंगल यूज़र, सिंगल टास्किंग OS
2. * सिंगल यूज़र, मल्टीटास्किंग OS
3. * मल्टी यूजर, सिंगल टास्किंग OS
4.
Question Number: 18 Question Id: 558139222 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
Which of the following is not a DOS command?
Options:
1. * COPY
2. * DATE
3. * DEL
4. ✓ CUT

Question Number: 18 Question Id: 558139222 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 निम्नलिखित में से कौन सा DOS कमांड नहीं है? 1 & COPY DATE 3. S DEL 4. CUT Question Number: 19 Question Id: 558139223 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 An operating system that can do multi-tasking means that: **Options:** The operating system can divide work between several CPUs Several Programs can be operated concurrently Multiple people can use the computer concurrently Single person can use the computer concurrently

Question Number: 19 Question Id: 558139223 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

एक ऑपरेटिंग सिस्टम 'मल्टीटास्किंग कर सकता है', इस का अर्थ _____

Options:

- , 😹 ऑपरेटिंग सिस्टम काम को कई CPUs के बीच विभाजित कर सकता है।
- 🤰 🛷 कई प्रोग्राम को एक साथ संचालित किया जा सकता है।
- कई लोग कंप्यूटर का एक साथ उपयोग कर सकते हैं।
- 🚜 अकेला ट्यक्ति कई कंप्यूटर का एक साथ उपयोग कर सकता है।

Question Number : 20 Question Id : 558139224 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

You just changed Windows 98 in your computer to Windows XP, you have just:

- 1 * upstarted the operating system
- 2. vupgraded the operating system
- 3 * downgraded the operating system
- 4 🐹 patched

Question Number: 20 Question Id: 558139224 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
आपने अपने कंप्यूटर की विंडोज 98 को विंडोज XP के साथ बदल दिया है। आपने
Options:
1. * ऑपरेटिंग सिस्टम अपस्टार्ट किया है।
2. 🛷 ऑपरेटिंग सिस्टम अपग्रेड किया है।
3. 🗱 ऑपरेटिंग सिस्टम डाउनग्रेड किया है।
4 🚜 मरम्मत की है।
Question Number: 21 Question Id: 558139225 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Various applications and documents are represented on the windows desktop by
Options:
1. * Symbols
2. * Labels
3. * Graphs
4. VIcons
Question Number : 21 Question Id : 558139225 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical Correct : 1 Wrong : 0 विभिन्न एप्लिकेशनों और डाक्यूमेंटों को विंडोज डेस्कटॉप पर के द्वारा प्रस्तृत
किया जाता हैं।
Options:
1 * सिंबल
2. * लेबल
3. ☀ ग्राफ़
4. अ आङ्कन
Question Number: 22 Question Id: 558139226 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
Find the odd one out:
Options:
Notepad Notepad
2. * MS word
3 * Wordpad

```
4 / Paint
```

Question Number: 22 Question Id: 558139226 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्न में अन्यों से भिन्न की पहचान करें:

Options:

- 1. * नोटपैड
- 🤊 🗯 MS वर्ड
- 3. 🗱 वर्डपैड
- 4. 🗸 पेंट

 $Question\ Number: 23\ Question\ Id: 558139227\ Question\ Type: MCQ\ Option\ Shuffling: Yes\ Display\ Question\ Number: Yes\ Single\ Line\ Question\ Option: No\ Option\ Orientation: Vertical$

Correct: 1 Wrong: 0

You are trying to restart the computer. Which combination of keys will you be using?

Options:

- 1 & Del + Ctrl
- > * Esc
- 3 ✓ Ctrl + Alt + Del
- 4 * Insert + Esc

Question Number : 23 Question Id : 558139227 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

आप कंप्यूटर को रिस्टार्ट करने की कोशिश कर रहे हैं। कुंजियों के किस संयोजन का आपके द्वारा उपयोग किया जाएगा?

Options:

- 1 B Del + Ctrl
- 2. # Esc
- 3 V Ctrl + Alt + Del
- 4 # Insert + Esc

Question Number : 24 Question Id : 558139228 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

There are 10 files in a folder, which need to be selected together. Which of the combination of keys can be used?

- 1 * Ctrl + Z
- 2 V Ctrl + A
- 3 * Alt + A

Shift + A Question Number: 24 Question Id: 558139228 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 एक फोल्डर में 10 फाइलें हैं, जिन्हें एक साथ चुनने की आवश्यकता है। कुंजियों का संयोजन जिसका उपयोग किया जा सकता है, वह ____ है। **Options:** 1 * Ctrl + Z 2 V Ctrl + A * Alt + A Shift + A Question Number: 25 Question Id: 558139229 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 The software used for preparing text based documents is referred to as: **Options:** 1 S DBMS 2 * PPTs Spreadsheets Word Processors Question Number: 25 Question Id: 558139229 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 टेक्स्ट आधारित दस्तावेज तैयार करने के लिए उपयोग किया जाने वाला सॉफ्टवेयर **Options:** 1 BMS PPTs 💥 स्प्रेडशीट 4 🛷 वर्ड प्रोसेसर Question Number: 26 Question Id: 558139230 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Options:

MS Excel is ideal for:

1. * painting a picture

2. drawing a graph

3. * editing a picture writing a story

Question Number: 26 Question Id: 558139230 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

MS एक्सेल किसके लिए उपयुक्त है?

Options:

- 1 * चित्र को बनाने के लिए
- 🤈 🥒 ग्राफ बनाने के लिए
- 😦 चित्र को एडिट करने के लिए
- कहानी लिखने के लिए

Question Number: 27 Question Id: 558139231 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

If in MS Excel, you are trying to make a graph using the available data in the spreadsheet, you will click on:

Options:

1 * Home Tab

Insert Tab

Data Tab

4 Review Tab

Question Number: 27 Question Id: 558139231 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

यदि आप MS एक्सेल में, स्प्रेडशीट में उपलब्ध डेटा का उपयोग करके ग्राफ बनाने की कोशिश कर रहे हैं, तो आप ____ पर क्लिक करेंगे।

Options:

1 🕷 होम टैब

2 🧳 इनसर्ट टैब

3. 🗱 डेटा टैब

4 🚜 रिट्यू टैब

Question Number: 28 Question Id: 558139232 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

If you have a spyware in your computer:

your computer may take longer than usual to complete certain tasks your computer may crash more frequently you may see pop-up advertisement even when not connected on web all of the other options Question Number: 28 Question Id: 558139232 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 यदि आपके कंप्यूटर में एक स्पाइवेयर है, तो _____| **Options:** आपका कंप्यूटर कुछ कार्यों को पूरा करने के लिए सामान्य से अधिक समय ले सकता है। आपका कंप्यूटर बार बार क्रैश हो सकता है। जब वेब पर जुड़े ह्ए नहीं हैं तब भी आप पॉप-अप विज्ञापन देख सकते हैं। अन्य विकल्पों में से सभी Question Number: 29 Question Id: 558139233 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Find the odd one out: **Options:** Creeper Blaster I love You 4 V PPT Question Number: 29 Question Id: 558139233 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 निम्न में अन्यों से भिन्न की पहचान करें: **Options:** 🗯 क्रीपर आई लव यू 4. PPT Question Number: 30 Question Id: 558139234 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0

IBM stands for:

1 * Indian Business Machines
2. International Business Machines
3. * International Banking Machines
4. * International Business Models
Question Number : 30 Question Id : 558139234 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical Correct : 1 Wrong : 0
IBM का पूर्ण रूप है
Options:
1 🛎 इंडियन बिजनेस मशीन्स
2. 🗸 इंटरनेशनल बिजनेस मशीन्स
3. 🕊 इंटरनेशनल बैंकिंग मशीन्स
4. 寒 इंटरनेशनल बिजनेस मॉडल्स
Question Number: 31 Question Id: 558139235 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Servers are computers that provide resources to other computers connected to a:
Options:
1. Network
2. * Mainframe
3. Super computer
4 Client
Question Number: 31 Question Id: 558139235 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
सर्वर कंप्यूटर वह होते हैं जो कि से जुड़े हुए अन्य कंप्यूटरों को रिसोर्स
उपलब्ध कराते हैं
Options:
1. ✔ नेटवर्क
2. * मेनफ्रेम
3. ३ सुपर कंप्यूटर
4. * क्लाएंट
Question Number: 32 Question Id: 558139236 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

When sending an e-mail, a brief description of the mail content can be included in thetab.
Options:
* To
Subject Subject
3 Content
4 * CC
Question Number: 32 Question Id: 558139236 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
जब एक ई-मेल भेजी जा रही होती है तब, मेल कंटेंट का एक संक्षिप्त विवरण
टैब में लिखा जा सकता है।
Options :
. ≉ ट्
्र 🕢 सब्जेक्ट
३ 🗶 कंटेंट
1 × CC
Question Number: 33 Question Id: 558139237 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 The design of the network is called the network
Options:
✓ Architecture
* Server
* Transmission
Type
Question Number: 33 Question Id: 558139237 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
नेटवर्क के डिजाइन को नेटवर्क कहा जाता है।
Options :
 अार्किटेक्चर
ू 🗶 मर्वर
३ 😹 ट्रांसिमशन
1 ☀ टाइप

 $Question\ Number: 34\ Question\ Id: 558139238\ Question\ Type: MCQ\ Option\ Shuffling: Yes\ Display\ Question\ Number: Yes\ Single\ Line\ Question\ Option: No\ Option\ Orientation: Vertical$

Correct: 1 Wrong: 0 Slide sorter option of power point is available on menu.
Options :
* Insert
File
3. ✓ View
4 × Edit
Question Number: 34 Question Id: 558139238 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
पावर पॉइंट का स्लाइड सॉर्टर विकल्प मेन्यू में उपलब्ध है।
Options:
🙎 इनसर्ट
फ़ाइल
_{3. ✔} <mark>ट्यू</mark>
4 寒 एडिट
Question Number: 35 Question Id: 558139239 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 A
Options: Data
→ Database
B BMS
1 Information
Question Number: 35 Question Id: 558139239 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
एक संगठित तरीके से संबंधित डेटा के संग्रह को के रूप में परिभाषित
किया गया है।
Options:
_{L. *} डेटा
2.
B BMS
4. 🗱 जानकारी

 $Question\ Number: 36\ Question\ Id: 558139240\ Question\ Type: MCQ\ Option\ Shuffling: Yes\ Display\ Question\ Number: Yes\ Single\ Line\ Question\ Option: No\ Option\ Orientation: Vertical$

Correct: 1 Wrong: 0

Which of the following a short cut in MS Excel to GOTO option?

Options:

1. V F5

2 # F4

3 * F7

4. * F10

Question Number: 36 Question Id: 558139240 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

MS एक्सेल में GOTO विकल्प पर जाने के लिए निम्निलिखित में से कौन सा शॉर्टकट



Options:

1 V F5

2. # F4

3. * F7

4. # F10

Question Number : 37 Question Id : 558139241 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Which of the shortcut keys can be used to close the window of Excel?

Options:

1 / Alt + F4

> * Alt +F10

3. * Alt + F1

4 * Alt + F7

Question Number : 37 Question Id : 558139241 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

एक्सेल की विंडो को बंद करने के लिए किस शॉर्टकट कुंजी का इस्तेमाल किया जा सकता है?

Options:

1. Alt + F4

2 * Alt + F10

3. * Alt + F1

4. * Alt + F7

Question Number : 38 Question Id : 558139242 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

- ---

Correct: 1 Wrong: 0

What is Google Chrome? **Options:** 1 Web browser Worm Search Engine Anti-virus Question Number: 38 Question Id: 558139242 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 गुगल क्रोम क्या है? **Options:** 🛾 🥒 वेब ब्राउज़र एटी-वायरस Question Number: 39 Question Id: 558139243 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 The keys in a keyboard are: **Options:** Alphanumeric Keys Functional Keys Arrow Keys Alphanumeric Keys, Functional Keys and Arrow Keys Question Number: 39 Question Id: 558139243 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical कीबोर्ड में कुंजियाँ किस प्रकार की होती हैं? **Options:** वर्णमाला कृजिया फंक्शन कुंजियां ऐरो कुंजियां

Question Number : 40 Question Id : 558139244 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

वर्णमाला कुंजियां, फंक्शन कुंजियां और ऐरो कुंजियां

Correct: 1 Wrong: 0
OCR stands for:
Options: 1 * Outsized Character Reader
2. V Optical Character Recognition
3. * Operational Character Reader
4. * Only Character Reader
Question Number: 40 Question Id: 558139244 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
OCR का पूर्ण रूप है
Options:
1. अ। अ। उट्साइज़्ड कैरेक्टर रीडर
 अॉप्टिकल कैरेक्टर रिकगिनशन
3. 🛎 ऑपरेशनल कैरेक्टर रीडर
4. 🗱 ओन्ली कैरेक्टर रीडर
Question Number: 41 Question Id: 558139245 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 A pixel is:
Options:
1. a computer program
2. * a picture stored in secondary memory
3. w the smallest resolvable part of a picture
4. * a programming language
Question Number: 41 Question Id: 558139245 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
पिक्सल है
Options:
1 * एक कंप्यूटर प्रोग्राम
2. 🗱 एक चित्र है जो द्वितीयक मेमोरी में संग्रहित
3. 🛷 एक तस्वीर का सबसे छोटा रिजॉल्वेबल हिस्सा
4 * एक प्रोग्रामिंग भाषा

Question Number: 42 Question Id: 558139246 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Which of the following is not an output device? **Options:** 1 & LCD 2 * Printer 3 * CRT 4 / Touch Screen Question Number: 42 Question Id: 558139246 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 निम्नलिखित में से कौन सा एक आउटप्ट डिवाइस नहीं है? **Options:** 1 * LCD 2. 🕷 प्रिंटर 3. * CRT 4 🗸 टच स्क्रीन Question Number: 43 Question Id: 558139247 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which of the following is the fastest port for data transfer?

Options:

1 SUSB

Serial

Registration Registration 2 Registra

4 / Firewire

Question Number: 43 Question Id: 558139247 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्न में से कौन सा डेटा ट्रान्सफर के लिए सबसे तेज पोर्ट है?

Options:

1 # USB

🦼 क्रमानुसार

🤋 🗶 समानांतर

🗸 🥒 फायरवायर

Question Number : 44 Question Id : 558139248 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

What does the domain code '.gov' represent?
Options:
1. Government agencies
2. Sovernor of India
3. * Indian agencies
4. Spam
Question Number : 44 Question Id : 558139248 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical Correct : 1 Wrong : 0
डोमेन कोड '.gov' किसका प्रतिनिधित्व करता है?
Options:
1. 🗸 सरकारी एजेंसियां
2. * भारत के गवर्नर
3. * भारतीय एजेंसियां
4 * स्पैम
Question Number: 45 Question Id: 558139249 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0
An education institution would generally have the following in its domain name:
Options:
1. * .org
2. ✔ .edu
3. * .com
4. * .eu
Question Number : 45 Question Id : 558139249 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical Correct : 1 Wrong : 0
सामान्यतः शिक्षा संस्था के डोमेन नाम में होता है
Options:
1. * .org
2. ✓ .edu
3. * .com
4. * .eu
Question Number : 46 Question Id : 558139250 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical Correct : 1 Wrong : 0
Find the odd one out:
Options:

1. * Leased line Dial –up DSL 4 V USB Question Number: 46 Question Id: 558139250 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 निम्न में अन्यों से भिन्न की पहचान करें: **Options:** 1 🕷 लीज्ड लाइन 🤈 🗯 डायल-अप 3. * DSL 4 VUSB Question Number: 47 Question Id: 558139251 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Junk Emails are also known as: **Options:** 1 Spam 2 Spoof 3 * Crumbs 4 * Inbox Question Number: 47 Question Id: 558139251 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 जंक ई-मेल को और किस रूप में भी जाना जाता है? **Options:** 1 ✔ स्पैम इनबाक्स Question Number: 48 Question Id: 558139252 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 What is an Email attachment? 1 * A email receipt notification

- A separate document from another program sent along with an e-mail message
 A virus
 List of recipients in BCC and CC
- Question Number : 48 Question Id : 558139252 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

ईमेल अटैचमेंट क्या है?

Options

1. * ईमेल की प्राप्ति अधिसूचना है। अन्य प्रोग्राम से निर्मित एक अलग दस्तावेज जो ई-मेल संदेश के साथ

- ्र 🥒 भेजा जाता है।
- 🥫 😮 एक वायरस
- 4 🚜 BCC और CC में प्राप्तकर्ताओं की सूची

Question Number: 49 Question Id: 558139253 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0
Trend Micro is a:

Options:

- 1 × Virus
- 2. Anti-virus
- 3 * Worm
- None of the other options

Question Number: 49 Question Id: 558139253 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

ट्रैंड माइक्रो क्या है?

Options:

- 🛾 🗯 वायरस
- 2. 🗸 एंटी-वायरस
- 3. 🛎 वर्म
- 🗸 😹 अन्य विकल्पों में से कोई नहीं

Question Number : 50 Question Id : 558139254 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Background of screen of your PC is known as the:

1. * Application 2 Window 3. Desktop 4 * Frame Question Number: 50 Question Id: 558139254 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 अपने PC की स्क्रीन की पृष्ठभूमि को किसके रूप में जाना जाता है? **Options:** 1. * एप्लिकेशन 2 🗱 विंडो 🥒 डेस्कटॉप फ्रेम Question Number: 51 Question Id: 558139255 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Which among the following has the shortest access time? **Options:** 1 * RAM 2 ROM 3 V Cache 4 Memory Question Number: 51 Question Id: 558139255 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0

निम्नलिखित में से किसका पहुँच समय सबसे कम है?

Options:

1 * RAM

2 ROM

3. 🗸 कैशे

4 🗱 मेमोरी

Question Number: 52 Question Id: 558139256 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Arrange in increasing order - Megabyte, Terabyte, Kilobyte, Gigabyte

Options:

Kilobyte, Gigabyte, Megabyte, Terabyte

- Megabyte, Terabyte, Gigabyte, Kilobyte
- Kilobyte, Megabyte, Gigabyte, Terabyte
- Kilobyte, Megabyte, Terabyte, Gigabyte

Question Number : 52 Question Id : 558139256 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

बढते क्रम में ट्यवस्थित करें:

मेगाबाइट, टेराबाइट, किलोबाइट, गीगाबाइट

Options:

- 🔒 किलोबाइट, गीगाबाइट, मेगाबाइट, टेराबाइट
- 🚬 भेगाबाइट, टेराबाइट, गीगाबाइट, किलोबाइट
- 🤋 🥒 किलोबाइट, मेगाबाइट, गीगाबाइट, टेराबाइट
- 🔞 🙀 किलोबाइट, मेगाबाइट, टेराबाइट, गीगाबाइट

READING COMPREHENSION

Section Id: 55813964

Section Number: 2
Section type: Online
Mandatory or Optional: Mandatory

Number of Questions:1Number of Questions to be attempted:1Section Marks:5Display Number Panel:YesGroup All Questions:No

Sub-Section Number: 1

Sub-Section Id: 55813964

Question Shuffling Allowed: Yes

Question Id: 558139257 Question Type: COMPREHENSION Sub Question Shuffling Allowed: Yes Group Comprehension

Questions: No

Question Numbers: (53 to 57)

Question Label: Comprehension

Laptop security is of primary importance for organizations in consulting domain. In fact loss of laptops is considered to be the biggest security threat to organizations today. Yet, it is surprising that the over 80% of the consulting firms do not have a strong laptop security policy. Laptops today contain highly sensitive information about not just the consulting firms, but also about their clients. Loss of a laptop could easily lead to sensitive information getting in the hand of a rival or a mischief maker, who could use it to bring harm to the organization and its clients. It is for this reason that one of the pre-requisites for offering consulting contracts, is to have an internal laptop security policy. Laptop security policy includes a series of initiatives such as training of employees on preventing data loss due to laptop theft. Such training comprises simple instructions such as:

- 1. Keeping laptops out of sight of others when not in use.
- 2. Not leaving Laptops in the seat of a parked car
- 3. Keeping laptops chained to the workstation both in office and at a client's place
- 4. Ensuring that laptops are password protected
- Ensuring regular back up of laptops.

Apart from the preventive steps, the team is also trained on steps that they should take in case of a laptop loss. This includes:

- 1. Immediate intimation of loss to the central IT cell
- 2. Reporting the loss to the police
- 3. Blocking all concerned passwords and user ids for access to central data base.

Sub questions

Question Number : 53 Question Id : 558139258 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Why is the author surprised?

Options:

- 1. * Laptops are being stolen
- 2 * Laptops are being stolen even when organizations have a security protocol

Though laptops security is a threat, 80% of the consulting firms do not have a laptop

3. security policy

Employees do not follow laptop security

Question Number : 54 Question Id : 558139259 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

As per the author, why should consulting firms have a laptop security policy?

Options:

So that employees can be trained

Laptops have sensitive information not just of the firm but also of the clients, which can be used to bring harm to the organizations

- To prevent loss of laptops
- To win contracts where it is mandatory to have a security policy

Question Number: 55 Question Id: 558139260 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Out of the following which measure has not been mentioned by the author as a method of preventing data loss due to laptop theft?

Options:

- Not leaving laptops on the seat of a parked car
- Keeping laptops chained to the workstation
- 🛪 🥒 Keeping an organization approved anti virus
- Ensuring regular back up

Question Number: 56 Question Id: 558139261 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

According to the author what could be the possible actions in case of a laptop theft?

Options:

- 1 ✓ Inform the Central IT cell
- o 🙀 Take regular back-ups
- Keep the laptop locked
- Keep the laptop password protected

Question Number : 57 Question Id : 558139262 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

What do you think is the objective of the Article?

Options:

- Highlight the need for laptop and data security
- 2 W Highlight the importance for laptop and data security along with the common practices
- Share the common security protocols followed for laptop and data security
- Justify why laptop and data security protocols are required

 $\label{eq:Question Id: 558139257} \begin{tabular}{l} Question Id: 558139257 & Question Type: COMPREHENSION Sub Question Shuffling Allowed: Yes Group Comprehension Questions: No \end{tabular}$

Question Numbers: (53 to 57)

Question Label : Comprehension

परामर्श (Consulting) कार्यक्षेत्र से जुड़ी संस्थाओं के लिए लैपटॉप सुरक्षा एक प्राथमिक आवश्यकता है। वास्तव में, वर्तमान में लैपटॉप से नुकसान को ही संस्थाओं की सुरक्षा से जुड़ा सबसे बड़ा खतरा माना जाता है। तथापि, यह आश्चर्यजनक है कि 80% से अधिक परामर्श संस्थाओं के पास लैपटॉप सुरक्षा हेतु सशक्त नीति उपलब्ध नहीं है। वर्तमान में, लैपटॉपों में न केवल परामर्श संस्थाओं से सम्बंधित, अपितु उनके ग्राहकों से भी संबंधित अत्यधिक संवेदनशील जानकारी संग्रहित की जाती है। लैपटॉप की चोरी हो जाने पर संवेदनशील जानकारी आसानी से प्रतिद्वन्द्वियों अथवा उपद्रवियों के हाथ लग सकती है, जो उक्त संस्था एवं उनके ग्राहकों को हानि पहुँचाने के लिए उसका प्रयोग कर सकते हैं। इसी कारणवश, लैपटॉप सम्बन्धी आंतरिक सुरक्षा नीति की उपलब्धता, परामर्श अनुबंधों (consulting contracts) के प्रदान की मुख्य शर्त है। लैपटॉप सुरक्षा नीति में कई पहलें शामिल हैं, जैसे लैपटॉप की चोरी के कारण डाटा की हानि की रोकथाम का कर्मचारियों को प्रशिक्षण। ऐसे प्रशिक्षणों में सामान्य अनुदेश शामिल किए जाते हैं जैसे:

- 1. लैपटॉप के प्रयोग न किए जाने पर उसे अन्य लोगों की नज़र से दूर रखना।
- 2. लैपटॉप को पार्किंग स्थल में खड़ी कार की सीट पर नहीं रखना।
- 3. कार्यस्थल एवं ग्राहकों के स्थान दोनों पर लैपटॉप को चेन से बांध कर रखना।
- 4. यह सुनिश्चित करना कि लैपटॉप पासवई द्वारा सुरक्षित है।
- 5. लैपटॉप की नियमित बैक-अप सुनिश्चित करना।

सुरक्षात्मक उपायों के अलावा, लैपटॉप की चोरी हो जाने पर टीम द्वारा की जाने वाली कार्रवाई का भी प्रशिक्षण कर्मचारियोंको दिया जाता है जो निम्नलिखित है:

- 1. केंद्रीय सूचना प्रौद्योगिकी कक्ष (Central IT Cell) को तत्काल सूचना प्रदान करना।
- 2. पुलिस को गुमशुदगी की सूचना देना।
- केंद्रीय डाटा बेस में प्रविष्टि से जुड़े सभी संबंधित पासवई एवं यूसर आईडी को ब्लॉक करना।

Sub questions

Question Number : 53 Question Id : 558139258 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

लेखक आश्चर्यचिकत क्यों है?

- 1 * लैपटॉपों की चोरी हो रही है।
- संस्थाओं में सुरक्षा प्रोटोकॉल की उपस्थिति पर भी लैपटॉपों की चोरी हो रही है। यद्यपि लैपटॉप सुरक्षा एक खतरा है, 80% परामर्श संस्थाओं में लैपटॉप सुरक्षा नीति उपलब्ध नहीं है।

🛾 🧩 कर्मचारीगण, लैपटॉप सुरक्षा का अनुसरण नहीं करते हैं।

Question Number: 54 Question Id: 558139259 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

लेखक के अनुसार, परामर्श संस्थाओं में लैपटॉप सुरक्षा नीति क्यों होनी चाहिए?

Options:

तािक कर्मचारियों को प्रशिक्षित किया जा सके।
तैपटाॅप में न केवल संस्था अपित् ग्राहकों से भी संबंधित संवेदनशील जानकारी होती है,

- 🚽 जिसका प्रयोग संस्था के अहित के लिए किया जा सकता है।
- 🤋 🚜 लैपटॉपों की चोरी को रोकने के लिए।
- 🛂 🧸 जहाँ अनुबंध प्राप्त करने के लिए सुरक्षा नीति अनिवार्य हो।

Question Number: 55 Question Id: 558139260 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

तैपटॉप चोरी के कारण डाटा के नुकसान को रोकने हेतु लेखक ने निम्नलिखित में से किस उपाय का उल्लेख नहीं किया है?

Options:

- 1 * लैपटॉप को पार्किंग स्थल में खड़ी कार की सीट पर नहीं रखना
- 2 * लैपटॉपों को कार्यस्थल में चेन से बांध कर रखना
- ू संस्था अनुमोदित एंटी वाइरस रखना
- 🗼 नियमित बैक अप मुनिश्चित करना

Question Number: 56 Question Id: 558139261 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

लेखक के अनुसार, लैपटॉप की चोरी होने के बाद, संभव कार्रवाइयां क्या हो सकती हैं?

Options:

- 1. अ केंद्रीय सूचना प्रौद्योगिकी कक्ष को सूचित करना
- 2 🗶 नियमित बैक अप लेना
- 🥃 🚜 लैपटॉप में ताला लगा कर रखना
- 🛂 🧩 लैपटॉप को पासवई द्वारा सुरक्षित रखना

Question Number: 57 Question Id: 558139262 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

आपके अनुसार उक्त लेख का उद्देश्य क्या है?

Options:

- लैपटॉप एवं डाटा सुरक्षा की आवश्यकता पर प्रकाश डालना
- लैपटॉप एवं डाटा स्रक्षा के साथ साथ आम प्रयोगों के महत्व पर प्रकाश डालना
- लैपटॉप एवं डाटा स्रक्षा हेत् अन्सरण किए गए सामान्य स्रक्षा प्रोटोकॉल साझा करना
- यह साबित करना कि लैपटॉप एवं डाटा स्रक्षा प्रोटोकॉल आवश्यक होते हैं

QUANTITATIVE APTITUDE

Section Id: 55813965 Section Number: 3 Section type: Online

Mandatory or Optional: Mandatory

Number of Questions: Number of Questions to be attempted: 6 Section Marks: Display Number Panel: Yes Group All Questions: No

Sub-Section Number:

Sub-Section Id: 55813965 Question Shuffling Allowed: Yes

Question Number: 58 Question Id: 558139263 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

One root of the quadratic equation $ax^2 + bx + c = 0$ is twice the other, which of the following conditions holds true?

Options:

$$_1 \checkmark 2b^2 - 9ac = 0$$

$$b^2 - 9ac = 0$$

$$_{3} \times C^{2} = 9ac$$

$$C^2 = 4a + b^2$$

Question Number: 58 Question Id: 558139263 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

द्विघात समीकरण $ax^2 + bx + c = 0$ का एक मूल, अन्य मूल से द्ग्ना है। निम्नलिखित में से कौन सा विकल्प सही है?

$$_{1}$$
 \checkmark $2b^{2} - 9ac = 0$

 $_{2} * b^{2} - 9ac = 0$

3 * C² = 9ac

 $_{4} \times C^{2} = 4a + b^{2}$

Question Number: 59 Question Id: 558139264 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

The sum of the roots of the quadratic equation $5x^2 + 2x - 7 = 0$ is:

Options:

1. * 5/2

2 4 -2/5

3 * 2/5

4 * -5/2

Question Number : 59 Question Id : 558139264 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

द्विघात समीकरण 5x² + 2x - 7 = 0 के मूल का योग _____ है|

Options:

1 * 5/2

2. 4 -2/5

3. * 2/5

4 * -5/2

Question Number : 60 Question Id : 558139265 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Find the value of n in the following series.

100, 96, 92, n, 84

Options:

1 8 82

2 \$ 86

3 4 88

4 \$ 90

Question Number : 60 Question Id : 558139265 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

निम्नलिखित क्रम 100, 96, 92, n, 84 में n का मान बताएं।

Options:

1 * 82

2 * 86

3 🗸 88

4 × 90

Question Number: 61 Question Id: 558139266 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

A vertical pole of height 25 meters casts a shadow of 75 meters on the ground. At the same time, a tower casts a shadow of 300 meters long. What is the height of the tower?

Options:

- 1 a 10 meters
- 2 100 meters
- 3 * 125 meters
- 4 × 175 meters

Question Number: 61 Question Id: 558139266 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

25 मीटर ऊँचाई के एक लंबवत खंभे से, धरती पर 75 मीटर की परछाई पड़ती है। उसी समय, एक टावर से 300 मीटर की परछाई पड़ती है। टावर की ऊँचाई क्या है?

Options:

- 1 🗶 10 मीटर
- 🤈 🥒 100 मीटर
- 🛪 🗶 125 मीटर
- 4 🛚 175 मीटर

Question Number : 62 Question Id : 558139267 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Find the value of n, if the following equation holds true, $(2^4)^5 \times (2)^4 = (4)^n$.

Options:

- 1 * 24
- 2 \$ 6.5
- ≥ 🖋 12
- 4 # 13

Question Number: 62 Question Id: 558139267 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

यदि निम्नलिखित समीकरण सही है, तो n का मान बताएं।

$$(2^4)^5 \times (2)^4 = (4)^n$$

- 1 * 24
- 2 * 6.5

3 🗸 12

4 * 13

 $Question\ Number: 63\ Question\ Id: 558139268\ Question\ Type: MCQ\ Option\ Shuffling: Yes\ Display\ Question\ Number: Yes\ Single\ Line\ Question\ Option: No\ Option\ Orientation: Vertical$

Correct: 1 Wrong: 0

If $((3^3)^2)^4 = 27^n$, then find the value of n.

Options:

- 1. 4 8
- 2 # 9
- 2 \$ 6
- 4 # 10

Question Number: 63 Question Id: 558139268 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

यदि ((3³)²)⁴= 27°, तो n का मान बताएं।

Options:

- 1 / 8
- 2 # 5
- 3 * 6
- 4 * 10

GENERAL MENTAL ABILITY AND REASONING

Section Id: 55813966

Section Number: 4

Section type : Online

Mandatory or Optional: Mandatory

Number of Questions:6Number of Questions to be attempted:6Section Marks:6Display Number Panel:YesGroup All Questions:No

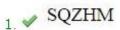
Sub-Section Number: 1

Sub-Section Id: 55813966 Question Shuffling Allowed: Yes

Question Number: 64 Question Id: 558139269 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

If PLANE is coded as OKZMD in a certain language, how will TRAIN be coded?



- UQBHO **
- WSBJM
- 4 SUSBJO

Question Number: 64 Question Id: 558139269 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

यदि किसी भाषा में PLANE को OKZMD के रूप में लिखा जाता है, तो TRAIN को कैसे लिखा जाएगा?

Options:

- 1 SQZHM
- UQBHO
- w USBJM
- 4 # USBJO

Question Number : 65 Question Id : 558139270 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

After walking a distance of 500 m south of her house, Lakshmi turns left and walks another 200 m. Then she turns north and walks another 300 m. She now starts walking towards her house, In which direction is she walking?

Options:

- North East
- North West
- s south
- 4. * East

Question Number : 65 Question Id : 558139270 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

लक्ष्मी अपने घर से दक्षिण की ओर 500 मीटर चलने के बाद बाई ओर मुड़ती है और 200 मीटर चलती है। उसके बाद वह उत्तर की ओर मुड़ती है और 300 मीटर चलती है। अब वह अपने घर की ओर चलने लगती है। वह किस दिशा में चल रही है?

- 1. 🔻 उत्तर पूर्व
- 2. 🗸 उत्तर पश्चिम
- 🛪 🗶 दक्षिण
- 🛾 🙀 पूर्व

Correct: 1 Wrong: 0

Insert the next number in the series 4, 7, 12, 19, 28,

Options:

- 1 3 41
- 2 / 39
- 3 \$ 49
- 4 \$ 51

Question Number : 66 Question Id : 558139271 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

4, 7, 12, 19, 28, ____ क्रम में अगला अंक को निश्चित करें।

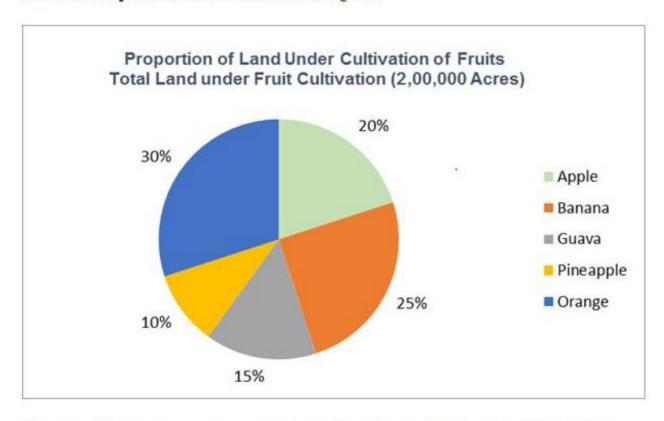
Options:

- 1 * 41
- 2 / 39
- 3 * 49
- 4 \$ 51

Question Number : 67 Question Id : 558139272 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

Answer the question based on the Pie Diagram.



How much land in acres is more under cultivation of Banana than Pineapple?

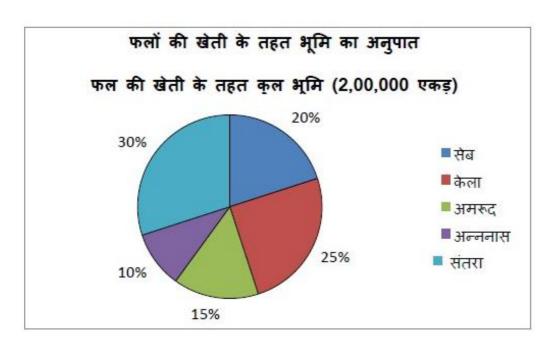
- 1. 30,000 acres
- 2. × 15,000 acres

- 5 × 10,000 acres
- 5,000 acres

Question Number : 67 Question Id : 558139272 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

पाई चित्र के आधार पर प्रश्न का उत्तर दें।



अन्ननास की खेती की तुलना में केले की खेती के तहत कितनी अधिक एकड़ों की भूमि है?

Options:

- 1.

 ✓ 30,000 एकड़
- 🔈 🙀 15,000 एकड़
- 🚤 🙀 10,000 एकड़
- 🗸 💥 5,000 एकड़

Question Number: 68 Question Id: 558139273 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

There are 5 friends - Ranjan, Shakti, Manish, Alok and Gitesh. Ranjan is shorter than Shakti but taller than Gitesh. Manish is the tallest. Alok is little taller than Ranjan but shorter than Shakti. Who is the shortest of them?

- 1. W Gitesh
- Alok
- Shakti
- Ranjan

Question Number : 68 Question Id : 558139273 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

पांच दोस्त - रंजन, शक्ति, मनीष, आलोक और गीतेश। रंजन शक्ति से कद में छोटा है परंतु गीतेश से लंबा है। मनीष सबसे लंबा है। आलोक, रंजन से थोड़ा लंबा है परंतु शक्ति से छोटा है। इन सब में कौन कद में सबसे छोटा है?

Options:

1 🖋 गीतेश

🤈 🗯 आलोक

🤋 🙀 शक्ति

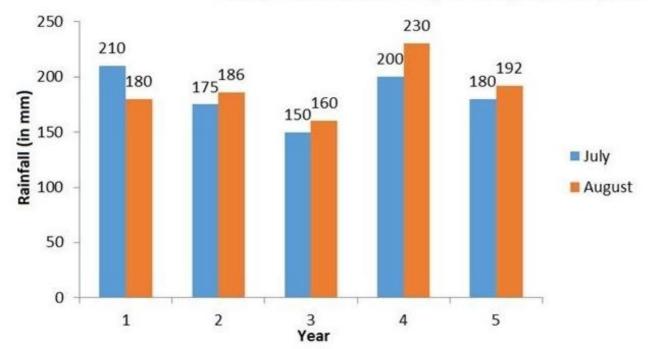
🗸 🗶 रंजन

Question Number : 69 Question Id : 558139274 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

The rainfall data for the months of July and August are given in the Bar chart below for 5 years.

Rainfall For Months of July and August for city XYZ



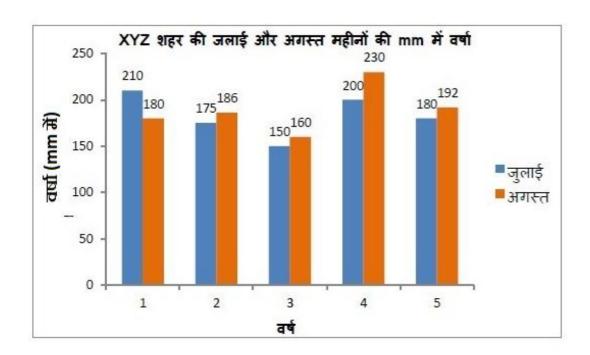
In August for Year 2, the average rainfall for the first 16 days was 5 mm and for the last 16 days was 8 mm. Find the rainfall (in mm) for 16th August in Year 2.

- 1 # 6
- > * 16
- 3 3 32
- 4 / 22

Question Number : 69 Question Id : 558139274 Question Type : MCQ Option Shuffling : Yes Display Question Number : Yes Single Line Question Option : No Option Orientation : Vertical

Correct: 1 Wrong: 0

जुलाई एवं अगस्त महीनों का 5 वर्षों की वर्षा संबंधी डाटा बार चार्ट में दिया गया है।



दूसरे वर्ष के अगस्त में, पहले 16 दिनों की औसत वर्षा 5 mm थी, और अंतिम 16 दिनों की 8 mm थी। दूसरे वर्ष में 16 अगस्त को हुई वर्षा (mm में) बताएं।

Options:

1 * 6

2 * 16

= # 32

4. 22

GENERAL AWARENESS

55813967 Section Id: Section Number: 5 Online Section type: Mandatory or Optional: Mandatory Number of Questions: 6 Number of Questions to be attempted: 6 Section Marks: 6 Display Number Panel: Yes Group All Questions: No

Sub-Section Number:

Sub-Section Id: 55813967 Question Shuffling Allowed: Yes

Question Number: 70 Question Id: 558139275 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which important economic reform was in the news recently?

Options:

- ✓ GST bill
- Service tax bill
- Corporate tax bill
- 4 & CST Bill

Question Number: 70 Question Id: 558139275 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

हाल ही में समाचारों में कौन से महत्वपूर्ण आर्थिक सुधार का ज़िक्र हुआ था?

Options:

- 1. ✔ GST Ban
- 🤈 🗶 सेवा कर बिल
- कापीरेट कर बिल
- 4 * CST बिल

Question Number: 71 Question Id: 558139276 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

World Peace Day is observed on:

Options:

- 1. 29 August
- 2 × 5 September
- 3 🕢 21 September
- 4 * 2 October

Question Number: 71 Question Id: 558139276 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

विश्व शांति दिवस कब मनाया जाता है?

- 1. * 29 अगस्त
- 2. 🗶 5 सितंबर
- 3. 🗸 21 सितंबर

4. 🕷 2 अक्तूबर

Question Number: 72 Question Id: 558139277 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which of the following urban developed schemes has not been announced recently by the Honourable Prime Minister?

Options:

- 1 & AMRUT
- Smart Cities
- Housing for All
- 4 / JNNURM

Question Number: 72 Question Id: 558139277 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

निम्नितिखित में से माननीय प्रधान मंत्री द्वारा कौन सी शहरी विकास योजना की घोषणा नहीं की गई है?

Options:

- 1 * AMRUT
- 🤈 🛊 स्मार्ट शहर
- 🤋 🗶 सभी के लिए आवास
- 4. JNNURM

Question Number: 73 Question Id: 558139278 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

Which state has topped the list of states commissioning grid connected solar power projects in the country?

Options:

- Madhya Pradesh
- 2 * Himachal Pradesh
- 3 🗱 Tamil Nadu
- 4. Rajasthan

Question Number: 73 Question Id: 558139278 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical

Correct: 1 Wrong: 0

देश में कौनसा राज्य, सौर ऊर्जा से जुड़ी ग्रिड़ की शुरुआत की सूची में प्रथम स्थान पर

Options:

🙎 मध्य प्रदेश

🧝 हिमाचल प्रदेश 🥒 राजस्थान Question Number: 74 Question Id: 558139279 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Baseline Profitability Index 2015 has ranked which country as most attractive investment destination in world among 110 countries? **Options:** 1 * UK 2 🖋 India 3 * USA 4 * China Question Number: 74 Question Id: 558139279 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 आधाररेखा लाभप्रदता सूचकांक 2015 ने 110 देशों में से किस देश को सबसे आकर्षक निवेश गंतव्य का दर्जा दिया है? **Options:** 1 * UK 🤈 🥒 भारत 3 * USA 🗸 🗱 चीन Question Number: 75 Question Id: 558139280 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes Single Line Question Option: No Option Orientation: Vertical Correct: 1 Wrong: 0 Expand GAGAN: **Options:** GPS Aided Geo Augmented Navigation GPS Aided Geo Automated Navigation GPS Automated Geo Aided Navigation GPS Augmented Geo Automated Navigation Question Number: 75 Question Id: 558139280 Question Type: MCQ Option Shuffling: Yes Display Question Number: Yes

Options:

GAGAN का विस्तार क्या है?

Correct: 1 Wrong: 0

Single Line Question Option: No Option Orientation: Vertical

- 2. * GPS एडिड जिओ ऑटोमेटेड नेविगेशन
- 🤋 🗶 GPS ऑटोमेटेड जिओ एडिड नेविगेशन
- 4 * GPS ऑगमेंटेड जिओ ऑटोमेटेड नेविगेशन

	Actual
Group Number:	2
Group Id:	55813956
Group Maximum Duration:	15
Group Minimum Duration :	15
Revisit allowed for view?:	No
Revisit allowed for edit?:	No
Break time:	0
Mandatory Break time:	No
Group Marks:	0

English Typing Test

Section Id: 55813968

Section Number: 1

Section type : Typing Test
Mandatory or Optional: Mandatory

Number of Questions:1Number of Questions to be attempted:1Section Marks:0Display Number Panel:YesGroup All Questions:No

Sub-Section Number: 1

Sub-Section Id: 55813968 Question Shuffling Allowed: No

Question Number: 76 Question Id: 558139281 Question Type: TYPING TEST Display Question Number: Yes

One of the biggest challenges faced in building capacities of a programme with a large budget (\$4 million in this case) is that often the knowledge transferred to individuals does not translate into action. Individuals though aware about the best practices don't use them while implementing projects and continue with the same practices that they have got used to. Thus, capacity building will need to be associated with effective change managing accompaniments and a communication strategy. One of the key considerations for a capacity development professional remains: Is training alone really enough! With the above challenge in mind, we believe that capacity development will need to be viewed at three levels in a systemic manner. Capacity at the Individual Level: This is the most fundamental level of capacity development and comprises the skills, knowledge etc. Capacity at the Organisational Level: This refers to the organisational ability to utilise individual skills. This may include inter-institution linkages, networking, leadership etc. Capacity at the Environment Level: This refers to the environment and conditions necessary for demonstrating capacity at the organisational and individual level. This includes processes, systems, policies etc. The above three levels of capacities, when coupled with effective change and knowledge management will result in capacity development initiatives translating into desired action on the field. Keeping this in mind, the Board of Governors has decided to allocate 5% of the annual budget to training and capacity building. Our principle of developing knowledge forums is based on the five competency framework, which has been widely researched and considered successful in outlining the process of creating effective knowledge forums for NGOs/CSOs. The competency framework works on the principle that effective sharing of knowledge and learning is based on improving performance on five important competency areas: (1) Strategy Development, (2) Management Techniques Used, (3) Collaborating Mechanisms in Place, (4) Knowledge Sharing Processes, (5) Knowledge Capture and Storage. The five competency framework enables programmes/group of organisations to work out: (1) Which are the areas/elements for sharing and learning?, (2) A framework to support sharing and learning?, (3) How to connect people with something to share with people with something to learn?, (4) How to capture and manage knowledge? We will further develop the framework in the next section, while introducing the methodology that will be used to establish these learning forums.

Restricted/ Unrestricted: Unrestricted

Paragraph Display: Yes

Evaluation Mode: Non Standard Keyboard Layout: Inscript