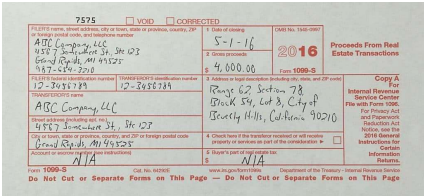



Sl No	NOS	PC	T/P	Question Ty	DL	Question	Option A	Option B	Option C	Option D	Correct Answer																																																																																																																																												
1	N3022	PC8. trans	Practical	MB	D2	<p>What is the "Gross proceeds" amount mentioned in the receipt? (Refer to the image given below to answer this question)</p> 	\$ 4,000.00	\$ 4,000.00	\$ 4,00000	\$ 40,000	B																																																																																																																																												
2	N3022	PC3. provk	Theory	ScB	D1	<p>You can complete the data entry of 1 form in 5 minutes. If you work for 8 hours a day, then what would be the approximate number of days required for completing the data entry of 500 forms?</p>	8 days	4 days	6 days	10 days	C																																																																																																																																												
3	N3022	PC5. refer	Practical	CS	D1	<p>While entering the data of the candidates' in the system, your computer stopped working. In which order will you report this issue?</p> <ol style="list-style-type: none"> <li>1. Technical support team</li> <li>2. Your reporting manager</li> <li>3. Technical support team manager</li> </ol>	2 1 3	2 3 1	1 3 2	1 2 3	A																																																																																																																																												
4	N3022	PC8. trans	Practical	MCO	D3	<p>Identify the total number of INCORRECT entries in Mr. X's (Data Entry Operator) file as compared to the Source file. (Refer the image given below for answering the question)</p> <p><b>Source File</b></p> <table border="1"> <thead> <tr> <th colspan="7">Cash Book (Receipts)</th> </tr> <tr> <th>Date</th> <th>Details</th> <th>Total (Bank)</th> <th>Trade Receivables</th> <th>VAT</th> <th>Cash Sales</th> <th>Sundry</th> </tr> </thead> <tbody> <tr> <td>30-Jun</td> <td>Gladstone's Graphics</td> <td>₹ 2,305.50</td> <td>₹ 2,305.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>R.Peel</td> <td>₹ 250.00</td> <td></td> <td></td> <td></td> <td>₹ 250.00</td> </tr> <tr> <td>30-Jun</td> <td>Churchill's</td> <td>₹ 1,523.32</td> <td>₹ 1,523.32</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>East of Eden</td> <td>₹ 429.28</td> <td>₹ 429.28</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>Brown's</td> <td></td> <td></td> <td>₹ 69.19</td> <td>₹ 345.95</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>₹ 4,508.10</b></td> <td><b>₹ 4,258.10</b></td> <td><b>₹ 69.19</b></td> <td><b>₹ 345.95</b></td> <td><b>₹ 250.00</b></td> </tr> <tr> <td><b>Debit</b></td> <td><b>Bank a/c</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Credit</b></td> <td></td> <td></td> <td><b>SLCA</b></td> <td><b>VAT a/c</b></td> <td><b>Sales a/c</b></td> <td><b>Sundry a/c</b></td> </tr> </tbody> </table> <p><b>Mr. X File</b></p> <table border="1"> <thead> <tr> <th colspan="7">Cash Book (Receipts)</th> </tr> <tr> <th>Date</th> <th>Details</th> <th>Total (Bank)</th> <th>Trade Receivables</th> <th>VAT</th> <th>Cash Sales</th> <th>Sundry</th> </tr> </thead> <tbody> <tr> <td>30-Jun</td> <td>Gladstone's Graphics</td> <td>₹ 2,365.50</td> <td>₹ 2,305.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>R.Peel</td> <td>₹ 250.00</td> <td></td> <td></td> <td></td> <td>₹ 250.00</td> </tr> <tr> <td>30-Jun</td> <td>Churchill's</td> <td>₹ 1,523.23</td> <td>₹ 1,523.32</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>East of Eden</td> <td>₹ 429.28</td> <td>₹ 429.83</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30-Jun</td> <td>Brown's</td> <td></td> <td></td> <td>₹ 69.91</td> <td>₹ 345.54</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>₹ 4,508.10</b></td> <td><b>₹ 4,508.10</b></td> <td><b>₹ 69.91</b></td> <td><b>₹ 345.54</b></td> <td><b>₹ 250.00</b></td> </tr> <tr> <td><b>Debit</b></td> <td><b>Bank a/c</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Credit</b></td> <td></td> <td></td> <td><b>SCLA</b></td> <td><b>VAT a/c</b></td> <td><b>Sales a/c</b></td> <td><b>Sundry a/c</b></td> </tr> </tbody> </table>	Cash Book (Receipts)							Date	Details	Total (Bank)	Trade Receivables	VAT	Cash Sales	Sundry	30-Jun	Gladstone's Graphics	₹ 2,305.50	₹ 2,305.50				30-Jun	R.Peel	₹ 250.00				₹ 250.00	30-Jun	Churchill's	₹ 1,523.32	₹ 1,523.32				30-Jun	East of Eden	₹ 429.28	₹ 429.28				30-Jun	Brown's			₹ 69.19	₹ 345.95		<b>Total</b>		<b>₹ 4,508.10</b>	<b>₹ 4,258.10</b>	<b>₹ 69.19</b>	<b>₹ 345.95</b>	<b>₹ 250.00</b>	<b>Debit</b>	<b>Bank a/c</b>						<b>Credit</b>			<b>SLCA</b>	<b>VAT a/c</b>	<b>Sales a/c</b>	<b>Sundry a/c</b>	Cash Book (Receipts)							Date	Details	Total (Bank)	Trade Receivables	VAT	Cash Sales	Sundry	30-Jun	Gladstone's Graphics	₹ 2,365.50	₹ 2,305.50				30-Jun	R.Peel	₹ 250.00				₹ 250.00	30-Jun	Churchill's	₹ 1,523.23	₹ 1,523.32				30-Jun	East of Eden	₹ 429.28	₹ 429.83				30-Jun	Brown's			₹ 69.91	₹ 345.54		<b>Total</b>		<b>₹ 4,508.10</b>	<b>₹ 4,508.10</b>	<b>₹ 69.91</b>	<b>₹ 345.54</b>	<b>₹ 250.00</b>	<b>Debit</b>	<b>Bank a/c</b>						<b>Credit</b>			<b>SCLA</b>	<b>VAT a/c</b>	<b>Sales a/c</b>	<b>Sundry a/c</b>	10	8	9	12	C
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5	N3022	PC1. obtair	Practical	ScB	D2	<p>A data entry operator is updating the receipt of couriers in the system, where some of the couriers do not have the PIN codes mentioned. What should he NOT do in this situation?</p>	Continue to work till he gets the missed PIN codes	Report the issue to the concerned department and act as per their advice	Update based on the area mentioned in the address field of the couriers	Reject the couriers which do not have the PIN codes	D																																																																																																																																												
6	N3022	PC15. assi	Theory	DCo	D3	<p>Which of the following activities should be AVOIDED while creating a back-up of the data files prior to disk clean-up?</p>	Transferring the data files to personal external hard disks	Compressing the file while performing back-up	Separating the confidential files from the non-confidential ones	Ensuring the names of the files are intuitive for ready reference in the future	A																																																																																																																																												
7	N9001	PC1. estab	Practical	ScB	D1	<p>One of your teammates from the sales department has sent an e-mail requesting for some customers' information through e-mail. What should you do in this situation?</p>	You will seek assistance from one of your teammates and send it	You will confirm with your supervisor before sending the customer's details	You will share the required information immediately as he is also working for the same company	You will ignore the e-mail and will not respond to him	B																																																																																																																																												
8	N9001	PC2. keep	Theory	ScB	D2	<p>You notice that one of your teammates is throwing waste papers on the floor which is leading to an untidy work area. What should you do in this situation?</p>	Scold your teammate in front of every one	Speak to your teammate in a polite manner to maintain a clean and tidy workplace	Complain to the HR department	Inform about this to your immediate reporting manager	B																																																																																																																																												
9	N9003	PC1. comp	Practical	ScB	D1	<p>You notice that one of your teammates is not covering his nose and mouth while sneezing which may lead to the spread of flu to other teammates. What is the type of hazard mentioned in the scenario?</p>	Biological hazard	Physical hazard	Chemical hazard	Ergonomic hazard	A																																																																																																																																												
10	N9003	PC2. repor	Practical	MB	D2	<p>When you come across a scene as shown in the image given below, whom will you notify about this to take immediate action?</p> 	Your teammate	HR manager	Your supervisor	Security personnel	D																																																																																																																																												