HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

NOTICE

Advt. No. 01/TRSL/HC/2025

Objective Type Multiple Choice Test For The Post Of Translator Held on 07.09.2025.

1. Proposed Answer key of question paper (Code A) containing 20 objective type multiple choice questions to assess the knowledge of relevant office packages for the post of Translator has been prepared and uploaded for information of the candidates.

2. Objections (if any) against the answer key may be sent on the e-mail id *Objections.recruitmentcell@gmail.com* of Recruitment Cell till 13.09.2025 up to 05:00 PM. No objection(s) received through post shall be considered.

3. One E-mail should contain objection to one question only and not more than that. For objections to more than one question, separate E-mail for each question must be sent. However, a candidate can send any number of E-mails.

4. Candidate shall type his/her name, roll number and question number in the subject box of the E-mail. The objection, along with supported document, shall be written in the space provided to compose the E-mail. Before writing objections and reasons for the same, the candidate shall have to write the mandatory particulars which are as under:-

   a) Question No.   ....
   b) Proposed Answer   ....
   c) Answer suggested   ....
      by objector
   d) Reasons   ....

Sd/-

OSD Recruitment

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

OPENING SHEET

NOTE:	READ THE INSTRUCTIONS MENTIONED BELOW CAREFULLY BEFORE OPENING THE SEAL

QUESTION BOOKLET

Question Paper Code: **A**

(Please fill up Question Paper Code in the space provided on the Answer Sheet carefully)

OBJECTIVE TYPE TEST FOR THE POSTS OF TRANSLATOR-2025

Roll No: [ ]   **Answer Sheet No:** [ ]

Time Allowed: 10 Minutes   **Max. Marks: 10**

Instructions:

1. Use **Black/Blue BallPoint** Pen Only. Use of any other stationery item is prohibited.

2. Each correct answer carries ½ mark and there is no negative marking.

3. Check the QUESTION PAPER BOOKLET thoroughly. In case of any printing defect, duplicate/missing sheets, get the question paper booklet changed, immediately. No complaint in this regard shall be entertained after the commencement of the examination.

4. Fill the particulars in the answer sheet carefully and correctly. Choose the most appropriate option and fill the correct option in the space provided in the answer sheet.

5. Any attempt to change the option filled/overwriting will entail cancellation of all options and will not fetch any mark.

6. After completion of the examination, candidate shall hand over the answer sheet and opening sheet of question booklet to the invigilator at own responsibility. The remaining question booklet is meant to be taken away by the candidate for personal use.

7. For rough work, use only blank space as available in the question-booklet. No writing, mark etc. shall be made by the candidate on any part of the answer sheet which discloses his/her identity. **Violation of this instruction shall lead to rejection of candidature.**

[ ]   [ ]

(Signature of the Candidate with Date)   (Signature of the Invigilator)

Q1. In MS Word, the "Track Changes" feature is mainly used for:

A) Changing document theme
B) Reviewing edits and comments
C) Merging multiple documents
D) Password protecting a file

Q2. In MS Word, which shortcut key is used to copy selected text?

A) Ctrl + V
B) Ctrl + C
C) Ctrl + X
D) Ctrl + Z

Q3. Which of the following is NOT a valid chart type in MS Excel?

A) Pie Chart
B) Column Chart
C) Line Chart
D) Flow Chart

Q4. In MS Excel, which function will correctly calculate the average of numbers in cells A1 to A10?

A) =SUM(A1:A10)
B) =AVG(A1:A10)
C) =AVERAGE(A1:A10)
D) =COUNT(A1:A10)

Q5. In MS Excel, which symbol is used to start a formula?

A) $
B) %
C) =
D) @

Q6. Which of the following Outlook features allows you to send an email at a later scheduled time?

A) Recall Message
B) Delay Delivery
C) Auto-Reply
D) Archive

Q7. In PowerPoint, which view allows you to see miniature versions of all slides at once?

A) Normal View
B) Slide Sorter View
C) Outline View
D) Reading View

Q8. Which feature in MS Word is used to check the meaning of a selected word?

A) Spelling & Grammar
B) Thesaurus
C) Translate
D) Find

Q9. In Excel, what does the VLOOKUP function primarily do?

A) Looks up a value vertically in a table
B) Looks up a value horizontally in a table
C) Verifies cell formatting
D) Validates data entry

Q10. In MS Word, which feature is used to combine the same Letter with different addresses or names?
A) Bookmark
B) Mail Merge
C) Macro
D) Hyperlink

Q11. In MS PowerPoint, the default extension of a saved presentation is:

A) .docx
B) .xlsx
C) .pptx
D) .txt

Q12. In PowerPoint, the feature "Slide Master" is used to:

A) Control the overall slide design and layout
B) Insert animations
C) Apply transitions between slides
D) Insert speaker notes

Q13. In Excel, which function will return the current system date and time?

A) =DATE()
B) =TIME()
C) =NOW()
D) =TODAY()

Q14. Which function in Excel is used to find the largest number in a given range of cells?
A) MIN
B) MAX
C) LARGE
D) SUM

Q15. In PowerPoint, which feature allows multiple presenters to collaborate on a single presentation in real-time?
A) Slide Sorter
B) Slide Master
C) Co-authoring
D) Action Buttons

Q16. Which feature in PowerPoint is used to control how one slide changes to the next during a presentation?
A) Animation
B) Transition
C) Slide Show
D) Layout

Q17. In MS Word, which feature shows spelling mistakes with a red underline while typing?

 A) Grammar Check
 B) Spell Check
 C) AutoFormat
 D) AutoText

Q18. Which feature in Excel is used to arrange data in ascending or descending order?

 A) Filter
 B) Sort
 C) Order
 D) Sequence

Q19. In Libre Office Writer, which feature allows you to create a predefined format (with fonts, page layout, and styles) that can be reused for future documents?

 A) Styles
 B) Template
 C) Format Painter
 D) Page Break

Q20. Which function in Excel is used to return one value if a condition is TRUE and another value if the condition is FALSE?

 A) IF
 B) AND
 C) OR
 D) IFS

Proposed Answer Key of the multiple choice Objective Type Test (Code A) for the posts of Translator held on 07.09.2025

Question	Answer	Question	Answer
1.	B	11.	C
2.	B	12.	A
3.	D	13.	C
4.	C	14.	B
5.	C	15.	C
6.	B	16.	B
7.	B	17.	B
8.	B	18.	B
9.	A	19.	B
10.	B	20.	A