

# HIGH COURT OF MAHARASHTRA

## Previous-Year–Style Question Paper

Post: Peon (Class-IV)

Time: 90 Minutes

Maximum Marks: 100

### Instructions:

1. All questions are compulsory.
2. Each question carries **1 mark**.
3. Choose the correct answer.
4. Use of calculator is not allowed.

### SECTION A – GENERAL KNOWLEDGE (20 Marks)

1. The High Court of Maharashtra is situated at
  - a) Delhi
  - b) Mumbai
  - c) Pune
  - d) Nagpur
2. Who appoints the Chief Justice of a High Court?
  - a) Prime Minister
  - b) Governor
  - c) President of India
  - d) Chief Minister
3. The Constitution of India was adopted in the year
  - a) 1947
  - b) 1949

- c) 1950
  - d) 1952
4. National emblem of India has
- a) Two lions
  - b) Three lions
  - c) Four lions
  - d) Five lions
5. Which is the national flower of India?
- a) Rose
  - b) Lotus
  - c) Sunflower
  - d) Lily
6. Independence Day is celebrated on
- a) 26 January
  - b) 15 August
  - c) 2 October
  - d) 14 April
7. Who is known as the Father of the Indian Constitution?
- a) Mahatma Gandhi
  - b) Jawaharlal Nehru
  - c) B. R. Ambedkar
  - d) Sardar Patel
8. Indian Parliament has
- a) One house
  - b) Two houses
  - c) Three houses
  - d) Four houses
9. Which river is the longest in India?
- a) Yamuna

- b) Ganga
- c) Godavari
- d) Krishna

10. The currency of India is

- a) Dollar
- b) Euro
- c) Rupee
- d) Yen

11. The Supreme Court of India is located at

- a) Mumbai
- b) Kolkata
- c) Chennai
- d) New Delhi

12. Who is the President of India? (*post-based question*)

- a) Head of Judiciary
- b) Head of State
- c) Head of Army
- d) Head of Parliament

13. Which Indian state has the largest population?

- a) Maharashtra
- b) Uttar Pradesh
- c) Bihar
- d) Rajasthan

14. The Indian national flag has how many colours?

- a) Two
- b) Three
- c) Four
- d) Five

15. Who was the first President of India?
- a) Jawaharlal Nehru
  - b) Dr. Rajendra Prasad
  - c) Dr. B. R. Ambedkar
  - d) Sardar Patel
16. Which organ of the government makes laws?
- a) Executive
  - b) Judiciary
  - c) Legislature
  - d) Police
17. The official language of the Supreme Court is
- a) Hindi
  - b) Marathi
  - c) English
  - d) Sanskrit
18. Who is the Governor of a state appointed by?
- a) Chief Minister
  - b) Prime Minister
  - c) President of India
  - d) Chief Justice
19. The symbol “₹” represents
- a) Dollar
  - b) Pound
  - c) Rupee
  - d) Yen
20. Which day is celebrated as Gandhi Jayanti?
- a) 15 August
  - b) 26 January

- c) 2 October
- d) 14 April

## SECTION B – MARATHI LANGUAGE (20 Marks)

21. 'स्वच्छ' या शब्दाचा विरुद्धार्थी शब्द कोणता?

- a) नीट
- b) घाणेरडा
- c) सुंदर
- d) मोठा

22. 'मी कार्यालयात जातो' या वाक्यातील क्रियापद ओळखा.

- a) मी
- b) कार्यालयात
- c) जातो
- d) या

23. 'शांतता' हा शब्द कशाशी संबंधित आहे?

- a) भांडण
- b) गोंधळ
- c) शांत
- d) आवाज

24. 'काम' या शब्दाचा समानार्थी शब्द कोणता?

- a) खेळ
- b) उद्योग
- c) विश्रांती
- d) झोप

25. योग्य शब्द निवडा:

तो रोज \_\_\_ येतो.

- a) उशिरा
- b) उशीर
- c) उशीरने
- d) उशिरात

26. 'कार्यालय' या शब्दाचा अर्थ काय?

- a) शाळा
- b) ऑफिस
- c) घर
- d) दुकान

27. 'प्रामाणिक' या शब्दाचा विरुद्धार्थी शब्द कोणता?

- a) चांगला
- b) हुशार
- c) अप्रामाणिक
- d) शांत

28. 'तो पत्र देतो' या वाक्यातील क्रियापद ओळखा.

- a) तो
- b) पत्र
- c) देतो
- d) या

29. 'स्वच्छता' हा शब्द कशाशी संबंधित आहे?

- a) आरोग्य
- b) खेळ
- c) व्यापार
- d) शिक्षण

30. योग्य शब्द निवडा:

मी रोज वेळेवर \_\_ जातो.

- a) कार्यालय
- b) कार्यालयात
- c) कार्यालयाने
- d) कार्यालयाला

31. 'पाणी' या शब्दाचा अनेकवचन शब्द कोणता?

- a) पाण्या
- b) पाणे
- c) पाणी
- d) पाणीस

32. 'तो खूप मेहनत करतो' या वाक्यातील विशेषण कोणते?

- a) तो
- b) खूप
- c) मेहनत
- d) करतो

33. 'शांत' या शब्दाचा समानार्थी शब्द कोणता?

- a) गोंगाट
- b) स्थिर
- c) भांडण
- d) राग

34. 'कर्मचारी' हा शब्द कोणत्या गटात येतो?

- a) नाम
- b) क्रियापद
- c) विशेषण
- d) उभयान्वयी अव्यय

35. 'काम' या शब्दाचा विरुद्धार्थी शब्द कोणता?

- a) उद्योग
- b) मेहनत
- c) विश्रांती
- d) सेवा

36. योग्य वाक्य ओळखा.

- a) मी काल शाळा जातो
- b) मी काल शाळेत गेलो
- c) मी काल शाळा जात
- d) मी काल शाळेत जातो

37. 'फाईल' या शब्दाचा मराठी अर्थ कोणता?

- a) पुस्तक
- b) कागद
- c) नोंदवही
- d) दस्तऐवज

38. 'तो शांतपणे काम करतो' या वाक्यातील क्रियाविशेषण कोणते?

- a) तो
- b) शांतपणे
- c) काम
- d) करतो

39. 'स्वतः' हा शब्द कशासाठी वापरला जातो?

- a) दुसऱ्यासाठी
- b) स्वतःसाठी
- c) ठिकाणासाठी
- d) वेळेसाठी

40. 'प्रवेश' या शब्दाचा विरुद्धार्थी शब्द कोणता?

- a) येणे
- b) थांबणे
- c) बाहेर जाणे
- d) आत येणे

## SECTION C – ENGLISH LANGUAGE (20 Marks)

41. Choose the correct spelling:

- a) Offise
- b) Ofice
- c) Office
- d) Offece

42. Fill in the blank:

He \_\_\_ in the court office.

- a) work
- b) works
- c) working
- d) worked

43. Opposite of "Open" is

- a) Close
- b) Big
- c) Clean
- d) Empty

44. Choose the correct article:

\_\_\_ peon is honest.

- a) A
- b) An
- c) The
- d) No article

45. Plural of "File" is

- a) Files
- b) File
- c) Filies
- d) Filed

46. Choose the correct spelling:

- a) Enviroment
- b) Environmant
- c) Environment
- d) Enviornment

47. Fill in the blank:

She \_\_\_ to the office on time.

- a) go
- b) goes
- c) going
- d) gone

48. Choose the correct article:

\_\_\_ honest worker is respected.

- a) A
- b) An
- c) The
- d) No article

49. Opposite of "Early" is

- a) Fast
- b) Late

- c) Soon
- d) Quick

50. Plural of "Child" is

- a) Childs
- b) Childes
- c) Children
- d) Child

51. Choose the correct preposition:

The file is \_\_\_ the table.

- a) in
- b) on
- c) at
- d) by

52. Synonym of "Help" is

- a) Trouble
- b) Assist
- c) Refuse
- d) Stop

53. Fill in the blank:

They \_\_\_ working today.

- a) is
- b) am
- c) are
- d) was

54. Choose the correct sentence:

- a) He go to office daily.
- b) He goes to office daily.
- c) He going to office daily.
- d) He gone to office daily.

55. Opposite of "Clean" is

- a) Fresh
- b) Neat
- c) Dirty
- d) Clear

56. Choose the correct form of verb:

Yesterday, I \_\_\_ late.

- a) come
- b) comes
- c) came
- d) coming

57. Meaning of "Polite" is

- a) Rude
- b) Angry
- c) Courteous
- d) Lazy

58. Choose the correct word:

Please \_\_\_ the door.

- a) close
- b) closed
- c) closing
- d) closes

59. Plural of "Man" is

- a) Mans
- b) Men
- c) Manes
- d) Mens

60. Choose the correct question word:

\_\_\_ is your name?

- a) Where
- b) Who
- c) What
- d) When

## **SECTION D – BASIC MATHEMATICS (20 Marks)**

61.  $25 + 35 =$

- a) 50
- b) 55
- c) 60
- d) 65

62.  $100 - 28 =$

- a) 62
- b) 72
- c) 82
- d) 92

63.  $6 \times 7 =$

- a) 36
- b) 42
- c) 48
- d) 56

64.  $81 \div 9 =$

- a) 7
- b) 8
- c) 9
- d) 10

65. Value of  $\frac{1}{2}$  of 40 is

- a) 10
- b) 15
- c) 20
- d) 25

66.  $45 + 25 =$

- a) 60
- b) 65
- c) 70
- d) 75

67.  $90 - 37 =$

- a) 43
- b) 53
- c) 63
- d) 73

68.  $8 \times 9 =$

- a) 64
- b) 72
- c) 81
- d) 88

69.  $84 \div 7 =$

- a) 10
- b) 11
- c) 12
- d) 13

70. Value of  $\frac{1}{4}$  of 100 is

- a) 20
- b) 25

c) 30

d) 40

71. If the cost of one pen is ₹10, what is the cost of 5 pens?

a) ₹40

b) ₹45

c) ₹50

d) ₹60

72.  $120 - 75 =$

a) 35

b) 45

c) 55

d) 65

73.  $6 \times 15 =$

a) 80

b) 85

c) 90

d) 95

74.  $144 \div 12 =$

a) 10

b) 11

c) 12

d) 13

75. Which number comes next?

2, 4, 6, \_\_\_\_

a) 7

b) 8

c) 9

d) 10

76. 50% of 200 is

- a) 50
- b) 75
- c) 100
- d) 150

77. If a book costs ₹60 and you give ₹100, how much money will you get back?

- a) ₹30
- b) ₹40
- c) ₹50
- d) ₹60

78.  $9 \times 5 =$

- a) 40
- b) 45
- c) 50
- d) 55

79.  $63 \div 9 =$

- a) 6
- b) 7
- c) 8
- d) 9

80. What is the total of first three natural numbers?

- a) 3
- b) 4
- c) 6
- d) 9

## SECTION E – GENERAL APTITUDE & OFFICE AWARENESS

### (20 Questions)

81. What should a peon do if a senior officer gives instructions?

- a) Ignore them
- b) Follow them carefully
- c) Argue with the officer
- d) Delay the work

82. If a file is marked “Urgent”, what should be done?

- a) Keep it aside
- b) Give it later
- c) Give it immediately
- d) Take it home

83. Which habit is good for office work?

- a) Being late
- b) Talking loudly
- c) Being punctual
- d) Sleeping at desk

84. What should a peon do if he does not understand work?

- a) Guess the work
- b) Ask politely
- c) Leave the work
- d) Get angry

85. How should a peon behave with visitors?

- a) Rudely
- b) Politely
- c) Carelessly
- d) Lazily

86. What should be done with office property?

- a) Waste it
- b) Use carefully
- c) Take home
- d) Ignore it

87. If a peon finds an important document on the floor, he should

- a) Ignore it
- b) Throw it
- c) Hand it to the officer
- d) Take it home

88. Which quality is NOT required for a peon?

- a) Honesty
- b) Discipline
- c) Laziness
- d) Obedience

89. What is the correct dress behaviour in office?

- a) Dirty clothes
- b) Casual party wear
- c) Neat and clean clothes
- d) Any clothes

90. If work is more, what should a peon do?

- a) Run away
- b) Complain loudly
- c) Work sincerely
- d) Refuse work

91. What should a peon do during office hours?

- a) Use mobile phone always
- b) Do personal work

- c) Focus on office duties
- d) Sleep

92. How should confidential information be handled?

- a) Shared with friends
- b) Kept secret
- c) Posted online
- d) Discussed loudly

93. If a visitor asks for help, the peon should

- a) Misguide
- b) Ignore
- c) Help politely
- d) Shout

94. What is punctuality?

- a) Coming late
- b) Coming on time
- c) Leaving early
- d) Taking rest

95. What should a peon do if he makes a mistake?

- a) Hide it
- b) Blame others
- c) Inform senior
- d) Repeat mistake

96. Which is a good office habit?

- a) Cleanliness
- b) Carelessness
- c) Gossip
- d) Anger

97. What should be done before leaving office?

- a) Leave work incomplete

- b) Inform senior and complete duties
- c) Lock files without notice
- d) Leave suddenly

98. If a peon is free, what should he do?

- a) Sit idle
- b) Disturb others
- c) Ask for more work
- d) Go home

99. How should a peon speak to officers?

- a) Loudly
- b) Rudely
- c) Respectfully
- d) Carelessly

100. What is the main aim of office discipline?

- a) Fear
- b) Control
- c) Smooth working
- d) Punishment