



## Indian Institute of Management Kashipur

Date: 14.01.2025

### **WRITTEN EXAMINATION FOR ADMINISTRATIVE ASSISTANT (LEVEL 4) HELD ON 24.11.2024**

The discrepancies reported by the candidates were duly reviewed, and the updated answer key and the report on the representations received are appended below.

### **UPDATED ANSWER KEY**

#### **Instructions for candidates:**

- 1.The question paper carries 101 questions. Two marks will be awarded for every correct answer. Half (0.5) marks will be deducted for every wrong answer.
2. Multiple options selected for a single question will be treated as a wrong answer, even if one of the options selected is correct.

Questions	Answers	Questions	Answers
1	A	28	C
2	C	29	A
3	A	30	C
4	B	31	B
5	A	32	C
6	A	33	A
7	*	34	B
8	A	35	*
9	A	36	A
10	*	37	A
11	A	38	A
12	B	39	A
13	B	40	D
14	C	41	*
15	C	42	A
16	B	43	A
17	B	44	B
18	A	45	B
19	A	46	A
20	C	47	C
21	*	48	B
22	A	49	A
23	A	50	A
24	*	51	A
25	B	52	B
26	B	53	A
27	D	54	A
		55	C

56.A	Crucial	56.B	Degradation
57	"Collective action" means people or groups working together towards a common goal or objective, often to address social, environmental, or political issues.		
58	"Responsible consumption" refers to using resources in a way that minimizes waste and environmental impact, and ensures the well-being of future generations by using resources sustainably.		
59	Environmental scientist or Ecologist		
60	Conservation		
61	"The Earth is essential for supporting life."		
62	"People must take action to protect the environment."		
63	Error: "has" should be "have". Correct sentence: "Human activities have led to degradation."		
64	"Policies must be implemented by governments."		
65	The teacher said that we must protect our planet.		
66	She said, "Environmental issues are critical."		
67	"We must work together to protect the environment."		
68	"Conservation is important for the future."		
69	<ul style="list-style-type: none"> <li>• B) Environmental degradation is a serious issue.</li> <li>• A) Educating communities can lead to responsible consumption.</li> <li>• D) Collective action is necessary for effective conservation.</li> <li>• C) Simple acts can make a difference.</li> </ul>		
70.A	Sustainable	70.B	Responsibility
71	"Make a substantial difference" means to have a significant impact or effect, often in a positive way."		
72	Conservation		
73	Environmentalist		
74	"We should minimize waste."		
75	"Human activities are damaging the natural environment."		
76	Error: "is" should be "are". Correct sentence: "Sustainable practices are important for environmental conservation."		
77	A	90	D
78	B	91	B
79	C	92	B
80	D	93	A
81	B	94	*
82	C	95	B
83	B	96	C
84	B	97	B
85	A	98	B
86	D	99	A
87	A	100	A
88	A	101	C
89	C		

**\* Marks shall be awarded to all candidates who appeared for the examination, irrespective of whether they attempted those specific questions.**

**REPORT ON THE REPRESENTATIONS RECEIVED FOR THE WRITTEN EXAM OF  
ADMINISTRATIVE ASSISTANT LEVEL 4 CONDUCTED ON 24.11.2024**

The below-mentioned representations were received from the candidates for the written exam for the post of Administrative Assistant, Level 4, conducted on 24.11.2024.

<b>Question No.</b>	<b>Discrepancy attached as received from candidates</b>	<b>Remarks</b>
Q. No. 19	A mixture contains 20% salt. if you add 5 litres of water, the concentration becomes 10%. What was the original volume of the mixture? A) 5 litres B) 10 litres C) 15 litres D) 20 litres Solution: Answer is A) 5 litres in answer, key answer considered is option B) which is the final mixture not original as per question. as per the question, the initial ratio between salt and water is 1:4 after adding 5 litres of water, the ratio becomes 1:9 the value of salt in final mixture is 10% (1/10) X100=10 litre so the final mixture is of 10 litres but the question asked about original volume its 10-5 which is 5 litres.	<b>The correct Answer is A) 5 Litres The final answer to be considered as A) 5 Litres</b>
Q. No. 21	Answer as per Key - * Marks to all But Correct answer must be - Option A) 898.08 After solving the question, the correct answer was 898.88 which is extremely close to option A) 898.08 Therefore, marks shall be awarded to candidates who marked option A, not to all the candidates.	<b>As suggested earlier, since the correct answer is a typing error, marks shall be given to all candidates as stated earlier.</b>
Q. No. 35	Answer should be C: Ecuador is the world's first country to grant legal rights to nature. Although that was granted in 2008.	<b>Since the question has created confusion, request to discard the evaluation of this question and equal marks be given to all.</b>
Q. No.40	Q. No. 40 answer should be A/D. (Both are correct).	<b>The answer D) is the correct answer. Hence, it is recommended that the Answer key be amended and those who have given the Answer D) be given full marks (2 marks).</b>
Q. No. 44	1. (44) Hand is to glove as foot is to: a. Shoe b. Sock c. Boot d. Slipper Reason: Correct option is SOCK since in the remaining options shoe and boot are similar. If boot would have not been in the option, then Shoe was the correct option. Only sock can be similar to foot as per options given.	<b>The final answer is B) Sock.</b>
Q. No. 45	2. (45) A person walking 5 Km north, then turns east and walks 3 km. How far is he from his starting point? a. 5 km b. 8 km c. 4 km	<b>The final answer is B) 8 km</b>

	<p>d. 6 km</p> <p>Reason: As per the concept, shortest distance can be counted by the Pythagoras theorem.  <math>H^2 = B^2 + P^2</math>, with this concept <math>= = 6</math>.</p> <p>In the question data was insufficient as the distance asked was minimum or maximum was not mentioned and in most of the cases, displacement (minimum distance) is calculated.</p> <p>Q. 45: A person walking 5 Km north, then turns east and walks 3 km. How far is he from his starting point?</p> <p>a. 5 km  b. 8 km  c. 4 km  d. 6 km</p> <p>Reason: As per the concept, shortest distance should be a hypotenuse as per the Pythagoras theorem. As SSC accepts in their exam papers, but the choices given in the question paper were also wrong according to the question. So, the question should be deleted.</p>	
<p>Q. No. 56 to  Q. No. 76</p>	<p>This is to request you to kindly clarify how the marks will be calculated without providing MCQ options in question no. starting from 56 to 76.</p>	<p><b>This section is on English language and comprehension, and correct answers will be awarded 2 marks each, and minus one by two (-1/2) marks will be for each incorrect answer. A separate answer sheet was provided for the same candidate, and a master answer sheet was also provided.</b></p>
<p>Q. No. 93</p>	<p>93. which document serves as a formal request for action or information from one department to another in the Government of India?</p> <p>A) Memo  B) Note  C) letter  D) Circular</p> <p>Solution: Answer is C) Letter</p> <p>in Answer key the answer considered is memo which is inappropriate.</p> <p>Memo: A memo is used in a department to circulate new policy or decision taken by higher authority.</p> <p>letter: A letter is a form of formal communication between two Departments to share information in GOI.</p>	<p><b>The answer is correct: A) Memo.</b></p> <p><b>A letter form is used for all formal communication with the central government, state governments, subordinate offices, and other offices such as high courts, universities, public bodies, and members of the public generally.</b></p> <p><b>An office memorandum or Memo is a form that is generally used for correspondence between the departments of the same Government.</b></p>