

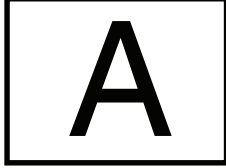
This Question booklet contains 24 pages which is inclusive of cover page.

**DO NOT OPEN THIS QUESTION BOOKLET UNTIL ASKED TO DO SO.**

**जब तक कहा न जाए, इस प्रश्न-पुस्तिका को न खोलें।**

Q.P. Booklet Series

प्रश्न-पुस्तिका सीरीज़



Q.P. Booklet No.

प्रश्न-पुस्तिका क्रमांक

Question Paper : Paper I + II

Question Paper Name : Part-I : Teaching and Research Aptitude and Technique, Reasoning Ability with Divergent Thinking, Comprehension and General Knowledge  
Part-II : Nutrition and Food Science, General Basic Management and Hotel Accounts

Duration : 2 Hour (From 9.00 a.m. to 11.00 a.m.)

अवधि : 2 घण्टे (9.00 ए.एम. से 11.00 ए.एम.)

Total Marks : 200 Marks

कुल अंक : 200 अंक

Please fill in the following details in his/her own handwriting using ball point pen.

कृपया निम्नलिखित जानकारियों को अपनी हस्तलिपि में बाल पॉइंट पेन का प्रयोग करके भरिए।

Roll No.

रोल नं.

Answer Sheet No.

उत्तर पत्रक क्रमांक

Name of Candidate \_\_\_\_\_

परीक्षार्थी का नाम

Signature of Candidate \_\_\_\_\_

परीक्षार्थी के हस्ताक्षर

**PLEASE READ INSTRUCTIONS ON THE BACK COVER CAREFULLY.**

**पिछले कवर पर दिए गए अनुदेशों को ध्यान से पढ़िए।**

**THIS QUESTION BOOKLET AND THE OMR ANSWER-SHEET ARE TO BE RETURNED ON COMPLETION OF THE TEST.**

**परीक्षा पूरी होने पर यह प्रश्न-पुस्तिका तथा ओ.एम.आर. उत्तर-पत्रक लौटा दें।**



**PART – I**

**(Teaching and Research Aptitude and Technique, Reasoning ability and  
Divergent thinking, Comprehension and General Knowledge)**

1. Suppose you are travelling in a train. All of a sudden you recognize your old student who is passing without any salutary mark. What will you think in such condition?
  - (a) You will be cursing yourself as your student has not given you any respect
  - (b) You will think that your student can not recognize you
  - (c) You will be cursing the modern disrespectful trend in students
  - (d) You will introspect in relation to your students for further improvement
  
2. Spare the rod and spoil the child. It is a famous saying. Its contribution in modern class room serves our purpose in a
  - (a) Better way
  - (b) Worst way
  - (c) Effective manner
  - (d) Exclusive manner
  
3. If you get an opportunity to teach a blind student along with normal students, what type of actionable treatment would you like to give him in the class
  - (a) Take care of him sympathetically
  - (b) Arranging a seat in the front row and try to keep teaching pace according to him
  - (c) Not giving extra attention because majority suffers otherwise
  - (d) You think that blindness is result of his sins, so what can you do against god's will
  
4. Our students are having exact mirror-image of the modern society's corruption and indulge in anti-social acts. What will you do to cope with it in these circumstances?
  - (a) You will attempt to emerge as a big political reformer
  - (b) You will try to keep them away from such maladies
  - (c) You will control them through disciplinary rules
  - (d) Before giving them lessons, make your personal life to emerge as an ideal teacher

5. If a colleague requests you to do a favour in a girl student's evaluation, what would you like to do in such a situation?
- (a) You will teach him a moral lesson against injustice
  - (b) You will scold him as he is a wicked fellow
  - (c) You will call the girl student and discuss the issue with her
  - (d) You will evaluate the answer book honestly and give marks according to merit
6. The teacher's major contribution towards the maximum self-realization of the child is best affected through
- (a) Constant fulfillment of child's needs
  - (b) Strict control of class room activities
  - (c) Sensitivity to pupil needs , goals and purposes
  - (d) Systematic development of frustration tolerance
7. The problem child is someone who has
- (a) An unsolved problem
  - (b) A poor heredity
  - (c) A younger brother or sister
  - (d) Over protective parent
8. Primary responsibility of teacher's adjustment lies with
- (a) The students
  - (b) The management
  - (c) The teacher himself
  - (d) The community
9. Which of the following would constitute the most proper action to take if a student who has been asked to be quiet continues to talk during the class
- (a) Speak loudly enough to intimidate the concerned student
  - (b) Have the whole class sit with hands folded for five minutes to impress on them the need for silence
  - (c) Arrange to speak to him privately
  - (d) Send him out of the room so that he will not continue to disturb the class

- 10.** Which of the following is not a product of learning
- (a) Attitude
  - (b) Maturity
  - (c) Skill
  - (d) Knowledge
- 11.** The best way to establish rapport with your class is to
- (a) Demand the respect due to your age and status
  - (b) Be a figure of authority
  - (c) Play the role of a guide who desires to help students
  - (d) Impress your students with your knowledge and skill
- 12.** Verbal guidance is least effective in the learning of
- (a) Knowledge
  - (b) Facts
  - (c) Competencies
  - (d) Concepts
- 13.** Which of the following is a learner centered methodology
- (a) Demonstration
  - (b) Case Study
  - (c) Lecture
  - (d) Symposium
- 14.** Which of the following is a part of non-verbal communication
- (a) Gestures
  - (b) Voice modulation
  - (c) Poise
  - (d) All of the above

- 15.** Modern day method of keeping learner at the center of the process and guiding the process of learning is known as
- (a) Training
  - (b) Coaching
  - (c) Facilitation
  - (d) Mentoring
- 16.** The art of helping an adult ego learn is called as
- (a) Pedagogy
  - (b) Andragogy
  - (c) Counseling
  - (d) Epistemology
- 17.** Which of the following is an open question
- (a) Why do you want to join Food Production department?
  - (b) Who is your Food production faculty?
  - (c) How many topics are there in your Food Production syllabus?
  - (d) Where do you prefer working in Indian kitchen: Tandoor section or Gravy section?
- 18.** Students who learn best by carrying out physical activities are known as
- (a) Olfactory learner
  - (b) Kinesthetic learner
  - (c) Auditory learner
  - (d) Gustatory learner
- 19.** If you look up to DrA.P.J.AbdulKalam for inspiration, he is your
- (a) Mentor
  - (b) Counselor
  - (c) Coach
  - (d) Role model

20. 'I hear I forget, I see I remember, I do I understand' This famous quote is attributed to
- (a) Confucious
  - (b) Socrates
  - (c) Plato
  - (d) Aristotle
21. Sample is the \_\_\_\_\_ of population
- (a) Superset
  - (b) Subset
  - (c) Union
  - (d) Intersection
22. The type of sampling in which the researcher selects the sample on the basis of easy accessibility of elements is called
- (a) Judgement sampling
  - (b) Purposive sampling
  - (c) Convenience sampling
  - (d) Snowball sampling
23. The type of decision making model in which researcher makes decision on the basis of feelings, emotions, and instincts is known as
- (a) Rational model
  - (b) Intuitive model
  - (c) Recognition primed decision making model
  - (d) Ultimate model
24. Which one of the following tests is used when population is normal and infinite, sample size is small, and population variance is unknown?
- (a) t-test
  - (b) z-test
  - (c) F-test
  - (d) Chi-square test

25. Which one of the following is not a population parameter?

- (a) Mean
- (b) Standard deviation
- (c) Variance
- (d) Binomial distribution

**Read the passage given below and answer question number 26 to 30 on the basis of given paragraph**

The old idea in Europe as elsewhere, in Christianity as in other religions, was that sin and unhappiness were the common and inevitable lot of man. Religion seemed to give a permanent and even an honored place to poverty and misery in this world. The promises and rewards of religion were all for some other world; here we were told to bear our lot with resignation and not to seek any fundamental change. Charity was encouraged, the giving of crumbs to the poor, but there was no idea of doing away with poverty, or with a system which resulted in poverty. The very ideas of liberty and equality were opposed to the authoritarian outlook of the society.

Democracy did not, of course, say that all men were in fact equal. It could not say this because it is obvious enough that there are inequalities which result in some being stronger than others, mental inequalities which are seen in some people being abler or wiser than others and more inequalities which make some unselfish and others not so. It is quite possible that many of these inequalities are due to different kinds of upbringing and education or want of education. Of two boys or girls who are similar in ability, give one a good education and the other no education, and after some years there will be a vast difference between the two. Or give one of them healthy food and the other bad and insufficient food, and the former will grow properly, while the latter will be weak and ailing and underdeveloped. So one's upbringing and surroundings and training and education make a vast deal of difference.

26. What was the old idea about sin & unhappiness in all religions?

- (a) That these can be removed by religionists
- (b) That these were the common & inevitable lot of man
- (c) That these were common only to the uncommon people
- (d) That these were created by the people themselves



- 27.** How have poverty & misery been treated in religion?
- (a) These have been given a permanent & honoured place
  - (b) These have been discarded
  - (c) These have not enjoyed any place
  - (d) These have been abhorred in religion
- 28.** What does democracy say about equality?
- (a) That all men are equal
  - (b) That all men cannot be equal
  - (c) That people should have equality in the sharing of money
  - (d) That people should ensure equitable distribution of money
- 29.** Inequalities exist because of -
- (a) Upbringing
  - (b) Surroundings
  - (c) Training & Education
  - (d) All of the above
- 30.** Why is a man healthier than others?
- (a) Because he is more intelligent
  - (b) Because he gets better food
  - (c) Because he is born in a better family
  - (d) Because he is more educated
- 31.** Choose the group of letters which is different from others
- (a) CZHK
  - (b) MLAG
  - (c) XUBU
  - (d) SEN0

- 32.** Choose the odd one out
- (a) Paris
  - (b) Sydney
  - (c) Doha
  - (d) Brussels
- 33.** Choose that set of numbers from the four sets, that is similar to the given set  
Given Set : 49, 25, 9
- (a) 36, 16, 4
  - (b) 36, 25, 16
  - (c) 39, 26, 13
  - (d) 64, 27, 8
- 34.** BEGK is related to ADFJ in the same way as PSVY is related to
- (a) LOQT
  - (b) ROUX
  - (c) OTUZ
  - (d) ORUX
- 35.** Laxman went 15 km to the west from his house , then turned left and walked 20 km. He then turned east and walked 25 km and finally turning left covered 20 km. How far was he from his house?
- (a) 5 km
  - (b) 10 km
  - (c) 40 km
  - (d) 80 km
- 36.** The train for Lucknow leaves every two and a half hours from New Delhi Railway station. An announcement was made at the station that the train for Lucknow had left 40 minutes ago and the next train will leave at 18.00 hrs. At what time the announcement was made
- (a) 15.30 hrs
  - (b) 17.10 hrs
  - (c) 15.50 hrs
  - (d) 16.10 hrs

37. Statement : Should the parents in India in future be forced to opt for only one child as against the two or many at present ?

Argument I : Yes. This is the only way to check the ever increasing population of India.

Argument II : No. This type of pressure tactic is not adopted by any other country in the world

- (a) Only argument I is strong
- (b) Only argument II is strong
- (c) Neither I nor II is strong
- (d) Both I and II are strong

38. Pointing towards a person, a man said to a woman, "His mother is the only daughter of your father" How is the woman related to that person?

- (a) Daughter
- (b) Sister
- (c) Mother
- (d) Wife

39. If the word EARTH be written as QPMZS in coded form, how can HEART be written following the same coding?

- (a) SQPZM
- (b) SQMPZ
- (c) SPQZM
- (d) SQPMZ

40. Complete the following :

Newspaper : Press : : Cloth : ?

- (a) Tailor
- (b) Textile
- (c) Fiber
- (d) Mill

41. Renowned TirupatiBalaji temple at the town of Tirupati is in the state of
- (a) Telangana
  - (b) Andhra Pradesh
  - (c) Tamil Nadu
  - (d) Karnataka
42. Who captains 'Delhi Capitals' in IPL 2019
- (a) Dinesh Kartik
  - (b) Vijay Shekhar
  - (c) ShreyasIyer
  - (d) K.L. Rahul
43. Who out of the following is not a recipient of Bharat Ratna award in the year 2019
- (a) M.S. Subbalaxmi
  - (b) NanajiDeshmukh
  - (c) Bhupen Hazarika
  - (d) Pranab Mukherjee
44. Who was private secretary of Mahatma Gandhi
- (a) Gopal Krishna Gokhale
  - (b) R.K. Shukla
  - (c) Mahadev Desai
  - (d) NathuramGodse
45. Who is the author of Ain-e-Akbari
- (a) Akbar
  - (b) MullaDaud
  - (c) Bairam Khan
  - (d) AbulFazal

46. Whose disciple was Kabir
- (a) Chaitanya Mahaprabhu
  - (b) Ramananda
  - (c) Ramanuju
  - (d) Shankaracharya
47. Indian electorate is voting for \_\_\_\_\_ loksabha in the year 2019
- (a) 16
  - (b) 17
  - (c) 18
  - (d) 19
48. The first Indian to travel to space is
- (a) Vijay Krishnan
  - (b) Rajiv Mehta
  - (c) Rakesh Sharma
  - (d) G.K.Iyer
49. Hampi, a UNESCO world heritage site, is located in the state of
- (a) Odisha
  - (b) Karnataka
  - (c) Andhra Pradesh
  - (d) Tamil Nadu
50. Which of the following wild life sanctuary is known for one-horn Rhino
- (a) Periyar
  - (b) Kanha
  - (c) Kaziranga
  - (d) Bandhavgarh

**PART – II**

**(Nutrition and Food Science, General Basic Management and Hotel Accounts)**

- 51.** Which of the following is an example of polysaccharide.
- (a) Fructose
  - (b) Mannose
  - (c) Dextrose
  - (d) Lignin
- 52.** One gram of fat on oxidation gives.....kcal
- (a) 4
  - (b) 6
  - (c) 9
  - (d) 12
- 53.** Beri-beri is a deficiency symptom of .....vitamin
- (a) A
  - (b) B
  - (c) C
  - (d) D
- 54.** Scientific name of vitamin A is
- (a) Tocopherol
  - (b) Retinol
  - (c) Quinone
  - (d) Riboflavin
- 55.** .....enhances the absorption of iron in the body.
- (a) Calcium
  - (b) Vitamin C
  - (c) Magnesium
  - (d) All of the above

56. Invisible source of water in diet is
- (a) Tea
  - (b) Coffee
  - (c) Fruits
  - (d) Lemonade
57. \_\_\_\_\_ is a high source of calcium in daily diet
- (a) Milk
  - (b) Pulses
  - (c) Chicken
  - (d) Green leafy vegetables
58. Energy giving food groups are
- (a) Pulses and Fats
  - (b) Milk and Sugar
  - (c) Cereals and Fats
  - (d) Fruits and vegetables
59. \_\_\_\_\_ is a high source of iodine in diet
- (a) Carrots
  - (b) Milk
  - (c) Sea food
  - (d) Pulses
60. The process of cooking starch by the application of dry heat is referred to as .....
- (a) Gelatinization
  - (b) Dextrinization
  - (c) Gelation
  - (d) Retrogradation

- 61.** Fatty acid with a single bond between the carbon atoms is called
- (a) Poly unsaturated fatty acid
  - (b) Saturated fatty acid
  - (c) Mono unsaturated fatty acid
  - (d) Unsaturated fatty acid
- 62.** The process which helps to produce oil that would remain transparent even when it is refrigerated is.....
- (a) Hydrogenation
  - (b) Reversion
  - (c) Winterization
  - (d) Rendering
- 63.** The deterioration of fat and fat containing foods due to lipid oxidation is
- (a) Reversion
  - (b) Rancidity
  - (c) Interesterification
  - (d) Polymerization
- 64.** A unit of measuring ionizing radiation is.....
- (a) Gray
  - (b) Gram
  - (c) Milligram
  - (d) kilogram
- 65.** Flavour a sensory attribute of food is a composite sensation of
- (a) Taste, Texture and Mouthfeel
  - (b) Taste, Aroma and Mouthfeel
  - (c) Aroma, Appearance and Mouthfeel
  - (d) Taste, Aroma and Tenderness



66. Milk is an example of
- (a) Sol
  - (b) Gel
  - (c) Foam
  - (d) Emulsion
67. Protein-sugar interaction in food is called.....
- (a) Maillard
  - (b) Caramelization
  - (c) Enzymatic Browning
  - (d) Polymerization
68. The full form of SPACE matrix is:
- (a) Strategic Position & Action Evaluation Matrix
  - (b) Strategic Planning & Alternatives Evaluation Matrix
  - (c) Systematic Planning & Action Evaluation Matrix
  - (d) Strategic Position & Acquired Exercise Matrix
69. In BCG matrix 'the brands that hold low market share in fast growing market' are termed as:
- (a) Cash Cows
  - (b) Question Marks
  - (c) Stars
  - (d) Dogs
70. Process in which a company purchases or internally produces segments of its supply chain, is called:
- (a) Strategic alliance
  - (b) Market penetration
  - (c) Horizontal diversification
  - (d) Backward integration

- 71.** A partnership that creates a new entity to which the parties contribute personnel, equipment, cash, intellectual property or other assets; is called:
- (a) Joint Venture
  - (b) Conglomerate Venture
  - (c) Joint Diversification
  - (d) Conglomerate Joint
- 72.** SWOT stands for:
- (a) Styles, Weaknesses, Opportunities, Threats
  - (b) Strengths, Weaknesses, Opportunities, Threats
  - (c) Styles, Warehouses, Operations, Trends
  - (d) Strengths, Weaknesses, Operations, Terminations
- 73.** Which of the following does not come under services
- (a) Hairdressing
  - (b) Hospitality and Tourism
  - (c) Automobile manufacturing
  - (d) Dentist
- 74.** Which statement is correct for Tourism
- (a) Tourism is an intangible, Non material product
  - (b) Production and consumption of Tourist services are closely Inter-related
  - (c) Tourism demand is highly unstable
  - (d) All the above
- 75.** The physical evidence in hospitality and tourism services does not include
- (a) Facility Design
  - (b) Service quality
  - (c) Equipment
  - (d) Signage

- 76.** Tourism market segment can be done on the basis of
- (a) Place of origin of tourist
  - (b) Destination
  - (c) Purpose of tour like holidays, pilgrimage, sightseeing, shopping etc.
  - (d) All the above
- 77.** Psychographic segment are segments based on
- (a) Attitude, interests and opinions
  - (b) Attitude
  - (c) Interest
  - (d) Nationality
- 78.** What is true about marketing?
- (a) Tends towards long term satisfaction of customer needs
  - (b) Tends to great input into customer design of offering
  - (c) Tend to focus on stimuli of demands
  - (d) All the above
- 79.** Which is not a characteristic of hospitality services?
- (a) Tangibility
  - (b) Heterogeneity
  - (c) Inseparability
  - (d) Perishability
- 80.** The 4 P's of marketing does not include
- (a) Product
  - (b) Process
  - (c) Price
  - (d) Promotion

- 81.** Which of the following is not a core job of H R Department in a hotel ?
- (a) Hiring of staff
  - (b) Performance analysis of competition
  - (c) Performance appraisal of employees
  - (d) Training
- 82.** Who out of the following is not considered an internal customer in an organization ?
- (a) Shareholders
  - (b) Employees
  - (c) Managers
  - (d) On-line Shoppers
- 83.** Who among the following is least likely to be a part of 360 Degree performance appraisal of an employee ?
- (a) Peers
  - (b) Shareholders
  - (c) Subordinates
  - (d) Superiors
- 84.** Which of the following is not a direct objective of conducting an exit interview ?
- (a) Feedback on H R policies
  - (b) To prevent high staff turn over
  - (c) Cost control
  - (d) To identify the reasons for staff turnover
- 85.** A team associate with one year experience in coffee shop has been picked-up as a Management Trainee. What type of training you are most likely to recommend for him on immediate basis ?
- (a) F and B service skills
  - (b) Cross department exposure
  - (c) Train the trainer workshop
  - (d) Policy and strategy planning

- 86.** The cost of raw materials comes under which cost?
- (a) Fixed cost
  - (b) Variable cost
  - (c) Semi variable cost
  - (d) None of the above
- 87.** What is the term for menu items low in popularity but high in contribution margin?
- (a) Stars
  - (b) Puzzles
  - (c) Plough horses
  - (d) Dogs
- 88.** Which of the following is not a method of pricing of menus?
- (a) Cost plus method
  - (b) Return on investment method
  - (c) Going rate method
  - (d) Restaurant pricing method
- 89.** An integrated system of man and machine for providing the information to support operations, the management, and decision making function in the organization is known as?
- (a) Menu engineering
  - (b) Menu merchandising
  - (c) Management Information System
  - (d) Menu planning
- 90.** Which of the following is not a sales concept in F & B Management?
- (a) Sales meeting
  - (b) Advertising
  - (c) Merchandising
  - (d) Public relation

- 91.** The total margin in excess of sales over variable cost called?
- (a) Break even point
  - (b) Contribution
  - (c) Variance
  - (d) None of the above
- 92.** Staff meals come under which cost?
- (a) Material cost
  - (b) Labour cost
  - (c) Overhead cost
  - (d) None of the above
- 93.** Stock taking through books of the stores is known as?
- (a) ABC analysis
  - (b) Inventory control
  - (c) Perpetual inventory
  - (d) None of the above
- 94.** The quantity which is most economical to order & to stock considering all factors bearing on the situation is known as?
- (a) Total Quality Management
  - (b) EOQ
  - (c) FIFO
  - (d) None of the above
- 95.** Which of the following is not a step in control?
- (a) Establishing standards
  - (b) Counseling the customer
  - (c) Measuring performance
  - (d) Taking corrective action

- 96.** PERT and CPM are terms associated with
- (a) Project management
  - (b) Financial management
  - (c) Human resource management
  - (d) Environmental management
- 97.** FSI stands for
- (a) Foreign sensex index
  - (b) Floor space index
  - (c) Free space index
  - (d) Forward space index
- 98.** The capital of a business which is used in its day-to-day trading operations, calculated as the current assets minus the current liabilities, is known as
- (a) Working capital
  - (b) Current capital
  - (c) Trading capital
  - (d) Business capital
- 99.** Which of the following statements are true about Ratio Analysis?
- A. Ratio analysis is useful in financial analysis.
  - B. Ratio analysis is helpful in communication and coordination
  - C. Ratio Analysis is not helpful in identifying weak spots of the business.
  - D. Ratio Analysis is helpful in financial planning and forecasting.
- (a) A, B and D
  - (b) A, C and D
  - (c) A, B and C
  - (d) A, B , C, D
- 100.** Management accounting deals with
- (a) Quantitative information
  - (b) Qualitative information
  - (c) Both (a) and (b)
  - (d) None of the above

## INSTRUCTIONS TO CANDIDATE

### परीक्षार्थी के लिए अनुदेश

- Candidate must read the instruction before start replying :

जवाब देना आरम्भ करने से पहले उम्मीदवार को निर्देश पढ़ना चाहिए :

  - There are 100 Multiple Choice Questions in this booklet, all carry equal marks.  
100 बहुविकल्पी सवाल इस पुस्तिका में हैं, तथा सबके अंक बराबर हैं।
  - For correct answer darken/blacken the appropriate bubble/circle.  
सही सवाल का जवाब देने के लिए उचित बुलबुला/वृत्त काला करें।
  - Use blue or black ball point pen.  
नीले या काले रंग की स्याही का उपयोग करें।
  - Each correct answer carry **two** marks.  
प्रत्येक सवाल के सही जवाब के दो अंक मिलेंगे।
  - For a wrong answer 0.50 marks will be deducted.  
एक सवाल के गलत जवाब के लिए 0.50 अंक की कटौती की जाएगी।
  - No mark will be awarded for question not attempted.  
प्रश्न का प्रयास नहीं करने पर कोई अंक प्राप्त नहीं होगा।
  - Darkening of two or more bubbles/circles for answering MCQ will be treated as wrong answer.  
दो या दो से अधिक बुलबुले Darkening कर MCQ प्रश्न के लिए उत्तर को गलत जवाब माना जाएगा।
- Candidate must write his/her name, Roll Number and Answer Sheet Number on the cover page of this Question Paper Booklet.

उम्मीदवार अवश्य इस प्रश्न-पत्र बुकलेट के कवर पेज पर अपना नाम, रोल नंबर और उत्तर-पत्र नंबर लिखें।
- Candidate must hand over the question paper booklet along with Answer Sheet to the invigilator at the end of Examination.

अभ्यर्थी परीक्षा उपरांत प्रश्न-पत्र के साथ-साथ उत्तर-पत्र शीट को अन्वेषक को सौंप दें।
- No extra sheet will be given to the candidate for rough work. They can use any blank space on the Question paper booklet for the purpose.

किसी कच्चे काम के लिए उम्मीदवार को कोई अतिरिक्त कागज नहीं दिया जाएगा। वे प्रयोजन के लिए प्रश्न-पुस्तिका में किसी भी रिक्त स्थान का उपयोग कर सकते हैं।