

15. The Reports of the comptroller and auditor General of India relating to the accounts of the Union shall be submitted to:

- (1) The President of India (2) The Prime minister of India
(3) The Speaker of the Lok Sabha (4) The Finance Minister of India

16. One star is going away from the Earth. Then the observer on the Earth will experience:

- (1) Decrease in wave length (2) Increase in wave length
(3) No change in wave length (4) None of these

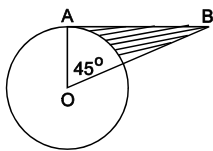
17. Who among the British Generals defeated Peshwa Baji Rao II:

- (1) Autram (2) Malcom
(3) Elphinstone (4) Kitchner

18. Which one is not written by Munshi Prem Chand:

- (1) Rangbhoomi (2) Prem Pachisi
(3) Vishkanya (4) Kayakalp

19. A B is a tangent to the circle. The radius of the circle is 2 cm. Then the area of the shaded portion is:



- (1) $2 - \frac{\pi}{2}$ (2) $\frac{\pi}{2} - 2$
(3) $4 - \frac{\pi}{2}$ (4) None of these

20. Two cylinders have the same volume. The heights are in the ratio of 1 : 2, then the ratio of the radii will be:

- (1) 2 : 1 (2) 1 : 2
(3) $1 : \sqrt{2}$ (4) $\sqrt{2} : 1$

21. If the a^{th} part of 49 is 7 and b^{th} part of 63 is 9 and c^{th} part of 112 is 16. Then which of the following is true:

- (1) $abc = \frac{1}{7}$ (2) $abc = a^3$
(3) $abc = \frac{1}{49}$ (4) None of these

22. Five persons are standing in a queue. One of the two persons at the extreme end is a professor and the other is a businessman. An advocate is standing to the right of the student. An author is to the left of the businessman. The student is standing between the professor and the advocate. Counting from the left the author is at which place:

- (1) 1st (2) 2nd
(3) 3rd (4) 4th

23. P is standing to the east of Q at a distance of 4 Km. P stands still while Q goes north for 4 Km. In which direction must Q now look to see P:

- (1) East (2) South East
(3) South (4) South West

24. If AM=3, ARE=4, and NEVER=8, then

“INDIA IS A GREAT NATION” =:

- (1) 32 (2) 29 (3) 28 (4) None of these

DIRECTIONS: Complete the following series.

25. A Z B Z _ A B A _ A _ B _ B A

- (1) A Z B Z (2) B Z A Z (3) B Z Z Z (4) Z A Z Z

26. If one side and one diagonal of a rhombus are 5 cm and 8 cm respectively, then its area (in cm^2) is:

- (1) 22 (2) 20
(3) 24 (4) 25

DIRECTIONS: (Question No. 39 & 40) In a certain code language—

- i. 'Cod dex nom' stands for 'banana is sweet'
- ii. 'Zip dex nux' stands for 'apple is good'
- iii. 'Cod nux elp' stands for 'banana and apple' and
- iv. 'pa reb nom' stands for 'oranges are sweet'.

39. Which word in that language stands for 'apple'.

- (1) Elp (2) Nux (3) Zip (4) None of these

40. What does 'Zip' stand for?

- (1) Apple (2) And
(3) Good (4) None of these

41. You have come across a case wherein your retired colleague is unable to submit his life certificate and claim pension to meet his treatment expenses. You will

- (1) Go strictly as per the procedures
- (2) Take initiative to help him and ask for arranging for alternative documents
- (3) Assist colleague with some money on your own but do not compromise on procedures.
- (4) Avoid some procedural steps since you understand the necessity of the colleague

42. You along with your brother's family have planned for a vacation tour to a place where you are likely to meet your family members and your ailing mother. You have got permitted leave from the office for this trip. While at the time of going to station for the trip, you receive a message from your one of the subordinate staff that Managing Director of the company needs you in the meeting with a foreign customer who landed without program:

- (1) You will ignore the message of your subordinate and ask him to tell a lie that you were in train .
- (2) You will speak to your immediate boss and tell him that your mother is ailing and you are with your family, hence can not come
- (3) You will explain the situation to your brother's family and get your ticket cancelled and shall go to the office, attend the meeting
- (4) You will speak to your immediate boss and say that you have advance permitted leave and it is urgent to see the ailing mother, hence can not come immediately

43. You are working as a stores purchase officer of Indian railways. There is a sudden demand of some safety items due to emergency. You have floated a limited tender with a short notice. After opening the tender, you sense that there is a cartel among the bidders due to emergent situation and all of them have quoted nearly five time more than the last purchase price. You will

- (1) Award the order to the lowest bidder as this is an emergent situation
- (2) Immediately report the matter to the higher authorities explaining the factual situation and wait for their further orders.
- (3) Negotiate with any bidder and bring down the rates as low as possible and award it to that bidder
- (4) Submit your report to your bosses and request them to float open tender instead of limited tender

44. You come to know of some clandestine bogus and fake purchase activities going on in the office. The culprits are your colleagues and they ensure that no overt or direct signs of such activities are visible. From among the following alternatives, which one you will choose:

- (1) Leave things as they are
- (2) Organize an immediate raid on the suspected
- (3) Ask the colleagues to immediately stop it
- (4) Begin collecting evidence and after collecting evidence bring the matter to the higher authorities submitting evidences

45. You are the sanctioning authority for the travelling and conveyance bills of your department. You find that there is a dedicated staff who stays long hours in the office to dispose off his daytoday back log work. You find him submitting huge conveyance claims for late hours to you which otherwise is not permissible without pre approval of stay by higher authorities as per Company policy. What would you do under such a situation:

- (1) You will pass his claims considering his dedication and sincerity.
- (2) You will strictly go by rules and do not pass his claims.
- (3) You will ask him and say that he should take back the conveyance bills submitted and submit a fresh bill of the same amount for normal working hours
- (4) You will call him and ask him to finish the work within office time and if there is extra work load, you will ask him to get a preapproval of stay for processing of such bills and ask him to withdraw the bills submitted

TECHNICAL APTITUDE (75 Questions)**46. Gantt charts:**

- (1) Ignore costs
- (2) Ignore the time factor
- (3) Show dependent relationships between activities
- (4) Explicitly show quantity and quality considerations

47. An econometric model:

- (1) Uses non-mathematical techniques
- (2) Is not used in forecasting
- (3) Can suggest the results of using various strategies
- (4) Determines lag indicators

48. The determination of human asset does not include:

- (1) Cost of training
- (2) Cost of hiring
- (3) Obsolescence
- (4) All of the above

49. Manpower planning refers to:

- (1) Manpower supply
- (2) Demand forecasting
- (3) Manpower quality
- (4) All of these

50. Which one does not include in quantitative aspect of manpower planning activity:

- (1) Determining manpower requirements
- (2) Analyzing manpower skill
- (3) Productivity and cost analysis
- (4) Action planning

51. HRM research involves:

- (1) Wage Survey
- (2) Survey of employee needs
- (3) Survey of human relation
- (4) All of the above

52. The most relevant primary research technique for HRM problems is:

- (1) Survey
- (2) Pure research
- (3) Experiments
- (4) Observation

53. The discrete selection process does not include:

- (1) Initial screening interview
- (2) Completion of application form.
- (3) Employment test
- (4) Placement of employee

54. An employment test "Graphology" is associated with:

- (1) Individual's behaviour
- (2) Individual's handwriting
- (3) Individual's attitude
- (4) Individual's knowledge

55. Induction is:

- (1) Making forecasts of manpower requirement in future
- (2) An added consideration to convince an individual to make an agreement
- (3) A formal process of introducing and training new employees on their job
- (4) None of these

56. Which one is more relevant strategy to retain an employee:

- (1) To give information about organization at the time of recruitment
- (2) To increase salary
- (3) To develop employee loyalty
- (4) To involve employee in decision making process

57. The best strategy to control exit of employees from an organization is:

- (1) Developing progressive manpower planning
- (2) Hiring most talented people
- (3) Assessing the commitment of the persons at the entry level
- (4) Provide lucrative compensation

58. Emerson efficiency plan is:

- (1) A plan to enhance labour efficiency by encouraging labour participation in decision making
- (2) An incentive plan
- (3) A plan to enhance labour efficiency by providing for consultative machinery within a plant
- (4) None of the above

59. Intrinsic reward is:

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| (1) Employee satisfaction from job | (2) Promotion |
| (3) Fringe benefits to employee | (4) Money to employee |

60. Halsey incentive premium plan is:

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| (1) A bonus percentage multiple plan | (2) A time saved bonus plan |
| (3) A standard time task plan | (4) An overtime based plan |

61. Which area is not included in HRM model developed by American society for training and development (ASTD):

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| (1) Organisation and development | (2) Human resource planning |
| (3) Human resource retention | (4) Selection and staffing |

62. Sensitivity training is also referred as:

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| (1) Laboratory training | (2) G-Groups |
| (3) Groups intervention technique | (4) Micro-lab |

63. Which is a method of off-the-job training:

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| (1) Position Rotation | (2) Brainstorming |
| (3) Apprenticeship | (4) Vestibule School |

64. Performance appraisal is useful for determining the employees:

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| (1) Retention | (2) Training |
| (3) Promotion | (4) All of the above |

65. One difficulty of trait oriented appraisal system is that they:

- (1) Fail to focus on performance
- (2) Are not directly linked to performance
- (3) Seldom result in improving performance
- (4) All of the above

66. Job Rotation is a technique of:

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|--------------------------|------------------------------|
| (1) Financial motivation | (2) Non-financial motivation |
| (3) Increasing morale | (4) Increasing productivity |

67. The promotions which are given in lieu of increase in compensation is known as:

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|------------------------------|-------------------|
| (1) Multiple Chain Promotion | (2) Up Promotion |
| (3) Dry Promotion | (4) Out Promotion |

68. ESOP stands for:

- (1) Employee Stock Operation Plan
- (2) Employee Stock Opinion Plan
- (3) Employee Stock Organizational Plan
- (4) Employee Stock Option Plan

69. The favouring of relatives of the firm's executives when promotions come up is known as:

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| (1) Partiality | (2) Patronage |
| (3) Nepotism | (4) Red tapism |

70. Which one of the following is a motivating factor as per Herzberg's theory

- (1) Salary and allowances
- (2) Job design
- (3) Working conditions
- (4) None of these

71. Which method of training does not ensure quick transfer of learning:

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| (1) Role playing | (2) Simulation |
| (3) Game | (4) Video conferencing |

72. Those who win the confidence of their followers by their superior knowledge is called:

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| (1) Democratic leader | (2) Intellectual leader |
| (3) Institutional leader | (4) Creative leader |

73. Vestible training is given by:

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| (1) Supervisor | (2) Line managers |
| (3) Staff executives | (4) Supervisors & Line manager |

74. As per Keith Davis, which leadership skills are not required at the junior management position in an organization to be an effective leader:

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| (1) Conceptual skills | (2) Human skills |
| (3) Technical skills | (4) Specialist skills |

75. The man who was responsible for popularizing the word group dynamics way back in the 1930's was:

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| (1) Albert Bandura | (2) Daniel Levinson |
| (3) Kurt Lewin | (4) Sigmund Freud |

76. One particular view interprets group dynamics as an attempt to describe:

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| (1) How a group should function | (2) How a group should be organized and conducted |
| (3) How a group should remain cohesive | (4) How a group should attain its goal |

77. When employees from the same department or work area meet regularly to discuss ways of improving quality, work environment or efficiency, it happens in:

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| (1) Task team | (2) Problem-solving team |
| (3) Cross-functional team | (4) Command team |

78. Any process of change involves a:

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| (1) Status quo for some-time | (2) Transition from one state of existence to another |
| (3) Frame-work for adopting to new ways | (4) Creative ways of doing same things |

79. The process of HRD audit includes:

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| (1) Pre-audit information | (2) Pre-audit self-assessment |
| (3) Records review | (4) All of the above |

80. Which agency is not involved for labour welfare in India:

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| (1) Central Government | (2) Local self Government |
| (3) State Government | (4) Trade union |

81. Which is a statutory labour welfare measure:

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| (1) Education facility | (2) Medical facility |
| (3) Crèche facility | (4) Transport facility |

82. Which is not a function of labour welfare officer:

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| (1) Personnel function | (2) Welfare function |
| (3) Conciliation function | (4) Supportive function |

83. The appointment of labour officers in Indian industry was recommended by:

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|------------------------|---------------------|
| (1) Royal Commission | (2) ILO |
| (3) Whitley Commission | (4) Rege Commission |

84. Globalization has substantially increased the influence of multinationals on:

- (1) Industrial Relations environment
- (2) Literacy levels of the workers
- (3) Efficiency of the workers
- (4) Efficiency of the management

85. The history of trade union movement is linked with:

- (1) Industrial revolution
- (2) Labour welfare
- (3) Labour movement
- (4) Independence movement

86. Which is not a part of three tier system of model grievance procedure:

- (1) Immediate level superior
- (2) Department head
- (3) Bipartite grievance committee
- (4) Labour Court

87. The National Commission on labour has recommended a formal grievance procedure in the units employing at least:

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| (1) 40 workers | (2) 60 workers |
| (3) 80 workers | (4) 100 or more workers |

88. Which one will be treated as employee grievance:

- (1) Employee personal problem
- (2) Employee behavior problem
- (3) Employee victimization problem
- (4) Employee Ego

89. Who is an ex-officio member of Central Board constituted under the Employees' Provident & miscellaneous Acts 1952:

- (1) Chairman of Tribunal
- (2) Central Provident Fund Commissioner
- (3) Presiding officer of the Labour court
- (4) Chairman of the National Tribunal

90. The Employees' Pension scheme 1995 is associated with:

- (1) Employee Provident Fund & miscellaneous Pension Act 1952
- (2) Employee State Insurance Act 1948
- (3) Workmen's Compensation Act 1923
- (4) Payment of Gratuity Act 1972

91. Which is not an authority to resolve the industrial dispute:

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|--------------------------|--------------------------|
| (1) Labour court | (2) Trade union |
| (3) Conciliation officer | (4) Industrial tribunals |

92. For dissolution of registered trade union, the Secretary of trade union has to sign on notice along with:

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|------------------|--------------------|
| (1) Five members | (2) Seven members |
| (3) Nine members | (4) Eleven members |

93. As per Factory Act, an adult worker will be required or allowed to work in a factory for how many maximum hours in a week:

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|--------------|--------------|
| (1) 40 hours | (2) 42 hours |
| (3) 45 hours | (4) 48 hours |

94. Workmen's Compensation Act 1923 is not applicable:

- (1) Employees in armed forces
- (2) Employees in railways
- (3) Employees in factories
- (4) Employees in mines

95. Commissioner for workmen's compensation does not have power to decide as per Act regarding:

- (1) Liability of any person to pay compensation
- (2) Whether the person injured is or is not a workman
- (3) The amount or duration of compensation
- (4) Legal heirs of workman

- 96. As per the Payment of Bonus Act 1965, an employee shall be entitled for bonus if he has worked in the establishment for how many minimum working days in that year:**
- (1) 25 days (2) 30 days
(3) 45 days (4) 60 days
- 97. As per Payment of Gratuity Act 1972, the maximum limit of the amount of gratuity payable is:**
- (1) Rs. 2,00,000 (2) Rs. 2,50,000
(3) Rs. 3,00,000 (4) None of these
- 98. As per Payment of Wages Act whoever being responsible for payment of wages to an employed person contravenes the provision like timely payment of wages shall be punishable with fine upto:**
- (1) Rs. 500 (2) Rs. 750
(3) Rs. 1,000 (4) None of these
- 99. Contract Labour (Regulation & Abolition) Act was passed in the year:**
- (1) 1970 (2) 1972
(3) 1965 (4) 1962
- 100. Who is the author of the book "the Industrial Civilisation":**
- (1) Elton Mayo (2) Mary Parker Follet
(3) Henri L. Gantt (4) Lillian Gilbreth
- 101. The famous book "The Human Side of the Enterprise" was written by:**
- (1) A. H. Maslow (2) Douglas McGregor
(3) Frederik Herzberg (4) James D. Mooney
- 102. Who is acknowledged as the father of scientific management:**
- (1) Henry Fayol (2) Chester I. Barnard
(3) F. W. Taylor (4) Peter Drucker
- 103. The technique in which amount of data can be squeezed through an electronic medium is known as:**
- (1) Information richness (2) Band width
(3) Technology width (4) Source richness
- 104. A star employee is one:**
- (1) High in performance and high in potential
(2) Low in performance and low in potential
(3) High in performance and low in potential
(4) Low in performance and high in potential
- 105. Which one of the following was used in third generation of computer:**
- (1) Transistor (2) Integrated circuit
(3) Vaccum tube (4) Microprocessor
- 106. Which one is low level language:**
- (1) Machine (2) Assembly
(3) Both (1) & (2) (4) None of these
- 107. Which is the primary memory:**
- (1) Random access memory
(2) Hard Disk
(3) Magnetic Tape
(4) Compact Disk
- 108. Which is not the OD intervention design to improve the effectiveness of dyads/triads:**
- (1) Counseling
(2) Process consultation
(3) Role negotiation technique
(4) Third party peace making

109. Transactional Analysis does not include the concepts like:

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|---------------------|-----------------------|
| (1) Contamination | (2) Games people play |
| (3) Script analysis | (4) Group analysis |

110. The formula to calculate Absenteeism Rate (AR) is:

- (1) AR = Number of Mandays lost divided by Number of Mandays scheduled to work multiplied by 100
- (2) AR = Total number of times in which the leave was availed divided by Number of Mandays scheduled to work multiplied by 100
- (3) AR = Number of days absent during a period divided by Total number of times absent during that period multiplied by 100
- (4) AR = Number of Mandays lost divided by Total number of times absent during that period multiplied by 100

111. Win-Win strategy is also known as:

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|-----------------|-------------------|
| (1) Compromise | (2) Avoidance |
| (3) Competition | (4) Collaboration |

112. The purpose of personnel replacement charts is to:

- (1) Ensure that all levels of employees have backups
- (2) To keep track of inside candidates for the most important positions
- (3) Make personnel's job easier
- (4) Let supervisors pick and choice whom they want working for them

113. Which is not key element of Bench marking:

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|--|---------------------------------|
| (1) Identifying bench marking candidates | (2) Identifying best competitor |
| (3) Merit rating | (4) (1) & (2) both |

114. Out placement means:

- (1) Retrenching the employees
- (2) Appointing outsiders
- (3) Transferring employees
- (4) Helping unwanted present employees in finding new job with other firms

115. Which of the following techniques is least susceptible to personal bias:

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|------------------------|-------------------|
| (1) Critical incidents | (2) Rating scales |
| (3) BARS | (4) Check list |

116. De-jobbing is resulting primarily from:

- (1) A lack of motivation on the part of workers
- (2) Apathy on the part of management
- (3) Changes taking place in business such as globalization and technology
- (4) More hierarchical organizations

117. Perceptual defense comprises the process of:

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| (1) Higher recognition of disturbing stimuli | (2) Substitute perceptions |
| (3) Emotional reactions | (4) Subliminal perception |

118. Rating employees from best to worst on a particular trait is known as:

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|------------------------------|--------------------------------|
| (1) Paired comparison method | (2) Alternative ranking method |
| (3) Graphic rating method | (4) Likert rating method |

119. It provides for medical help and unemployment insurance to industrial workers during their illness. The basic objectives is to offer three contingencies - Sickness, Employment injury and Child birth. This comes under:

- (1) The Workmen Compensation Act
- (2) Group Life Insurance
- (3) The Employees Provident Funds and Miscellaneous Provisions Act
- (4) Employee's State Insurance Act

120. Grid OD is a _____ program:

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|-----------------|------------------|
| (1) Six Phases | (2) Five Phases |
| (3) Four Phases | (4) Three Phases |