TIME :- 10:00 am to 12:00 Noon. DATE :- 24/03/2013

WRITTEN TEST(OBJECTIVE TYPE) FOR DIRECT RECRUITMENT OF COURT MANAGERS

PAPER-I

Duration: 2 hours | Attempt all questions

Total Marks: 100 | All questions carry equal marks

1. Authority, discipline, unity of command and unity of direction are :
   (A) Mayo's four principles of management
   (B) Principles of the human relations movement
   (C) Elements of Weber's ideal bureaucratic structure
   (D) Four of Fayol's fourteen principles of management

2. _____is characteristic of liquidity ratios.
   (A) Organization's ability to meet its current debt obligations
   (B) Organization's ability to meet the interest payment of debt
   (C) How efficiently the firm is using its assets
   (D) None of the above

3. Second stage of group formation is
   (A) Forming
   (B) Norming
   (C) Storming
   (D) Performing

4. _____ is an individual's capacity to influence decisions
   (A) Span of control
   (B) Line of authority
   (C) Staff authority
   (D) Power

5. _____ is the form of departmentalization that groups similar jobs and activities into departments
   (A) A product structure
   (B) A divisional structure
   (C) A matrix structure
   (D) A functional structure

6. In the communication process, to encode means to
   (A) Interpret a code
   (B) Translate ideas into a code
   (C) Speak to large groups of people
   (D) Block a pathway between the sender and the receiver of a message

7. A message is a signal that serves as
   (A) Stimuli for a mass audience
   (B) Noise reduction
   (C) Stimuli for a speaker
   (D) Stimuli for a receiver

8. Interpersonal communication occurs only when
   (A) Three or more people are communicating with each other at the same time
   (B) Intimate conversation takes place
   (C) An individual interacts with another person as a unique individual
   (D) An individual converses with people they have no interest in knowing

9. Interpersonal communication helps one
   (A) To know about what others are thinking
   (B) To communicate with the general public
   (C) To become a talented public speaker
   (D) To learn about oneself

10. Feedback is a listener's
    (A) Acceptance of a message
    (B) Aversion to a message
    (C) Verbal critique of message
    (D) Verbal or non-verbal response to a message

11. When a bank robber points a gun at a bank employee, his base of power is
    (A) Punitive
    (B) Coercive
    (C) Positional
    (D) Authoritative

12. Farhana is an honest and straightforward person. She believes her employees are all similarly honest and straightforward, ignoring signs that they may be manipulating her. What perceptual shortcut is Farhana most likely using?
    (A) Contract effect
    (B) Halo effect
    (C) Stereotyping
    (D) Projection

13. When managers have the mental ability to analyze and diagnose complex situations, they possess _____ skills
    (A) Technical
    (B) Human
    (C) Issue-based
    (D) Conceptual

14. Which of the following statements best characterize self managed teams?
    (A) Their team members often have low levels of job satisfaction
    (B) Their team members prefer to work alone
    (C) Their productivity is generally low
    (D) They perform poorly during times of employee layoffs

15. Which of the following theory is proposed by Clayton Alderfer?
    (A) Theory X and Theory Y
    (B) Hierarchy of Needs
    (C) ERG Theory
    (D) Theory Z

16. Determining how tasks are to be grouped is part of which management function?
    (A) Planning
    (B) Leading
    (C) Controlling
    (D) Organizing

17. Ajanta believes that men perform better in oral presentations than women. What shortcut has been used in this case?
    (A) The halo effect
    (B) The contrast effect
    (C) Projection

(D) Stereotyping

18. What sort of goals does Management by Objectives (MBO) emphasize?
    (A) Achievable, controllable, profitable
    (B) Tangible, verifiable, measurable
    (C) Challenging, emotional, constructive
    (D) Hierarchial, attainable, effective

19. Which of the following would be least likely to pose a barrier to cross-cultural communication?
    (A) Tone difference
    (B) Word connotations
    (C) Political correctness
    (D) Differences among perceptions

20. Mr. Prahlad's one day salary was deducted because of his uninformed leave, as he was already warned about this behaviour. It is an example of which method of shaping behaviour?
    (A) Reinforcement
    (B) Positive reinforcement
    (C) Punishment
    (D) Negative reinforcement

21. _____ refers to the network of personal and social relations that is developed spontaneously between people associated with each other
    (A) Formal organization
    (B) Informal organization
    (C) Business organization
    (D) Non-governmental organization

22. In which of the five stages of group development suggested by Tuckman and Jensen do groups build success in a cohesive and co-operative manner?
    (A) Forming
    (B) Storming
    (C) Norming
    (D) Performing

23. Herzberg's hygiene factors lead to which of the following?
    (A) Lack of dissatisfaction

(B) Motivation
(C) Lack of motivation
(D) Dissatisfaction

24. "People dislike work and seek to avoid it at all costs" – applies to which organisational behaviour theory/theories?
    (A) Theory Y
    (B) Theory X
    (C) Theory Z
    (D) Both A and B

25. Whose approach to management is known as "scientific management"?
    (A) Peter Drucker
    (B) Douglas Mcgregor
    (C) Frederic Taylor
    (D) Elton Mayo

26. _____ refers to the degree to which formal decision authority is held by a small group of people in the organization?
    (A) Control
    (B) Centralization
    (C) Formalization
    (D) None of the above

27. Strong organizational cultures
    (A) are very stressful
    (B) undermine leaders
    (C) foster loyalty and commitment
    (D) all of the above

28. Communication processes that follow an organization's chain of command are called
    (A) Informal channel
    (B) Formal channels
    (C) Horizontal communication
    (D) Corporate networks

29. Human resource management

(A) is a function of productivity
(B) requires a committed workforce
(C) varies with organizational and environmental conditions
(D) is more important in the public sector than in the private sector

30. The overall task of human resource management professional is to
(A) recruit and reward employees
(B) evaluate discrete HR activities
(C) be the steward of ethical behaviour
(D) integrate HR activities into a system that effectively utilizes HR resources

31. Which of the following is the best example of an organization?
(A) the batch of 2008
(B) the country of India
(C) a University
(D) shoppers in organised retail

32. The field of organizational behaviour is primarily concerned with
(A) the behaviour of individuals and groups
(B) how resources arse effectively managed
(C) control processes and interactions between organizations, external and evaluative context
(D) A and C above.

33. A social _____is a large group of people in a given society who have a similar degree of access to material resources such as income, wealth or property
(A) class
(B) structure
(C) caste
(D) category

34. The mail survey is favoured by _____ researchers
(A) case
(B) feminist
(C) quantitative
(D) A and B above

35. _____work is of an intellectual nature, non repetitive, result-oriented, and engaging scientific and/or artistic knowledge demanding continuous learning and creativity.
(A)emotional
(B)service
(C)knowledge
(D)traditional

36. The interplay between working life, the family and the community, in terms of both time and space is called
(A) work-life balance
(B) work less, play more
(C) emotion work
(D) community of practice

37. _____refers to the overall process by which reality is mastered by calculation and rational action, while_____ refers to the capacity of human action to be subject to calculation about means and ends
(A)mechanization, rationality
(B)rationality, time-motion
(C)rationalization, rationality
(D)bureacratization; time and motion

38. According to the systems view of organizations, transformation processes are carried out by
(A)technology
(B)structure
(C)people
(D)all of the above

39. Which of the following statements about group norms is true?
(A)norms shape appropriate behaviour in a group
(B)norms apply only to human behaviour, not to inner thoughts
(C)norms are generally developed only for behaviours which are viewed as important by most group member
(D)all of the above.

40. Our ability to perceive depends upon
(A)receiving, organizing, interpreting
(B)learning, reflecting, memorising

(C)receiving, organizing, learning
(D)receiving, learning, transmitting

41. _____knowledge is ordered and can be communicated between people. _____knowledge refers to information that cannot easily be codified and communicated between people-
(A)Formal, informal
(B)Formal, explicit
(C)Explicit, informal
(D)Explicit, tacit.

42. Theories of work motivation deal with
(A)The intensity and persistence with which people engage in action
(B)The amount of effort that people put into the activities they perform
(C)The choices people make regarding what they will and will not do
(D) All of the above

43. The beliefs people have about their ability to perform specific situational tasks successfully is called
(A)Self-motivation
(B)Self-reliance
(C)Social factor
(D)Self-efficacy

44. The least used communication channel in an organization is usually
(A)Upward
(B)Downward
(C)Informal
(D)Horizontal

45. The definition of communication implies that
(A)communication is mostly verbal
(B)communication is mostly written
(C)most communication is in vertical direction
(D)understanding must occur to have communication

46. What is meant by the acronym SHRM?

(A)Strategic Human Resources Management
(B)Soft Human Resource Management
(C)Strategic Humane Resource Management
(D)Special Human Resource Management

47. Which of the following is not a function normally performed by the HR Department
(A)Recruitment
(B)Accounting
(C)Training
(D)Performance appraisal

48. What is meant by 'black box' research?
(A)Primary research
(B)Research into the hidden and complex processes which occur between input and output
(C)Secondary research
(D)None of the above

49. Which of the following is not a type of performance appraisal?
(A)Appraisal of managers
(B)Team based appraisal
(C) 45 degree appraisal
(D)Customer appraisal

50. What is the meaning of upward appraisal?
(A)Line managers rate the performance of employees
(B)Employees rate the performance of their manager
(C)Employees rate the performance of their peers
(D)Senior managers rate the performance of line managers

51. Questionnaires in research process can address events and characteristics taking place when?
(A) In the past
(B) In the current
(C) In the future
(D) All of the above

52. Which of these is not a method of data collection?
(A)Questionnaires

(B)Interviews
(C)Experiments
(D)Observations

53. Secondary/existing data may include which of the following?
(A)Official documents
(B)Personal documents
(C)Archived resource data
(D)All of the above

54. Researchers use both open ended and closed ended questions to collect data. Which of the following statements is true?
(A)Open-ended questions directly provide quantitative data based on researcher's pre-determined response categories
(B)Closed-ended questions provide quantitative data in the participant's own words
(C)Open-ended questions provide quanlitative data in the participant's own words
(D)Closed-ended questions directly provide qualitative data in the participant's own words

55. Another name for a Likert Scale is a(n)
(A)Interview protocol
(B)Event sampling
(C)Summated rating scale
(D)Ranking

56. _____is a set of elements taken from a larger population according to certain rules
(A)Sample
(B)Population
(C)Statistic
(D)Element

57. A number calculated with complete population data and quantifies a characteristic of the population is called which of the following?
(A)A datum
(B)A statistic
(C)A parameter
(D)A population

58. Which of the following will give a more "accurate" representation of the population from which a sample has been taken?
(A)A large sample based on convenience sampling technique
(B)A small sample based on simple random sampling
(C)A large sample based on simple random sampling
(D)A small cluster sample

59. Which of the following statements is true?

(A)The larger the sample size, the greater the sampling error

(B)The more categories or breakdowns you want to make in your data analysis, the larger the sample needed

(C)The fewer categories or breakdowns you want to make in your data analysis, the larger the sample needed

(D)As sample size decreases, so does the size of the confidence interval

60. When each member of a population has an equally likely chance of being selected, this is called

(A) A non random sampling method

(B)A quota sample

(C)A snowball sample

(D)An equal probability selection method

61. What is the most appropriate goal of the firm?

(A) Shareholder wealth maximization

(B) Profit maximization

(C) Stakeholder maximization

(D) EPS maximization

62. A concept that implies that the firm should consider issues such as protecting the consumer, paying fair wages, maintaining fair hiring practices, supporting education and considering environmental issues

(A) Financial management

(B) Profit maximization

(C) Agency theory

(D) Social responsibility

63. The _____decision involves determining the appropriate make-up of the right hand side of the balance sheet

(A)Asset management

(B)Financing

(C)Investment

(D)Capital budgeting

64. The _____ decision involves efficiently managing the assets on the balance sheet on a day-to-day basis, especially current assets

(A) Asset management

(B)Financing

(C)Investment

(D)Accounting

65. Which of the following is not a perquisite (Perk)?

(A)Vehicles provided by organization

(B)Expensive office

(C)Salary

(D)Country club membership

66. Corporate governance success includes three key groups. Which of the following would represent these three groups ?

(A)Suppliers, managers and customers

(B)Board of Directors, executive officers and common shareholders

(C)Suppliers, employees and customers

(D)Common shareholders, managers and employees

67. The ultimate measures of performance is

(A) The amount of the firm's earnings

(B)How the earnings are valued by the investor

(C)The firm's profit margin

(D)Return on the firm's total assets

68. The main focus of finance has been

(A)Mergers and acquisitions

(B)Conglomerate firms

(C)Inflation

(D)Risk-return relationships

69. Which of the following is not the responsibility of financial management?

(A)Allocation of funds to current and capital assets

(B)Obtaining the best mix of financing alternatives

(C)Preparation of the firm's accounting statements

(D)Development of an appropriate dividend policy

70. A main benefit to the corporate form of organization is

(A) Double taxation of corporate income

(B)Simplicity of decision making and low organizational complexity

(C)Limited liability for the shareholders

(D) All of the above.

71. Agency theory examines the

(A)Relationship between the owners and managers of the firm

(B)Insurability of the firm's assets

(C)Relationship between dividend policy and the firm value

(D)Value of the firm relative to other firms in the industry

72. The mix of debt and equity in a firm is referred to as the firm's

(A)Primary capital

(B)Capital composition

(C)Cost of capital

(D)Capital structure

73. A solid cube of side 9 is first painted orange and then cut into smaller cubes of side 3. How many of the smaller cubes have paint on exactly 2 sides?

(A)30

(B)24

(C)12

(D)8

74. If a positive integer n, divided by 6 has remainder 3, which of the following must be true? I: n is odd; II: n+2 cannot be prime; III) (n+1) divided by 7 has remainder 3

(A) None

(B) I only

(C) I and II only

(D) II and III only

75. Computers are essential for quantitative data analysis because

(A) They are fun to use

(B)Increasingly data analysis software contain algorithms that check the data for obvious errors as it is entered.

(C)They are so powerful

(D)They enable easy calculation for those of us not too good with figures

76. A pictogram is

(A) A photograph

(B)A way of measuring the impact of data presentation techniques

(C) An illustration where each bar is replaced by a picture or series of pictures chosen to represent the data.

(D)A line drawing

77. A pie chart is

(A)Any form of pictorial representation of data

(B)A chart demonstrating the increasing incidence of trend

(C)An illustration where the data are divided into proportional segments according to the share each has of the total value of the data

(D)Only used in catering management research

78. Which one of these is not a way of measuring central tendency?

(A)Measuring the value, often known as the average (mean)

(B)Measuring the mid value or mid point after ranking data

(C)Regression analysis

(D)Measuring the value that occurs most

79. Standard deviation is

(A) A way of measuring the extent of spread of quantifiable data

(B)A way of illustrating some statistics

(C)A way of describing phenomena which are not norms

(D)Inappropriate in management research

80. ANOVA is

(A) A one way analysis of variance

(B)The name of a statistical software package

(C)A two way analysis of variance

(D) A government body which collects solid statistics.

81. Full form of HTML is (in computer terminology)

(A) Hyper Text Mark up Language

(B)High Text Mark up Language

(C)Hyper Text Marking Language

(D)High Text Modern Language

82. Full form of URL in computer terminology is

(A) United Resource Locator

(B)Uniform Resource Locator

(C)United Reserve Location

(D)Uniform Reserve Location

83. Memory is made up of a

(A) Set of wires

(B)Set of Circuits

(C)Large number of cells

(D)All of the above

84. A special high speed memory is called a

(A)Main memory

(B)Virtual memory

(C)Auxilliary memory

(D)Cache memory

85. Dot-matrix is a type of

(A) Tape

(B)Printer

(C)Input

(D)Pots

86. Control unit is a part of

(A)CPU

(B)Input

(C)Output

(D)Both A and B

87. A computer programme consists of

(A)A complete flow chart

(B)Algorithms

(C)Discrete logged steps

(D)Algorithms written in computer language

88. Most of the files are downloaded using a protocol, named as

(A)FTP

(B)NTP

(C)HTTP

(D)STP

89. _____is the unique address of every computer that is connected to internet

(A) Computer address

(B)IP address

(C)TCP address

(D)IT address

90. _____translates.computer information into a form that can be transmitted over a telephone line

(A)Gateway

(B)Modem

(C)Backbone

(D)Cable

91. In the number line, the difference between 3 and -9 is

(A)3

(B) 12

(C) 6

(D) -6

92. From a whole number, 1 is subtracted. The resulting number is

(A) Predecessor of it

(B)Successor of it

(C)Real number

(D)None of the above.

93. The sum of 9 numbers is 72. Of these, the average of the first five is 8 and that of last five is 9. Find the value of the fifth number

(A) 10

(B) 8

(C) 12

(D) 13

94. A water tank can be filled up by two pipes in 12 minutes and 15 minutes respectively. It can be emptied by a third pipe in 20 minutes. If all the three pipes are opened simultaneously, the water tank will be filled in

(A) 5 minutes

(B) 10 minutes

(C)15 minutes

(D) 20 minutes

95. If a simple interest for six years on a certain principal at the rate of 5% per annum is Rs.150, the principal is

(A) Rs. 500

(B) Rs.600

(C)Rs.750

(D) None of the above

96. The compound interest on Rs.3125 for 2 years at the rate of 4% per annum compounded annually is

(A) Rs.1448

(B) Rs. 1496

(C) Rs.1500

(D) None of the above

97. If Rs.400 amounts to Rs.441 in two years, the rate of compound interest per annum is

(A) 4%

(B) 5%

(C)10%

(D)None of the above

98. An article of marked price Rs.10,300 is sold at Rs. 9476. The rate discount is

(A) 5%

(B) 6%

(C) 7%

(D) None of the above.

99. Find x, if $5x - 4y = -9$ and $2x + 3y = 1$

(A) 0

(B) 1

(C) 2

(D) -1

100. Raj is three times older than his son. Five years later, Raj will be 2.5 times as old as his son. How old is Raj?

(A) 25 years

(B) 35 years

(C) 40 years

(D) 45 years.