

I.MANAGEMENT&HUMAN RESOURCE

1. Management functions (Planning, organizing , commanding, co-ordinating and controlling) was contributed by
 - a. Luther Gulick
 - b. Koontz and O' Donnell
 - c. Ralph Davis
 - d. Henry Fayol
2. How many levels are there in management?
 - a. Three
 - b. Two
 - c. One
 - d. Six
3. The first essential function in management is _____
 - a. Planning
 - b. Strategy
 - c. Objectives
 - d. Goals
4. A process by which an individual (or) organization selects one position (or) action from several alternatives
 - a. Planning
 - b. Organizing
 - c. Decision Making
 - d. Controlling
5. _____ Assigning work to others and giving them authority of it
 - a. Planning
 - b. Delegation
 - c. Staffing
 - d. Controlling
6. Anything that interferes with the communication process _____
 - a. Sender
 - b. Medium
 - c. Noise
 - d. Feedback
7. In motivation need hierarchy theory was contributed by _____
 - a. Abraham Maslow
 - b. Alderfer
 - c. McClelland
 - d. Douglas McGregor
8. Which attribute is most suited for a manager for business success?
 - a. Conceptual and Interpersonal skills
 - b. Computer skills
 - c. Physical Fitness
 - d. Work place cleanliness
9. _____ is a process of influencing and supporting others work enthusiastically towards achieving objectives.
 - a. Leadership
 - b. Motivation
 - c. Communication
 - d. Planning
10. Management is derived from Italian word by name _____
 - a. Maneggiare
 - b. c. Maneger
 - d. Manus
 - e. Magnitude.

11. _____ is a process of calculating employee salaries for a month
a. Selection b. Recruitment c. Performance appraisal d. Payroll
12. Conducting Interview for a job will be called as _____ process
Recruitment b. performance Appraisal c. Selection d. Job rotation
13. Assessing employee performance in job is _____
a. Employee appraisal b. Employee development c. In-basket technique
d. Recruitment
14. If employees lack certain skills in job, it will be taken care by _____
a. Training and development dept b. Selection dept
c. Payroll dept d. Welfare dept
15. Advertising a job in a News paper is _____
a. Job Recruitment b. Job Grade c. Job Posting d. Job Role
16. Human resource management was earlier called as _____
Personnel management b. Human resource Accounting c. Labour Administration
d. Industrial relations.
17. _____ involves increasing the number of routine task performed by the employee.
a. Job Enlargement b. Job enrichment c. Job rotation d. Job role
18. Employee has a problem with the job _____
a. Job grievance b. Job role c. Job Analysis d. Job duty
19. A labour earning money in a factory will be best called _____
a. Salary b. wages c. Stipend d. Bonus
20. Employees resigns the job and leaving the organization _____ is rated as
Droup out rate b. Exit rate c. Attrition rate d. Resignation rate

II. VERBAL ABILITY AND READING COMPREHENSION

21. Synonyms:

Choose the option closest in meaning to the word given:

Harbinger

- a. forerunner b. reelc.epic d. foot stool

22. One Word Substitution

Person who speaks many languages

- a. Linguist
- b. Monolingual
- c. Polyglot
- d. Bilingual

23. Sentence Correction

Acquisition of certain specific skills **can be facilitated from** general awareness, education to novel situations

- a. can be facilitated by
- b. may facilitate through
- c. can be felicitated with
- d. may be felicitated with
- e. No correction required

24. Logical Consistency

Read the conclusion and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.

1. Statements: Some kings are queens. All queens are beautiful.

Conclusions:

- I. All kings are beautiful.
- II. All queens are kings.
- a. Only conclusion I follows
- b. Only conclusion II follows

- c. Either I or II follows
- d. Neither I nor II follows
- e. Both I and II follow.

25. READING COMPREHENSION

Directions for questions 1 to 5- Read the short passage below and answer the questions that follow:

"I Have a Dream" is a public speech delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he calls for an end to racism in the United States and called for civil and economic rights. Delivered to over 250,000 civil rights supporters from the steps of the Lincoln Memorial in Washington, D.C., the speech was a defining moment of the civil rights movement.

Beginning with a reference to the Emancipation Proclamation, which freed millions of slaves in 1863, King observes that: "one hundred years later, the Negro still is not free". Toward the end of the speech, King departed from his prepared text for a partly improvised peroration on the theme "I have a dream", prompted by Mahalia Jackson's cry: "Tell them about the dream, Martin!" In this part of the speech, which most excited the listeners and has now become its most famous, King described his dreams of freedom and equality arising from a land of slavery and hatred. Jon Meacham writes that, "With a single phrase, Martin Luther King Jr. joined Jefferson and Lincoln in the ranks of men who've shaped modern America". The speech was ranked the top American speech of the 20th century in a 1999 poll of scholars of public address.

Q1.What issues does Martin Luther King’s speech address?

- 1.Continuation of racism
2. Civil rights
3. End to racism and civil and economic rights
- 4.Civil War

Q2.What pushes King to speak: “I have a dream”?

- 1.He reads out the Emancipation Proclamation
- 2.He is prompted by Mahalia Jackson
- 3.he is overwhelmed by the crowd
- 4.Lincoln had asked him to give the speech

Q3.From the last paragraph, give one word for “to leave”

- 1.Proclamation
2. Departed
- 3.Improvised
- 4.Address

Q4.What is the name of martin Luther King’s famed speech?

- 1.The Emancipation Proclamation
- 2.An Improvisation
3. A Peroration
- 4.I Have a Dream

Q5.In front of whom does King speak?

- 1.The civil rights supporters
- 2.His friends
- 3.Lincoln
- 4.The People he is voicing out for.

III. QUANTITATIVE APTITUDE AND DATA INTERPRETATION

26.In an election between two candidates, one got 55% of the total valid votes, 20% of the votes were invalid. If the total number of votes was 7500, the number of valid votes that the other candidate got, was:

- | | |
|---------|---------|
| a. 2700 | b. 2900 |
| c. 3000 | d. 3100 |

27. What percentage of numbers from 1 to 70 have 1 or 9 in the unit's digit?

- a. 1
- b. 14
- c. 20
- d. 21

28. What least number must be subtracted from 13601, so that the remainder is divisible by 87 ?

- a. 23
- b. 31
- c. 29
- d. 37
- e. 49

29. $106 \times 106 - 94 \times 94 = ?$

- a. 2400
- b. 2000
- c. 1904
- d. 1906
- e. None of these

30. It was Sunday on Jan 1, 2006. What was the day of the week Jan 1, 2010?

- a. Sunday
- b. Saturday
- c. Friday
- d. Wednesday

31. The percentage increase in the area of a rectangle, if each of its sides is increased by 20% is:

- a. 40%
- b. 42%
- c. 44%
- d. 46%

32. A boat running downstream covers a distance of 24 km in 4 hrs, while for covering the same distance upstream it takes 6 hrs, what is the speed of the boat in still water ?

- a. 12 kmph
- b. 10 kmph
- c. 5 kmph
- d. 7 kmph
- e. None of these

33. How many numbers can be formed with the digits 1, 7, 2, 5 without repetition?

- a. 89
- b. 56

- c. 64
- d. 72

34. A part of 2000 is lent at 6% per annum and rest sum is lent at 8% per annum. If total interest earned after 4 years is 500. Then the sum lent at 8%.

- a. 250
- b. 350
- c. 450
- d. 550

35. Which of the following is not a leap year?

- a. 700
- b. 800
- c. 1200
- d. 2000

IV. CURRENT AFFAIRS

36. The first women DGP of Tamil Nadu is

- a. Thilagavathy
- b. Lathika Saran
- c. Aruna
- d. Kiran Bedi

37. International Human Rights day is celebrated on _____ of every year

- a. 10th January
- b. 10 March
- c. 10th October
- d. 10th December

38. International Labour Day is celebrated on _____ of every year

- a. 1st January
- b. 1st March
- c. 1st May
- d. 1st October

39. Where is International Labour Organization (ILO) located?

- a. India
- b. Geneva
- c. New York

d. Sydney

40. The full form of NISD is _____

- a. National Institute of Social Defense
- b. National Institute of Social Differentiation
- c. National Institute of Social Distribution
- d. None of the Above

V. GENERAL APTITUDE

41. In a certain code RACKET is written as TDAHGW. How is NUMBER written in that code?

- a. P X K Y G U
- b. D Q L M J P
- c. E Q M L J N
- d. Q E L M J M

42. In a certain code REST is written as 31*2 and MEAN is written as 41#@. How is SAME written in that code?

- a. #*14
- b. *#41
- c. 41@3
- d. 4@13

43. YX, UTS, ONML,

- a. FEDCB
- b. GFEDC
- c. IHGFE
- d. HGFED

44. Today is Sunday. The day after 64 days will be

- a. Sunday
- b. Monday
- c. Tuesday
- d. Friday

Directions: (Q: 45 – 48). Using the following information, answer the question given below.

- (i) In a family of six (1, 2, 3, 4, 5 and 6), there are two married couples.
- (ii) 4 is the grandmother of 1 and mother of 2.
- (iii) 3 is the wife of 2 and the mother of 6.
- (iv) 6 is the granddaughter of 5

45. How many male members are there in the family?

- a. 2
- b. 3
- c. 4
- d. Cannot be determined

46. What is 3 to 1?

- a. Mother
- b. Grandmother
- c. Daughter
- d. Son

47. Who among the following is one of the couple?

- a. 3 and 4
- b. 5 and 2
- c. 4 and 5
- d. 1 and 5

48. Which of the following is true?

- a. 1 is the sister of 6
- b. 1 is the brother of 6
- c. 1 is the daughter of 3
- d. 4 has two grand children

49. Vandana starts walking towards the east and after covering distance of 20 m, she turns left runs for 15 m. she then turns to her right and moves 25 m. from here, she again turns right and walks for 15 m. how far she is from the starting point?

- a. 40 m
- b. 45 m
- c. 50 m
- d. 60 m

50. In a theatre, there are 5 Rows, and 5 Guests – A, B, C, D, and E is seated one behind the other in 5 separate rows. C is sitting behind E. D is sitting in front of E. A is sitting behind C, but in front of B. The order in which they are sitting from the last row to the first is

- a. BADCE
- b. BACED
- c. EBCDA
- d. ABEDC

