

GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram & Arunachal Pradesh)

WRITTEN TEST (OBJECTIVE TYPE) FOR RECRUITMENT OF COURT MANAGERS FOR GAUHATI HIGH COURT AS WELL AS SUBORDINATE COURTS OF ASSAM

---- 08/09/2013 (Sunday) ----

Total Marks: 100 (One Hundred)

Duration: 2 hours (10 a.m. to 12 p.m.)

NOTE: 1. Answer all questions. All questions carry equal marks.
2. Space for rough work has been provided at the end.

PAPER - I

Instruction: Choose the correct option.

1. When managers have the mental ability to analyse and diagnose complex situations they possess..... skills.
A) Conceptual
B) Technical
C) Human
D) Intelligence
2. Which of the following theories was proposed by Mc Gregor?
A) Hierarchy of Needs
B) Theory X and Theory Y
C) ERG Theory
D) Theory Z
3. Determining how activities are to be identified, grouped and assigned responsibilities is part of which management function?
A) Planning
B) organising
C) Leading
D) Controlling
4. Fourteen principles of management were attributed to,
A) Elton Mayo
B) Frederick Taylor
C) Henry Fayol
D) Theodore Levitt
5. Third stage of group formation is,
A) Forming
B) Storming
C) Norming
D) Performing
6. goods constitute the bulk of most countries production and marketing efforts.
A) Durable
B) Impulse
C) Physical
D) Services

7. As economies advance, a growing proportion of their activities focuses on the production of
- | | |
|-------------|-------------|
| A) Products | B) Events |
| C) Places | D) Services |
8. is Chairman, TATA Group.
- | | |
|--------------------|-------------------|
| A) Ratan Tata | B) Cyrus P Mistry |
| C) K Krishna Kumar | D) Noel Tata |
9. are basic human requirement; are ways in which we satisfy those requirements and they are shaped by our society.
- | | |
|-----------------|-------------------|
| A) Wants; Needs | B) Demands; Wants |
| C) Needs; Wants | D) Demands; Needs |
10. Many countries have industries to create greater competition and growth opportunities.
- | | |
|----------------|---------------------------|
| A) Open market | B) Deregulated |
| C) Regulated | D) scientifically divided |
11. According to the principles of Unity of Command
- A) Sense of loyalty decreases with sense of obligation
 - B) Sense of loyalty increases with single superior reporting
 - C) Confusion about instruction gets complicated
 - D) None of the above
12. An entrepreneur is one
- A) Who acts like an entrepreneur
 - B) Who develops intranets within organisation
 - C) Who interprets data
 - D) Who takes risk for return on investment
13. Two factor theory in motivation is attributed to
- | | |
|-----------------------|-------------------|
| A) Frederick Herzberg | B) Elton Mayo |
| C) Douglas Mc Gregor | D) Abraham Maslow |
14. According to which theory basic motivating needs are identified under three types - need for power, need for affiliation and need for achievement?
- | | |
|-------------------------|--------------------|
| A) Chris Argyris theory | B) Parkinson's Law |
|-------------------------|--------------------|

- C) Mc Clelland's Needs Theory D) none of the above
15. The full form of PERT is
- A) Plan execution and review technology
 B) Plan evaluation and review techniques
 C) Program evaluation and review technique
 D) Program execution and review technique
16. Which of the following statement is true?
- A) Purpose of variable budgeting and zero base budgeting is almost same
 B) Zero based budgeting involves calculation of cost from the ground up
 C) Zero based budgeting avoids looking only at changes from the previous period
 D) All of the above
17. Which of the following tools can show time relationships between events or milestones or a programme?
- A) Gantt Charts B) Control charts
 C) Monitoring charts. D) CPM Charts
18. State the full form of CPM
- A) Critical point Metrics B) Critical path Method
 C) Critical programme Monitoring D) Critical Programme Method
19. Which of the following statements is not true in respect of linear programming?
- A) It is used for determining optimum combination of limited resources
 B) It makes no assumption that a linear relationship exists between variables
 C) It is successful application of Operation Research
 D) It makes assumption that the limits of variables can be determined.
20. Which of the following statements in respects of EOQ (Economic Order Quantity) is not true.
- A) EOQ is in use for many years
 B) EOQ works well when demand is predictable
 C) EOQ works well when demand is intermittent
 D) A system of Material requirement planning (MRP) works better than EOQ.
21. What is the instruction to find the sum of the numbers in the range of B 1 to B 4 in MS EXCEL?
- A) =SUMMATION (B1:B4) B) =SUM (B1: B4)
 C) =ADD (B1:B4) D) None of the above.

22. We can "Select All" in MS Word by using keyboard by what command?
- A) Control +A
 - B) Alt+ A
 - C) Shift+A
 - D) None of the above
23. The Open option is present in which of the following menu of MS Word 2007 or higher version?
- A) Office Button
 - B) View
 - C) Home
 - D) Insert
24. What is the full form of HTML
- A) Hypertext Marking Language
 - B) Hypertext Mark-up Language
 - C) High text Marking Language
 - D) High text Modern Language
25. The "Date and Time "option is present in which menu of MS Word 2007 or higher version.
- A) Office button
 - B) Insert
 - C) View
 - D) Review
26. What is the full form of PDF
- A) Portable Document Format
 - B) Portable Data Format
 - C) Portable date File
 - D) None of the above
27. A green zig-zag line below a word represents that the word has
- A) Spelling mistake
 - B) Grammatical mistake
 - C) Both of the above
 - D) None of the above
28. Subscript format shifts a character or word
- A) Upwards
 - B) Downwards
 - C) Centre
 - D) None of the above
29. Which is the default case in MS WORD?
- A) Upper Case
 - B) Lower Case
 - C) Sentence Case
 - D) Title Case
30. What is the short cut key for slide show in MS Power Point?
- A) Ctrl P
 - B) Ctrl F 5
 - C) F 5
 - D) Ctrl S
31. A Special High Speed memory is called a
- A) Main memory
 - B) Virtual memory

- C) Auxiliary memory D) Cache memory
32. Linux is a type of
- A) Operating system B) Virus
C) Gaming Software D) Animation Software
33. Most of the files are downloaded using a protocol, named as
- A) FTP B) NTP C) HTTP D) STP
34. Which view is required to see the slides of 'PPT' presentation all together?
- A) Slide view B) Outline View
C) Slide sorter view D) Slide show
35. Translates computer information in to a form that can be transmitted over a telephone line
- A) Gateway B) Modem
C) Backbone D) Cable
36. Find X, if $11X+5Y=15$ and $5X+11Y=17$
- A) $5/3$ B) $5/6$
C) $7/6$ D) $1/3$
37. The difference between two numbers is 26 and one number is three times the other. Find the larger number.
- A) 13 B) 3 C) 39 D) 42
38. The coach of a cricket team buys 7 bats and 6 balls for Rs 3800. Later, the coach buys 3 bats and 5 balls for Rs. 1750. Find the cost of each bat.
- A) Rs. 750 B) Rs. 50 C) Rs. 350 D) Rs. 500
39. A fraction becomes $9/11$, if 2 is added to both numerator and denominator. If 3 is added to both the numerator and the denominator, it becomes $5/6$. Find the fraction.
- A) $11/13$ B) $6/7$ C) $7/9$ D) $7/8$
40. Five years later the age of Sameer will be three times that of his son. Five years ago Sameer's age was seven times that of his son. What is the present age of Sameer.
- A) 50 B) 40 C) 45 D) 35
41. Meena went to a bank to withdraw Rs. 2000. She asked the cashier to give her Rs. 50 and Rs. 100 notes only. Meera got 25 notes in all. Find how many notes of Rs. 50 she received.
- A) 10 B) 8 C) 20 D) 6

42. A leading library has a fixed charge for the first 3 days and an additional charge for each day after. Sabita paid Rs. 27 for a book kept for 7 days while Rubi paid Rs. 21 for the book she kept for five days. Find the fixed charge.
- A) Rs. 20 B) Rs. 15 C) Rs.18 D) Rs.12
43. A fraction becomes $\frac{1}{3}$ when 1 is subtracted from the numerator and it becomes $\frac{1}{4}$ when 8 is added to its denominator.
- A) $\frac{5}{12}$ B) $\frac{6}{14}$ C) $\frac{8}{20}$ D) $\frac{22}{68}$
44. A boat goes 30 km. upstream and 44 km downstream in 10 hrs. In 13 hrs it can go 40 km. upstream and 55 km downstream. Determine the speed of the boat in still water.
- A) 3 km/hour B) 5km/hour C) 8km/hour D) 10km/hour
45. Find the value of $0.5/0.005$
- A) 10 B) 1000 C) 100 D) 500
46. Find the value of $0.369 + 0.856$
- A) 1.225 B) 1.235 C) 1.325 D) 1.453
47. Find the value of 0.415×0.511
- A) 0.202065 B) 0.200265 C) 0.212065 D) 0.211265
48. Find the value of $0.913 - 0.578$
- A) 0.335 B) 0.375 C) 0.395 D) 0.275
49. Find the value of $0.01 \times 0.02 \times 0.03 \times 0.02 \times 0.01 / 0.02 \times 0.01 \times 0.02 \times 0.01$
- A) 0.011 B) 0.01
C) 0.0111 D) none of the above
50. 2 women and 5 men can finish an embroidery work in 4 days while 3 women and 6 men can finish it in 3 days. Find the time taken by 1 woman alone to finish the job.
- A) 36 days B) 18 days C) 54 days D) 27 days
51. A common definition of organizational behaviour is that it is the study of,
- A) Group Behaviour B) Individual Behaviour
C) Pattern of organizational structure D) All of the above.
52. Which of the following is not part of the basic framework for analysing Organisational Behaviour issues,
- A) The process of Management B) Behaviour of people
C) Gender and ethnic differences D) None of the above
53. The four main dimensions which influence behaviour in work organizations are,
- A) Individual, Group, Organisation, Environment

- B) Individual, Organisation, Group, Gender
 C) Group, Organisation, Environment, Gender
 D) Environment, Group, Individual, Gender
54. The main contribution of Psychology to Organizational Behaviour is the study of
 A) Philosophy and ethics of human activity
 B) Social beliefs, Customs and Values
 C) Union management, Collective behaviour
 D) Personality, attitudes Perception and motives
55. Which of the following is not an influence on behaviour in work organisation,
 A) The group B) The individual C) The Environment D) The building
56. The Psychological contract is,
 A) The changing relationship between staff and manager
 B) The match between individual and organizational expectations
 C) The basis for performance management
 D) A set of moral and ethical codes for employee behaviour
57. The "Peter Principle" states that , in a hierarchy every employee
 A) Tends to rise to their natural level of competence
 B) Tends to challenge the views of their senior managers
 C) Tends to rise to their natural level of incompetence
 D) Tends to seek promotion
58. Which of the following is a major feature of "Parkinson's Law"
 A) Officials make work for each other
 B) Work expands so as to fill the time available for its completion
 C) The Contingency theory
 D) The Optimization theory
59. The age of traditional management may be considered as coming to end for
 A) Increasingly dominant local environment rather than global environment
 B) Increasing use of autocratic style
 C) Decline of hierarchal; bureaucratic, autocratic management
 D) None of the above
60. Which of the following factors are contributing towards the trend of globalisation
 A) International competitive pressure
 B) Spread of business across nations and regions
 C) International business activities
 D) All of the above
61. The internal records system supplies results data, but the research system regarding intelligence supplies data on
 A) Happenings B) Process C) Internal D) Thematic
62. A _____ is a direction that has some durability revealing the shape of future and can provide strategic directions for an organisation,
 A) Fad B) Trend C) Fashion D) Style
63. Which of the following is likely to occur during economic downturn

- A) More of investment
C) More of purchasing
- B) More of long term credit
D) Less of purchasing
64. Which of the following is true about trends in population growth?
A) Density of population is increasing in developing countries
B) Women population increase is more in towns
C) Male population increase is more in rural areas
D) None of the above
65. Time series analysis method of forecasting requires understanding of four components-trend, cycle, seasonal and _____
A) Increasing B) Declining C) Regular D) Erratic
66. The research process begins by,
A) Developing a research plan
B) Defining the problem the decision alternatives and research objectives
C) Analysing the internal environment
D) Reading research journals
67. Which one of the following may be considered as the best step of research process in an organisation?
A) Presenting findings B) Analysing information
C) Competition mapping D) Arriving at a decision
68. An organisation wants to study the impact of training on performance. This is an example of ____?
A) Quantitative B) Secondary C) Causal D) Qualitative
69. For calculating or approving the cost of research which stage will give more pertinent information?
A) Defining the problem B) Analysing information
C) Developing research plan D) Drafting report
70. _____ are data that were collected for another purpose and already exist.
A) Primary B) Secondary C) Cross Sectional D) Ordinate
71. Why should researcher avoid generalising from focus group participants?
A) The size of the group is too small
B) Group is not carefully chosen
C) Group findings have biasness
D) Group is not relevant
72. Which of the following is used to assess peoples' knowledge, beliefs, preferences, satisfaction etc. to measure the magnitudes in general population?
A) Qualitative data B) Quantitative protocol
C) Survey D) Experimental process
73. The most significant valid research

- A) Quantitative B) Qualitative C) Observational D) Experimental

74. Which of the following rules must be kept in mind while framing a questionnaire?
A) Use broad and loosely defined words
B) Ensure that fixed responses overlap
C) Frame hypothetical questions
D) Allow for the answer "other" in fixed response questions
75. Because of flexibility, _____ are the most common technique of collecting primary data
A) Questionnaire B) Behavioural research
C) Focus group D) Experimental design
76. Interpersonal communication occurs only when,
A) three or more people are communicating with each other at the same time
B) an individual converses with people they have no interest in knowing
C) intimate conversation takes place
D) an individual interacts with another person as a unique individual
77. What is context?
A) A physical and psychological environment for conversation
B) Verbal and non verbal responses to messages
C) Effective communication
D) An interference with message reception
78. Interpersonal communication helps one,
A) To become a talented public speaker
B) Learn about oneself
C) Communicate with the general public
D) to know what others are thinking
79. In the communication process, to encode means,
A) To speak to large group of people
B) To interpret a code
C) To block a pathway between the sender and the receiver of a message
D) To translate ideas into a code
80. Feedback is a listener's
A) Aversion to a message
B) Verbal critique of your message
C) Verbal or non verbal responses to a message
D) Acceptance of a message
81. To decode a message is to
A) To understand and interpret a message
B) To decide about rejection
C) To break the message
D) To translate ideas into a code
82. A message is a signal that serves as,

- A) incentive for conversation B) reduction of noise level .
 C) Stimuli for a receiver D) Stimuli for a mass audience
- 83 Feedback can come in the form of,
 A) Environmental responses
 B) Verbal and non verbal receiver responses
 C) Nonverbal communication only
 D) Verbal communication only
- 84 In the communication process, a receiver is
 A) the person who decodes a message B) the person who encodes an idea
 C) A message pathway D) message interference
- 85 Noise does the following,
 A) Enhances a message
 B) distorts or interferes with a message
 C) causes listeners to listen to messages more carefully
 D) focuses wandering thoughts
- 86 An example of physiological noise,
 A) a listener reviewing annual plans in his or her head
 B) a vehicle having defects
 C) a speaker using complex terms
 D) a humming air conditioner unit
- 87 An example of a communication channel is
 A) Context B) Content C) Feedback D) Conversation (face to face)
- 88 Which of the three components are part of the human communication process?
 A) Message, noise, feedback B) Feedback, message, Critiquing
 C) Noise, feedback, jargon D) Message, recording, feedback
- 89 In interpersonal communication, ethics
 A) Stand in the way of honesty B) plays a big role
 C) are not to be considered D) increase barriers
- 90 Which of the following is an example of a nonverbal message?
 A) Jargon B) Mumbling C) Eye Contact D) Yelling
- 91 A message can only be deemed effective when it is,
 A) understood by others and produces the intended results
 B) Communicated face to face
 C) repeated back as proof of understanding
 D) delivered with confidence
- 92 Encoding is important because it
 A) eliminates noise B) guarantees that one's message will be decoded
 C) Encourages listener's feedback D) produces messages
- 93 Which one of the following is the oldest IIM?
 A) IIM, Bangalore B) IIM, Calcutta
 C) IIM, Lucknow D) IIM, Kozhikode
- 94 _____ is the form of departmentalization that groups similar jobs and activities into,
 A) A product structure B) A functional structure

- C) A matrix structure
D) A divisional structure
95. 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
96. Mr. Kakati's one day's salary was deducted because of his uninformed leave, as he was already warned about his behaviour. This is an example of which method of shaping behaviour?
A) Reinforcement
B) Punishment
C) Positive reinforcement
D) Negative reinforcement
97. _____ refers to the network of personal and social relations that is developed spontaneously between people associated with each other
A) Formal organisation
B) Informal organisation
C) Networked Organisation
D) Non-Governmental organisation
98. Strong organisational cultures
A) Foster loyalty and commitment
B) are very stressful
C) undermine leaders
D) all of the above
99. Human resource management,
A) requires a committed workforce
B) is a function of productivity and efficiency
C) varies with organisational and environmental conditions
D) is more important in the public sector than in the private sector
100. The overall task of human resource management professional is to
A) be the steward of organisational ethics
B) evaluate discreet HR activities
C) recruit and reward employees
D) Integrate HR activities into a system that effectively utilizes human resource.

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SPACE FOR ROUGH WORK

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