

Study Circle Career Development Institute



AMC Paper - 2008

B

Time : 1 Hrs.

Marks : 200

INSTRUCTIONS

1. IMMEDIATELY AFTER THE COMMENCEMENT OF THE EXAMINATION, YOU SHOULD CHECK THAT THIS TEST BOOKLET DOES NOT HAVE ANY UNPRINTED OR TORN OR MISSING PAGES OR ITEMS, ETC. IF SO, GET IT REPLACED BY A COMPLETE TEST BOOKLET.
2. Please note that it is the candidate's responsibility to encode and fill in the Roll Number and Test Booklet Series A, B, C or D carefully and without any omission or discrepancy at the appropriate places in the OMR Answer Sheet. Any omission/discrepancy will render the Answer Sheet liable for rejection.
3. You have to enter your Roll Number on the Test Booklet in the Box provided alongside. DO NOT write anything else on the Test Booklet.
4. This Test Booklet contains 100 items (questions). Each item is printed both in Hindi and English. Each item comprises four responses (answers). You will select the response which you want to mark on the Answer Sheet. In case you feel that there is more than one correct response, mark the response which you consider the best. In any case, choose ONLY ONE response for each item.
5. You have to mark all your responses ONLY on the separate Answer Sheet provided. See directions in the Answer Sheet.
6. All items carry equal marks.
7. Before you proceed to mark in the Answer Sheet the response to various items in the Test Booklet, you have to fill in some particulars in the Answer Sheet as per instructions sent to you with your Admission Certificate.
8. After you have completed filling in all your responses on the Answer Sheet and the examination has concluded, you should hand over to the Invigilator only the Answer Sheet. You are permitted to take away with you the Test Booklet.
9. Sheets for rough work are appended in the Test Booklet at the end.
10. **Penalty for wrong answers :**
THERE WILL BE PENALTY FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.
 - (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, **one-third** of the marks assigned to that question will be deducted as penalty.
 - (ii) If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answers happens to be correct and there will be same penalty as above to that question.
 - (iii) If a question is left blank, i.e., no answer is given by the candidate, there will be **no penalty** for that question.

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO

महाराष्ट्र लोकसेवा आयोग
वॉर्ड ऑफिसर (३ ऑगस्ट २००८)

- 1) Development Administration is a concept.
1) Short term 2) Long term 3) Medium term 4) None of the above
-
- 2) Which of the following best describes the 'specific-grants' of the state to the local governments?
1) It is tied up with burdensome reporting.
2) It directs the urban bodies to areas that needs more attention.
3) It limits the local bodies' freedom of action.
4) All of the above
-
- 3) Strategic leadership is :
Which of the following is more correct?
1) process of transforming an organisation into a successful entity
2) inspires and motivates to work together
3) ability to secure desired actions from followers
4) all the above
-
- 4) Goals are most effective in motivating people when they are
1) acceptable 2) challenging but attainable
2) specific 4) all the above
-
- 5) During Monsoon all Mumbaikar develop fear of flood due to heavy rain and coincide of raining during high tide. Following measures can be taken to control flood situations.
You are required to select right one.
1) Cleaning of drainage, system
2) Below sea level treatment like Brimstowad project (Global measure)
3) Sewerage project and removing water logging stations
4) Through awareness among Mumbaikars
-
- 6) Read the following statements carefully and point out which is not correct.
1) Authority and Responsibility should go hand into hand for smooth functioning of an organisation.
2) Authority is somewhat different from responsibility. There is no relationship in between the two.
3) They are to be interlinked
4) They are to be interdependent
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- 7) The Chief Administrative Officer provides,
- direction, guidance and leadership in all the activities of corporation for execution.
 - draws out the outline and framework for the execution of its policies.
 - lays down broad goals policies and objectives for execution.
 - plans and stabilizes broad lines of principles to govern action.
- (i) and (iv) are correct
 - All are correct
 - (iii), (i) and (iv) are correct
 - (ii) and (iii) are correct
-
- 8) Company's selection procedure is based on the following factors :
- Nature of selection, whether faulty or safe?
 - Attitude of Management and Policy of Company
 - The length of probationary period
 - All above mentioned factors are correct
-
- 9) The integrated method for facilitating, formation of new project is known as :
- Enterprise Development Centre
 - Business Development Centre
 - Project Development Centre
 - None of the above
-
- 10) Following are the factors which motivate employees to take more interest in their work. Select that factor which will not motivate them.
- Achievement
 - Recognition for achievement
 - Challenging work
 - Working conditions
-
- 11) One of the persistent problems of most slums that is pointed out by studies on slums is :
- alcoholism
 - poverty
 - poor infrastructure
 - illiteracy
-
- 12) The Municipal Corporation is responsible for
- creation and maintenance of roads and flyovers
 - maintaining the sanitation and health
 - setting up and sanitation and health
 - provision of coastal safety.
- (i) and (ii) are correct
 - (iv) only is correct
 - (ii), (iii) and (i) are correct
 - All the above are correct
-
- 13) Project planning process should first focus on :
- planning tools and techniques
 - activities to be conducted in the project
 - the end project or outcome of the project
 - none of the above
-
- 14) Establishing budgets, recording actual performance, comparing actual and budgeted results, ascertaining reasons for variance, taking corrective action and review are the steps in the process of :
- cost control and variance analysis
 - budgetary control
 - financial control
 - none of the above
-

- 15) "A man who does not think and plan long ahead will find trouble right at his door." Therefore, planning is
- 1) deciding in advance
 - 2) predicting in advance
 - 3) controlling in advance
 - 4) coordinating in advance
-
- 16) In disciplining an employee, a warning should be :
- 1) simple and provide expectations for changing the problem behaviour
 - 2) written and kept in the employee's service book
 - 3) viewed by the employee's supervisor and at least one other supervisor
 - 4) official and a copy given to the manager human resources
-
- 17) Transfer policies should be effected :
(Which of the following is more correct?)
- 1) to harass the employees
 - 2) not to harass the employees
 - 3) in the interest of the organisation as well as that of the employees
 - 4) none of the above
-
- 18) The most extensive training of conceptual/integrative skills is usually targeted for:
- 1) top level managers
 - 2) middle level managers
 - 3) first line managers
 - 4) rank and file employees
-
- 19) Which of the following is **not true** about delegation?
- 1) It saves time of superiors from work that subordinates can do as well
 - 2) Superiors fear that it would reduce their power
 - 3) It means giving up responsibility and accountability
 - 4) It helps subordinates develop new abilities
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- 20) Authority Delegation acts as a training ground for
- 1) Management Authority
 - 2) Management Relation
 - 3) Management Development
 - 4) Management Control
-
- 21) The Chief Executive Officer of Municipal Corporation, who supervises the day to day administration of corporation is called
- 1) Mayor
 - 2) Commissioner
 - 3) Corporator
 - 4) Chief Magistrate
-
- 22) Which of the following statement is true?
- 1) All leaders are managers
 - 2) Formal rights enable managers to lead effectively
 - 3) All managers are leaders
 - 4) Non-sanctioned leadership is as or more important than formal influence
-
- 23) The main steps of the controlling process include all the following **except** :
- 1) taking corrective action
 - 2) establishing planned activities
 - 3) comparing performance to standards
 - 4) measuring performance.
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- 24) Human Relations Approach emphasized in place of economic man as was in earlier schools of management.
1) Super man 2) Social man 3) Work man 4) None of the above
-
- 25) Social - Profitability Analysis Techniques in the development projects are vitally important to assess :
1) operational efficiency of a project and its social benefits
2) operational benefits of a project and its social efficiency
3) operational deficiencies of project and its improving productivity
4) none of the above
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- 26) BMC Act came in to existence in
1) 1948 2) 1958 3) 1968 4) 1908
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- 27) Some states have taken away traditional functions, sanitation etc. from municipalities because :
1) organisational incapability to cope with the rising demand of services.
2) poor capacity of urban authorities to mobilise financial resources.
3) the state has invested in the capital expenditure related to sanitation, water supply
4) all the above
-
- 28) Training is provided not only to impart knowledge and develop skills, but also to develop positive attitude towards organisation and work. Therefore there is a need to frame proper policies in respect of :
i) methods of training ii) executive coaching
iii) training period iv) funds to be allocated for training
1) (i) and (iii) 2) (i), (iii) and (iv)
3) Only (ii) 4) None of the above
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- 29) Who are concerned with budgetary process of municipal corporations?
1) Only commissioner, himself
2) Department heads of municipal corporation or committees
3) Low level officers of municipal corporation at low level
4) All above, are concerned with
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- 30) Which one of the following statements on computerisation of services in government departments is ***not true*** ?
1) end to end service delivery solution improves the speed and certainty of services.
2) piecemeal computerisation serves the desired purpose of services.
3) it gives alternatives to paper based system of documentation.
4) it saves the cost and time in storage and delivery of information.
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- 31) Which of the following is ***not true*** about zero-based budgeting?
1) it reverses the working of traditional budgeting
2) it refers to the previous level of expenditure
3) it reviews the function of each department
4) it is indifferent to whether the total budget is increasing or decreasing
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- 32) Which of the following is **not true** about 'audit'?
- 1) it is an evaluation of the financial system
 - 2) it gives full assurance that financial statements are free from error
 - 3) it uses statistical sampling
 - 4) it ascertains the reliability of information
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- 33) Manpower Planning is necessary for every organisation because of the following reasons: Which is not true reason from the following reasons given?
- 1) To carry it's work
 - 2) To replace it's large number of persons
 - 3) To avoid frequent labour - turnover
 - 4) To complete it as a formality
-
- 34) *An important advantage of having contract employee is :*
- 1) *it is easier to fire them if they do not perform*
 - 2) *contract employees are experts in the area for which they are hired*
 - 3) *an organization does not provide contract employees with fringe benefits*
 - 4) *none of the above*
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- 35) Who submits the budget of Municipal Corporation?
- 1) Municipal Mayor
 - 2) Municipal Accountant
 - 3) Municipal Commissioner
 - 4) Municipal Auditor
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- 36) One of the important role of leader is to motivate people which is vital for better performance. Therefore, leadership must be :
- 1) dynamic force in motivating people involved in strategy implementation
 - 2) social force in leading people involved in policy implementation
 - 3) strategic force in socialising people involved in policy implementation
 - 4) none of the above
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- 37) Who was the first Municipal Commissioner of BMC which started in 1865?
- 1) Pherozeshah Mehta
 - 2) Arther Crawford
 - 3) Dadabhai Naoroji
 - 4) None of the above
-
- 38) Which type of audit would allow for periodic assessment of an organisation's planning, organising and controlling processes?
- 1) budgetary audit
 - 2) external audit
 - 3) internal audit
 - 4) management audit
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- 39) Following given are types of budget.
You are required to identify that type of budget which is commonly accepted principle of budget preparation and execution.
- 1) Legislative type budget
 - 2) Executive type budget
 - 3) The board or commission type budget
 - 4) None of these
-

- 40) The main stages of system of Project Appraisal are :
- 1) Economic, technical, organisational, managerial, operational and financial
 - 2) Marketing, operational, human resource, financial and managerial
 - 3) Prioritywise, processwise, suitabilitywise, capabilitywise and viabilitywise
 - 4) None of the above
-
- 41) "Project-Appraisal is a science as well as an art." While the basic principles could be mastered in a short span, the successful practice of the art of carrying out appraisal requires :
- 1) Keen observation and perspective outlook
 - 2) a knack for details and Judicious judgement
 - 3) objectivity and ability of decision-making
 - 4) all of the above
-
- 42) In controlling function PERT is and Review Technique.
- 1) Performance Evaluation
 - 2) Performance Efficiency
 - 3) Programme Evaluation
 - 4) None of the above
-
- 43) Following given are certain principles governing discipline in Indian Industries. Kindly point out which is inconsistent.
- 1) No lockout or strike without due notice.
 - 2) No recourse to go-slow tactics.
 - 3) No deliberate effort to damage plant and property.
 - 4) Act of violence and coercion should be indulged in.
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- 44) Which of the following is an institutional stake holder in national disaster management?
- 1) police and paramilitary forces
 - 2) media and television
 - 3) non-government organisations
 - 4) all the above
-
- 45) The role of the 'Municipal Finance Commission' in the 74th constitution amendment is:
- 1) to review financial position of municipalities and make recommendations to the Governor.
 - 2) to formulate principles that would govern the distribution of income from taxes between the state and the municipalities.
 - 3) to provide grants-in-aid to the municipalities from the consolidated fund of the state.
 - 4) all of the above.
-
- 46) In a PERT network, the sequence of events of activities requiring, the longest period of time to complete is :
- 1) called network
 - 2) the path the managers avoid
 - 3) the critical path
 - 4) eliminated from the rest of the project so the project will not take too long
-
- 47) In future, a sophisticated computerised environment will affect more on the relationship between
- 1) Management and Department
 - 2) Administration and Management
 - 3) Organisation and Management
 - 4) Organisations and their environment
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- 48) The first stage of decision making process is
- 1) to generate alternative solution.
 - 2) to make alternative choice.
 - 3) to recognise that a problem exists and must be solved.
 - 4) to evaluate alternatives and implement them.
-
- 49) Which of the following is **not true** about traditional (incremental) budgeting?
- 1) It is stable and changes are gradual
 - 2) Coordination between budgets of different units is easier to achieve
 - 3) It discourages spending up to the budget
 - 4) The system is simple to operate and easy to understand
-
- 50) Disciplinary Tribunal can impose which of the following sanctions in respect of a member against whom charge of misconduct has been upheld :
- 1) Expulsion
 - 2) Suspension
 - 3) Fine or reprimands
 - 4) All of these
-
- 51) All of the following are main computer functions **except** :
- 1) input
 - 2) process
 - 3) heuristic
 - 4) output
-
- 52) Read the following statements regarding Performance Appraisal and point out which is not correct statement:
Performance Appraisal is used for - following.
- 1) Reward Allocation
 - 2) To identify area where development efforts are needed
 - 2) As a criterion against which selection and development programmes are validated
 - 4) As a weapon, to take revenge against unfavourable one
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- 53) A promotion from-within policy can do the following, **except** :
- 1) promote infighting
 - 2) give opportunity to those in the organisation
 - 3) lead to a lack of new ideas
 - 4) add fresh perspective to the organization
-
- 54) In some cases when work environment requires flexibility, may not be an effective solution.
- 1) coordination by standardisation
 - 2) coordination by plan
 - 3) coordination by mutual adjustment
 - 4) coordination by decentralisation
-
- 55) In the state of Maharashtra the total number of Municipal Corporations till 2007 were
- 1) 20
 - 2) 21
 - 3) 22
 - 4) 23
-
- 56) When a plan is expressed in quantitative terms, it is known as :
- 1) policy
 - 2) procedure
 - 3) programme
 - 4) budget
-
- 57) The budget is a written set of instructions and pertinent information that serves as a rule book and a reference for the implementation of a budget programme.
- 1) manual
 - 2) book
 - 3) goal
 - 4) none of these
-

- 58) A work team has one important aspect not found in a work group. This is :
1) energy 2) enthusiasm 3) synergy 4) objectives
-
- 59) In which of the following events about an employee there is an exercise of authority?
1) persuaded to resign
2) seniors directing to terminate
3) union forced to withdraw the order of termination
4) terminated with due notice
-
- 60) Which of the following statement is *not true* ?
1) (i) + (ii) only 2) (ii) + (iii) only
3) (ii) only 4) (iii) only
-
- 61) 'Right to give orders and power to exact obedience' is essence of
1) authority 2) responsibility 3) accountability 4) seniority
-
- 62) Project means :
1) A scheme to execute 2) A speculative imagination
3) A proposal to undertake 4) All of the above
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- 63) The following is a reason of why plans fail :
1) adequate inputs are used in planning
2) management expects that plans once developed will be realised without much effort
3) management operates by plan
4) responsibility for planning is vested in more than just planning department
-
- 64) The crisis management is :
i) systematic attempt to avoid crisis
ii) manage the crisis that does occur
iii) manage the unpredictable events that threaten to harm
1) only (ii) is correct 2) only (iii) is correct
3) only (i) is correct 4) all are correct
-
- 65) In choosing performance appraisal method, all the following can prove useful *except*:
1) always take legal considerations into account
2) base performance standards on the job analysis
3) if possible, use more than one rater
4) develop an informal appeal process
-
- 66) Superior - subordinate relationship on the basis of personal likes, dislikes, attitudes and prejudices results in :
1) Formal organisation 2) Informal organisation
3) Integrated organisation 4) No organisation
-

- 67) All of the following are primary factors determining the value of information *except*:
- 1) appropriateness
 - 2) expense
 - 3) quality
 - 4) timeliness
-
- 68) Zero Base Budgeting involves :
- 1) Formulation of decision packages
 - 2) Ranking of the decision packages
 - 3) Allocation of resources for chosen packages
 - 4) All the above
-
- 69) Project - planning implies "comprehensive and coordinated activities" pertaining to all facets of corporation and is aimed at :
- 1) the acceleration of development
 - 2) plan for change as a way of life
 - 3) conceiving visions and turning them into reality
 - 4) all of the above
-
- 70) Mumbai Slum Sanitation Program 2002 with funding from World Bank is being successful. The secret lies in :
- 1) role of CBOs and NGOs
 - 2) day night cleaning and maintenance by BMC
 - 3) effective execution of corporation policies
 - 4) none of the above
-
- 71) A leader
- 1) criticises followers
 - 2) encourages growth of followers
 - 3) sets goals and objectives for followers
 - 4) gives orders and directions to followers
-
- 72) An advantage of electronic communication technology is
- 1) breaking bureaucratic protocol.
 - 2) the monitoring of e-mail messages.
 - 3) the ability to pick up subtle, nonverbal clues about what the communicator is thinking.
 - 4) the speed and efficiency in delivering routine messages to large number of people.
-
- 73) The interview as a method of recruitment is
- 1) objective
 - 2) highly reliable
 - 3) good because people have good insight into human behaviour
 - 4) popular, but often not well executed
-
- 74) Extreme division of labour tends to result in :
- 1) human motivation
 - 2) boring jobs
 - 3) nonspecialised work
 - 4) decreased work skill
-
- 75) "PERT/CPM" has following advantages *except* :
- 1) it focuses on the critical project task
 - 2) it lowers the probability of cost and schedule overruns
 - 3) it improves technological performance
 - 4) it gives flexible approach to scheduling
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- 76) What is minimum amount of fine prescribed for carrying out Unauthorised Development?
1) Rs. 500 2) Rs. 1000 3) Rs. 1500 4) Rs. 2000
-
- 77) Land reserved for public purpose in the sanctioned Development Plan is acquired under the provisions of Act.
1) Maharashtra Regional and Town Planning Act 1966
2) Land Acquisition Act 1894
3) Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act 1965
4) Maharashtra Regional and Town Planning Act 1966 and Land Acquisition Act 1894
-
- 78) What is the original time limit prescribed for submission of draft development plan to Government from its publication?
1) one year 2) two year 3) three year 4) four year
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- 79) Suppose, you are in possession of Transferable Development Rights, released from reservation of Garden in Bandra. Where would you be able to utilise them?
1) Colaba 2) Matunga 3) Parel 4) Borivili
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- 80) Which one of the following pairs is *not* correctly matched?
1) Mumbai - New Mumbai 2) Mumbai - Pune
3) Pune - Pimpri Chinchwad 4) Aurangabad - New Aurangabad
-
- 81) As per 2001 census, urban population of Maharashtra is percent to the total population.
1) 32 2) 35 3) 42 4) 45
-
- 82) In 20th Century Mumbai was famous for which type of Industries?
1) Automobile 2) Textile 3) Agro 4) Pharmaceuticals
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- 83) What is the latest legal measure adopted by Government of India, to promote exports from India?
1) Enforcement of Maharashtra Nagar Palika, Nagar Panchayat and Industrial Township Act
2) Establishment of City Industrial Development Corporation
3) Enforcement of Special Economic Zones Act
4) Establishment of Maharashtra Industrial Development Corporations, at various places
-
- 84) Under which section of the Maharashtra Regional and Town Planning Act, 1966, the draft Development Plan is published?
1) 25 2) 26 3) 27 4) 28
-
- 85) Which of the following land development and management process ensures "Land acquisition without tears"?
1) Preparation of Town Planning Scheme
2) Preparation of Development Plan
3) Preparation of Layout for Residential Development
4) Preparation of Regional Plan
-

- 86) For Constitution of Municipal Council Area; minimum population required is :
1) 15,000 2) 20,000 3) 25,000 4) 30,000
-
- 87) In which year the Maharashtra Metropolitan Planning Committee (Constitution and Function's) (Continuance of Provisions) Act came into force?
1) 1995 2) 1998 3) 1999 4) 2000
-
- 88) How many times the net average monthly income amount prescribed for acquisition of lands as per MHADA Act?
1) 50 2) 100 3) 150 4) 200
-
- 89) Who was the Chairman of study group appointed by the State Government for drafting a scheme for Redevelopment of slums and Rehabilitation of slum dwellers under Shivshahi Punarwasan Prakalpa?
1) Shri Dinesh Afzalpurkar 2) Shri K. Nalinakshan
3) Shri Sukhatankar 4) Shri Charls Korea
-
- 90) From which of the following states, Delhi - Mumbai industrial corridor is proposed.
1) Maharashtra and Rajasthan 2) Maharashtra and Madhya Pradesh
3) Maharashtra and Andhra Pradesh 4) Maharashtra and Karnataka
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- 91) Which Article of the Indian Constitution guarantees the freedom to move freely throughout the territory of India?
1) Article 14 2) Article 19 3) Article 21 4) Article 30
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- 92) The Hindu Marriage Act, 1956 declares the grounds for nullity of Marriage under section :
1) section (15) 2) section (14) 3) section (11) 4) section (12)
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- 93) The restriction on use of loudspeakers laid down in the case relating to noise pollution decided by the Supreme Court in Forum, Prevention of Environment and Sound Pollution vs. Union of India (2005) is:
1) No loudspeaker shall be used without permission of police authorities
2) No loudspeakers shall be used without consent of persons of that locality
3) Loudspeakers may be used from 10 p.m. to 6 a.m. with permission of police authorities
4) No loudspeaker shall be used from 10 p.m. to 6 a.m.
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- 94) According to Muslim Law, a guardian of the property of an infant child is not,
1) Father 2) Father's father
3) Mother 4) The executor appointed by the Father's will
-
- 95) An unmarried woman wishes to adopt the daughter of her close friend. The adoption will be valid of:
1) The woman, her friend and the daughter are Hindus.
2) The friend is not a Hindu, but the woman and the daughter are Hindus
3) The friend and his daughter are Parsis, and the woman is a Christian
4) The woman is a Hindu, and her friend and daughter are Christians
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- 96) What is the object of Punishment in Criminal Justice System?
1) Deterrent
2) Prevention
3) Reformation
4) Amalgamation of (1), (2) and (3)
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- 97) Which one of the following properties do not come within the ambit of 'res-incorporelis'?
1) House
2) Mortgaged house
3) Right of redemption
4) Redeemed house
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- 98) Article 14 of Indian Constitution guarantees equality before law and equal protection of law to :
1) All persons living within territory of India
2) All Indian citizens living in India
3) All persons domiciled in India
4) All natural persons and legal persons
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- 99) Who can apply for dissolution of marriage under Divorce Act, 1869?
1) Parsi
2) Hindu
3) Muslim
4) None of the above
-
- 100) What is the reservation for persons with disabilities in government employment and educational institutions receiving grants from the government?
1) not more than 3%
2) not less than 3%
3) not more than 5%
4) not less than 5%
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Answers

1) Development Administration is a concept.

1) Short term

2) Long term

3) Medium term

4) None of the above

1-2	2-2	3-4	4-4	5-2	6-2	7-2	8-2	9-3	10-4
11-3	12-3	13-3	14-2	15-1	16-1	17-3	18-1	19-3	20-x
21-2	22-2	23-2	24-2	25-1	26-x	27-4	28-2	29-4	30-2
31-2	32-2	33-4	34-x	35-3	36-2	37-2	38-4	39-1	40-1
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51-3	52-4	53-4	54-1	55-3	56-4	57-1	58-3	59-4	60-3
61-1	62-4	63-2	64-4	65-4	66-2	67-2	68-4	69-4	70-1
71-3	72-4	73-3	74-2	75-3	76-4	77-4	78-1	79-4	80-2
81-3	82-2	83-3	84-2	85-1	86-3	87-3	88-2	89-1	90-1
91-2	92-3	93-4	94-3	95-1	96-4	97-3	98-4	99-4	100-2