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1) "NOTICE" is an example of a type of notification.
   1) informal  2) downward  3) formal  4) None of these

2) Equivalent groups of positions are based on .......
   1) Specialized work  2) Responsibility
   3) Salary  4) Senior-junior relationship

3) With the recommendation of the Finance Commission regarding local government bodies, ....... has the right to refer to the State Legislature.
   1) Chief Minister  2) Governor
   3) President  4) Minister for Urban Development

4) Who has developed the mathematical formula for determining "control room"?
   1) Fayol  2) Gracunas  3) Arwick  4) Simon

5) Which of the following is represented by the letter "R" in "POSDCORB"?
   1) Researcher  2) Regulation  3) Responsibility  4) Reporting

6) In which of the following cases "Authority" is used?
   1) The headmaster expelled a student from the school
   2) The headmaster instructed the school management to remove the student from the school
   3) The school-principal persuaded the headmaster to remove the students
   4) The student union forced the principal to withdraw the order expelling the student from the school.

7) Consider the following statements -
   a) Administration is the action of individuals.
   b) Such individuals are organized
   c) They bring people together
   d) They achieve certain goals

   Answer Options:
   1) Only (a) is correct  2) Only (a) and (b) are correct
   3) Only (a), (b) and (c) are correct  4) All are correct
8) "Coordination" in management is ......
   1) an informal task  2) one of several tasks  3) A basic function  4) A single function

9) Which stage of decision making process is wrong?
   1) Explain the problem  2) Collect appropriate information
   3) Develop an option  4) Choose any one option

10) The post of Municipal Commissioner was first proposed in 1898 by ...... as the Executive Head of the Corporation.
    1) Mr. Dadabhai Naoroji  2) Shri. Gopal Krishna Gokhale
    3) Mr. Feroze Shah Mehta  4) Shri. K. T. Shah

11) **Definite statement (S1)** - It is necessary to give authority in the organization.
    **Reason (R2)** - Every manager's equality has limits.
    **Answer Options**:
    1) (S1) and (R2) are both options and (R2) is the cause of (S1)
    2) (S1) and (R2) are both options but (R2) is not the cause of (S1)
    3) (S1) is correct but (R2) is not correct
    4) (S1) is not correct but (R2) is correct.

12) ..... This is the basic purpose of motivation.
    1) Creating efficiency  2) Increasing productivity
    3) Encouraging employees  4) Controlling employees

13) Choose the right statement: Whether the organization is small or large, it has at least two of the following features -
    1) It is collective and has large buildings
    2) It is collective and exists for goal editing
    3) They have the machinery and the existence to achieve the goal
    4) It has machinery and it is collective

14) What if the administration is unable to provide strong leadership?
    1) There will be a lack of coordination.
    2) Tender activities will create personal interests
    3) There will be apathy towards the fulfillment of objectives.
    4) There will be misunderstandings among the employees.

15) From the point of view of human relations, the source of formal authority is ......
    1) Credibility  2) Acceptance  3) Validity  4) Power-competition
16) In terms of control, work execution information must be sent to the right place. The question is, to whom should the information be given?
   a) The person or the department being assessed
   b) If there is no person for the measurement, the head of the department
   c) Additional Manager
   d) Specialist Department
   Answer Options:
   1) To all of the above
   2) to (a) and (b)
   3) (c) and (d)
   4) to any one of the above

17) The exact sequence of stages in the quality control process ......
   1) standard determination, measures, measurement, comparison of actual and standard
   2) comparison of actual and standard, measurement, standard determination, measures
   3) measures, comparison of actual and standard, measurement, standard determination
   4) standard determination, measurement, comparison of actual and standard, measures

18) First read the following statements carefully and choose the correct answer:
   a) Every formal organization has informal organizations
   b) Informal organization is the informal relationship of individuals with each other
   c) Informal organization is a natural group of individuals
   d) Informal organization is always detrimental to formal organization
   Answer Options:
   1) (a), (b) and (c) right
   2) (a) and (d) right
   3) Only (d) correct
   4) (c) and (d) correct

19) Carefully read the following statements about control -
   a) The work of control is always concerned with the time to come
   b) Control is to see that the implementation is going according to plan
   c) Control means giving orders
   d) Control means to punish
   Answer Options:
   1) (a) (d) Correct
   2) Only (c) Correct
   3) Only (d) Correct
   4) (a) (b) Correct

20) The principle in which the superior is expected to focus on matters outside the jurisdiction of the junior is called the ...... principle of management.
   1) Discipline
   2) System
   3) Division of Labor
   4) Exception
21) Consider the following sections on planning -
   a) The purpose of planning is to achieve the objectives
   b) The purpose of planning is to eliminate uncertainty
   c) The purpose of planning is to reduce work
   d) The purpose of planning is to enter different areas

   **Answer Options:**
   1) (a) Correct  2) (a) (b) (c) Correct  3) (a) (b) Correct  4) (c) (d) Correct

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22) There should be always .......... rights and responsibilities should always be ......
   1) Relationships  2) Differences  3) Similarities  4) Equilibrium

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23) Many managers do not delegate rights because -
   a) They have egoism  
   b) They have inferiority complex  
   c) They do not want to delegate  
   d) They do not want to take risks

   **Answer Options:**
   1) Only (a) is correct and (b), (c) and (d) are incorrect  
   2) Only (a) and (b) are correct  
   3) (a), (b) and (c) are correct  
   4) All four are correct

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24) What is the best method of management development in India?
   1) The use of management systems developed in Western countries  
   2) Large scale establishment of management bodies  
   3) Coordination between industrial enterprises and management organizations  
   4) Development of educational materials

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25) Read statements (A) and (R) and choose the correct answer from the following options -
   (A) The use of computers in India has increased in the last decade.
   (R) Many companies manufacture computers.

   **Answer Options:**
   1) (A) and (R) are both equal and (R) is the cause of (A)  
   2) (A) and (R) are both correct but (R) is not the cause of (A)  
   3) (A) is correct but (R) is incorrect  
   4) (A) is incorrect but (R) is correct

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26) Choose the correct set of statements from the following alternate answers -
   a) A virus is a program that can corrupt data files and command files.
   b) A virus is a program that can keep all information safe.
   c) The virus increases the size of the file by filling in unnecessary information.
   d) The virus can erase all information.

   **Answer Options:**
   1) Only (a) this statement is correct  
   2) Only (b) this statement is correct  
   3) Only statements (a), (b) and (c) are correct  
   4) (a), (c) and (d) are correct
27) Which of the following is the right decision -
1) Show cause to fire a permanent employee without notice
2) Determining the quota of sales and fixing the salary of the seller on it
3) Denial of tea leave to employees
4) Denial of office peon's facility

28) In the process of messaging, information often spreads more than reasonable through unauthorized means. Such an unauthorized source is called......
1) Noise 2) Remote Sensing 3) Grapevine 4) Telecommunication

29) Leadership is personal. When the manager urges the employees to work, the process is......
1) Impersonal 2) Individual
3) Related to each other 4) Interactive

30) Managerial decisions...... depend on this factor.
1) Manager's imagination 2) All the information required
3) Suggestions from others 4) Integration of information and imagination

31) Which of the following option would be more suitable for building discipline in employees?
1) To give appropriate punishment to those who make mistakes in work
2) Strict punishment for those who make mistakes in work
3) Strict punishment and strict supervision
4) To take measures in such a way as to encourage the employees to behave in a disciplined manner

32) The following factors should be emphasized in an effective selection policy -
1) ‘What’ and ‘where’ are part of the organizational objective
2) ‘why’ and ‘what’ is part of the organizational objective
3) ‘Who’ and ‘Who’ are part of the organizational objective
4) ‘We’ and ‘they’ are part of the organizational objective

33) Management training and development should be analyzed while discussing the existing training methods in India -
1) Utility and effectiveness 2) Efficiency and inefficiency
3) Productivity and production 4) Number and quality
34) "Before dismissing an employee ......"
   1) He should not be given an opportunity to explain the circumstances which were contrary to him
   2) He should be ruled
   3) He should be given an opportunity to explain what the opposite was
   4) He must be fined. He should be punished.

35) What is collaborative collective leadership?
   1) Management lacks confidence and trust in its colleagues
   2) Management has little trust and confidence in its colleagues
   3) Management has full confidence in its colleagues
   4) Management lacks trust and confidence in its colleagues

36) The work enrichment includes ......
   1) Addition of other works to the original work
   2) Vertical (appearance) change in the work
   3) Parallel change in work
   4) Determining the value of work

37) First consider the following statements (A and R) -
   Statement (A) - Discipline measures should be appropriate, fair and acceptable to employees
   and their organizations.
   Reason (R) - Disciplinary measures have far-reaching and indirectly serious effects on employees.
   **Answer Options:**
   1) A and R are both true and R is the proper cause of A
   2) A and R are both true but R is not the proper cause of A
   3) A is true but R is false
   4) A is wrong but R is true

38) The meaning of team spirit in a group ......
   1) The members of the group never quarrel with each other
   2) The opinions of the members of the group are the same
   3) The members of the group feel free to express their views, even if they differ
   4) The members of the group treat each other very kindly

39) Consider the following statements about role-playing -
   Emphasis on role playing ......
   a) Learning by doing directly
   b) Learning human relationship skills
   c) Human sensitivity
   d) Trainee harmony
   **Answer Options:**
   1) Only (a) is correct
   2) (a) and (b) are correct
   3) (a), (b) and (c) are correct
   4) All statements are correct
40) Choose the correct statements from the following:
   a) Strong and healthy trade union is a prerequisite for collective bargaining.
   b) Lack of some factors causes dissatisfaction but having those factors does not bring much satisfaction, as many other factors are responsible for the solution.
   c) Expert and experienced staff who know their responsibilities cannot tolerate a monolithic leader.
   d) Only objective and scientific ways give the employee satisfaction about their performance.

**Answer Options:**
1) Of these, only (c) statements are correct
2) Of these (a) and (b) statements are correct
3) Of these (a), (b), (c) statements are correct
4) all of these statements are correct

41) Which of the following statement clarifies the position or nature of staff administration in the organization?
   1) Personnel administration is an expert task
   2) Personnel administration is the act of direct management
   3) Personnel administration is primarily an expert task but within that department it is a direct management task
   4) It is both an expert and a practical type of work

42) When an employee gets annoyed in the department, the right way to solve the problem is ........
   1) Transfer of that employee to another department
   2) Transfer of that employee to another place
   3) Motivate him to take appropriate action without transferring
   4) He should be fired

43) The following conditions must be present to create team spirit in the group -
   1) There should be similarity between the age, education and mother tongue of the members
   2) Equal socio-economic status of members
   3) Accepting the different opinions of the members and learning to respect their various opinions.
   4) To allow members to behave politely in front of outsiders

44) The productivity of the workers in a factory depends on various factors. One of these is the condition in which individual motivators and organizational motivators increase productivity.
   1) Individual motivators and organizational motivators are different
   2) There is a combination of individual motivation and organizational motivation
   3) Both of these tendencies are not related to productivity
   4) None of the above statements are true
45) Choose the correct statement from the following statements -
1) The sole purpose of staff recruitment policies is to select the right staff
2) The sole purpose of the staff recruitment policy is to select the right qualified staff
3) The company's recruitment policy and public relations program are closely related
4) The sole objective of the staff recruitment policy is to select experienced staff.

46) ‘Manpower’ is a characteristic component of an organization, because -
1) There is a shortage of manpower
2) So the problem of unemployment is solved
3) It is a living element with mind and soul
4) This element raises questions in the organization

47) The following factors need to be considered in estimating the availability of outside manpower -
1) Status of labor laws in the country
2) General economic condition, local labor market condition and commercial market condition
3) Industrial peace
4) None of this

48) What is "labor market"?
1) The labor market is an institution recognized by the appropriate government
2) The labor market is a geographical area from which employers recruit workers and workers get jobs.
3) The labor market is a concept that explains labor demand and supply
4) Structural is the main market shop

49) An employee works as a salesman in your factory. His salary is reduced if he does not contact a certain number of people. In this case -
1) Individual and organizational motivators are the same
2) Both motivators are different
3) The two instincts are not related.
4) None of the above statements are true

50) Which of the following statement is not true?
1) Evaluation of work and measurement of work done have the same meaning
2) In performance appraisal, comparative value of one work in relation to other work is drawn
3) Work evaluation is done before starting the selection process
4) Both performance appraisal and measurement of work done are used for salary determination
51) Budget means -
1) To consider future events
2) Predicting what is going to happen
3) The policy and program to be implemented in the planned time
4) A set of actions, actions and goals for change

52) Complete the following statement by making the right choice -
Municipalities do not need to prepare ......
1) Purchase Budget
2) Departmental Budgets
3) Flexible budget
4) Fixed budget

53) Financial management applies only to ‘......’ businesses and not to ‘......’ industries.
1) large, small
2) small, large
3) partially large, small
4) None of the above

54) The main purpose of the audit -
1) Checking accounts
2) Finding mistakes and malpractices
3) To curb mistakes and malpractices
4) To find out the scams in the accounts

55) The rulebook in the budget is for the estimate statement in budget based on the following functions -
1) Policy statement
2) Statement of responsibilities, duties, policies, routes, etc.
3) Statement measuring and analyzing the difference
4) Statement of working capital required by the industry business

56) Objective budget is superior to traditional budget because -
1) It is not just a list of distribution of resources
2) It is an integrated draft
3) It has no control over the cost of budget allocation.
4) None of the above

57) Zero based budgets are better than traditional budgets because -
1) It is an attempt to share resources
2) It requires causation for increased costs by accepting cost levels
3) Planning is done by reviewing every rupee and action
4) It is not an action-free planning nor an evaluation of an executed plan
58) Audit of accounts is the work of .......
   1) There is a curb on those who use public money
   2) Ethical restrictions are imposed on the employee
   3) Misuse of money is controlled and mistakes and misappropriations are reduced
   4) does not have much effective control over the misappropriation of large amounts of public money

59) What does government audit emphasize on -
   1) Financial provisions  2) Budgetary provisions
   3) Money provisions    4) None of the above

60) Which statement is correct regarding the accounting of rent of a leased property?
   1) It should be recorded as expenditure for the financial year
   2) It should not be taken into account
   3) It should be noted at the end of the lease period
   4) It should be recorded as capital expenditure

61) Consider the following first -
   a) The amount of dividends received from a public project is actually very low.
   b) Public enterprises should not earn profit.
   Answer Options:
   1) Both a and b are correct and b is the cause of ‘a’
   2) Both a and b are correct and ‘b’ does not cause ‘a’
   3) a is right but b is wrong
   4) b is correct but a is incorrect

62) According to estimators, the time it takes for an action to take place on most occasions is called......
   1) Optimistic forecast of time  2) Negative forecast of time
   3) Probability of time         4) Expected time

63) Policies for urbanization and urban development should be ......
   1) Temporary policies  2) Decided by the State Government
   3) Made by town planning experts  4) Consistent, systematic and long lasting

64) Financial investment is made in projects because -
   1) Removal of old and new resource generation
   2) Growth and development
   3) Mandatory and Welfare Scheme
   4) Any one of the above
65) Project evaluation can be effective if -
1) Properly funded
2) If employees are encouraged to execute the project
3) By delegating responsibility to the administrative staff
4) If the work information is obtained through a properly prepared outline

66) Study the following network -

**How many days will it take to complete this project?**
1) 16 days 2) 12 days 3) 44 days 4) 22 days

67) The feasibility of the project depends on the following factors -
a) Financial and technical capacity of the owner
b) Availability of raw materials
c) Market study
d) Financial support from the bank

**Answer Options:**
1) Only A is correct 2) A, B are correct
3) A, B, C are correct 4) All are correct

68) Which of the following should be given more attention in development planning -
a) To the participation of the people
b) To the participation of the employees
c) To the participation of political leaders
d) To the participation of industrialists

**Answer Options:**
1) Only (a) is correct 2) (a) and (b) are correct
3) (a), (b) and (c) are correct 4) All statements are correct

69) Network layout redesign means updating, this can be achieved as ....
1) Some or all of the tasks are in progress as per schedule
2) Some or all of the tasks have gone beyond the schedule
3) Some or all of the tasks are behind schedule
4) None of the above
70) Redistribution of money means the internal transfer of money is processed .......
1) From one account to another
2) From one category to another category
3) From one department to another department
4) From one division to another

71) Many people come from other states to get employment in big cities like Mumbai. This puts a strain on the civic amenities of the city and the local citizens have to bear the consequences. What legal and effective measures can be taken to address this problem?
   a) Banning people from other states from entering the city
   b) To levy tax on people coming from other states for employment
   c) To make a master plan to provide civic amenities by estimating the number of people coming from other states every year.
   d) To make a master plan to increase employment opportunities by creating industries in other parts of the state
   
   **Answer Options:**
   1) Only (a) & (b)  2) Only (b) & (c)  3) Only (c) & (d)  4) Only (a) & (d)

72) Many people come to a beach to enjoy bathing. But some parts of the coast are dangerous for sea bathing and so many people get drowned there every year. What is the appropriate primary measure to prevent further loss of life?
   1) Large billboards warning people about dangerous areas of the beach should be placed on the shore.
   2) "Life-saving" and life-saving materials should be constantly available on shore
   3) Ban bathing on the beach
   4) Public announcement materials should be placed on the shore and people should be constantly informed about the dangers of bathing.

73) What is the most appropriate long-term strategy to curb population growth?
   1) Forcing contraceptive surgery on a couple with three children
   2) Imposition of a separate tax on couples with three or more children
   3) Awareness from trained social workers
   4) Conducting religious discourses on the topic of "Importance of Celibacy"

74) There is a complaint from the residents of a house complex that a slum is being built on a plot of land reserved for a public garden next to it. The first thing to do in this situation is to take immediate action -
   1) Forcing slum dwellers to vacate plots by demolishing huts
   2) Commencement of erection of public garden
   3) To provide alternative accommodation to slum dwellers
   4) Construction of pucca houses for slum dwellers on this plot and selection of another plot for garden
75) The most effective way to avoid traffic jams in commercial areas of the city is-
a) Imposition of ‘toll’ tax on vehicles in commercial areas.
b) Allow only 4 or more passenger vehicles to enter the commercial area.
c) Construction of flyovers in such a way that one way traffic will continue in the overcrowded section
d) Prohibition of parking of vehicles in no-parking zones and imposing heavy fines on violators.
Answer Options : 
1) Only (a) and (b) 
2) Only (a), (c) and (d) 
3) Only (a) and (d) 
4) all together

76) According to the 1991 census, the approximate percentage of the total urban population in Maharashtra is as follows -
1) 51% 
2) 39% 
3) 46% 
4) 28%

77) Octroi is an important source of income.....
1) After income tax 
2) After business tax 
3) Below hotel tax 
4) In all taxes

78) UNO's first World Human Environment Conference was held in which of the following cities?
1) New Delhi, India 
2) Stockholm, Sweden 
3) Istanbul, Turkey 
4) Rio de Janeiro, Brazil

79) Mayo’s Act of 1871 -
1) Introduced economic decentralization in municipal administration 
2) Introduced democracy in India 
3) Introduced planning in India 
4) Introduced civic planning in India

80) Who was the Chairman of the Advisory Committee appointed by the State Government to advise the Urban Development Department to approve the development plan of Greater Mumbai?
1) Mr. Arun Gujarathi 
2) Shri. Tinaikar 
3) Shri. J. B. D'Souza 
4) Mr. Autumn black

81) The size of the rooms in the hut is small because ......
1) Adequate use of national resources 
2) Family planning should be encouraged 
3) Get higher rent 
4) None of this
82) Urban Land Holding Ceiling Act, 1976 applies to which of the following lands in the development plan?
   1) Land use with construction permit  2) Land use without construction permit
   3) Roads, parks and recreation centers  4) All lands within urban boundaries

83) Which highway is known as 'National Highway'?
   1) The widest road in the country  2) The widest road in the capital
   3) Road connecting state capitals  4) Road used by persons of national importance

84) While going on multi-lane road in Mumbai, while passing the front of the next vehicle -
   1) Only go to the left  2) Only go to the right
   3) It does not matter to go left or right.  4) Do not go any way

85) Which of the following is fulfilled if an architect does not need a license for the profession?
   1) Degree in Architecture  2) Membership of Indian Architects Association
   3) Registration of All India Board of Architects  4) Ten years experience in Vastushastra

86) A civil engineer has to get a license from which authority for engineering business within the municipal limits?
   1) Department of Public Works  2) Municipalities / Corporations
   3) Town Planning Department  4) Collector

87) The value of one dimension of any work in contract system is calculated as follows -
   1) Specification (Quality Calculation) Analysis  2) Value Analysis
   3) Rate Analysis  4) Economic Analysis

88) In order to work on contract basis, the following stages of work should be in which order?
   a) Comparison of tenders  b) Payment of deposit
c) Preparation of tender  d) Ordering work
   Answer Options: 1) a-b-c-d  2) b-a-d-c  3) a-d-c-b  4) c-b-a-d

89) 1 cm. = 200 m 15 cm on a scale map. 20 cm What is the actual area of rectangular land of this size?
   1) 3,000 hectares  2) 1,200 hectares
   3) 6,000 hectares  4) All errors
90) How is the 'male-female ratio' indicated?
1) The ratio of the number of males to the number of females
2) The proportion of female population to the total population
3) The number of women per thousand men
4) The number of males per thousand females

91) The accused is presumed innocent till proven guilty and accordingly which statement is correct?
1) The accused has to prove that he is innocent
2) The government party has to prove that the accused committed the crime
3) ‘I am innocent’ cannot be defended
4) ‘I am ignorant’ also cannot be defended

92) What is the purpose behind punishing a criminal?
1) Intimidation
2) Prevention
3) Improvement
4) Integration of the above three

93) Where are the fundamental rights included in the Indian Constitution?
1) Article 356
2) Article 36
3) Part II of the Constitution
4) Part III of the Constitution

94) Fundamental rights are considered essential for the protection of the following matters-
1) Rights and freedoms of the people
2) Independence of India
3) Secular state
4) Integration of the people

95) What is the Constitution?
1) Supreme state system of governing the country
2) Collection of human emotions
3) Hindu philosophy of life
4) An environmental process

96) Statement (a): It is not illegal for a Muslim woman to have more than one husband at the same time.
Reason (r): A Muslim man can have four wives at the same time.
Answer Options:
1) (a) and (r) are both correct and (r) is the explanation of (a)
2) (a) and (r) are both correct but (r) is not a proper explanation of (a)
3) (a) is correct but (r) is incorrect
4) (r) is correct but (a) is incorrect
97) Whom can a Hindu adopt?
1) Only male 2) Only female
3) Only ignorant person 4) None of these

98) Donation given by a Muslim person in the state of death ......
1) It is a proper gift 2) It is a conditional gift
3) It is not a donation. 4) It is illegal

99) On which of the following points can a divorce suit be filed?
1) Abandonment for more than 2 years 2) Separation for more than 2 years
3) Disagreement 4) Disagreement

100) Statement (A) : A person who follows Muslim religion is a Muslim.
    Reason (R) : Such a person will be a Muslim by birth or conversion. That person is not required to perform special religious acts or ceremonies.
    Answer Options :
    1) (A) and (R) are both correct and (R) is the explanation of (A).
    2) (A) and (R) are both correct but (R) is not an explanation of (A)
    3) (A) is correct but (R) is incorrect
    4) (A) is incorrect but (R) is correct
### Answers

1) "NOTICE" is an example of a type of notification.
   1) informal
   2) downward
   3) formal
   4) None of these

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