

AMC-1998

AMC, MCGB, Examination Paper - 1998

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Screening Test

- 1) Which of the following techniques of Governmental control over Municipal Corporations is most suitable and democratic?
 - 1) Supersession of Corporation body
- 2) Removal of the Mayor
- 3) Advice and information
- 4) Prior approval of any local action
- 2) Which one of the following pairs is correctly matched?

(a) Transport Manage	er	:	Appointed by the State Governme	ment	
(b) City Engineer		:	Appointed by B and C Dept.		
(c) Municipal Commi	ssioner	:	Appointed by the Stale Government	ment	
(d) Municipal Health	Officer	:	Appointed by the Health Dept.		
1) (a)	2) (b)		3) (c)	4) (d)	

3) Consider the following statement:

Municipal Corporator loses his membership as per the provision 11 (eleven) of Bombay Provincial Municipal Corporations Act, 1949 for the following reasons —

(a) because of disqualifications

- (b) absence from attending meetings
- (c) having business interest in the matter under discussion and/or voting
- (d) all of the above 1) (a) alone is correct

2) (a) and (b) are correct

- 3) (a), (b) and (c) are correct
- 4) All are correct
- 4) Municipal Corporation is a1) Private Company3) Trust

2) Government department 4) Legal person

5)	The purpose of position	n classification is not con	cerned with	
	1) Promotion	2) Discipline	3) Pay structure	4) Training

6) Consider the following statements and select your answer —
 Assertion : Panchayati Raj is established in rural areas
 Reason : People in rural areas did not participate in development activities
 1) Assertion is correct but reason is incorrect

- 2) Assertion is incorrect but reason is correct
- 3) Both are correct
- 4) Both are incorrect

Match list I correctly with list II, and select your answer using codes given below : 7)

List I	Lisi II
A - Municipal Corporation	I - Smaller urban area
B - Metropolitan area	II - Transitional areas
C - Municipal Council	III - Population of 10 lakhs or more
D - Nagar Panchayat	IV - larger urban area
1) A - III, B - II, C - I, D - IV	2) A - IV, B - III, C - I, D - II
3) A - I, B - III, C - IV, D - II	4) A - III, B - I, C - II, D - IV

8) Consider the following :-

Assertion (A) - As a matter of fact, public administration may be called the highest of the art **Reason** (**R**) - It provides skill for art of management of men

1) Both A and R are correct and R is the correct reason for A

2) A and R both are Correct but R is not the correct reason for A

3) A is true but R is false

4) A is false but R is true

9) Match list I with list II, and select your answer using the codes given below :

List I	List II
i) Intellectual Calibre	a) Oral
ii) Skill in trade	b)Aptitude
iii) Mental attitude	c) Written
iv) Social awareness	d) Performance
1) i - d, ii - c, iii - a, iv - b	2) i - c, ii - d, iii - a, iv - b
3) i - a, ii - b, iii - d, iv - c	4) i - c, ii - d, iii - b, iv - a

Which of the following statements is correct 10) The 74th amendment Act, 1992 provides for Municipal Corporation ... (a) Reservation of seats for scheduled casts (b) Reservation of seats for schedules tribes

(c) Reservation of seats for women

(d) Nomination by stale of persons having special knowledge in Municipal administration

1) (a) alone is correct 2) (a) and (b) are correct

3) (a), (b) and (c) are correct

Which of the following factors affect the span of control? 11) 1) Efficiency and expenditure 2) Control and punishment

- 3) Nature of work and communication 4) Demand and supply
- 12) are the factors of departmentation 1) Control, Promotion, Discipline 2) Promotion, Transfer, Gifts 3) Effectiveness, Control, Punishment

4) Co-ordination, Control, Caution

4) all are correct

13) is the basic objective of the communication.

- 1) To provide the estimates 2) To provide the figures 3) To provide the data
 - 4) To provide the messag

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14)	First read the following statements carefully - (a) Budgets are financial expression of management's plan (b) Budgets are control devices					
	(c) Budgets can only be financial					
	(d) Budgets set a standard of performance					
	1) (a), (b) and (d) are correct	2) (a) and (d) are correct				
	3) (b) and (c) are correct	4) (a) and (c) are correct				
15)	Break-even point is a level at which total cost	•				
	1) Net revenue 2) Net Profit	3) Anticipated revenue 4) Total revenue				
16)	Principle of unity of command means - (a) Subordinate should follow any one order at (b) Superior should have only one subordinate (c) Subordinate should be controlled by one su (d) Commands should always be in writing					
	1) only (c) is correct	2) only (d) is correct				
	3) (a) and (b) are correct	4) (a) and (c) are correct				
		4) (a) and (c) are correct				
17)	is regarded as one of the most significant r1) Leadership2) Information	esource, besides conventional resource 3) System 4) Organisation				
18)	First read the following statements carefully - (a) Industrial revolution is characterised by shif (b) Industrial revolution is characterised by shif (c) Industrial revolution is characterised by shif (d) Industrial revolution is characterised by shif 1) only (a) is correct 3) (a) and (c) are correct	ft from steam engine to electrical power t from manual labour to machine				
19)	Organisation charts do not show 1) Authority relations 3) Delegation of authority	2) Hierarchy4) Superior-subordinate relations				
20)	Which of the following statements is true? 1) Direction involves guiding superiors and sup 2) Direction involves guiding subordinates and					

- 3) Direction involves guiding and supervising subordinates
- 4) Direction involves guiding and supervising superiors

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21)	Choose the right combination of correct statements - Management development must aim at
22)	Motivation results in improving3) Job efficiency4) Work-control1) Remuneration2) Popularity3) Job efficiency4) Work-control
23)	Management decisions are effective 1) When they are rational & practicable 2) When they are based on scientific information 3) When the attitudes of administrators are objective 4) When the decision-makers are large in number
24)	Coordination denotes1) Maintaining high morale3) Providing job satisfaction2) Orderly pattern of group efforts4) Two-way communication
25)	Effective communication 1) Enables the members to think together and act together 2) Enables building up Coordination 3) Keeps the members informed about internal and external happenings 4) Develops the emotional behaviour
26)	 What is 'Authority' in administration? 1) Absolute power to take the decisions 2) Power to take decisions within the policy of the organisation 3) To issue orders to subordinates. 4) Entrusting the duties but avoiding the obligations
27)	 Which of the following is the correct sequence according to the theory of human needs and motivation? 1) Affiliation, safety, Recognition, Physiological 2) Recognition, Physiological, Safety, Affiliation 3) Safety, Affiliation, Physiological, Recognition 4) Physiological, Safety, Affiliation, Recognition
28)	The proper sequence of steps in the control process is as follows 1) Standard, Appraisal of performance, Comparison, Corrective action 2) Appraisal, Standard, Corrective action, Comparison 3) Comparison, Appraisal, Standard, Corrective action 4) Corrective action

4) Corrective action, Comparison, Appraisal, Standard

- 29) The basic elements of organisation are
 - 1) Efficiency, Morality, Methods
 - 2) Productivity, Discipline, Regulations
 - 3) Division of work, Sources of Authority, Establishing relationships
 - 4) Planning, controlling, staffing

30) "Delegation is the entrustment of responsibility to another" - Select the correct alternative for this statement 1) True 2) False 3) Neither true not false 4) Partially true

- Constructive step to minimise acts of indiscipline would be 31)
 - 1) Removing dissatisfaction 2) Controlling violence and disturbance 4) Analysing causes of indiscipline
 - 3) Framing code of conduct
- What is the main objective of discipline? 32)
 - 1) To get voluntary acceptance of members to rules, regulations and policies of the organisation
 - 2) To attain maximum productivity and output
 - 3) To get the work done by workers
 - 4) To provide direction and get cooperation
- The process of evaluation begins with 33) 1) Measure of performance
- 2) Comparison of actual performance with standard
- 3) The initiation of corrective action
- 4) The establishment of performance standard
- Manpower planning is needed in order to 34)
 - 1) Identify areas of surplus personnel or where there is shortage of personnel
 - 2) Improve chances of promotion
 - 3) Determine the number of personnel required
 - 4) Achieve organisational goals
- 35) is used for maintaining team-spirit 1) Professional approach
 - 3) Human relations approach

- 2) Negative approach 4) Positive approach
- The correct meaning of "job Specification" is 36)
 - 1) A statement of the contents of the job
 - 2) A statement of the human requirements for doing the job
 - 3) A statement of duties to be performed by the employee
 - 4) A statement of job summary

- 37) Consider the following statements about aptitude tests
 - (a) Aptitude tests are designed to predict the potential an individual has, to perform a job
 - (b) Aptitude tests are designed to measure abilities acquired by training
 - (c) Aptitude tests are designed to measure skills acquired by experience
 - (d) Aptitude tests are designed to assess the style of behaviour
 - Now choose the right combination of the correct statements —
 - 1) (a) alone is correct
 - 3) (a), (b) and (c) are correct
- 2) (a) and (b) are correct
- 4) All are correct
- 38) In case of Negligence, to show that the low production was due to negligence
 - 1) The facts and circumstances should be placed on record
 - 2) Even though, the performance is admittedly poor, it has to be shown that it was due to negligence
 - 3) It has to be shown that it was due to negligence and not because of any other reasons
 - 4) The mere statement of a superior is enough
- 39) In order to tackle the problem of chronic absentees management should
 - 1) Build up the cases for strong legal action
 - 2) Ridicule them in presence of other employees so that they will be ashamed of themselves
 - 3) Find out about their personal problems and help them to solve them
 - 4) Transfer the employees to some remote locations
- 40) Interviewing as a selection tool, can be substantially improved by
 - 1) Maintaining privacy in the interview room
 - 2) Training and preparation on the part of the interviewer
 - 3) Minimising the waiting period for the candidates
 - 4) Having more interviewers
- 41) Find out the appropriate theme of the test and form pairs

Test	Theme
A—Aptitude	I — Mental, Mechanical and Psychomotor
B—Achievement	II — Likes and dislikes
C — Personality test	III — Job knowledge and work sample
D—Interest	IV — Objective, projective situation
1) A - III, B - IV, C - I, D	- II 2) A - I, B - III, C - IV, D - II
3) A - II, B - III, C - I, D-1	V 4) A - II, B - IV, C - I, D - III

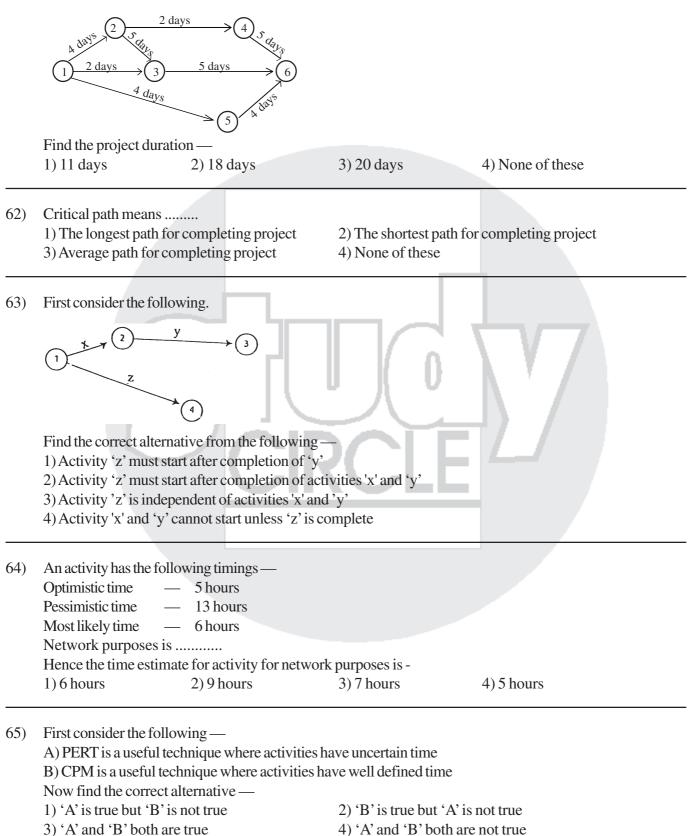
- 43) Performance Appraisal has also importance in labour disputes, because
 - 1) There will be less labour dispute
 - 2) There will be more labour dispute
 - 3) Authorities under the legal machinery will accept written performance appraisals
 - 4) There is no relation between performance appraisal and labour disputes
- 44) Ordinarily an individual dispute i.e. a dispute relating to an individual workman, is not treated as an industrial dispute under The Industrial Dispute Act 1947, An exception is however made in a certain case. What is that case?
 - 1) Individual dispute connected with or arising out of dismissal, discharge, retrenchment or termination of service of any workman
 - 2) Individual dispute pending before an authority under I.D. Act
 - 3) Dispute related to bonus 4) Dispute related to wages
- 45) Disciplinary action should be initiated and taken by
 - 1) Departmental Manager 2) Immediate Boss 3) Management 4) General Manager
- 46) A Blank Application is
 - 1) A traditional widely accepted device for getting information from a prospective applicant
 - 2) A modern, widely accepted device for getting information from a prospective applicant
 - 3) A convenient, widely accepted device for getting information from a prospective applicant
 - 4) An inconvenient, widely refused device for getting information from a prospective applicant
- 47) Recruitment is a process which ceases with
 - 1) Induction training of the candidate
 - 3) The placement of the candidate
- 2) The selection of the candidate
- 4) The manpower planning
- The best way of influencing the subordinates is 48)
 - 1) To give them a nice lecture
 - 2) To indicate to them that they are not indispensable
 - 3) To help them in their work-related and personal problems
 - 4) To tell them to take more interest in the work

49) To avoid stringency and leniency errors in rewarding employees in a large organisation, the method of performance appraisal to be used is

- 1) Forced choice method 2) Forced distribution method 3) Simple ranking method
 - 4) Man-to-man comparison method
- Discipline maintenance is the right of the employer. This statement is 50) 1) Correct 2) Incorrect 3) Partially correct 4) Partially incorrect
- 51) Which is the method of budgeting whereby all activities are revalued each time when budget is formulated? 1) Rolling budget 2) Performance budget 3) Zero base budget 4) Flexible budget

- 52) Which of the following statements best describe the nature of auditing?
 - 1) Auditing is an examination of books and vouchers
 - 2) Auditing is the verification of accounting data
 - 3) Auditing is an independent examination of financial information
 - 4) Auditing is a systematic & independent examination of data, statements, records etc.
- 53) Which of the following statements is correct in connection with audit?
 - 1) In all auditing situations, the only evidence available to the auditor is books and vouchers
 - 2) An auditor seeks canclusive evidence in support of the propositions under review
 - 3) Being a practical discipline auditing does not require any underlying theory
 - 4) The concept of evidence is fundamental to all auditing situations
- 54) Where is Zero base budgeting applicable? Find the correct answer
 - 1) Large organisations in private & public sector
 - 2) Large organisations in private & public sector both profit making and non-profitmaking
 - 3) Manufacturing support industries
 - 4) To all government activities and services
- 55) There are always limiting factors that must be considered which ensuring budget as a reasonable because......1) It is a prestige issue for budget officer2) it is a rational view
 - 3) It is the consideration of key factors
- 4) It is prevention rather than cure
- 56) Complete the following statement by choosing the correct alternative from the given alternatives The origin of auditing in its simple form was due to the
 - 1) Emergence of large scale business
 - 2) Diversion of ownership and management
 - 3) Need for a check on the honesty and reliability of persons appointed to record and handle cash transactions on behalf of others
 - 4) Need for detecting errors
- 57) The fixed cost of a firm is Rs. 16,500. If manufactures the product, whose variable cost is Rs. 10/- per unit. The product is sold at Rs. 20 per unit. If sells 3,000 units per year, find out the break-even point.
 1) Rs. 33,000
 2) Rs. 50,000
 3) Rs. 30,000
 4) Rs. 60,000
- 58) Which of the following two aspects have grater emphasis in Government audit?(a) Accuracy and records(b) Classification of transactions under different heads(c) Priority of expenditure(d) Compliance with procedure and control1) (a) and (b)2) (c) and (d)3) (a) and (c)4) (b) and (c)
- 59) What are the correct A's of financial managers?
 - $1) \\ Anticipation, acquisition, allocation, assessment and appropriation$
 - 2) Acceptance, absorption, action, additions, accuracy
 - 3) Anticipation, accuracy, action, allocation, additions
 - 4) Acceptance, acquisition, absorption, assessment, appropriation

- 60) The value obtained by compounding the current cash flows to a future date at a certain rate is called
 - Present value of money
 Terminal value of money
- 2) Time value of money4) Net present value
- 61) Study the followings network —



- 66) Standard General Conditions of contracts are formed by one of the Institutions in India Name the main institution.
 - 1) Institute of Mechanical Engineers
 - 2) Institute of Electrical Engineers
 - 3) Association of Consulting Engineers
 - 4) National Association of Consulting Engineers

67) In project planning, foreign collaboration is based on government policy which includes

- 1) Need for foreign technology and Royalty payment
- 2) Terms and conditions of collaboration agreement
- 3) Foreign investment
- 4) All of the above together

68) What are the causes for failure of projects? (a) Excessive optimism of project planner (b) Unrealistic estimates in implementation (c) Unforeseen resistance like disasters etc. (d) Inefficient administrative procedure 1) (a) alone is correct 2) (a) and (b) are correct 3) (a), (b) and (c) are correct 4) All are correct

69)	For formulation of any project which factors from	n the following are considered?
	(a) Skill and competence of people	(b) Benefits of Govt. grants and subsidy
	(c) Availability of infrastructure for development	(d) Study of T.V. serials
	1) (a) alone is correct	2) (a) and (b) are correct
	3) (a), (b) and (c) are correct	4) all are false

70)	Lower payback period of the p	project means	
	(a) Project is highly profitable.	(b) Profitability is most uncertain	
	(c) Liquidity is most uncertain	(d) Combination of (b) and (c)	
	1) (a) alone is correct	2) (a) and (b) are correct	
	3) (a), (b) and (c) are correct	4) (d) is correct	

- 71) Fire took place in a big tent, where around 1,000 pilgrims were accommodated. Many died. What preliminary steps would need to be taken in future to save lives -
 - 1) Pilgrims should be accommodated in pucca houses
 - 2) Telephone connection should be installed near the tent to establish police contact
 - 3) Ample exits should be provided to such tent
 - 4) Police Station should be set up near the tent
- 72) The best policy for controlling population growth over a long term basis is
 - (a) to carry out conncelling by trained social workers
 - (b) to make family planning aids easily available
 - (c) to remove all concession to third and later children
 - (d) to make provision for free family planning operation and abortion
 - 1) (a) lone
 - (b), (c) and (d) together

2) (a), (b) and (c) together 4) all together

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73)	The most effective way of preventing traffic jams in a busy commercial area in the city (a) Promoting office areas at different locations in the city (b) Banning bringing private vehicles in the city beyond a set limit (c) Providing an efficient public transport system (d) Widening roads and restricting parking of vehicles on the roads 1) (a) alone 2) (b) and (c) together 3) All together 4) (d) alone	
74)	 The most effective measures for prevention of new slum areas is 1) Banning starting new large factories in a city and a zone of 50 k.m. around the metro citi 2) Keeping vigilance squads to prevent start of formation of slums 3) Stopping supply of basic facilities like water and electricity to slums under formation 4) Promoting industrial estate in rural areas 	es
75)	The most effective way of limiting loss due to distruction in an earth-quake prone zone is 1) To prevent industry and construction in such zones 2) To prepare scientific instruction manual and to distribute it to people in such zones 3) To hold mock exercises to train people to act in such crisis 4) To take all the above actions	
76)	As per 1991 census, population of Mumbai is about 1) 70 lakhs 2) 90 lakhs 3) 1 crore 4) 1.15 crores	
77)	In India the first inter city Railway Route was started between1) Hawrah and Patna 18382) Mumbai and Thane 18533) Mumbai and Thane 18094) Delhi and Agra 1834	
78)	Provision of lift is essential in buildings having height more than4) 24 meters1) 10 meters2) 15 meters3) 21 meters	
79)	In Mumbai free houses to slum dwellers through Private sector is a scheme based mainly of1) Slum clearance and redevelopment2) Higher F.S.I. as an Incentive3) Slum rehabilitation4) Govt. Grants	1
80)	A flyover segregates traffic with respect to4) Class of Vehicle1) Direction2) Grade3) Speed4) Class of Vehicle	es
81)	For a National Highway the minimum formation width is1) 18 meters2) 12 meters3) 30 meters4) 24 meters	
82)	In Transportation Planning the volume of traffic is generally counted as1) Aggregate of slow moving and fast moving vehicles2) Passenger care3) Aggregate of all vehicles4) None of the ab	

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83)	In Town Planning intensity of land-use is controll 1) Tenement Density per hector 3) Floor space Index	ed through 2) Population per hecto 4) all above	Dr.
84)	Under the provisions of Maharashtra Regional a Plan is the obligatory duty of 1) Town Planning officers 3) City and Industrial Development Corporation	2) Municipal Corporation	on or Municipal Council
85)	Non-agricultural permission is given by 1) Municipal Authority 3) Town Planning Department	2) Zilla Parishad 4) None of these	
86)	Height of building is generally related to 1) Area of plot 3) Width of front road & front margin	2) Width of front road4) Depth of plot	
87)	When any land is acquired for public purpose co 1) Land value in its existing use 3) Present Market value 4) Future potential value	2) Value as determined	
88)	Under the Maharashtra, Regional and Town Pla 1) Construction of roads 3) Implementation of Development Plans	nning Act, 1966, Town I 2) Planning of basic soc 4) All of the above	
89)	Final Award of the Town Planning Scheme is dr 1) Town Planning Officer 3) Special land Acquisition officers	awn by 2) Arbitrator 4) State Govt.	
90)	Under the provisions of Maharashtra Regional revised after every 1) 5 years 2) 10 years	and Town Planning Act 3) 15 years	t, the Development Plans are to be 4) 20 years
91)	The Chapter 'Fundamental Rights' of the Const 1) Magna Carta of India 3) Bible of India	itution of India has very 2) Bhagawat Geeta of I 4) Bill of Rights of India	India
92)	Complete the sentence with the help of possible "When a part of the statue is declared unconstitu 1) The whole statue is declared void 3) The whole statute is treated as void	tional"	nt provision is treated as void given any effect

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93)	Can a citizen waive his/her fundamental right? 1) Yes 3) The constitution is silent on this issue	2) No4) It is left to the Judici	iary
94)	Jurisprudence means " 1) The wisdom of judges" 3) The law of the prudent man"	2) The knowledge o 4) The Science of la	
95)	Complete the sentence _ Punishment must be 1) more than the loss caused 3) always heavy so as to become deterrent	2) in proportion to the4) based on love and	he gravity of the offence d affection
96)	Consider : The Hindu succession Act applies to (a) a person who is Hindu by religion (b) a person who is a Buddhist, Jaina or Sikh by (c) a person who is not a Muslim, Christain, Par 1) (a) alone is correct 3) (a) & (c) are correct	-	
97)	Following persons can claim maintenance under (a) wife (b) children 1) (a) alone is correct 3) (a), (b) and (c) are correct	the Mahemedan law (c) parents 2) (a) & (b) are correct 4) All are correct	(d) poor relatives et
98)	Complete the Sentence — "Where there are equal equities" 1) equity will not exist" 3) the law prevails"	2) the last in time pro 4) equity will exist"	evails"
99)	"Equity prevents oppression the maxim is recog1) Election3) Penalties and forfeiture	nised in the following ex 2) Justice 4) Compensation	ample. Mark correct example
100)	"Law has certain disadvantages" this statement 1) True 2) False	is" 3) Misleading	

Answers									
1)	Which of the following techniques of Governm and democratic?1) Supersession of Corporation body3) Advice and information				ental control over Municipal Corporations is most suitable 2) Removal of the Mayor 4) Prior approval of any local action				
1-3	2-3	3-2	4-4	5-2	6-1	7-2	8-4	9-4	10-3
11-4	12-4	13-3	14-1	15-4	16-1	17-2	18-2	19-3	20-3
21-4	22-3	23-1	24-2	25-1	26-2	27-4	28-1	29-3	30-2
31-3	32-1	33-4	34-1	35-3	36-2	37-1	38-2	39-3	40-2
41-1	42-3	43-1	44-1	45-2	46-4	47-1	48-3	49-3	50-1
51-2	52-4	53-1	54-2	55-2	56-4	57-1	58-2	59-1	60-1
61-1	62-2	63-3	64-3	65-3	66-4	67-4	68-4	69-3	70-1
71-x	72-4	73-3	74-2	75-4	76-3	77-2	78-2	79-2	80-3
81-2	82-2	83-3	84-4	85-4	86-3	87-3	88-4	89-2	90-4
91-1	92-1	93-3	94-4	95-2	96-4	97-3	98-4	99-2	100-1