Study Circle Career Development Institute



AMC Paper - 1999



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

Maharashtra Public Service Commission

Assistant Muncipal (Ward Officer) Examination 1999 Paper

- 1) State control and supervision over local self-governing bodies is necessary because
 - A) Local governments are created by state law
 - B) They govern a part of the state
 - C) They do not possess a large number of technical skills
 - D) They get financial assistance from the state

Answer Options:

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

4) All are correct.

- 2) Appoints Deputy Commissioner with the approval of Municipal Corporation
 - 1) Central Government

2) State Government

3) Zilla Parishad

- 4) Maharashtra Public Service Commission
- 3) Which of the following pairs of public administration approaches is correct?
 - 1) The present influence of the history of administrative institutions has a theoretical perspective
 - 2) group desires, prejudices, values, etc. Influences their behavior: Psychological perspectives
 - 3) Administration needs to be considered in the context of contemporary political values: a historical perspective
 - 4) Administration operates within a constitutional framework: political perspective
- 4) Consider the following statements -
 - A) The mayor is the first citizen of that city.
 - B) The Mayor is the Chairman of the Municipal Council
 - C) Election of Mayor Is done by members
 - D) The term of office of the Mayor is one year

From the above statement

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

4) All are correct

- 5) Prepares the budget of the corporation.
 - 1) Mayor

2) Municipal Corporation Secretary

3) Accountant

4) Municipal Commissioner

- 6) Consider the following statements -
 - A) Article 280 of the Constitution provides for a Finance Commission for local governments.
 - B) This Finance Commission reviews the finances of the Corporation.
 - C) The Finance Commission makes its recommendations to the President of India.
 - D) The Finance Commission lays down the principles of tax division between the Center and the Corporation.

Of the above statements -

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

4) none of the above

- 7) Which of the following pair does not match properly?
 - 1) State Government Mechanisms controlling the Local Government Board : There are also states within the State
 - 2) Indirect technique: review of local action
 - 3) Providing grants with conditions: Non-rigid techniques
 - 4) Revocation of a decision of the Local Government Board: Non-extreme but mild technique
- 8) Consider the following statements:

Statement (A): The 74th Amendment of 1992 is important for the Municipal Corporation.

Reason (**R**): Municipalities have been given constitutional status by the amendment.

Answer Options:

- 1) A and R are correct but R is not the correct reason
- 2) A and R are correct and R is the correct reason
- 3) A is correct but R is incorrect
- 4) A is wrong but R is right
- 9) Which of the following statements accurately describes the relationship between local self-government and state government?
 - 1) Both Municipalities and Corporations come into direct contact with the State Government
 - 2) There is a direct relationship between the municipalities and an indirect relationship between the corporations
 - 3) The Municipal Corporation is directly and the Municipal Corporation is indirectly related through the District Collector
 - 4) There is no connection between local government and state government
- 10) Which of the following pair does not match?

1) Private Administration : Bureaucracy2) Public Administration : Political

3) Private administration : Free from red tape

4) Public administration : Universal and uniform system

S1 5 21) Write the correct answer considering the following statements. A) Management is the group that manages B) Management is a process C) Management is a social science D) Management is control **Answer Options:** 1) Only 'A' is correct 2) 'A' and 'B' are correct 3) 'A', 'B' and 'C' are correct 4) All are correct. 22) What is the direction of the line of authority in line and staff union type? 2) from top to bottom 1) from bottom to top 3) from middle to top 4) from middle to bottom 23) Planning is the future work of management. It implements different schemes at different management levels. Accordingly show the discrepancies in the following layout. 1) High Level Management : Goal Setting 2) Intermediate Level Management : Problem Solving 3) Executive Management : Regional Planning 4) Junior Level Management : Functional Planning 24) Mention the correct order of the following messaging elements. 1) messenger, message recipient, message, medium 2) message recipient, difference, medium, response 3) messenger, result, message, medium 4) message, medium, messenger, message recipient 25) Which element is important in the concept of 'objective management'? 1) Production 2) Efficiency 3) Organizational structure for the fullfillment of objectives 4) Servant facility

1) Henry Fayol

2) Luther Guelick

3) Frederick Taylor

4) Mary Parker

27) What is the important approach in 'classical management'?

1) more work more money

2) Defective work, still money

3) slow work low payment

4) payment even when there is no work

S1 28) Match the pairs from list - A and list - B and select the correct answer from the following. List-B A) Company information method I) Memory and speed B) Computer II) Staff A) Human relations III) Computation D) Organization IV) Decision making V) Welfare **Answer Options: (b) (c)** (a) (**d**) 1) Ι Ш IIV IV 2) V П 3) IV I V IIIV 4) Ш V 29) What is the immediate effect of low quality managerial information? 1) Low level of efficiency of employees 2) Wrong managerial decision 4) Possibility of loss 3) Excessive outlay of administration 30) is an important task of manpower management development. 1) Determining the strength of the organization 2) Finding the needs of human staff development from the point of view of the organization 3) Reduction of manpower 4) Development of organization 31) Manpower planning in the organization plays an important role in this. 1) R&D 2) Selection of persons 3) Exchange of persons 4) Achieving objectives 32) The purpose of manpower planning of working organization is A) Recognition and establishment of future work plan requirements B) Ensuring supply of trained participants C) To develop available manpower D) Effective use of current and potential workforce **Answer Options:** 1) Only 'A' is correct 2) Both 'A' and 'B' are correct 3) 'A', 'B' and 'C' all three 4) All are correct 33) Consider the following statements about effective leadership and choose the right answer: A) Creates a vision for the future B) Develops policy to move towards that vision C) Receives the support of the employees D) Motivates employees to implement policy making **Answer Options:**

2) with 'a' and 'b'

3) with 'a', 'b' and 'c' 4) all are correct

1) with only 'a'

34) First consider the following statements.

Statement (A): Financial rewards are directly related to 'how things work'.

Reason (**R**): If the reward is big enough, the employees will produce more.

Now, choose your answer from the following options:

- 1) Both A and R are true and R is the proper cause of A
- 2) Both A and R are 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
- 35) First consider the following statements.

Senior management sets goals for their superiors. If those are not achieved, what is the penalty / punishment for?

A) Withholding promotion

B) Withholding salary increase

C) Dismissal

D) Depreciation

Now, select the appropriate set of statements:

Answer Options:

1) Only 'A' is correct

2) Both 'A' and 'B' are correct

3) 'A', 'B' and 'C' all three

4) All statements are correct

- 36) Consider the following statements about training:
 - A) Knowledge and skills are acquired through training
 - B) Training changes the behavior of the trainee
 - C) Training enhances aptitude
 - D) Training teaches what to do in a given situation

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
- 37) What is Appraisal / evaluation related to?
 - 1) Quality of human resources
- 2) Quality of goods

3) Quality of performance

- 4) Quality of raw materials
- 38) What are the types of discipline?
 - 1) Positive and Negative Discipline
- 2) Compulsory Discipline

3) Creative discipline

- 4) Self-discipline and community discipline
- 39) Every industry organization has for recruitment of new employees.
 - 1) Readymade recruitment method
 - 2) General recruitment method
 - 3) Industry prevalent practices
 - 4) deliberately designed its own recruitment method

40) Consider the following statements :

	A - The work description needs to be constantly reviewed. R - Work tends to change, it is never static. Choose your answer from the statement below: 1) Both A and R are true and R is the correct explanation of A. 2) Both A and R are true but R is not a proper explanation of A. 3) A is true but R is false 4) A is wrong but R is true.					
41)	There are important issues in manpower plan 1) Quantity and quality of employees	ning. 2) Government rules and regulatory instructions				
	3) Tools and materials of the company	4) Economic and social factors				
42)	All decision making ability is centered on the leader in leadership system. 1) Expert leadership 2) Bureaucratic leadership 3) Participatory leadership 4) Monopolistic leadership					
43)	Praise for work is type of motivator. 1) Economic Motivator 3) Institutional Motivator	2) Non-Economic Motivator 4) Community Motivator				
44)	A. H. Maslow's theory of inspiration is popul 1) E. R. G. Theory 3) Goal Theory	larly known as 2) Heirarchy of needs theory 4) Victor Vrum's Theory				
45)	Motivation is a concept. 1) Personnel management 3) Psychological	2) Social 4) Logical				
46)	Every company or organization should have . 1) Short-term training policy 3) Traditional training strategy	2) Well-established training policy4) Comprehensive training strategy				
47)	Discipline in the organization is mainly the rational 1) Employees 2) Government	responsibility of 3) Management 4) Security personnel				
48)	Training makes employees more 1) Cautious and enthusiastic 3) Inefficient and lazy	2) Effective and productive4) Persistent and knowledgeable				

51		9		AMC-1999			
49)	Recruitment policy in 1) fixed	business organization sh 2) flexible	nould be 3) temporary	4) permanent			
50)	Work Appraisal / evalu 1) Flexible work 3) Collective work	uation is	2) Continuous running work 4) Careful work				
51)	Debt settlement is a 1) Finance	task. 2) Marketing	3) Purchase	4) Production			
52)	The foundation of a su 1) Senior	ccessful and sound budg 2) Medium	get system is based on 3) Junior	management. 4) Junior and Medium			
53)	The administration of 1) Committee 3) Account / Department	the budget is entrusted to	o the budget 2) Office 4) Administration				
54)	What is the first basic 1) Sales forecasting 3) Productive forecast		anning and forecasting (2) Financial forecasting (4) Semantic forecasting (4)	~ /			
55)	is	nigh-level committee	t-benefit analysis	oduction cost. The reasoning process			
56)	The budgetory method in which resource outlay is related to the end result is 1) Functional budget 2) Performance budget 3) Final budget 4) Main budget						
57)	Actual Expenditure or 1) Fixed cost 3) Semi-rising cost	n mterial is called	2) Rising cost 4) Mixed cost				

- 58) Excess of current assets over current liabilities means yes.
 - 1) Owned capital

2) Net working capital

3) Debt capital

4) Fixed capital

- 59) Which of the following is not required while preparing a budget?
 - 1) Reporting

2) Forecasting

3) Preparation of price list

- 4) Determining the objective
- 60) No person can work successfully in finance without a thorough knowledge of
 - 1) Economics
- 2) Political Science
- 3) Civics
- 4) History

- 61) Consider the following first.
 - A Strict adherence to the schedule is important for the project.
 - B It's easy to find out where time is lost in the project.

Find the right option from the following:

- 1) 'A' is correct but 'B' is incorrect
- 2) 'B' is correct but 'A' is incorrect
- 3) 'A' and 'B' are both correct but 'A' cannot find 'B'
- 4) 'A' and 'B' are both correct, and 'A' causes 'B' to be found
- 62) Poor control over the project is due to the following reasons -
 - 1) Delay in reporting of action reports
 - 2) Level of irrelevant information
 - 3) Lack of trust and information
 - 4) Lack of coordination and information exchange
- 63) Which one of the following pairs is correctly matched?

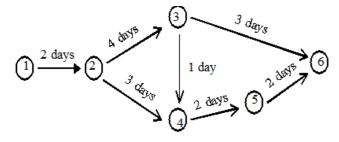
1) Purchase price : Sale price

2) Intersection point : No-profit-no-loss position

3) Contribution : Sales minus fixed costs

4) Security limit : Direct sales

64) Consider the following network.



Determine the critical path from the network above -

- 1) 1-2-4-5-6
- 2) 1-2-3-6
- 3) 1-2-3-4-5-6
- 4) None of these

- 65) How long will it take for the project completion shown in Qs 64?
 - 1) 11 days
- 2) 9 days
- 3) 8 days
- 4) None of these
- 66) In what order do the matters come up when drawing a network?
 - 1) Time required for action Arrow diagram Critical path List of activities Correlation
 - 2) Critical Path List of Activities Time required for action Correlation Arrow Figure
 - 3) Arrow diagram List of activities Critical path Time required for action Correlation
 - 4) List of activities Correlation Time required for action Arrow diagram Critical path
- 67) Consider the following.
 - A PERT / CPM is called network planning.
 - B PERT technique was developed for planning of large projects.
 - C PERT / CPM aids planning of resources.

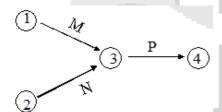
Choose the correct answer from the following options.

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

- 4) 'A', 'B' and 'C' are neither correct
- 68) Check out the following networks first -



Then choose the answer from the following options -

- 1) Pactivity can start any time and it does not depend on M and N activities.
- 2) M activity should be finished before N activity starts.
- 3) Both M and N activties must be finished before P activity begins
- 4) N activity should be finished before M activity starts.
- 69) Note the following first.
 - A) Network diagrams show the interrelationships and sequence of activities.
 - B) Each activity in the network diagram is represented by an arrow.

Now choose the correct answer from the following options:

- 1) 'A' is correct, but 'B' is incorrect
- 2) 'B' is correct, but 'A' is incorrect

3) 'A' and 'B' are both correct

- 4) Both 'A' and 'B' are not correct
- 70) If the duration of the project is to be reduced
 - A) The duration of the activities that fall on the critical path should be reduced.
 - B) The duration of activities which fall outside the critical path should be reduced.

Choose the correct answer from the following:

- 1) 'A' is correct, but 'B' is incorrect
- 2) 'B' is correct, but 'A' is incorrect

3) 'A' and 'B' are both correct

4) Both 'A' and 'B' are not correct

- 71) 29 people were killed in a stampede at a religious place. What steps should be taken to prevent this from happening in the future?
 - A) Trustees should be arrested for misconduct.
 - B) Increase exit roads by controlling access.
 - C) Crowd control should be done by increasing the number of police / home guards.
 - D) Close circuit TV should be installed to monitor the movement of people.

Answer Options:

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'B', 'C' and 'D' are correct

- 4) All statements are correct
- 72) Which measures will be more effective in reducing encroachments on city roads?
 - 1) To hold meetings of political leaders and request them not to protect those who encroach on them
 - 2) Encroachers should be warned that strict action will be taken
 - 3) Alternative places should be provided to encroachers
 - 4) A vigilance team should be appointed to prevent encroachment
- 73) An epidemic disease errupted at one place and in 24 hours it infected 40 people and 5 of them died. The news that the disease could not be diagnosed in the hospitals has created confusion. Which remedy would be most effective in such a situation?
 - 1) Expert researchers and doctors should be invited to find out the cause of the disease and its immediate cure.
 - 2) Village garbage disposal, vaccination and disinfection spraying campaign should be started.
 - 3) More ambulances and mobile hospitals should be made available
 - 4) Make people aware of hygiene through radio, announcements and graffiti.
- 74) Which of the following measures would be most effective in flood prone areas to prevent flood damage?
 - 1) The office of the Meteorological Department should be opened in such a place as to give advance notice of floods
 - 2) Appropriate permanent measures should be planned on the advice of engineers and technicians
 - 3) A large contingent of volunteers should be ready to help the flood victims
 - 4) Citizens in flood prone areas should be evacuated before the monsoon
- 75) Which measure will be more effective in reducing unemployment in India?
 - 1) More government jobs should be made available
 - 2) Young people should be encouraged to do farming
 - 3) Self-employment schemes should be given a lot of publicity and financial and other help
 - 4) Reduce the retirement age in all government aided institutions

4) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

93) **Definite statement (a):** 'Fundamental rights' are not absolute rights

Reason (r): There is a provision regarding the restraint of fundamental rights and their suspension in the constitution.

Answer Options:

- 1) Both the statements 'a' and 'r' are true and 'r' is the true cause of 'a'
- 2) Both the statements 'a' and 'r' are true, but 'r' is not the true cause of 'a'
- 3) 'A' is true but 'R' is untrue
- 4) 'A' is untrue and 'R' is true
- 94) Writ of Habeas corpus can be issued for the following reason:
 - 1) To imprison an anti-social person
 - 2) To release a person from illegal placement
 - 3) To order the prison authorities to provide necessary facilities to the prisoners
 - 4) To protect the prisoner from inhuman and brutal atrocities
- 95) Choose the right option.

To the offspring who was in the womb at the time of death of the person who had not make a will and was born and survived after the death of such person

- A) Inheritance is obtained from the person who does not make a will.
- B) Inheritance is not obtained because the person who does not make a will is born after his death.
- C) In case of a person who does not make a will, he inherits the right of inheritance.

Answer Options:

1) 'A' is correct

2) 'B' is correct

3) 'B' and 'C' are correct

4) Neither of these options is correct

96) Complete the sentence by choosing the correct option.

According to Section 11 of the Hindu Marriage Act, a child born out of a marriage which is null and void

1) offspring is illegal

2) offspring is legal

3) inheritance is not entitled to

4) are considered Extramarital children

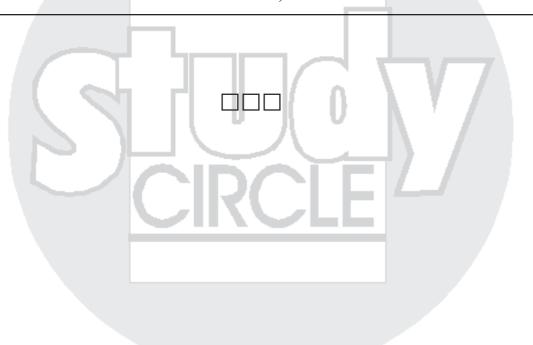
97) **Definite Statement (a):** Judges are researchers, not law makers

Explanation (e): A man who cuts the stumps of a tree, in a sense, is the one who made the stumps.

- 1) Both the statements 'a' and 'e' are true and 'e' is the explanation of 'a'
- 2) Both the statements 'a' and 'e' are true but 'e' is not a proper explanation of 'a'
- 3) 'a' is true and 'e' is false
- 4) 'a' is wrong and 'e' is true

- 98) Choose the correct statement from the following statement regarding "Equality in Indian Judiciary":
 - 1) We have separate courts to enforce similarity
 - 2) The Indian justice system does not pursue equality
 - 3) Courts observe similarities even in the absence of specific legislation
 - 4) Courts only observe equality
- 99) The 'Golden Rule' of explanation means ...
 - 1) to formulate the grammatical meaning of the law
 - 2) to determine the general purpose of the law
 - 3) Considering the historical background of the law
 - 4) Comparing the law with other laws
- 100) What is Jurisprudence? Jurisprudence means
 - 1) A crowd of wise men
 - 3) Act of Law

- 2) A crowd of people
- 4) An institution



Answers

- 1) State control and supervision over local self-governing bodies is necessary because
 - A) Local governments are created by state law
 - B) They govern a part of the state
 - C) They do not possess a large number of technical skills
 - D) They get financial assistance from the state

Answer Options:

1) Only 'A' is correct

2) 'A' and 'B' are correct

3) 'A', 'B' and 'C' are correct

4) All are correct.

1-4	2-2	3-4	4-3	5-4	6-4	7-4	8-2	9-1	10-1
11-4	12-1	13-3	14-2	15-2	16-3	17-3	18-3	19-1	20-1
21-3	22-3	23-4	24-4	25-3	26-2	27-1	28-3	29-2	30-2
31-4	32-4	33-4	34-1	35-4	36-4	37-1	38-4	39-4	40-1
41-1	42-4	43-2	44-2	45-3	46-4	47-3	48-2	49-2	50-4
51-1	52-4	53-4	54-1	55-3	56-2	57-1	58-2	59-1	60-1
61-4	62-4	63-2	64-3	65-1	66-2	67-1	68-3	69-3	70-1
71-3	72-4	73-2	74-4	75-3	76-4	77-3	78-1	79-3	80-3
81-4	82-4	83-3	84-2	85-1	86-3	87-4	88-3	89-4	90-4
91-2	92-1	93-1	94-2	95-1	96-1	97-3	98-3	99-2	100-3
1									