<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Exam Date</th>
<th>Q Id</th>
<th>Questions</th>
<th>Answer Key</th>
</tr>
</thead>
</table>
| 202          | 12-01-2020| 141  | The Konkan Railway connects which of the following cities?  
(A) Kanyakumari – Mangalore  
(B) Kanyakumari – Mumbai  
(C) Goa – Mangalore  
(D) Roha – Mangalore | (D) |
| 202          | 12-01-2020| 142  | The word “Agricultural shot” is known to be used sometimes in which among the following sports?  
(A) Cricket  
(B) Hockey  
(C) Golf  
(D) Polo | (A) |
| 202          | 12-01-2020| 143  | Which Indian organisation has organized FinTech Conclave 2019  
(A) SEBI  
(B) Ministry of Finance  
(C) NITI Aayog  
(D) RBI | (C) |
| 202          | 12-01-2020| 144  | Which of the following units is usually used to denote the intensity of pollution?  
(A) Milligrams  
(B) Nanograms | (C) |
202 12-01-2020 145

Name the anti-satellite missile test run by India on 27 March 2019?

(A) Mission shourya
(B) Mission Cobra
(C) Mission Prithivi
(D) Mission Shakti

202 12-01-2020 146

Pick out the correct meaning of the underlined part of the sentence:

A movement for the world unity is **in the offing**.

(A) at the end
(B) about to start
(C) on decline
(D) in the air

202 12-01-2020 147

One word for "**Keep your eyes peeled**"

(A) To watch carefully
(B) Searching someone
(C) Looking forward
(D) Running away

202 12-01-2020 148

Choose the right meaning - "**Souvenir**"

(A) A thing that is kept as a reminder of an event
(B) A thing given as a prize
| 202 | 12-01-2020 | 149 | Fill up the blanks:  
**I want to meet the artist ..........has painted this picture.**  
(A) Which  
(B) That  
(C) Who  
(D) Whom | (C) |
| 202 | 12-01-2020 | 150 | She said, "If you work hard, you will take good marks." Change to indirect speech.  
(A) My teacher advised if I work hard I could take good marks.  
(B) My teacher advises if you work hard you will take good marks.  
(C) My teacher advises if I work hard I will take good marks.  
(D) My teacher advised that I worked hard I would take good marks. | (C) |
| 202 | 12-01-2020 | 151 | In a garden, there are 10 rows and 12 columns of mango trees. The distance between the two trees is 2 metres and a distance of one metre is left from all sides of the boundary of the garden. The length of the garden is  
(A) 20M  
(B) 22M  
(C) 24M  
(D) 26M | (C) |
| 202 | 12-01-2020 | 152 | Look at this series: 22, 21, 23, 22, 24, 23, ... What number should come next?  
(A) 22  
(B) 24  
(C) 25  
(D) 26 | (C) |
|---|---|---|---|---|
| 202 | 12-01-2020 | 153 | A & B are brothers. C & D are sisters. A's son is D's brother. How is B related to C.  
(A) Brother  
(B) Uncle  
(C) Cousin  
(D) Father | (B) |
| 202 | 12-01-2020 | 154 | The day before yesterday was Saturday. What day will it be the day after tomorrow?  
(A) Tuesday  
(B) Wednesday  
(C) Thursday  
(D) Friday | (B) |
| 202 | 12-01-2020 | 155 | Vincent has a paper route. Each morning, he delivers 37 newspapers to customers in his neighborhood. It takes Vincent 50 minutes to deliver all the papers. If Vincent is sick or has other plans, his friend Thomas, who lives on the same street, will sometimes deliver the papers for him.  
(A) Vincent and Thomas live in the same neighborhood.  
(B) It takes Thomas more than 50 minutes to deliver the papers. | (A) |
<table>
<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Time</th>
<th>Question</th>
<th>Options</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>156</td>
<td>It is dark outside when Vincent begins his deliveries.</td>
<td>(C) It is dark outside when Vincent begins his deliveries.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thomas would like to have his own paper route.</td>
<td>(D) Thomas would like to have his own paper route.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A can do a work in 15 days and B in 20 days. If they work on it together for 4 days, then the fraction of the work that is left is?</td>
<td>(A) 1/4, (B) 1/10, (C) 7/15, (D) 8/15</td>
<td>(D) 8/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?</td>
<td>(A) 3.6, (B) 7.2, (C) 8.4, (D) 10</td>
<td>(B) 7.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A train 150 m long is running at 60 kmph. In how much time will it pass a platform 250 m long?</td>
<td>(A) 22 sec, (B) 20 sec, (C) 25 sec, (D) 24 sec</td>
<td>(D) 24 sec</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In an examination 80% candidates passed in English and 85% candidates passed in Mathematics. If 73% candidates passed in both these subjects, then what percent of candidates failed in both the subjects?</td>
<td></td>
<td>(B) 7%</td>
</tr>
</tbody>
</table>
The average temperature for Wednesday, Thursday and Friday is 40 °C. The average for Thursday, Friday and Saturday is 41 °C. If temperature on Saturday was 42 °C, what was the temperature on Wednesday?

- (A) 44 °C
- (B) 41 °C
- (C) 38 °C
- (D) 39 °C

Full form of PCMM

- (A) Project Capability Maturity Model
- (B) People Capability Maturity Model
- (C) People Competency Maturity Model
- (D) Project Competency Maturity Model

Rhonda is the supervisor of the parts department at a car dealership. Among her responsibilities are: scheduling who is supposed to work; when her subordinates are to work; who should do the ordering; and who should help her with counting the inventory. These responsibilities are examples of what type of management function?

- (A) Leading
- (B) Controlling

- (C)
### Q1
SAP HCM is a widely used HR Software. The Headquarters of SAP is in:

- (A) England
- (B) Norway
- (C) Australia
- (D) Germany

### Q2
Which is not a labour law

- (A) Contract Labour (Regulation and abolition) Act
- (B) Companies Act
- (C) Payment of Wages Act
- (D) Employees' Provident Fund and Miscellaneous Provisions Act

### Q3
Which code has already become an Act

- (A) Code on Wages
- (B) Code on Labour
- (C) Code on Industries
- (D) Code on Companies

### Q4
The authoritarian leadership style goes with

- (A) Theory X
- (B) Theory A
- (C) Theory B
- (D) Theory Y
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Date</th>
<th>Score</th>
<th>Question</th>
<th>Correct Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>167</td>
<td>When a company takes over another one and clearly becomes the new owner, the action is called:</td>
<td>(B) Acquisition</td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>168</td>
<td>Which of these must be avoided for effective communication</td>
<td>(C) Ambiguity</td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>169</td>
<td>Communicating within oneself is known as</td>
<td>(C) Intrapersonal communication</td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>170</td>
<td>The method of arranging records side by side is called</td>
<td>(D) Lateral filing</td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>171</td>
<td>Measurement of work results in comparison of the materials or resources used by the</td>
<td>(D)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>company is classified as:</td>
<td></td>
<td>(A) Cost Efficiency</td>
<td>(B) Cost Competency</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(C) Profitability</td>
<td>(D) Productivity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>172</td>
<td>Average worker cost is divided by the average level of output to calculate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(A) Unit Output Cost</td>
<td>(B) Unit Labour Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(C) Unit Material Cost</td>
<td>(D) Salary cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>173</td>
<td>Organisational diversity initiatives should fit in with the:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(A) Organisational Brand</td>
<td>(B) Organisational Culture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(C) CSR strategy</td>
<td>(D) Corporate Culture</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>174</td>
<td>Formulas in MS Excel starts with</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(A) @</td>
<td>(B) $</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(C) #</td>
<td>(D) =</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>175</td>
<td>The cell reference for cell range E1 to F6 is:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(A) E1:F6</td>
<td>(A)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 202 | 12-01-2020 | 176 | (B) E1:F6  
      (C) E1#F6  
      (D) E1,F6 |
|------|------------|-----|---------------------------------|
|      |            |     | A ------ is a collection of duties, tasks and responsibilities which are assigned to an individual and which is different from the assignment.  
      (A) Role  
      (B) Responsibility  
      (C) Job  
      (D) Authority |
| 202 | 12-01-2020 | 177 | The behavioral competency expected from all employees in an organisation  
      (A) Cultural Competency  
      (B) Functional Competency  
      (C) Leadership Competency  
      (D) Technical Competency |
| 202 | 12-01-2020 | 178 | Objectives, Mission, Vision, Target. Which should come first for an organisation?  
      (A) Target  
      (B) Mission  
      (C) Vision  
      (D) Objectives |
| 202 | 12-01-2020 | 179 | The actual achievements compared with the objectives of the job is  
      (A) Job performance |
| 202 | 12-01-2020 | 180 | Sequence the following in the order which they are practised  
(i) Promotion  
(ii) Performance appraisal  
(iii) Recruitment  
(iv) Induction  
(A) (iii), (ii), (iv), (i)  
(B) (iii), (ii), (i), (iv)  
(C) (iii), (i), (iv), (ii)  
(D) (iii), (iv), (ii), (i) |
| 202 | 12-01-2020 | 181 | The handshake that conveys confidence is  
(A) Loose  
(B) Double  
(C) Limp  
(D) Firm |
| 202 | 12-01-2020 | 182 | Communication is the task of imparting  
(A) training  
(B) knowledge  
(C) information  
(D) message |
| 202 | 12-01-2020 | 183 | Another term for Memory is  
(A) RAM  
(B) Working memory  
(C) Long-term memory  
(D) Short-term memory |
<table>
<thead>
<tr>
<th>Question</th>
<th>Date</th>
<th>Time</th>
<th>Score</th>
<th>Options</th>
<th>Correct Answer</th>
</tr>
</thead>
</table>
| 202 | 12-01-2020 | 184 | (B) ROM  
(C) Hard disk  
(D) Floppy disk |  |  |
| 202 | 12-01-2020 | 184 | ………….is not valid version of MS Office  
(A) Office Vista  
(B) Office XP  
(C) Office 2007  
(D) Office P |  | Question Withdrawn |
| 202 | 12-01-2020 | 185 | ………….is best strategy for effectively planning out your time?  
(A) Prioritize all your tasks  
(B) Ignore all the unexpected work  
(C) Delay any unnecessary work  
(D) Uncare about work | (A) |  |
| 202 | 12-01-2020 | 186 | The method used among following options to combine name and addresses with a standard document is called  
(A) document formatting  
(B) mail merge  
(C) database management  
(D) form letters | (B) |  |
| 202 | 12-01-2020 | 187 | Formal written complaint of employees is called  
(A) grievance arbitration  
(B) grievance | (B) |  |
Which of the following is not an example of 'structure'?

(A) Formal Hierarchy  
(B) Rules & Procedures  
(C) Supply of materials  
(D) Buildings

PDCA is an iterative management method. PDCA stands for:

(A) Plan-Do-Correct-Act  
(B) Proceed-Do-Check-Act  
(C) Plan-Do-Check-Act  
(D) Proceed-Do-Correct-Act

_______ method of training is connected to real life problem

(A) Conference  
(B) Case Study  
(C) Management Games  
(D) Sensitivity Training

What does the concept of diversity in the workplace refer to?

(A) Physical difference among employees  
(B) Managerial difference among employees  
(C) Social difference among employees
<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Answer</th>
</tr>
</thead>
</table>
| What kind of system is "360 Degree Appraisal"?                         | i] Multi - Rater appraisal  
ii] Culture building  
iii] Feedback  
iv] Team building | (B)    |
| What do you call a central repository of data?                         | (A) Data Store  
(B) Data Warehouse  
(C) Data Mine  
(D) Database          | (B)    |
| Formal communication channels that are used to resolve employee grievances are classified as | (A) grievance conciliation  
(B) grievance arbitration  
(C) grievance ratification  
(D) grievance procedure | (D)    |
| Which of the following can not be discussed by "works committee"?      | (A) Sports and Health activities  
(B) Safety and Drinking water facilities | (C)    |
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>ID</th>
<th>Question</th>
<th>Options</th>
<th>Answer</th>
</tr>
</thead>
</table>
| 202 | 12-01-2020 | 196  | Workers participate in management is not ______ but through their _______. | (A) Individual, Representatives  
(B) Workers, Supervisors  
(C) Employees, Management  
(D) Individuals, Agents | (A)    |
| 202 | 12-01-2020 | 197  | Monthly payment released to a suspended employee is called                | (A) Compassionate allowance  
(B) Livelihood allowance  
(C) Subsistence allowance  
(D) Limited grant | (C)    |
| 202 | 12-01-2020 | 198  | Social justice is the guiding principle of which labour legislation?      | (A) Equal Remuneration Act  
(B) Factories Act  
(C) Mines Act  
(D) Plantation Act | (A)    |
| 202 | 12-01-2020 | 199  | …………is not a mode of Workers’ Participation in Management?              | (A) Works Committee  
(B) Employee Stock Option Plan  
(C) Joint Management Council | (B)    |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Page</th>
<th>Question</th>
<th>Options</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>200</td>
<td>Is not a bipartite body?</td>
<td>(A) Canteen Committee</td>
<td>(C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(B) Works Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(C) Standing Labour Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(D) Safety Committee</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>201</td>
<td>Portrait and Landscape are</td>
<td>(A) Page layout</td>
<td>(C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(B) Paper size</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(C) Page orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(D) Paper width</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>202</td>
<td>You can detect spelling and grammar errors by</td>
<td>(A) Press shift + F7</td>
<td>(B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(B) Press F7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(C) Press Ctrl + F7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(D) Press Alt + F7</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>203</td>
<td>Downward communication flows</td>
<td>(A) Horizontal</td>
<td>(C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(B) Diagonal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(C) Upper to lower</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(D) lower to upper</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>12-01-2020</td>
<td>204</td>
<td>A memorandum (memo) is considered a brief</td>
<td>(B)</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Date</td>
<td>Answer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Form of written communication for: (A) legal use (B) internal use (C) formal use (D) external use</td>
<td>202 12-01-2020</td>
<td>(B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Computer Virus is a: (A) Hardware (B) Software (C) Bacteria (D) Freeware</td>
<td>202 12-01-2020</td>
<td>(B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Letter, e-mail, telephone are examples of: (A) Channel (B) Message (C) Feedback (D) Encoding</td>
<td>202 12-01-2020</td>
<td>(A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. In disciplinary action, what is the minimum penalty that can be given, among the following? (A) Censure (B) With holding of Increment with cumulative effect (C) With holding of increment with out cumulative effect (D) Depromoting</td>
<td>202 12-01-2020</td>
<td>(A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Under what circumstances the competent authority cannot act as Disciplinary authority?</td>
<td>202 12-01-2020</td>
<td>(D)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(A) on account of being his appointing authority
(B) his appointment as presenting officer
(C) being inquiry officer in another case
(D) being a witness in support of the charges

<table>
<thead>
<tr>
<th>202</th>
<th>12-01-2020</th>
<th>209</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is delinquent official?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A) an officer appointed to hold the inquiry independently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) appointing authority/punishing authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C) employee charged with misconduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(D) an authority considering an appeal against any of the penalty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>202</th>
<th>12-01-2020</th>
<th>210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphical pictures that represent an object like file, folder etc are</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A) Task bar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) Windows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C) Icons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(D) Desktop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>