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Subject Code No. : **35**

Sl. No. : **168**

TEST BOOKLET
LECTURERS IN NON-GOVERNMENT
AIDED COLLEGES
IRPM

Time Allowed : 2 Hours

Maximum Marks : 100

: INSTRUCTIONS TO CANDIDATES :

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 OF THE SAME SERIES ISSUED TO YOU.
2. You have to enter your **Roll No.** on the Test Booklet in the Box provided alongside. **DO NOT** write *anything else* on the Test Booklet.

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3. This Test Booklet contains **100** items (questions). Each item (question) comprises four responses (answers). You have to select the correct response (answer) which you want to mark (darken) on the Answer Sheet. In case, you feel that there is more than one correct response (answer), you should mark (darken) the response (answer) which you consider the best. In any case, choose **ONLY ONE** response (answer) for each item (question). If more than one response is darkened it will be considered as wrong answer.
4. You have to mark (darken) all your responses (answers) **ONLY** on the **separate Answer Sheet** provided, by using **BALL POINT PEN (BLACK)**. See instructions in the Answer Sheet.
5. All items (questions) carry equal marks. All items (questions) are compulsory. Each wrong response will result in negative marking of **0.25** mark.
6. Before you proceed to mark (darken) in the Answer Sheet the responses to various items (questions) in the Test Booklet, you have to fill in some particulars in the Answer Sheet as per the instructions in your **Admission Certificate**.
7. After you have completed filling in all your responses (answers) on the Answer Sheet and after conclusion of the examination, you should hand over to the Invigilator the *Answer Sheet* issued to you. You are allowed to take with you the candidate's copy/second page of the Answer Sheet along with the *Test Booklet* after completion of the examination for your reference.

SEAL

Candidate's full signature

Invigilator's signature

CO – 15/14

(Turn over)

2016

1.2 What is meant by 'black box' research ?

(A) Research which examines an organisations formal HR policies

(B) Research into the hidden and complex processes which occur between input and output, and differences between espoused and enacted practices

(C) Research into understanding why an organisation has field after a major event

(D) Research consisting of basic input / output models with policy inputs on the left hand side and outcomes on the right hand side

2. _____ performs role of safeguarding worker's interests.

(A) Trade Unions

(B) International agencies

(C) Management

(D) Society

3. In an Industry Works Committee is to be constituted which is employing _____ or more employees.

(A) 804

(B) 90

(C) 100

(D) 75

4. Match the Column :

Column – A

Column – B

(a) Karl Marx

(1) 1964

(b) Employees Insurance Act

(2) 1972

(c) Payment of Gratuity Act

(3) Das Capital

(d) Contract Labour Act (4) 1948

Codes :

a b c d

(A) 4 1 2 3

(B) 3 4 2 1

(C) 3 2 1 4

(D) 2 3 4 1

5. Under Payment of Gratuity Act, the Maximum Amount that can be paid for Gratuity is :

(A) Rs. 4,00,000

(B) Rs. 3,50,000

(C) Rs. 3,00,000

(D) Rs. 3,75,000

6. Written descriptions of the same level of knowledge and responsibility required by jobs in each grade at similar jobs can be combined into grades or classes is termed as :
- (A) Comparison method
 - (B) Grade definition
 - (C) Classification method
 - (D) Ranking method
7. Obtaining, analyzing and reporting on data which forms the direction of valueadding people management, operational decisions and strategic investment at corporate level and at the level of front line management is :
- (A) Recruitment
 - (B) Manpower planning
 - (C) Personnel department
 - (D) Human Capital Management
8. The process of verifying information supplied by applicants on the application or resume is :
- (A) Management Information System
 - (B) Data collection
 - (C) Cross check
 - (D) Reference checking
9. An employer violating the Maternity Benefits Act, will be punished with an imprisonment up to _____ months or a fine upto _____ or both.
- (A) Three months, Rs. 500
 - (B) Four months, Rs. 600
 - (C) Five months, Rs. 700
 - (D) Six months, Rs. 800
10. There are two commonly used approaches for evaluating the effectiveness of HR practices :
- (A) Quality ; quantity
 - (B) Long-term ; short-term
 - (C) Power ; process
 - (D) Audit ; Analytic
11. Assertion (A) : An effective way of planning and organizing the work is through MBO.
Reason (R) : Objectives are set through employees participation.
- (A) Both A and R is true, and R is the correct explanation of A
 - (B) Both A and R is true, but R is NOT a correct explanation of A
 - (C) A is true, but R is false
 - (D) A is false, but R is true

12. _____ theory states, in order to understand the nature of trade unionism one has to consider temperamental characteristics of the workers concerned along with the environmental conditions.
- (A) Social
(B) Religious
(C) Industrial
(D) None of these
13. _____ wrote the famous book "The Philosophy of Management".
- (A) F. W. Taylor
(B) Oliver Sheldon
(C) Henry Fayol
(D) Elton Mayo
14. The collective relationship between management and the workers is denoted by _____.
- (A) Industrial relations
(B) Personal relations
(C) Family relations
(D) Social relations
15. In arbitration only :
- (A) Present differences are referred
(B) Future differences are referred
(C) Both may be referred
(D) None of the above
16. Which of the following is an example of external source of recruitment ?
- (A) Labour union
(B) Labour market
(C) Labour force
(D) None of the above
17. Young person workers register Under the Factories Act shall be maintained in the Form No. _____.
- (A) 12
(B) 15
(C) 14
(D) 13
18. Under the Factories Act, a particular of white washing shall be maintained in Form No. _____.
- (A) 7
(B) 9
(C) 3
(D) 11
19. Pay systems in which employee characteristics determine pay, rather than the job is :
- (A) Grades
(B) Person based pay system
(C) Point based pay system
(D) All of the above

20. Under the Factories Act, the word "Factory" covers :
- (A) All industrial establishments having 5 or more workers using power
 - (B) All industrial establishments having 10 or more workers using power
 - (C) All industrial establishments employing 10 workers or more
 - (D) All of the above
21. A procedure of informing new employees with basic information of the firm is called as :
- (A) Employee orientation
 - (B) Training
 - (C) Learning
 - (D) Development
22. Any fixed, recurring period of 168 hours (7 days × 24 hours = 168 hours) is called as :
- (A) Leisure
 - (B) Factory act
 - (C) Workweek
 - (D) Scheduled period
23. The world wide alliance of independent, individual national trade unions whose members work in specific industries, branches, or occupation is _____.
- (A) Global Trade Union Federations (GTUFs)
 - (B) International confederation of free trade unions
 - (C) International conference of free trade unions
 - (D) Intra-union conference of free trade
24. Vertical job loading is also known as _____.
- (A) Job rotation
 - (B) Job enrichment
 - (C) Job enlargement
 - (D) Job analysis
25. While deciding on objectives for management it is advisable to companies to aim to achieve 'SMART'. Which of the following is not part of the SMART scheme ?
- (A) All objectives must be measurable
 - (B) Make tangible objectives
 - (C) Objective must be achievable
 - (D) Objective should be specific
26. A compensation level expressed as a salary range, which has been established for each position within the organization is _____.
- (A) Pay structure
 - (B) Salary grade
 - (C) Consolidated pay
 - (D) Basic pay

27. Under suspension, for first 90 days the rate of subsistence allowance paid to an employee is :
- (A) 60%
 - (B) 75%
 - (C) 50%
 - (D) 80%
28. Which of the following is NOT a distinguishing characteristic of Organisational Development (OD) ?
- (A) A systematic and systemic focus
 - (B) A process orientation
 - (C) Adoption of an emergent approach to change
 - (D) The use of a change agent
29. _____ is a means by which disputes arising from different interpretations of a labour contract are settled by a third party.
- (A) Handling disputes
 - (B) Grievance disputes
 - (C) Grievance arbitration
 - (D) Grievance handling
30. The basic function performed by trade union is _____.
- (A) To protect and promote the interest of workers
 - (B) To imbibe sincerity and discipline in workers
 - (C) To acquire the control of industry by workers
 - (D) To provide cultural and recreational facilities
31. Areas of contract between the HR unit and managers within the organization is called as _____.
- ((A) Interfaces
 - (B) Department heads
 - (C) Line management
 - (D) Organizational structure
32. Miscellaneous Provision Act, 1952 and Employee's Provident Funds is applicable to commercial establishments employing _____.
- (A) 100 or more employees
 - (B) 20 or more employees
 - (C) 10 or more employees
 - (D) 50 or more employees
33. _____ is a method of analyzing and predicting the rational behaviour of people in competitive and conflict situation.
- (A) Strategy formulation
 - (B) Autocratic
 - (C) Strategy implementation
 - (D) Game theory

34. India has been one of the founder member and has been taking part in deliberations of _____.

- (A) World Bank
- (B) NATO
- (C) International Labour Organisation
- (D) UNO

35. Off the job training method is _____.

- (A) Vestibule training
- (B) Job rotation
- (C) Coaching
- (D) Internship

36. Match the Columns :

Column – A	Column – B
(a) AITUC	(1) 1971
(b) INTUC	(2) 1947
(c) HMS	(3) 1955
(d) CITU	(4) 1920
(e) BMS	(5) 1967
(f) NFITU	(6) 1948

Codes :

	a	b	c	d	e	f
(A)	1	2	3	4	5	6
(B)	4	2	6	1	3	5
(C)	6	5	4	3	2	1
(D)	3	4	1	2	5	6

37. Who developed a three step model for change that included unfreezing, movement and refreezing ?

- (A) Mary Parker Follett

(B) David McClelland

(C) Kurt Lewin

(D) Chester Bernard

38. The term sabbatical means _____.

- (A) Paid leave for study
- (B) Maternity leave
- (C) Paternity leave
- (D) Quarantine leave

39. As per Amendment in the Factories Act _____, the expression of "Time Card" in the Form No. 25 shall be submitted as "Service Card".

- (A) 2005
- (B) 1984
- (C) 2004
- (D) 1981

40. _____ approach focuses on the type of society in which an organization functions.

- (A) Gandhian
- (B) Lenin
- (C) Marxist
- (D) Neo classical

41. Organizational component of motivation includes :

- (A) Attitudes
- (B) Challenging work
- (C) Corporate culture
- (D) Internal locus of control

42. In a factory, where more than _____ women workers are ordinarily employed creche facility has to be provided.
- (A) 50
(B) 30
(C) 40
(D) 20
43. _____ is not a principle of the Industrial Relations Policy.
- (A) Discussions
(B) Confrontations
(C) Negotiations
(D) Compromise
44. An occupier is liable for punishment upto _____ for contravention of provisions of Factories Act or Rules.
- (A) 2 years or fine upto Rs. 1,00,000 or both
(B) 6 months or fine upto Rs. 10,000 or both
(C) 3 years or fine upto Rs. 10,000 or both
(D) None of the above
45. A fixed negotiate payment that is not typically included in an employee's annual salary, at times given in lieu of pay increase is :
- (A) Pay back system
(B) Gratuity pay
(C) Provident fund
(D) Lump-sum payment
46. Rules of Tamil Nadu Safety Officers (duties, qualifications and conditions of service) were enacted in the year _____.
- (A) 2003
(B) 2002
(C) 2004
(D) 2005
47. _____ is to be appointed as an occupier by an Amendment Act of 1987 in the Factories Act, 1947.
- (A) Manager
(B) Human Resource Manager
(C) General Manager
(D) Board of Directors
48. According to the legal framework for equal opportunities legislation, the first element were introduced in _____.
- (A) The 1970's
(B) The 1920's
(C) The 1940's
(D) The 2000's
49. _____ describes the overarching values and guiding principles adopted in managing people.
- (A) HR practices
(B) HR strategies
(C) HR philosophies
(D) HR policies

50. Submission of application for amendment of a license to a factory shall be done to _____.
- (A) Deputy Chief Inspector of Factories
 (B) Chief Inspector of Factories
 (C) Additional Chief Inspector of Factories
 (D) Joint Chief Inspector of Factories
51. _____ envisages Chapter V-A of ID Act, 1947.
- (A) Grievance Redressal
 (B) Closure
 (C) Lay-off retrenchment
 (D) All of the above
52. During the united front regime, Gherao was introduced in West Bengal in the year _____.
- (A) 1967
 (B) 1972
 (C) 1966
 (D) 1977
53. Another name of compulsory arbitration is _____.
- (A) Adjudication
 (B) Dissolution
 (C) Fraction
 (D) Amortisation
54. The appointment of _____ is discussed under Section 41 A of the Factories Act.
- (A) Manager
 (B) Welfare officer
 (C) Safety Officer
 (D) None of these
55. Transferring individuals where they are better able to perform the job in accordance with required standards or to alternative positions where their talents or skills may be best utilized to their own or the organization's benefit is _____.
- (A) Development program
 (B) Job standards
 (C) Job rotations
 (D) Reassignment
56. In a line organisation, _____.
- (A) Each worker serves a specified number of supervisors
 (B) The organization is divided according to the type of work involved
 (C) The authority flows from the man at the top to the lowest man vertically
 (D) The organization is divided according to the skill required to perform a work
57. Under the Factories Act, 1948, a register of muster roll shall be maintained in Form No _____.
- (A) 25
 (B) 25 A
 (C) 25 B
 (D) 15

58. _____ is not associated with the concept of Industrial Relations System.
- (A) Dale Yoder
 (B) Prof Dunlop
 (C) RA Lester
 (D) Frederick Taylor
59. Employees who have been _____ are provided with outplacement services.
- (A) Dismissed
 (B) Rendered surplus
 (C) Promoted
 (D) Given voluntary retirement
60. Provision that union dues will be deducted automatically from payroll checks of union members is known as _____.
- (A) Due notice
 (B) Dues check off
 (C) Deduction
 (D) None of the above
61. There shall be Safety Committee in the factory where _____ workers are employed in a factory.
- (A) 200 or more workers
 (B) 150 or more workers
 (C) 100 or more workers
 (D) 250 or more workers
62. For calculating gratuity, there is no requirement of which of the following ingredient ?
- (A) Number of years served
 (B) Last drawn DA
 (C) Last drawn basic wages
 (D) Number of years left for retirement
63. Social Justice, Universal Peace and Human Dignity is symbolised by _____.
- (A) World Trade Centre
 (B) International Labour Organisation
 (C) Trade Unions
 (D) Asian Development Bank
64. Match the columns :
- | Column – A | Column – B |
|-------------------------------|---|
| (a) Business Unions | (1) Without any legal, ethical ideology, or code of conduct |
| (b) Friendly or Uplift Unions | (2) Bread and Butter Unions |
| (c) Revolutionary Unions | (3) Advocate non-political methods |
| (d) Predatory Unions | (4) Violent means such as strikes, sabotage, boycott |
- Codes :**
- | | a | b | c | d |
|-----|---|---|---|---|
| (A) | 2 | 3 | 4 | 1 |
| (B) | 1 | 2 | 3 | 4 |
| (C) | 3 | 2 | 1 | 4 |
| (D) | 4 | 3 | 2 | 1 |

65. Extra payment given to employees for working on holidays, vacation days or outside of regularly scheduled work hours is :
- (A) Holiday Pay
 - (B) Premium Pay
 - (C) Prescribed amount
 - (D) All of the above
66. _____ negotiations can be solved using traditional win-lose situations.
- (A) Distributive
 - (B) Negative
 - (C) Positive
 - (D) Inter-organizational
67. In an organization, a structure of job grades and pay ranges established may be expressed as job grades or job evaluation points is _____.
- (A) Consolidated pay
 - (B) Salary grade
 - (C) Basic pay
 - (D) Salary structure
68. Explaining the overarching values and guiding principles adopted in managing people is :
- (A) HR strategies
 - (B) HR practices
 - (C) HR philosophies
 - (D) HR policies
69. Family Pension Scheme in Indian System was introduced in the year _____.
- (A) 1974
 - (B) 1977
 - (C) 1985
 - (D) 1972
70. The renewal application for a license submitted after December 31st of every year shall pay the fine amount of :
- (A) 30% of the license fee
 - (B) 20% of the license fee
 - (C) 10% of the license fee
 - (D) 1% of the license fee
71. The following process mechanism or sub-systems may be included in HRD systems or processes :
- (A) Career planning, man power planning and collective bargaining
 - (B) Performance appraisal, motivation and grievance handling
 - (C) Performance appraisal, career planning and organizational development
 - (D) Training and development, communication and quality of work life

72. A conference of workers in Bombay was organized by _____ and drew up a memorandum signed by 5,300 to present to the Commission.
- (A) M. K. Gandhi
 (B) Karl Marx
 (C) Bal Gangadhar Tilak
 (D) N. M. Lokhandey
73. High power distance, strong uncertainty avoidance and collectivism is the focus found in _____.
- (A) Japan
 (B) U. S.
 (C) China
 (D) Australia
74. _____ is connected with the Central Industrial Trade Union (CITU).
- (A) Communist Party of India
 (B) Communist Party of India Marxist
 (C) Republican party of India
 (D) Bhartiya Janta Party
75. A questionnaire used for collection of quantifiable data and for analysis concerning the duties and responsibilities of various jobs is :
- (A) Position analysis
 (B) Cross check
 (C) Clarification
 (D) Research
76. First Factory Act was passed in the year _____ which was quite disappointing.
- (A) 1918
 (B) 1981
 (C) 1982
 (D) 1992
77. Industrial Relations as a whole field of relationship because of the necessary collaborations of men and women in the employment process in an industry is defined by :
- (A) F. W. Taylor
 (B) Date Yodder
 (C) Henry Fayol
 (D) Dr. Manmohan Singh
78. Which of the following is the most commonly used method of job evaluation that involves usage of specific factors to evaluate job ?
- (A) Comparison method
 (B) Ranking method
 (C) Factor analysis
 (D) Point-factor method
79. The use of technology provides HR programs via an employee self-service platform. _____ typically includes use of such items as voice response systems, employee kiosks, etc.
- (A) Virtual Organization
 (B) Virtual HR
 (C) HRIS
 (D) Virtual Industrial Relations

80. A transformational change which occurs as a reaction to drastic changes in an organization's environment is identified by Nadler and Tushman (1986) as :
- (A) Adaptation
 - (B) Fine tuning
 - (C) Re-creation
 - (D) Re-orientation
81. Which of the following can be treated as an example of Child Labour (Prohibition and Regulation) Act, 1986 ?
- (A) Regulative Labour Legislation
 - (B) Protective Labour Legislation
 - (C) Social Security Legislation
 - (D) Welfare Legislation
82. The senior executive of ABC Ltd., Mr. Shyam, had given complete freedom to his subordinates. He does not necessarily provide leadership. What category suitably defines the leadership style of Mr. Shyam ?
- (A) Laissez-faire
 - (B) Reinforcement
 - (C) Democratic
 - (D) Autocratic
83. Expected outcome is the skill execution required to perform a certain job, but the process to achieve the outcome varies because of _____.
- (A) Attitude
 - (B) Talent
 - (C) Behaviour
 - (D) Soft skills
84. In the Johari Window model of self Disclosure, the unknown quadrant _____ as you learn and self disclose.
- (A) Grows
 - (B) Fluctuates
 - (C) Is unaffected
 - (D) Shrinks
85. Which of the following is non-cognitive trait ?
- (A) Knowledge
 - (B) Academic achievements
 - (C) Personality traits
 - (D) Motivation
86. Creative solutions to conflicts that reconcile the parties' interest and result in mutual benefits that arise when there is more than one issue to be resolved. It is called as _____.
- (A) Integrative bargaining
 - (B) Collective style
 - (C) Intuitive bargaining
 - (D) Inductive bargaining

87. It is not a typically used procedure to reduce the total number of employees :
- (A) Layoff
 - (B) Terminations
 - (C) Golden handshake
 - (D) Early retirement inducements
88. Which of the following consists of formal procedures and methods used to put HR strategies, plans and policies into effect ?
- (A) HR practices
 - (B) HR programmes
 - (C) HR process
 - (D) HR policies
89. SUPPORTIVE model of Organisational Behaviour is based on _____.
- (A) Power
 - (B) Partnership
 - (C) Economical resources
 - (D) Leadership
90. After the commencement of Factories Act, 1948, _____ is the correct measurement of space required for every worker employed in the factory.
- (A) 14.2 cubic meters
 - (B) 12.2 cubic meters
 - (C) 10.6 cubic meters
 - (D) 8.4 cubic meters
91. No order communicated to the applicant within _____ months from the date on which it has been requested and applied for in the application shall be deemed to have been granted under the Factories Act.
- (A) 1
 - (B) 2
 - (C) 3
 - (D) 4
92. In expectancy theory, factors affecting the instrumentality link is _____.
- (A) Equity
 - (B) Trust
 - (C) Self esteem
 - (D) Goals
93. A measure that utilizes a demand and availability forecast to determine whether an organization has the availability to meet future manpower needs is termed as _____.
- (A) Planning
 - (B) Man-power planning
 - (C) Variance forecasting
 - (D) Data collection

94. _____ is the defining feature of incremental payment systems.
- (A) Length of service
 (B) Quality of service
 (C) Cost of living
 (D) Competitors salary structure
95. What is a situation where an employee's pay is below the minimum of the range ?
- (A) Regression analysis
 (B) Time series
 (C) Green-circle rates
 (D) Graphic rating scale
96. In the study of personality, the term LOC stands for :
- (A) Locus of control
 (B) Line of control
 (C) Loss of compensation
 (D) Levels of communication
97. Compensation for employment future economic loss, generally calculated based on the difference between the discrimination victim's current pay (or for a rejected applicant, the pay he / she should have received) and the pay associated with his / her rightful place is _____.
- (A) Minimum wage
 (B) Dearness allowance
 (C) Front pay
 (D) None of the above
98. Except of the following, Raters Errors comprises all _____.
- (A) Harshness
 (B) Leniency
 (C) Miss-perception
 (D) Central tendency
99. White washing or colour washing of the walls, ceiling and partitions of every latrine and urinal is supposed to be done at least one in every _____.
- (A) 12 months
 (B) 4 months
 (C) 6 months
 (D) 14 months
100. The system of labour relations in which the state, employers and workers are autonomous yet interdependent partners, pursuing common interests and participating in decisions affecting them in a binding spirit of mutuality and reciprocity is :
- (A) Industrial relation system
 (B) Tripartism
 (C) Bipartism
 (D) Unipartism



SPACE FOR ROUGH WORK

84. Which of the following is not a characteristic of a good leader?

(A) He is a team player.

(B) He is a good listener.

(C) He is a good communicator.

(D) He is a good decision maker.

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SEAL