

DO NOT BREAK THE SEAL OF THE BOOKLET UNTIL YOU ARE TOLD TO DO SO

SERIES : I

QUESTION BOOKLET

Subjects : General English, General Knowledge and Library Science

Full Marks : 300

Time Allowed : 2½ Hours

Read the following instructions carefully before you begin to answer the questions.

INSTRUCTIONS TO CANDIDATES

1. This Booklet contains **150 questions** to be answered in a separate OMR Answer Sheet using Black Ballpoint Pen in the following three Parts :

Part—A : General English	: 25 questions
Part—B : General Knowledge	: 25 questions
Part—C : Library Science	: 100 questions

2. All questions are compulsory.
3. You will be supplied the Answer Sheet separately by the Invigilator. You must complete the details of particulars asked for.
4. Answer must be shown by completely blackening the corresponding circle in the Answer Sheet against the relevant question number by Black Ballpoint Pen. OMR Answer Sheet without marking Series shall not be evaluated.

Example :

Suppose the following question is asked :

The Capital of Meghalaya is

- (A) Guwahati
(B) Kohima
(C) Shillong
(D) Delhi

You will have four alternatives in the Answer Sheet for your response corresponding to each question of the Question Booklet as below :

(A) (B) (C) (D)

In the above illustration, if your chosen response is alternative (C), i.e., Shillong, then the same should be marked on the Answer Sheet by blackening the relevant circle with a Black Ballpoint Pen only as below :

(A) (B) (C) (D)

The example shown above is the only correct method of answering.

5. Answer the questions as quickly and as carefully as you can. Some questions may be difficult and others easy. Do not spend too much time on any one question.
6. There will NOT be any negative marking for wrong answers.
7. The Answer Sheet must be handed over to the Invigilator before you leave the Examination Hall.
8. No Rough Work is to be done on the Answer Sheet. Space for Rough Work has been provided in the Question Booklet.

SEAL

PART—A : GENERAL ENGLISH

(Marks : 50)

Each question carries 2 marks

Directions (Q. Nos. 1–25) : Choose the correct sentence(s).

1. (i) Having finished the research paper, the professor gave him an excellent grade.
(ii) Having finished the research paper, he received an excellent grade from the professor.
(iii) Finishing the research paper, an excellent grade was awarded to him by the professor.
(A) (ii) only
(B) (ii) and (iii) only
(C) (i) and (ii) only
(D) (i) only
2. (i) If the government invested more in renewable energy, carbon emissions would drop significantly.
(ii) If the government would have invested more in renewable energy, carbon emissions had dropped significantly.
(iii) Had the government invested more in renewable energy, carbon emissions would have dropped significantly.
(A) (i) and (iii) only
(B) (iii) only
(C) (i), (ii) and (iii)
(D) (i) only
3. (i) The syllabus requires students to write three essays, participate in discussions, and attend seminars.
(ii) The syllabus requires students to write three essays, participating in discussions, and attending seminars.
(iii) The syllabus requires students to write three essays, participate in discussions, and seminar attendance.
(A) (ii) only
(B) (i) and (iii) only
(C) (iii) only
(D) (i) only
4. (i) The variation in test scores across different demographics indicate a need for curricular reform.
(ii) The variation in test scores across different demographics indicates a need for curricular reform.
(iii) The variation in test scores across different demographics are indicating a need for curricular reform.
(A) (iii) only
(B) (i) and (ii) only
(C) (ii) only
(D) (i) only

5. (i) The researchers whom we interviewed yesterday provided valuable insights into the anomaly.

(ii) The researchers who we interviewed yesterday provided valuable insights into the anomaly.

(iii) The researchers which we interviewed yesterday provided valuable insights into the anomaly.

(A) (i) and (ii) only

(B) (i), (ii) and (iii)

(C) (i) only

(D) (iii) only

6. (i) Because the prices of commodities rose rapidly, it caused the inflation rate to accelerate.

(ii) The rapid rise in commodity prices caused an acceleration of the inflation rate.

(iii) Commodity prices rising rapidly accelerated inflation rate.

(A) (ii) only

(B) (i) only

(C) (iii) only

(D) (i) and (ii) only

7. (i) It is imperative that every student registers for the laboratory safety module before Friday.

(ii) It is imperative that every student register for the laboratory safety module before Friday.

(iii) It is imperative that every student must register for the laboratory safety module before Friday.

(A) (i) only

(B) (ii) only

(C) (i) and (iii) only

(D) (iii) only

8. (i) Neither the principal investigator nor the research assistants were satisfied with the initial data.

(ii) Neither the principal investigator nor the research assistants was satisfied with the initial data.

(iii) Neither the principal investigator or the research assistants were satisfied with the initial data.

(A) (iii) only

(B) (i) only

(C) (i) and (ii) only

(D) (ii) only

9. (i) The implementations of the new regulations will significantly affect the corporate tax structure.
- (ii) The implementations of the new regulations will significantly effect the corporate tax structure.
- (iii) The new regulations will have a significant affect on the corporate tax structure.
- (A) (ii) only
- (B) (i) only
- (C) (i) and (iii) only
- (D) (iii) only

10. (i) The innovative software is not only highly efficient but it is also extremely cost-effective.
- (ii) The innovative software is not only highly efficient but also extremely cost-effective.
- (iii) Not only is the innovative software highly efficient, but it is also extremely cost-effective.
- (A) (i), (ii) and (iii)
- (B) (ii) and (iii) only
- (C) (ii) only
- (D) (iii) only

11. (i) The committee considers postponing the vote until the next academic quarter.
- (ii) The committee considers to postpone the vote until the next academic quarter.
- (iii) The committee considers postpone the vote until the next academic quarter.
- (A) (iii) only
- (B) (i) and (ii) only
- (C) (i) only
- (D) (ii) only

12. (i) Every student must submit their draft before the deadline.
- (ii) Every student must submit his or her draft before the deadline.
- (iii) Every student must submit its draft before the deadline.
- (A) (i) and (ii) only
- (B) (i) only
- (C) (ii) and (iii) only
- (D) (ii) only

13. (i) On entering the campus, the majestic library immediately catches your attention.
- (ii) On entering the campus, you will immediately notice the majestic library.
- (iii) On entering the campus, attention is drawn to the majestic library.
- (A) (ii) only
- (B) (iii) only
- (C) (ii) and (iii) only
- (D) (i) only

14. (i) By the time the professor arrived, the students had completed the examination.
(ii) By the time the professor arrived, the students completed the examination.
(iii) By the time the professor had arrived, the students completed the examination.
(A) (iii) only
(B) (i) and (iii) only
(C) (ii) only
(D) (i) only

15. (i) The results were inconclusive, moreover, a secondary analysis was commissioned.
(ii) The results were inconclusive; moreover, a secondary analysis was commissioned.
(iii) The results were inconclusive, moreover a secondary analysis was commissioned.
(A) (i) and (ii) only
(B) (ii) only
(C) (iii) only
(D) (i) only

16. (i) The archaeologist discovered an ancient delicate ceramic artifact at the site.
(ii) The archaeologist discovered a delicate ancient ceramic artifact at the site.
(iii) The archaeologist discovered a ceramic ancient delicate artifact at the site.
(A) (i) and (ii) only
(B) (iii) only
(C) (ii) only
(D) (i) only

17. (i) The investigator chose to alleviate the problem by implementing a temporary solution.
(ii) The investigator chose to mitigate the problem by implementing a temporary solution.
(iii) The investigator chose to abbreviate the problem by implementing a temporary solution.
(A) (ii) and (iii) only
(B) (i), (ii) and (iii)
(C) (ii) only
(D) (i) and (ii) only

18. (i) Winning the scholarship helped him hit two birds with one stone.
(ii) Winning the scholarship allowed him to kill two birds with one stone.
(iii) Winning the scholarship let him shoot two birds with one stone.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i), (ii) and (iii)

19. (i) Don't worry about the presentation; just play it by ear.
(ii) Don't worry about the presentation; just play it by your ear.
(iii) Don't worry about the presentation; just play it with ear.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i) and (ii) only

20. (i) The project failed because the team members did not see eye to eye.
(ii) The project failed because the team members did not see face to face.
(iii) The project failed because the team members did not see mind to mind.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i) and (ii) only

21. (i) Look before you leap.
(ii) Look before you will leap.
(iii) Look before leaping.
(A) (i) only
(B) (ii) only
(C) (i) and (iii) only
(D) (i), (ii) and (iii)

22. (i) When in Rome, do like the Romans do.
(ii) When in Rome, do as the Romans do.
(iii) When you are in Rome, do like the Romans.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i) and (ii) only

23. (i) A rolled stone gathers no moss.
(ii) The rolling stone doesn't gather moss.
(iii) A rolling stone gathers no moss.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i) and (iii) only

24. (i) Barking dogs seldom bite.
(ii) A barking dog rarely bites.
(iii) Dogs that bark seldom bite.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i), (ii) and (iii)

25. (i) It is better to be late than to be never.
(ii) Better late than never.
(iii) Better to be late than never.
(A) (i) only
(B) (ii) only
(C) (iii) only
(D) (i) and (iii) only

PART—B : GENERAL KNOWLEDGE

(Marks : 50)

Each question carries 2 marks

26. Where did India launch its first State-led Space Tech Centre of Excellence?
- (A) Bengaluru
(B) Chennai
(C) Hyderabad
(D) Gwalior
27. Who painted the famous painting, *The Last Judgement*?
- (A) Vincent van Gogh
(B) Pablo Picasso
(C) Michelangelo
(D) Leonardo da Vinci
28. In which region was the Ryotwari system of land revenue during the British era primarily introduced?
- (A) Punjab and North-West Provinces
(B) Awadh and Central India
(C) Madras and Bombay Presidencies
(D) Bengal and Bihar
29. Which of the following mountain passes connects Srinagar to Leh?
- (A) Bara-lacha La
(B) Rohtang Pass
(C) Nathu La
(D) Zoji La
30. Who was the first Indian to become a member of the British Parliament?
- (A) Dadabhai Naoroji
(B) Satyendranath Tagore
(C) Gopal Krishna Gokhale
(D) Womesh Chandra Bonnerjee
31. The concept of 'Carbon Credit' originated from which of the following?
- (A) The Earth Summit, Rio de Janeiro
(B) The Paris Agreement
(C) The Kyoto Protocol
(D) The Montreal Protocol
32. In the context of the Indian economy, 'stagflation' refers to a situation of
- (A) high inflation and low unemployment
(B) low inflation and low unemployment
(C) low inflation and high unemployment
(D) high inflation and high unemployment
33. Jyotiba Phule was a social reformer who fought mainly for the cause of
- (A) Dalits and women
(B) political nationalism
(C) rights of men
(D) socialist class struggle

34. Which of the following is the largest freshwater lake in India?
- (A) Dal Lake
(B) Wular Lake
(C) Pulicat Lake
(D) Chilika Lake
35. In which Indian State is the 'Kudankulam Nuclear Power Plant' located?
- (A) Tamil Nadu
(B) Gujarat
(C) Maharashtra
(D) Karnataka
36. Which service does the Pradhan Mantri Ujjwala Yojana (2016) provide to women from poor and BPL households?
- (A) Nutritional items
(B) Electricity
(C) Clean cooking fuel (LPG)
(D) None of the above
37. Who is the author of the book, *The Anti-Imperialist Struggle and Samyavada*?
- (A) Subhas Chandra Bose
(B) Mahatma Gandhi
(C) Jawaharlal Nehru
(D) Dr. B. R. Ambedkar
38. The 'Green Revolution' in India was mainly focused on which of the following crops?
- (A) Wheat and rice
(B) Tea and coffee
(C) Pulses and oilseeds
(D) Cotton and jute
39. Which Constitutional Amendment Act is known as the 'Panchayati Raj Act'?
- (A) The 74th Amendment Act, 1992
(B) The 73rd Amendment Act, 1992
(C) The 61st Amendment Act, 1989
(D) The 52nd Amendment Act, 1985
40. The 'Tropic of Cancer' does **not** pass through which of the following Indian States?
- (A) Tripura
(B) Chhattisgarh
(C) Rajasthan
(D) Odisha
41. What is the SI unit of electric current?
- (A) ampere
(B) watt
(C) ohm
(D) volt
42. Which Fundamental Right was described by Dr. B. R. Ambedkar as the 'heart and soul of the Constitution'?
- (A) Right against Exploitation
(B) Right to Equality
(C) Right to Freedom of Religion
(D) Right to Constitutional Remedies

43. The Battle of Plassey (1757) was fought between the British East India Company and
- (A) Mir Qasim
 - (B) Tipu Sultan
 - (C) Siraj-ud-Daulah
 - (D) Shuja-ud-Daula
44. Which lunar mission of NASA has set a new record for the farthest distance travelled by humans in space, surpassing the Apollo 13 milestone of 1970?
- (A) Artemis I Mission
 - (B) Artemis II Mission
 - (C) Apollo 15 Mission
 - (D) Apollo 17 Mission
45. The 'Golden Revolution' in India is associated with the growth of which of the following?
- (A) Milk production
 - (B) Horticulture and honey production
 - (C) Egg production
 - (D) Oilseeds production
46. Which of the following bodies is considered the 'Guardian of the Public Purse' in India?
- (A) The Comptroller and Auditor General (CAG)
 - (B) The Public Accounts Committee
 - (C) The Finance Minister
 - (D) The Reserve Bank of India
47. Which organ in the human body is responsible for the production of insulin?
- (A) Liver
 - (B) Kidney
 - (C) Gallbladder
 - (D) Pancreas
48. The Ghadar Party, founded in 1913, had its headquarters located in
- (A) Singapore
 - (B) Berlin
 - (C) San Francisco
 - (D) London
49. Which of the following is/are the main component(s) of liquefied petroleum gas (LPG)?
- (A) Propane and butane
 - (B) Methane
 - (C) Ethane
 - (D) Carbon monoxide
50. The first modern Olympic Games were held in
- (A) Italy
 - (B) Greece
 - (C) France
 - (D) Germany

PART—C : LIBRARY SCIENCE

(Marks : 200)

Each question carries 2 marks

51. What is the first step in library management?
- (A) Cataloguing
(B) Acquisition
(C) Lending
(D) Archiving
52. What is the meaning of organizational structure of the libraries?
- (A) Structure of the library building
(B) Structure of the library sections
(C) Structure of the library system
(D) Blueprint of the structure of the library
53. Which of the following has its objective to get maximum output?
- (A) Personal planning
(B) Public administration
(C) Industrial administration
(D) Management
54. The term 'circulation' in library management refers to
- (A) cataloguing books
(B) lending books to readers
(C) repairing damaged books
(D) organizing library events
55. The basic principles of book selection were enunciated in 1930 by
- (A) Ranganathan
(B) Lionel McColvin
(C) Francis Drury
(D) Melvil Dewey
56. Who classified scientific principles of management with library management?
- (A) E. J. Evans
(B) Melvil Dewey
(C) B. C. Vickery
(D) Derek Austin
57. Organization is a group of individuals joined together to
- (A) accomplish individual goals
(B) help each other
(C) accomplish some common objectives
(D) carry on assigned tasks
58. What is the primary purpose of library management?
- (A) Selling books
(B) Organizing information resources
(C) Writing books
(D) Hosting events
59. Principles of management are **not**
- (A) universal
(B) flexible
(C) absolute
(D) behavioral
60. What does the term 'weeding' refer to in library management?
- (A) Adding new books
(B) Removing outdated or damaged books
(C) Lending books
(D) Cataloguing

61. A small group of managers responsible for total management in the organization is called
- (A) low management
 - (B) scientific management
 - (C) operational management
 - (D) top management
62. What are the three levels of management?
- (A) Primary, secondary and tertiary
 - (B) Top, middle and low
 - (C) Top, middle and operational
 - (D) First, second and third
63. Who developed the theory of management (X and Y)?
- (A) Douglas McGregor
 - (B) P. Drucker
 - (C) L. Brandeis
 - (D) M. Porter
64. The first layer of management is
- (A) lower-level/first-line management
 - (B) management control
 - (C) strategic planning
 - (D) operational planning
65. A cooperative framework for sharing resources, expertise, functions, cost and standardizing processes results in
- (A) matrix
 - (B) project organization
 - (C) network structure
 - (D) departmentalization
66. Who defined that "Management is the art of getting things done through others and with people in formally organized groups"?
- (A) H. Koontz
 - (B) H. Fayol
 - (C) P. Drucker
 - (D) J. Stoner
67. The author of *Guidelines for Planning of Libraries and Information Centres* is
- (A) P. Atherton
 - (B) S. Seetharama
 - (C) B. G. Hobrock
 - (D) T. Saracevic
68. Which of the following is **not** a function of management?
- (A) Staffing
 - (B) Controlling
 - (C) Cooperation
 - (D) Planning
69. Henri Fayol is concerned with which school of management theory?
- (A) Classical
 - (B) Behavioral
 - (C) Quantitative
 - (D) Contingency

70. Which software is popularly used in modern library management?
- (A) MS-Word
 - (B) Koha
 - (C) Photoshop
 - (D) Excel
71. The acronym POSDCORB was adopted by
- (A) L. D. White
 - (B) Luther Gulick
 - (C) F. W. Taylor
 - (D) Woodrow Wilson
72. Who developed the 'task and bonus system'?
- (A) M. W. Frank
 - (B) H. L. Gantt
 - (C) L. Gilbreth
 - (D) McGregor
73. The most significant characteristic of Management Information System (MIS) is
- (A) management-oriented
 - (B) management-directed
 - (C) integrated
 - (D) common data flow
74. Which of the following sets accurately represents the four primary functional roles of a manager in an organization?
- (A) Planning, organizing, leading, controlling
 - (B) Hiring, firing, budgeting, reporting
 - (C) Directing, inspecting, evaluating, promoting
 - (D) Designing, producing, marketing, distributing
75. How can the best results be achieved in management?
- (A) With efficiency
 - (B) With leniency
 - (C) With incompetency
 - (D) With inadequacy
76. Preparation of library budget without considering last year's budget is known as
- (A) zero-based budget
 - (B) line-item budget
 - (C) performance budget
 - (D) planning budget
77. Measurement of performance of a service in relation to cost is
- (A) performance analysis
 - (B) cost analysis
 - (C) cost measurement
 - (D) cost effectiveness
78. Programme Evaluation and Review Techniques (PERTs) are used in improving quality in
- (A) budgeting
 - (B) modern management
 - (C) organization
 - (D) reporting
79. 'Deciding in advance what to do, how to do, when to do it, and who to do it' is known as
- (A) forecasting
 - (B) planning
 - (C) goal setting
 - (D) organizing

80. What is the evaluation of financial transactions known as?
- (A) Budgeting
 - (B) Accounting
 - (C) Auditing
 - (D) Motivation
81. The method of fixing a minimum amount per head of population is known as
- (A) proportional method
 - (B) method of details
 - (C) per capita method
 - (D) per unit method
82. Estimating future needs and stock taking of available resources in the organization is known as
- (A) stock verification
 - (B) futurology
 - (C) planning
 - (D) forecasting
83. Organizational chart shows the structure of an organization in which of the following ways?
- (A) Vertical and linear
 - (B) Vertical and circular
 - (C) Horizontal and circular
 - (D) Horizontal and vertical
84. What is a patent?
- (A) A document of the libraries
 - (B) An agreement with the libraries
 - (C) An agreement between the government and an inventor
 - (D) An agreement between a librarian and a publisher
85. The decisions which have an impact on basic objectives and policies of an institution are known as
- (A) routine
 - (B) programmed
 - (C) basic
 - (D) strategic
86. Among the various committees that may function in a library, the committee which meets most regularly as required by the statutory regulations is
- (A) Library Committee
 - (B) Library Advisory Committee
 - (C) Library Finance Committee
 - (D) Library Planning Committee
87. The main aim of the scientific management is centred on
- (A) production, efficiency and precautions
 - (B) duties of senior staff
 - (C) organizational structure
 - (D) motivation to staff

88. Who propounded the management theory of human relations?
- (A) E. Herzberg
 - (B) George E. Mayo
 - (C) A. Maslow
 - (D) W. J. Dickson
89. Who is the author of *Managing Change in Libraries and Information Services : A Systems Approach*?
- (A) E. G. Evans
 - (B) B. Steele
 - (C) P. G. Underwood
 - (D) A. Antony
90. Human behavior school lays emphasis on
- (A) interpersonal relations
 - (B) industrial relations
 - (C) employer-employee relations
 - (D) managerial relations
91. 'Point system' is associated with which of the following?
- (A) Job description
 - (B) Job specification
 - (C) Job evaluation
 - (D) Job performance
92. Management helps in the growth of society by fulfilling which of the following responsibilities?
- (A) Personal
 - (B) Political
 - (C) Organizational
 - (D) Social
93. What does fatigue study determine?
- (A) Work stoppages
 - (B) Rest pauses
 - (C) Labour costs
 - (D) Safety measures
94. Which one is the simplest and oldest organizational structure?
- (A) Line organization
 - (B) Line and staff organization
 - (C) Departmentalization
 - (D) Operational organization
95. The principle of the scalar chain represents which hierarchical order of the staff?
- (A) Left-to-right order
 - (B) Top-to-bottom order
 - (C) Right-to-left order
 - (D) Bottom-to-top order
96. Job analysis means
- (A) analyzing the job in different distinct items
 - (B) preparation for selection
 - (C) deciding the wages
 - (D) delegation of job
97. Conceptual skill is related to the
- (A) supervisory managers
 - (B) top managers
 - (C) middle managers
 - (D) front-line managers

98. The team planning for a library building **does not** consist of
- (A) the library committee
 - (B) the librarian
 - (C) the architect
 - (D) the library user
99. What is **not** the purpose of library standards and specifications?
- (A) To ensure uniformity and reliability
 - (B) To promote standardization and quality control
 - (C) To organize and provide access
 - (D) To prevent resource sharing
100. Division of labour is one of the principles of
- (A) supervision
 - (B) organization
 - (C) coordination
 - (D) scientific management
101. The job description is one of the important aspects of
- (A) personnel management
 - (B) resource management
 - (C) materials management
 - (D) services management
102. The Newark system refers to
- (A) filing system
 - (B) classification system
 - (C) indexing system
 - (D) charging system
103. Annual stock-taking in libraries is done primarily for
- (A) dusting
 - (B) weeding
 - (C) stock verification
 - (D) stock rectification
104. Binding is considered an important job of
- (A) technical section
 - (B) ordering section
 - (C) reference section
 - (D) maintenance section
105. The permissible loss of books for 1000 volumes issued/consulted per annum is
- (A) three
 - (B) four
 - (C) five
 - (D) six
106. The guiding principle for planning a new library setup is
- (A) BIS standard
 - (B) law of variations
 - (C) five laws of library science
 - (D) principle of later-in-evolution
107. The basic record in the library about each document forming a part of its collection is
- (A) budget register
 - (B) accession register
 - (C) book selection card
 - (D) book acquisition register

- 108.** The basic function(s) of the technical section of the library is/are
- (A) classification, cataloguing and filing
 - (B) classification, cataloguing and physical processing
 - (C) accessioning, classification and cataloguing
 - (D) proper maintenance of technical instruments
- 109.** Systematic evaluation of the strengths and weaknesses of an employee vis-a-vis his/her further performance in the organization is possible through
- (A) confidential reports
 - (B) performance appraisal
 - (C) staff manuals
 - (D) work analysis
- 110.** Among the standing committees, which committee contributes to the development of collections and user-oriented services?
- (A) Library advisory, Planning
 - (B) Executive, library services
 - (C) Book selection, library services
 - (D) Library coordination, library services
- 111.** The information passed from the base to the immediate superior and successively to a higher level is known as
- (A) downward
 - (B) horizontal
 - (C) lateral
 - (D) upward
- 112.** A report which summarises the activities, achievements, programs of the library is known as
- (A) library collection report
 - (B) library statutes report
 - (C) administration report
 - (D) annual report
- 113.** The library statistics pertains to library resources, technical services and
- (A) user services
 - (B) library collections
 - (C) library functions
 - (D) library staffs
- 114.** What are the three important functions of the acquisition department of the library?
- (A) Acquisition, Accessing and Labelling
 - (B) Selection, Acquisition and Technical Treatment
 - (C) Selection, Procurement and Accessioning
 - (D) Acquisition, Classification and Circulation
- 115.** Who is the author of *Library Administration : Theory and Practice*?
- (A) R. L. Mittal
 - (B) Krishan Kumar
 - (C) S. K. Mukherjee
 - (D) B. Sengupta

- 116.** The determination of the job to which an accepted candidate is to be assigned and his assignment to the job is known as
- (A) placement
 - (B) recruitment
 - (C) induction
 - (D) appointment
- 117.** The best method of preserving materials that are fragile, rare and expensive is through
- (A) binding
 - (B) storage boxes
 - (C) suspension filing system
 - (D) microforms
- 118.** What is the management technique for assessing the right type of staff to be entrusted with various activities known as?
- (A) Staff analysis
 - (B) Job description
 - (C) Job analysis
 - (D) Job assessment
- 119.** The staff size required in a library is to be assessed in terms of analysis of
- (A) qualification
 - (B) functions
 - (C) workload
 - (D) working capacity
- 120.** An interview with the combination of direct and indirect questioning of an applicant in a structured method is known as
- (A) Preliminary interview
 - (B) Stress interview
 - (C) Death interview
 - (D) Patterned interview
- 121.** Koontz and O'Donnell have laid down the seven steps of
- (A) staffing
 - (B) planning
 - (C) directing
 - (D) budgeting
- 122.** The positive orientation of an individual towards the work role which he/she is presently occupying is known as a job
- (A) motivation
 - (B) satisfaction
 - (C) description
 - (D) analysis
- 123.** Lamination is the process of
- (A) indexing
 - (B) cataloguing
 - (C) preservation
 - (D) abstracting
- 124.** The principle 'esprit de corps' emphasizes
- (A) group work
 - (B) collective work
 - (C) teamwork
 - (D) personal work

- 125.** Mary Follett emphasizes psychological and sociological aspects of
- (A) organization
 - (B) management
 - (C) planning
 - (D) execution
- 126.** The method of organizing jobs in an organization from the most complex to simplest is known as
- (A) job ranking
 - (B) job classification
 - (C) job evaluation
 - (D) job description
- 127.** The number of persons with whom a manager must deal directly is known as
- (A) coordination
 - (B) cooperation
 - (C) accountability
 - (D) span of control
- 128.** Measurement of the performance of a service or activity in relation to cost is known as
- (A) cost-effectiveness
 - (B) cost accounting
 - (C) cost analysis
 - (D) performance analysis
- 129.** Who enunciated the two-factor theory of motivation?
- (A) McGregor
 - (B) F. Herzberg
 - (C) E. Mayo
 - (D) A. Maslow
- 130.** The social process by which people interact face-to-face in small groups is known as
- (A) social dynamics
 - (B) community dynamics
 - (C) group dynamics
 - (D) society dynamics
- 131.** A leader who consults with subordinates on proposed actions and decisions, and encourages participation from them is known as
- (A) democratic leader
 - (B) autocratic leader
 - (C) free-rein leader
 - (D) despotic leader
- 132.** A distinct quality or feature is known as
- (A) personality
 - (B) trait
 - (C) characteristic
 - (D) attribute
- 133.** What is the system that is useful to make highly unstructured decisions based on information from a wide range of sources known as?
- (A) Data Processing System (DPS)
 - (B) Executive Information System (EIS)
 - (C) Decision Support System (DSS)
 - (D) Information Resource Management (IRM)

- 134.** The second stage in the decision-making process is
- (A) listing all possible courses
 - (B) identifying the problem
 - (C) setting objective value
 - (D) selecting the most pronouncing course
- 135.** The decisions which are repetitive and need little thought are known as
- (A) basic
 - (B) strategic
 - (C) routine
 - (D) programmed
- 136.** The system of management where managers have patronizing confidence in subordinates is known as
- (A) benevolent authoritative
 - (B) explorative authoritative
 - (C) autocratic consultative
 - (D) benevolent participative
- 137.** The factor that causes, channels and sustains individual behaviour is known as
- (A) consultation
 - (B) satisfaction
 - (C) motivation
 - (D) supervision
- 138.** The introduction of the employee to the job is known as
- (A) orientation
 - (B) familiarization
 - (C) induction
 - (D) disposition
- 139.** Any discontent or dissatisfaction arising out of anything connected with the organization that an employee perceives is known as
- (A) complaint
 - (B) protest
 - (C) insecurity
 - (D) grievance
- 140.** The process of passing information and understanding from one person to another is known as
- (A) communication
 - (B) transmission
 - (C) dissemination
 - (D) exchanging
- 141.** What is the implication of 'Unity of Command'?
- (A) All power to all persons
 - (B) All power to one person
 - (C) Division of power
 - (D) Division of labour
- 142.** The guide to library staff giving a demonstration of rules, procedures and methods of performing various activities is known as
- (A) library manual
 - (B) job description
 - (C) staff manual
 - (D) staff record

- 143.** The test which gives an indication to the employer about the possible performance of a prospective employee is known as
- (A) personality test
 - (B) aptitude test
 - (C) intelligence test
 - (D) None of the above
- 144.** Any process described in quantitative values viz.; things, people, events is known as
- (A) measure
 - (B) effectiveness
 - (C) performance
 - (D) evaluation
- 145.** A written record of requirements sought in an individual worker is known as
- (A) job description
 - (B) job analysis
 - (C) job specification
 - (D) job disposition
- 146.** What is the pathway or medium by means of which information is passed from source to receiver called?
- (A) Source
 - (B) Channel
 - (C) Message
 - (D) Network
- 147.** Flowcharting relates to
- (A) management
 - (B) classification
 - (C) cataloguing
 - (D) organization
- 148.** GOC stands for
- (A) Goods Order Committee
 - (B) Government Office Committee
 - (C) Government Order Committee
 - (D) Good Offices Committee
- 149.** What is the main function of middle management in a university library?
- (A) Setting the total budget and long-term vision for the whole library systems
 - (B) Reshelving books and helping users at the front desk
 - (C) Translating upper-management policies into daily operations and supervising staff
 - (D) None of the above
- 150.** What are the four entities of FRBR model?
- (A) Personality, Matter, Energy and Space
 - (B) Discipline, Entity, Action and Personality
 - (C) Books, Form, Availability and Type
 - (D) Work, Expression, Manifestation and Item