

**Indian Oil- HR Executive- 2017 Based on Memory**

1. The method of moving one employee from one job to another job is known as :

- A. Job analysis
- B. Job evaluation
- C. Job rotation
- D. Development programme

Ans: C

2. Which State has launched a free learning app "Dishari" for competitive examination

- A. Punjab
- B. Rajasthan
- C. Kerala
- D. Tamil Nadu

3. Section 41-G of the factories act 1948 says about -

- A. Fencing of machineries
- B. Work on near machinery in motion
- C. Workers participation in safety management
- D. None of these

Ans: C

4. A prospective employer may do a background check for

- A. Health Status
- B. Credit status
- C. Marital Status
- D. All of these

Ans: D

5. At the time of joining, which of the following are definitely required?

- A. Relieving order from the previous employer
- B. Last pay slip
- C. Address proof
- D. All of these

Ans: D

6. Employee orientation programme should be the concern of-

- A. A special orientation unit
- B. Top management
- C. HR department
- D. Both the HR dept. and supervisor

Ans: C

7. How many years of continuous service is required to avail Gratuity?

- A. 4 years
- B. 2 years
- C. 3 years
- D. 5 years

Ans: D

8. Which of the following is an example of a situation in which you had to create an agreement between parties who originally differed on opinion, approach and objectives?

- A. Cross divisional work
- B. Cross functional output
- C. Matrix organization

D.law enforcement threats

Ans: C

9. The particulars of any accident should be entered in a separate register kept as accident book.....for ESI office.

A.Form no.14

B.Form No.11

C.Form No. 21

D.None of these

10.Which selection tool gives a clear picture of the candidate?

A.Application form

B.Reference letters

C.Interview

D.Aptitude test

Ans: C

11.A leader who inspires his subordinates through vision and energy is known as

A.Transaction Leader

B.Transformational Leader

C.Autocratic Leader

D.Participative leader

Ans: B

12.Residual claimant theory of wages was developed by

A.Karl Marx

B.John Davidson

C.Stacy Adams

D. None of these

Ans: B

13. A worker dies in a factory due to high voltage electric shock from his machine. Due to whose negligence has it happened?

A. Worker

B. Supervisor

C. Company

D. All of these

Ans: C

14. National policy on child labour was formulated in -

A. 1947

B. 1987

C. 1967

D. 1977

Ans: B

15. Which of the following is not a performance appraisal method?

A. 360° Performance Appraisal

B. Factor comparison method

C. Graphic scale method

D. Critical Incident method

Ans: B

16. A successful appraisal system is not beneficial for-

A. The appraisee

B. The management

C. The organization

D. The Union

Ans: D

17. Repainting or revarnishing under the factories act is required to be carried out once in every.....years.

A.5

B.10

C.3

D.1

Ans: A

18. Who is an 'adolescent' as per factories act 1948?

A. one who has completed 18 years of age

B. one who has completed 18 years of age but is less than 19 years

C. one who has completed 15 years but less than 18 years

D. None of these

Ans: C

19. No person employed in a public utility service shall go on strike in breach of contract with in.....of giving such a notice.

A. 15 days

B. 4 weeks

C. 6 days

D. None of these

Ans: A

20. Following the laws on a given issue is -

A. Statutory agreement

B. Statutory compliance

C.Statutory concurrence

D.Statutory obedience

21.Role playing, the method of training was introduced by

A.Max Weber

B.Moreno

C.John Davidson

D.Karl Rogers

Ans: D

22. Which union ministry has launched India hypertension management initiative(IHMI) in November2017?

A.Ministry of Rural development

B.Ministry of women and child development

C.Ministry of Human resource development

D.Ministry of health and family welfare

23.What is the expansion of CCR?

A.Content confidential report

B.Character confidential report

C.Character confidential roll

D.Criteria confidential report

Ans: B

24. How much compensation does a workman deserves at the time of retrenchment?

A.Equivalent to 15 days average pay

B.Equivalent to 6 months average pay

C.Equivalent to 30 days average pay

D.None of these

Ans:A

25.Training evaluation criteria include all except-

A.Reactions

B.Learning

C.Results

D.Relevance

Ans: D

26.In payroll process , cost of living index provides the basis for calculating-

A.Bonus

B.TA

C.DA

D.TDS

27. Creche is to be provided if .....or more female employees are engaged.

A.25

B.32

C.30

D.40

Ans: C

28. A workman who is employed in an industrial establishment in the place of another workman whose name is borne on the muster rolls of the establishment is .....

A.Temporary workman

B.permanent workman

C.Badli workman

D. None of these

Ans: C

29. Under the factories act ,1948 the working hours of 8 per day and 48 per week-

A. Include spread over

B. Do not include rest interval period

C. Include rest interval period

D. none of these

B: C

30. In spite of warning a woman employee several times in your company, there are continuous complaints by her subordinate that she harasses him. How will you as a HR manager draft a gender neutral sexual harassment law in your company?

A. Amend law on your own

B. Amend the law with manager's approval

C. Amend law with board's approval

D. None of these

Answer :- C

31. Which of the following is the machinery of industrial disputes?

A. Indian labour conference

B. Joint management council

C. Industrial tribunal

D. Standing Labour committees

Answer : - C

32. Which of the following type of interview is NOT an appraisal interview?

A. Stress interview

- B. Tell and listen interview
- C. Tell and sell interview
- D. Problem-solving interview

Answer : -A

33. Performance counselling can be made effective through

- A. Continuous desire for learning
- B. Focus on work related behaviour
- C. Continuous dialogue
- D. All of these

Answer : - D

34. Mr. Peter (Production Manager) felt that the production quality and quantity was going low and found this is due to employees above 50 years of age. How do you handle Mr. Peter's statement as an HR Manager?

- A. Ignore
- B. New recruitment and fire the existing
- C. Train the existing employee
- D. Appraise and motivate

Answer : - C

35. Whistle blowers are employees who,

- A. Report employers violations of the law
- B. Are terminated
- C. Are demoted
- D. None of these

Answer : - A

36. Cafeteria compensation plan is also known as -

- A. Smorgasbord
- B. Profit sharing
- C. Piece rate plan
- D. Increment plan

Answer :- B

37. Hiring workers who have criminal backgrounds without taking proper safeguards is considered?

- A. Improper hiring
- B. Negligent hiring
- C. Appropriate depending on the job
- D. illegal hiring

Answer: D

38. Which factor is given due importance under the time wage payment system?

- A. Quality
- B. Quantity
- C. Nature of job
- D. None of these

Answer: B

39. There has been a visible decline in the performance of a subordinate .How would you handle it?

- A. Training
- B. Appraise
- C. Motivate
- D. All of these

Answer: D

40. Which of the qualities does not determine the potential of an employee?

- A. Analytical ability
- B. Negotiation skill
- C. Commercial skills
- D. process orientation

Answer: D

41. Whenever a private person wrongfully usurps an office, he is prevented by the " writ of ....." from continuing in the office.

- A. Mandamus
- B. Quo warranto
- C. Habeas corpus
- D. Certiorari

Answer: D

42. Imagine that you and a co-worker disagree about the best way to handle an absenteeism problem with another member of your team. How would you resolve that situation?

- A. Collective bargaining
- B. Arbitrate
- C. Litigate
- D. Consensus

Ans: D

43. The term "benchmarking" mean,

- A. Comparing with past data from your organization
- B. Comparing with the results of a market survey
- C. Comparing with the results of customer survey
- D. None of these

Ans: B

44. Performance appraisal helps in

- A. Removing work alienation
- B. Aiding wage administration
- C. Removing discontent
- D. All of these

Ans: D

45. Who is known as the "Green Judge" of India?

- A. Santosh Hagde
- B. V.R. Krishna Iyer
- C. Kudip Singh
- D. Goolam Vahanvati

Answer: B

46. Which of the following characteristics is not related to rational performance management?

- A. Rewards based on employee performance
- B. Organizational structure
- C. Upward appraisal
- D. Processes and resources

Answer:

47. ESOP stands for:

- A. Employees shares option plan
- B. Employer stock option plan
- C. Employer shares option plan
- D. Employee stock option plan

Ans: B

48. Employees Provident Fund and Miscellaneous Provisions Act, 1952 is applied to establishments employing not less than.....

- A. 10 employees
- B. 20 employees
- C. 50 employees
- D. 100 employees

Ans:

49. What is the expansion of LWP

- A. Leave without pay
- B. Leave with permission
- C. Last week's productivity
- D. Leave with pay

Answer: A

50. Which of the following is not a retirement benefit?

- A. Provident fund
- B. Bonus
- C. Pension
- D. Gratuity

Answer: B

51. The occupier of the factory has to submit the document on or before .....of every year for renewal of license for the factory.

- A. 31st October
- B. 30th June
- C. 31st March

D. 31st December

Answer: D

52. At a certain stage , when upward mobility stops for many employees, it is known as-

- A. Downsizing
- B. Plateauing
- C. Layoff
- D. Lock-out

Answer: A

53. The term 'sabbatical' is concerned with-

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

Answer: A

54. You are a team leader. What would you first do if the work of one of your subordinate team members was not up to expectations?

- A. Training on the job
- B. Off the job training
- C. Retrenchment
- D. Appraise to find the reason

Answer: D

55. Employee welfare means?

- A. Efforts made to make life worth living for its workforce
- B. Using the minimum amount of resources to produce goods

- C. One's skills and abilities in meeting the needs of the job
- D. Act of increasing the knowledge and skills of an employee

Ans: A

56. Form 1A of the ESI Act 1948, refers to -

- A. Employee payment
- B. Sick leave particulars
- C. Family declaration
- D. Compensation paid

57. Fringe benefits are provided to which category of employees working in an organization

- A. Top management
- B. All employees
- C. Middle level employees
- D. Lower level employees

Answer : -B

58. BARS is a method of -

- A. Training
- B. Management Development
- C. Job evaluation
- D. Performance appraisal

Answer : - D

59. Gross earnings - deductions equals.....

- A. Taxable pay
- B. Incentives Payable
- C. Excess pay

D. Net pay

Answer : - A

60. Which personality characteristics refers to the tendency for one to be trusting, compliant, caring and gentle?

- A. Extraversion
- B. Conscientiousness
- C. Agreeableness
- D. Openness ro experience

Answer : - B

61. If the factory employs more than 1000 workers, they should appoint qualified .....to carry out the prescribed duties.

- A. Safety officer
- B. Welfare officer
- C. Security officer
- D. None of the above

Answer:- A

62. Which of the following benefits is a fringe benefit provided to employees?

- A. Pension
- B. Payment for time not worked
- C. Christmas bonus
- D. all of these

Answer : - C

63. Vestibule training is also known as -

- A. Training -centre training
- B. Job-instruction training

- C. Apprenticeship training
- D. Simulation training

Answer : - D

64. Time spent by different workers on the same job is recorded in -

- A. Daily time sheet
- B. Job card
- C. Attendance register
- D. Journal entry

Answer : - A

65. Hersey and Blanchard's leadership theory differs from other theories primarily because it .....

- A. Explores the role of the expectations of the leader for follower
- B. Focuses on the follower
- C. Deals strictly and exclusively with contingencies
- D. Is normative

Answer :-

66. A canteen is to be provided if an organization employs more than.....persons.

- A. 250
- B. 230
- C. 300
- D. 275

Answer : -A

67. Which of the following acts is related to minimum wages?

- A. National labour relations Act, 1935

- B. National Industrial Recovery Act, 1993
- C. Davis - Bacon Act, 1931
- D. All of these

Answer :- D

68. Which of the following legislations applies to unorganized sector workers in India?

- A. Minimum wages act , 1948
- B. Child Labour ( Prohibitions and Regulations) Act 1986
- C. Contract labour Act 1970 (Regulation and abolition)
- D. All of these

Answer :- D

69. You are introducing a new policy into a team or group. you are facing a bit of opposition. How would you handle it?

- A. Reward those who accept
- B. Punish those who oppose
- C. Train on the merits of the policy
- D. Appaise to find the cause

Answer : D