

NOTICE

Ref. Advt. No. 05/2022

SYAMA PRASAD MOOKERJEE PORT- KOLKATA, HALDIA DOCK COMPLEX
(Jawahar Tower Complex, Haldia Township,
Purba Medinipur, West Bengal, Pin – 721607)

Written Examination for selection of Assistant Manager - HR (on contract)
under Personnel & Industrial Relations (P&IR) Division / Administration
Division of Haldia Dock Complex.

Written Test Venue : DAV Public School, Haldia Township.
P.O. – Haldia Township, Dist.-Purba Medinipur,
West Bengal – 721607.

Date of Test : **05.02.2023**

Reporting Time : **10.30 hrs.**

Model Question Paper with Answer: Refer to ‘Annexure – I’.

**Syllabus and structure of the selection test for engagement of Asstt. Manager-HR under P&IR /
Admn. Division, HDC.**

The selection methodology shall consist of

- A. Written Test
- B. Computer Based Skill Test
- C. Group Discussion & Personal Interview

A. The written test shall consist of 100 marks as per the following structure:-

Sl.No.	Written test	Full marks	Qualifying marks
1.	(Paper-I) General aptitude (MCQ) <ul style="list-style-type: none">• General Knowledge• English Language• Numerical ability• Logical reasoning	50	25
2.	(Paper-II) Subject test <ul style="list-style-type: none">• General questions on Human Resource Management & Public Relations (MCQ)• English writing ability	50	25
	Total	100	50
*Question paper duration – 120 minutes. *Candidates have to qualify in both the papers.			

- B. Computer Based Skill Test shall consist of 80 marks as per the following structure:-
(Only those qualifying in the written test would be called for computer based skill test).**

Sl.No.	Computer Based Skill Test	Full marks	Qualifying marks
1.	The test will be practical in nature with workstations / PCs Syllabus:- MS Word, Excel, Power Point, Internet, E-mail, Web Meeting, Handling of Social Media, etc.	80	40

- C. Group Discussion and Personal Interview shall consist of 20 marks as per the following structure:-
(Only those qualifying in the written test and subsequently in the Computer Based Skill Test would be called for Group Discussion and Personal Interview).**

Sl.No.	Test type	Full marks	Qualifying marks
1.	Group Discussion and Personal Interview.	20	10

Merit list would be prepared on the basis of the total marks obtained in the Written Test, Computer Based Skill Test and Group Discussion & Personal Interview taken together (i.e. out of total marks of 200).

General Instructions to the candidates:

- Admit cards have been issued to the prima-facie eligible candidates both by speed posts and also by email. If the candidate does not receive admit card by post, he/she may also take a print out of the e-mail (soft copy) of the admit card.
- The candidate must bring the admit card with recent passport size photograph affixed in the space provided and the filled in self-declaration at the time of appearing for the written examination. No candidate will be permitted to enter the examination Centre without the admit card with fill up the self-declaration about their Health status.
- The admit card alongwith affixed passport size photograph will be collected in the examination hall and therefore the candidate is advised to keep one photocopy of the Admit Card for her own reference.
- Candidate must carry at least one photo bearing IDENTITY PROOF in original such as Passport, Driving License, Voter Card, Aadhaar Card, Identity Card issued by University / College, Pan Card along with a self-certified photocopy of the same, to the examination Centre, failing which, HE/SHE SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
- The candidate should reach the examination Centre / Venue at the reporting time. Late comers will not be permitted to appear in the test. They should bring 2 good quality BLACK/BLUE ball point pen for answering the test questions. Use of Pencils is strictly prohibited for answering questions.
- Candidature for the test is provisional and subject to fulfilling all the eligibility conditions as indicated in the advertisement. Receipt of Admit card by the candidate is not to be construed as acceptance of the candidate's eligibility for selection. If, at any stage, it is found that the candidate is ineligible for sitting in the written examination or at any subsequent stage his / her candidature will be rejected.

- Candidates are not allowed to carry any papers, notes, books, calculators, pagers or mobile phone or electronic devices etc., in the examination hall. Any candidate found using or in possession of such unauthorised material or indulging in copying or adopting unfair means, is liable to be summarily disqualified.
- Request for change of centre/venue will not be entertained under any circumstances.
- No Travelling allowance will be reimbursed for appearing in the Written Test.
- Candidates are required to comply with the Government COVID-19 related safety protocols for the examination as prescribed therein.
- Candidates shall be permitted to enter the examination Centre only if they are not having any COVID-19 symptoms. HDC reserves the right to allow / disallow entry of candidates subject to COVID-19 Protocol.
- Candidates are required to maintain physical distance when queuing up for entry.
- Bags/Books/Mobiles etc. shall not be allowed in the Examination hall. Designated space would be provided by HDC for keeping such items.
- Sharing of personal belongings / stationary shall not be allowed.
- All other appropriate Covid protocols must be maintained.
- You are required to fill up the Self Declaration form attached alongwith the Call letter about your Health status and present the same at the time of entering the Examination Center.

Section – 1: General Knowledge (Each question carries 1 mark)

1. Where is Meenakshi Temple situated?
 - a. Kerala
 - b. Andhra Pradesh
 - c. Tamil Nadu**
 - d. Karnataka

2. Who is the current Minister of Ministry of Ports, Shipping and Waterways?
 - a. Mansukh L. Mandaviya
 - b. Sarbananda Sonowal**
 - c. Amit Shah
 - d. Rajnath Singh

3. Which state hosted the ‘Conclave of State Science & Technology (S&T) Ministers’?
 - a. Maharashtra
 - b. Gujarat**
 - c. Bihar
 - d. Madhya Pradesh

4. Who among the following was the first recipient of Bharat Ratna ?
 - a. CV Raman**
 - b. C. Rajgopalachari
 - c. Dr. Radhakrishnan
 - d. Jawahar Lal Nehru

5. Who among the following Governor General of India is famous for Sati Reforms & suppression of human sacrifice?
 - a. Lord William Bentinck**
 - b. Lord Curzon
 - c. Lord Rippon
 - d. Lord Ellenborough

6. Which of the following is the highest peak of Satpura Range?
 - a. Gurushikhar
 - b. Dhupgarh**
 - c. Pachmarhi
 - d. Mahendragiri

7. Freedom of Press is implicit under which article of Constitution of India?
 - a. Article 19**
 - b. Article 20
 - c. Article 21
 - d. Article 22

8. An important product of the Krebs cycle is __?
 - a. Water
 - b. Methane
 - c. ATP**
 - d. None of the above

9. In which type of rocks, Fossil Fuel can be found?
- Igneous
 - Sedimentary**
 - Metamorphic
 - None of the above
10. Namdapha National Park is located in which state?
- Arunachal Pradesh**
 - Mizoram
 - Assam
 - Bihar
11. The first edition of the Women's Indian Premier League will begin from March _____, a senior BCCI official confirmed.
- 2021
 - 2022
 - 2023**
 - 2024
12. Which day of the year is dedicated to being celebrated every year as World Organ Donation Day?
- 11 August
 - 12 August
 - 13 August**
 - 14 August

Section – 2: English Language (Each question carries 1 mark)

1. What is the Synonym of Aplomb?
- Self-distrust
 - Insecurity
 - Confidence**
 - Diffidence
2. What is the Antonym of Terrible?
- Bad
 - Dire
 - Nice**
 - Poor
3. Find the error in the sentence.
Had you have worked harder you would have passed your exam.
- Had you
 - Have worked harder**
 - You would have
 - Passed your exam
4. Select the most appropriate meaning of the given idiom:
A fly on the wall
- A vigilant security guard
 - An unperceived observer**
 - Very intelligent person
 - An unwelcome guest

5. It _____ my brother.
- is ages that I didn't see
 - is ages since I saw
 - was ages that I haven't seen
 - was ages since I saw
6. Select the option that can be used as a one-word substitute for the given group of words:
Something that pertaining to the controversy
- Perusal
 - Laudatory
 - Putative
 - Polemical**
7. Select the correctly spelt word:
- Providance
 - Provedence
 - Providence**
 - Providenec
8. Read the passage and answer the question given below:

A crucial element that defines the soap opera is the open-ended nature of the narrative, with stories spanning several episodes. One of the defining features that makes a television program a soap opera, according to Albert Moran, is “that form of television that works with a continuous open narrative. Each episode ends with a promise that the storyline is to be continued in another episode.”

In 2012, Robert. Lloyd of the Los Angeles Times wrote of daily dramas, “Although melodramatically eventful, soap operas such as this also have a luxury of space that makes them seem more naturalistic, indeed, the economics of the form demand long scenes and conversations that a 22-episodes-per-season weekly series might dispense with half a dozen lines of dialogue may be drawn out, as here, for pages. You spend more time even with the minor characters the apparent villains grow less a apparently villainous. Soap opera storylines run concurrently, intersect and lead into further developments An individual episode of a soap opera will generally switch between several different concurrent “.arrative threads that may at times interconnect and affect one another or may run entirely independent of each other. Evening soap operas and serials that run for only a part of the year tend to bring things to a dramatic end-of-season cliffhanger.

What does the author mean by the ‘open -ended nature’ of soap operas?

- Every episode ends shruptly
- Consecutive episodes nave no connection
- Each episode ends with a promise that the storyline is to be continued in another episode**
- Every episode has a different story

9. Rearrange in proper order:

P. the latest generation telecommunication technology's ability to serve as an enabler of economic growth and job creation.

Q. Finance Minister Nirmala Sitharaman's Budget announcement that the Government proposes to conduct the "required spectrum auctions" in 2022 to facilitate

R. The Government's keenness to expedite the roll-out was framed by Ms. Sitharaman as being propelled by an appreciation of

S. The roll-out of 5G mobile phone services in fiscal 2022-23 has understandably triggered speculation including about the feasibility of the timeline.

- a. QSPR
- b. QSRP**
- c. RPQS
- d. RPSQ

10. Change the voice:

A great man acknowledged me as a flatterer to him.

- a. I was acknowledged by a great man to be a flatterer.
- b. I was acknowledged by a great man to have been a flatterer.
- c. I am acknowledged as a flatterer by a great man.
- d. I was acknowledged as a flatterer to a great man.**

11. When the Principal entered the class, a student..... on the blackboard.

- (a) Wrote
- (b) was writing**
- (c) writes
- (d) is writing

12. Select the word that is spelt correctly.

- a. Surveilance
- b. Surveillance**
- c. Survellance
- d. Survaillance

Section – 3: Numerical Ability (Each question carries 1 mark)

1. A shopkeeper has 76 articles of same price. He sells 20 articles at a profit of 15%, 40 articles at a profit of 19 % and the remaining at a profit of 25%. He ends up making a profit of ₹27,740/-. The cost price of 1 article is:
 - a. ₹2000
 - b. ₹1387
 - c. **₹1900**
 - d. ₹2100

2. A milkman uses three containers for selling milk, their capacities are 40L, 30L and 20L respectively. He fills 87.5%, 80% and 90% of the containers respectively with a mix of milk and water in the ratios 3:2, 5:1 and 7:2 respectively. What is the ratio of the of water and milk in the final mixture?
 - a. **2:7**
 - b. 31:9
 - c. 35:9
 - d. 2:5

3. A sum of ₹ X was divided among A, B and C in the ratios $1/3:1/5:1/6:1/9$. If the difference between the shares of B and D is ₹832, then the value of ₹ X is:
 - a. **₹7592**
 - b. ₹7384
 - c. ₹7696
 - d. ₹7488

4. For a certain sum, the amount received after 2 years at 18% p.a. simple interest is ₹1100 less than the simple interest on the same sum for 10 years at the same rate. The sum is:
 - a. ₹2400
 - b. ₹2300
 - c. **₹2500**
 - d. ₹2200

5. A 22.5m high tent is in the shape of a frustum of a cone surmounted by a hemisphere. If the diameters of the upper and lower circular ends of the frustum are 21m and 39m respectively, then find the area of the cloth (in m^2) used to make the tent.
 - a. $787 \frac{2}{7}$
 - b. **$2107 \frac{2}{7}$**
 - c. $1635 \frac{2}{7}$
 - d. $2800 \frac{2}{7}$

6. If Abhi travels a certain distance at 6 km/hr, he reaches his destination 12 minutes early, but if he travels at 4 km/hr, he reaches his destination 10 minutes late. The speed (in km/hr) at which he should travel to reach his destination on time is:
 - a. $5 \frac{4}{5}$
 - b. $5 \frac{1}{8}$
 - c. $4 \frac{3}{7}$
 - d. **$4 \frac{5}{7}$**

7. $(X - Y) / (X\sqrt{Y} + Y\sqrt{X}) = 1/\sqrt{X}$, then find X/Y.
 - a. 1
 - b. 2
 - c. **4**
 - d. 8

8. In a triangle ABC, X and Y are points on the sides AB and AC respectively, such that XY is parallel to BC. If $XY:BC = 2.5:7$, what is the ratio of the area of the trapezium BCYX and triangle AXY?
- 25/171
 - 25/196
 - 196/25
 - 171/25**
9. When X is subtracted from each of 21, 22, 60 and 64, the number so obtained in this order are in proportion. What is the mean proportion between $(X + 4)$ and $(X/2 - 1)$?
- 8
 - 6**
 - 5
 - 12
10. 3 men and 8 women can complete a work in $75/8$ days, while 9 men and 12 women can complete it in $25/7$ days. In how many days will 15 women complete it?
- 18
 - 24
 - 20**
 - 22
11. A man was engaged on a job for 40 days on the condition that he will get a wage of Rs. 180 for the day he works, but he will have to pay a fine of Rs.20 for each day of his absence. If he gets Rs.520 at the end of 40 days, then, he was absent for how many days?
- 12 days
 - 10 days**
 - 6 days
 - 8 days
12. The ratio of the age of a son and father is 1 : 4. After 9 years, the ratio will be 2 : 5. What is the present age (in years) of the son?
- 10
 - 8
 - 9**
 - 12
13. In an alloy, the ratio of copper and zinc is 7 : 6. If 1,450 gm. of zinc mixed with in 14 kg 300 gm. of an alloy, then the ratio of copper and zinc will be
- 26:27
 - 22: 23**
 - 23:26
 - 25: 21

Section – 4: Logical Reasoning (each question carries 1 mark)

1. In a certain language 'BOOK' is coded as '4225225121' and 'TABLE' is coded as '4001414425'. How 'VEHICLE' is written in that code language?

- a. **48425648191**
- b. 44825145565
- c. 48425619185
- d. 44851452145

2. Find the value of the question mark.

67	25	101
55	17	97
45	19	?

- a. 67
- b. 72
- c. 92
- d. **59**

3. BEAR:AJBI::DITZ:BRJM::FRIZ:?

- a. LJDZ
- b. CIAN
- c. MIRC
- d. **CIRM**

4. If $A + B$ means A is the mother of B; $A - B$ means A is the brother B; $A \% B$ means A is the father of B and $A \times B$ means A is the sister of B, which of the following shows that P is the maternal uncle of Q?

- a. $Q - N + M \times P$
- b. $P + S \times N - Q$
- c. **$P - M + N \times Q$**
- d. $Q - S \% P$

5. Find the odd one out.

- a. TSPK
- b. ZYVQ
- c. **AZXX**
- d. LKHC

6. Study the following information carefully to answer the questions given below:

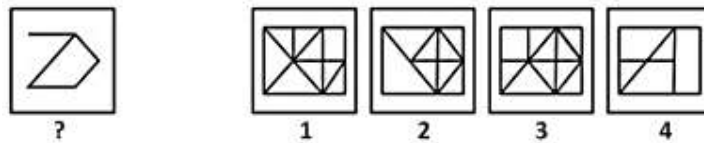
Six persons A, W, I, V, D and C are sitting around a circular table facing outside the centre not necessarily in the same order. A sits second right of D. I sits second to the right of V who sits immediate right of W. One person is sitting between W and A. Who sits second right of C?

- a. W
- b. D
- c. A
- d. V**

7. Showing a picture of a boy, Ramya said, "He is my father-in-law's only son's only sister's only nephew" How is Ramya's mother related to the boy in the picture?

- a. Maternal Aunt
- b. (Paternal / Maternal) Great Grandmother
- c. Paternal Aunt
- d. Maternal Grandmother**

8. Find out the figure which contains figure (?) as its part.



- a. 1
- b. 2
- c. 3**
- d. 4

9. Going 50 m to South of her house Radhika turns left and goes to another 20 m. Then, turning to the North, she goes 30 m and then start walking to her house. In which direction is she walking now?

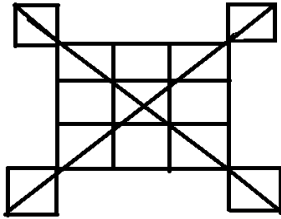
- a. North
- b. South – West
- c. East
- d. North – West**

10. Complete the following series:

6, 8, ?, 16, 23, 34, 47

- a. 10
- b. 12
- c. 11**
- d. 14

11. Find the number of triangles in the figure.



- a. 20
- b. 24**
- c. 28
- d. 32

12. Statements:

- All carbon are oxygen.
- All Nitrogen are carbon.
- Some oxygen are Sulphur.

Conclusions:

- I. All Nitrogen being Sulphur is a possibility.
- II. All Nitrogen are not oxygen.

- a. Only conclusion I follow.**
- b. Only conclusion II follow.
- c. Neither conclusion I nor conclusion II follows.
- d. Both the conclusions follow.
- e. Either conclusion I or conclusion II follows.

13. Study the given pattern carefully and select the number that can replace the question mark (?) in it.

7	13	6
4	22	18
15	?	7

- a. 20
- b. 22**
- c. 24
- d. 28

Section - 1 : General Question on Human Resource Management & Public Relations
(MCQ) [Each question carries 1 marks].

1. Which of the following activities constitute HRM?

- i. Human Resource Planning
- ii. Recruitment and Selection
- iii. Job Design
- iv. Campus Design

- a. Both i and ii
- b. Both i and iv
- c. All i, ii, and iii**
- d. All the above

2. What is Quarter moon lighting?

- a. Difficulty in time keeping
- b. Part time job during off hours**
- c. Flexi time in one quarter of year
- d. Flexi timing

3. What is an organized group of employees who come together to strengthen their bargaining position called as?

- a. Job description
- b. Welfare committee
- c. Outside union
- d. Trade union**

4. Why is training and development important in organizations?

- i] It improves quality
- ii] It increases productivity
- iii] It helps in facing the tough competition
- iv] It helps the company fulfil financial needs

- a. Only i and ii**
- b. Only ii and iii
- c. All i, ii and iii
- d. All i, ii and iv

5. Which of the following enactment stipulates for nursing break to a women employee?

A. Equal Remuneration Act, 1976

B. Maternity Benefit Act, 1961

C. Apprentices Act, 1961

D. The Child Labour (Prohibition and Regulation) Act, 1986

6. _____ is a deliberate attempt on the part of public relations practitioners to influence the public

A. propaganda

B. publicity

C. pseudo-events

D. persuasion

7. _____ is the face of a company

A. website

B. company office

C. twitter account

D. email id

8. The minimum number of members required for registration of a trade union is- .

A. 2

B. 3

C. 7

D. 10

9. The "sample" in an opinion survey refers to the _____.

A. Questionnaire

B. Interview

C. Group selected/questioned

D. Analysis

10. The term Sabbatical is connected with

A. Paid leave for study

B. Paternity leave

C. Maternity leave

D. Quarantine leave

11. What is the focus of Human Resource Management?

- a. Money
- b. Men**
- c. Machine
- d. Technology

12. Human Resource Management does not include

- a. Training
- b. Cost control**
- c. Recruitment
- d. Selection

13. A/An _____ is considered to be a vertical move in terms of rank and responsibilities.

- a. Reward
- b. Increment
- c. Promotion**
- d. Appraisal

14. Which form of communication is most effective in forming or changing predispositions toward an issue?

- a. Interpersonal**
- b. Media
- c. Group
- d. Public

15. What should a public relations media practitioner do if she does not know the answer to a reporter's question?

- a. Give the reporter other information she is certain is correct.
- b. Say that the information is "off the record" and will be disseminated later.
- c. Say "I don't know" and promise to provide the information later.**
- d. Say "no comment," rather than appear uninformed

16. _____ comes under traditional media.

- a) Internet
- b) Television**
- c) Blog
- d) Social networking sites

17. _____ helps in building a good image of the company.

- a) Publicity
- b) Propaganda
- c) Communications

d) Public Relations

18. The _____ is most accessible medium to disseminate information.

- a) Television
- b) Radio
- c) Newspaper**
- d) None of the above

19. The present wage ceiling per month for the purpose of Employees' Provident Funds Act, 1952, is —

- a. Rs. 10,000/-
- b. Rs. 15,000/-**
- c. Rs. 18,000/-
- d. Rs. 20,000/-

20. Which of the following is the correct abbreviation of HRM?

- a. Human Resource Management**
- b. Human Resourcefulness Management
- c. Human Relation Management
- d. Humanistic Relation Management

21. Employee welfare is about

- a. Determining employees real needs**
- b. Giving challenging work
- c. Showing the path by right leadership
- d. Salary benefits

22. Campus selection is a _____ source of recruitment

- a. external**
- b. internal
- c. macro
- d. none of the above

23. The list of Demands prepared by the employees at the time of bargaining is called as

- a. charter**
- b. barter
- c. want
- d. promotion

24. The Employees' State Insurance Act, 1948 protects the interest of workers in contingencies such as —

- I. Sickness
 - II. Maternity,
 - III. Temporary or permanent physical disablement,
 - IV. Death due to employment injury resulting in loss of wages or earning capacity. Select the correct answer form the codes given bellow:
- a. I only
 - b. II only
 - c. I, III and IV
 - d. I, II, III and IV**

25. Who is an adult as per Factories Act, 1948?

- a. Who has completed 18 years of age**
- b. Who is less than 18 years
- c. Who is more than 14 years
- d. Who is more than 15 years

Section-2: English writing ability (Answer any 5 questions) (Each question carries 5 marks)

1. Explain how you would be an asset to this organization?
2. Explain the importance of social media in Public Relations.
3. Write a newspaper report on runaway inflation in the present days.
4. Write a letter to the Superintendent of Police of Purba Medinipur, District requesting him to provide security arrangement for an eviction drive with justification.
5. Describe a social media crisis you had.
6. Discuss various needs and importance of training in an Industrial Organization