

3. Do not tear or fold any page of the Test Booklet and Answer Sheet.
4. Candidates are advised to make sure to fill the correct particulars on the Answer Sheet, i.e. Name, Roll No., Mother's Name, Father's Name etc.
5. Candidate should put his/her thumb impression on the Attendance Sheet in the presence of Invigilator in the Examination Room/Hall.
6. In Answer Sheet, signature of both Candidate and the Invigilator is compulsory. The Answer Sheet without both the signatures will be considered invalid.
7. Candidates are warned not to fold or make any stray marks on the Answer Sheet. Use of Eraser, Nail, Blade, White Fluid/Whitener etc. to smudge scratch or damage in any manner on the Answer Sheet during examination is strictly prohibited.
8. After the examination is over, the candidate shall handover the Answer Sheet to the invigilator. The candidate can take away the Test Booklet after the examination is over.
9. If, the candidate does not handover the Answer Sheet to the invigilator, her/his candidature shall be cancelled and criminal proceedings shall also be initiated against her/him.
10. Candidate found possessing mobile phone or any other aiding material as mentioned above in the examination room will be treated a serious violation and it will amount to cancellation of the candidature and debaring her/him from future examination.
11. Candidate in the Examination Room/Hall are governed by the rules of the Examining Body. If a candidate does not comply with the instructions or create any kind of indiscipline/disobedience, the candidature can be cancelled and the candidate can be debarred from appearing in the future examinations and is liable for criminal proceedings against her/him.
12. The Centre Head/Exam Functionary is authorized to dismiss the candidate/s from the examination Centre for any misconduct, any suspicious activity, unusual behaviour etc. by the candidate, and his/her decision will be final and binding.

PART-A : (Question No.1 to 7) : Marks – 20

Instructions :

Answer any **FIVE** questions from the following given questions. Each question carries 04 Marks. If you answer more than 05 Questions, the question(s) attempted beyond 05 question(s) shall not be evaluated. (Word limit is 50-70 words for each answer)

- ✓ 1. Indicate clearly the definable phases of the Project Management Process. 4
- ✓ 2. Define in brief basic functions, which a Manager performs in an Organization. 4
- ✓ 3. Describe a situation of the past where you had to work with a tight deadline. 4
- ✓ 4. Describe a situation where you had to take an initiative. 4
5. What are the important ways in which a business plan helps to run a business or non-profit making Organization. 4
6. What do you mean by delegating? What are its advantages? 4
- ✓ 7. Describe a situation and highlight how you managed to overcome challenges despite resource limitations. 4

PART-B : (Question No.8 to 21) : Marks – 20

8. Write an Essay in 200 Words on any one of the given topics. 6
- (i) Importance of goals and stress management skills
(ii) Importance of leadership and management Skills
(iii) Importance of effective communication skills
(iv) Importance of computer skills and information management skills
9. Write a Letter to the Director General of your Organization, requesting to issue No Objection Certificate (NOC) for pursuing Ph.D. from a Central University. 4
- OR**
- Write a Letter to the Chairman of your Organization, seeking permission to deliver a professional lecture in a Foreign University. 4

Instructions (Question No.10 to 15) : Marks - 5

Answer any **FIVE** questions from the following given questions. Each question carries 01 Mark. If you answer more than 05 Questions, the question(s) attempted beyond 05 question(s) shall not be evaluated.

10. Use the given idiom in a sentence to bring out its meaning 1
“a stitch in time saves nine”
11. Fill in the blank by choosing any one of the given options : 1
A / An _____ is a combination of words that have opposite or very different meanings, such as “cruel kindness” or “pretty ugly”.
(a) simile, (b) metaphor, (c) oxymoron, (d) alliteration
12. Change the given sentence into Passive Voice. 1
The planning committee discovered that the room wasn't available.
13. “Out of sight, out of mind”. Explain the phrase in your own words. 1
14. Frame a sentence by using the opposite word of ‘visible’. 1
15. Frame a sentence by using the synonym of ‘amazing’. 1

સૂચના : (પ્રશ્ન ક્રમાંક 16 થી 21) : ગુણ-5

અહીં છ પ્રશ્નો આપ્યા છે જેમાંથી કોઈ પણ પાંચ પ્રશ્નોના જવાબ આપવાના છે. દરેક પ્રશ્નનો એક ગુણ છે. જો પાંચથી વધુ પ્રશ્નોના ઉત્તર આપ્યા હશે તો એક પણ ગુણ આપવામાં આવશે નહિ.

નીચેના પ્રશ્નોમાંથી કોઈ પણ પાંચ પ્રશ્નના ઉત્તર આપો:

16. ‘અતિ લોભ તે પાપનું મૂળ’ કહેવતનો ઉપયોગ કરીને એક વાક્ય બનાવો. 1
17. ‘નિર્ભય’ શબ્દનો વિરુદ્ધાર્થી શબ્દ શોધીને એનો વાક્યમાં પ્રયોગ કરો. 1
18. ‘લોચન’ શબ્દનો સમાનાર્થી શબ્દ શોધીને એનો વાક્યમાં પ્રયોગ કરો. 1
19. ‘અંગૂઠો દેખાડવો’ રૂઢિપ્રયોગ એક વાક્યમાં સમજાવો. 1
20. ‘માબાપ’, ‘કાકાકાકી’, ‘સુખશાંતિ’ જેવો જ દ્વંદ્વ સમાસ યાદ કરીને લખો. 1
21. ઉપમા અલંકારનો ઉપયોગ કરીને એક વાક્ય બનાવો. 1

PART-C : (Question No.22 to 27) : Marks – 20

22. The Registrar of the High Court of Gujarat plans to recruit four posts of Assistant Registrar for recruitment year 2025. Attempt an internal Note and a Draft Advertisement to be published in the leading Newspapers at National level for circulating vacancies and selection process, pay & allowances, age limits, essential qualifications and other requirements of the posts etc. 2+4=6

Instructions : Read the following paragraph carefully :

A policy is a plan of action. It is a statement of intention committing the management to a general course of action. When the management drafts a policy statement to cover some features of its personnel programmes, the statement may often contain an expression of philosophy and principle as well. Although it is perfectly legitimate for an organization to include its philosophy, principles and policy in one policy expression, it is desirable for a student of Human Resource Management to separate a principle from a policy.

**With reference to the above paragraph, answer the following questions :
(Question No. 23 to 26)**

23. Why an organisation should adopt policies? Explain. 2
24. What are the sources of information and contents required for formulating policies? 2
25. Explain the difference between 'principles' and 'policies'. 2
26. List out any two typical personnel policies. 2
27. As a trainee Assistant Registrar of the High Court, attempt a Case Study on cases pending in the High Court (approx. number of pending cases is 25000). 6
- Give age-wise pendency with reasons thereof. Also give your recommendations for early disposal.