

HOW TO WRITE BEST ANSWER?

What does an Examiner look in your Answer?

- YOUR ADMINISTRATIVE ABILITY?
- YOUR ANALYTICAL ABILITY?
- STRUCTURE & PRESENTATION OF ANSWER (Alignment Competence, Context Competence, Content Competence, Language Competence, Introduction Competence, Structure – Presentations Competence, Conclusion Competence)?
- YOUR KNOWLEDGE BASE AND CONCEPTUAL UNDERSTANDING

Why aspirants do not score well in their Mains Examination?

What can be the Probable Reason ?

JOIN OUR DISTANCE LEARNING PROGRAMME IMMEDIATELY, WE ALSO PROVIDE MODEL ANSWERS OF TEST PAPERS.

EFFECTIVE ANSWER WRITING EVALUATION PROGRAMME

**PUNJAB PCS MAIN EXAM 2012
MANAGEMENT(OPTIONAL SUBJECT)
TEST SERIES(20 TESTS)**

You will get:

Study Plan-I

- Mock Test Papers & answer booklet
- Study material (**Model answers**)
- Evaluated Answer sheet by experts with proper comments & guidance.

The pattern of PSC Mains exam is very dynamic and unpredictable. Therefore Mock Test papers should be designed based on latest pattern of PPSC.

FEE:6000/-

Helpline : 08607570992,09728926678

MANAGEMENT PAPER – I

TEST-1

10-1-2013 (can be rescheduled according your study plan)

PAPER – I

1. Managerial Function and Process :

Concept and Foundations of Management, Evolution of Management Thoughts; Managerial Functions – Planning, Organizing, Controlling; Decision making; Role of Manager, Managerial

skills; Entrepreneurship; Management of innovation; Managing in a global environment, Flexible Systems Management; Social responsibility and managerial ethics; Process and customer orientation; Managerial processes on direct and indirect value chain.

2. Organisational Behaviour and Design :

Conceptual model of organization behaviour; The individual processes – personality, values and

attitude, perception, motivation, learning and reinforcement, work stress and stress management;

The dynamics of organization behaviour – power and politics, conflict and negotiation, leadership process and styles, communication; The Organizational Processes - decision making,

job design; Classical, Neoclassical and Contingency approaches to organizational design; Organizational theory and design - organizational culture, managing cultural diversity, learning

organization; organizational change and development; Knowledge Based Enterprise – systems

and processes; Networked and virtual organizations.

3. Human Resource Management :

HR challenges; HRM functions; The future challenges of HRM; Strategic Management of human resources; Human resource planning, Job analysis; Job evaluation; Recruitment and selection; Training and development; Promotion and transfer; Performance management; Compensation management and benefits; Employee morale and productivity; Management of

organizational climate and Industrial relations; Human resources accounting and audit; Human

resource information system; International human resource management.

TEST-2

17-1-2013

4. Accounting for Managers :

Financial accounting – concept, importance and scope, generally accepted accounting principles,

preparation of financial statements with special reference to analysis of a balance sheet and measurement of business income, inventory valuation and depreciation, financial statement analysis, fund flow analysis, the statement of cash flows; Management accounting –

concept,

need, importance and scope; Cost accounting – records and processes, cost ledger and control

accounts, reconciliation and integration between financial and cost accounts; Overhead cost and

control, Job and process costing, Budget and budgetary control, Performance budgeting, Zerobase

budgeting, relevant costing and costing for decision-making, standard costing and variance analysis, marginal costing and absorption costing.

5. Financial Management :

Goals of finance function; Concepts of value and return; Valuation of bonds and shares; Management of working capital: Estimation and financing; Management of cash, receivables, inventory and current liabilities; Cost of capital; Capital budgeting; Financial and operating leverage; Design of capital structure: theories and practices; Shareholder value creation: dividend policy, corporate financial policy and strategy, management of corporate distress and

restructuring strategy; Capital and money markets: institutions and instruments; Leasing, hire purchase and venture capital; Regulation of capital market; Risk and return: portfolio theory; CAPM; APT; Financial derivatives: option, futures, swap; Recent reforms in financial sector.

6. Marketing Management :

Concept, evolution and scope; Marketing strategy formulation and components of marketing plan; Segmenting and targeting the market; Positioning and differentiating the market offering; Analyzing competition; Analyzing consumer markets; Industrial buyer behaviour; Market research; Product strategy; Pricing strategies; Designing and managing Marketing channels; Integrated marketing communications; Building customer satisfaction, Value and retention; Services and non-profit marketing; Ethics in marketing; Consumer protection; Internet marketing; Retail management; Customer relationship management; Concept of holistic marketing.

TEST-3	FULLTEST	20-1-2013
TEST-4	FULLTEST	22-1-2013
TEST-5	FULLTEST	24-1-2013
TEST-6	FULLTEST	26-4-2013
TEST-7	FULLTEST	28-4-2013
TEST-8	FULLTEST	30-4-2013
TEST-9	FULLTEST	1-2-2013
TEST-10	FULLTEST	2-2-2013

- **This test series is scheduled according to PPSC MAIN EXAM DATE FEB 2013. Aspirants can reschedule test date based on their plan.**

- **NOTE:**

- 1. Question Papers of the Mock Test & answer sheet will be dispatched through air mail/courier/speedpost/by hand before the date of Mock Test .*
- 2. Evaluated answer sheet with proper Comments, Feedback & Guidelines & next Question paper of the Mock Test will be sent on scheduled dates of dispatch respectively. We will also provide answer format / synopsis of Mock test papers.*
- 3. You are advised to return the answer booklet at the earliest, so that our expert can evaluate in time. The evaluated answer booklet will be returned with the successive test.*
- 4. Date of dispatch can be rescheduled on the demand of the candidate*

MANAGEMENT PAPER – II

TEST-1 10-1-2013 (can be rescheduled according your study plan)

1. Quantitative Techniques in Decision Making:

Descriptive statistics – tabular, graphical and numerical methods, introduction to probability, discrete and continuous probability distributions, inferential statistics-sampling distributions, central limit theorem, hypothesis testing for differences between means and proportions, inference about population variances, Chi-square and ANOVA, simple correlation and regression, time series and forecasting, decision theory, index numbers; Linear programming – problem formulation, simplex method and graphical solution, sensitivity analysis.

2. Production and Operations Management:

Fundamentals of operations management; Organizing for production; Aggregate production planning, capacity planning, plant design: process planning, plant size and scale of operations, Management of facilities; Line balancing; Equipment replacement and maintenance; Production control; Supply chain management - vendor evaluation and audit; Quality management; Statistical process control, Six Sigma; Flexibility and agility in manufacturing systems; World class manufacturing; Project management concepts, R&D management, Management of service operations; Role and importance of materials management, value analysis, make or buy decision; Inventory control, MRP; Waste management.

3. Management Information System:

Conceptual foundations of information systems; Information theory; Information resource management; Types of information systems; Systems development - Overview of systems and design; System development management life-cycle, Designing for online and distributed environments; Implementation and control of project; Trends in information technology; Managing data resources - Organising data; DSS and RDBMS; Enterprise Resource Planning (ERP), Expert systems, e-Business architecture, e-Governance; Information systems planning, Flexibility in information systems; User involvement; Evaluation of information systems.

TEST-2

4. Government Business Interface:

State participation in business, Interaction between Government, Business and different Chambers of Commerce and Industry in India; Government's policy with regard to Small Scale Industries; Government clearances for establishing a new enterprise; Public Distribution System; Government control over price and distribution; Consumer Protection Act (CPA) and The Role of voluntary organizations in protecting consumers' rights; New Industrial Policy of the Government: liberalization, deregulation and privatisation; Indian planning system; Government policy concerning development of Backward areas/regions; The Responsibilities of the business as well as the Government to protect the environment; Corporate Governance; Cyber Laws.

5. Strategic Management:

Business policy as a field of study; Nature and scope of strategic management, Strategic intent, vision, objectives and policies; Process of strategic planning and implementation; Environmental analysis and internal analysis; SWOT analysis; Tools and techniques for strategic analysis—

Impact matrix: The experience curve, BCG matrix, GEC mode, Industry analysis, Concept of value chain; Strategic profile of a firm; Framework for analysing competition; Competitive advantage of a firm; Generic competitive strategies; Growth strategies—expansion, integration and diversification; Concept of core competence, Strategic flexibility; Reinventing strategy; Strategy and structure; Chief Executive and Board; Turnaround management; Management of strategic change; Strategic alliances, Mergers and Acquisitions; Strategy and corporate evolution in the Indian context.

6. International Business:

International Business Environment: Changing composition of trade in goods and services; India's Foreign Trade: Policy and trends; Financing of International trade; Regional Economic

Cooperation; FTAs; Internationalisation of service firms; International production; Operation Management in International companies; International Taxation; Global competitiveness and technological developments; Global e-Business; Designing global organisational structure and control; Multicultural management; Global business strategy; Global marketing strategies;

Export Management; Export—Import procedures; Joint Ventures; Foreign Investment: Foreign direct investment and foreign portfolio investment; Cross-border Mergers and Acquisitions;

Foreign Exchange Risk Exposure Management; World Financial Markets and International Banking; External Debt Management; Country Risk Analysis.

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