

Note : 1) All Questions are compulsory.

2) Figures to right indicate full marks.

Q.1 A) Fill in the Blanks: (Any Eight) (08)

1. _____ is the process of searching for and obtaining applicants for jobs, from among whom the right people can be selected.
(job design, recruitment, promotion)

2. _____ is contracting with another company or person to do a particular function.
(Outsourcing, hiring, selection)

3. In _____ interview no sequence of questions or any formats to follow.
(structured, unstructured, Medical)

4. _____ issue hampers effective selection.
(gender, working condition, pressure)

5. Induction is also called as _____.
(interview, orientation, organisation)

6. _____ socialisation refers to socialisation of the infant in the earliest years of his life.
(primary, secondary, adult)

7. Bio data means _____.
(biographical data, bio geographical data, bio geometrical data)

8. A _____ is the process of presenting a topic to an audience.
(interview, presentation, Group discussion)

9. _____ is a method by which people settle differences.
(interpersonal, negotiation, emotional control)

10) _____ refers to behaving in a socially responsible way.
(Etiquette, skills, Job description)

Q.1 B) Match the following (Any Seven) (07)

- 1) Moving employee from job to job
- 2) Modern source of recruitment
- 3) Selection
- 4) Panel interview
- 5) Dress appropriately
- 6) Advantage of social skill
- 7) Aptitude test
- 8) Group Discussion
- 9) Curriculum vitae
- 10) Promotion by Seniority

- a) Picking out the best person
- b) Course of life
- c) Do's of interview
- d) Better communication
- e) Mental ability test
- f) Employment Exchange
- g) involves 6-15 participants
- h) Conducted by a group of interviewers.
- i) length of service
- j) Job rotation

- Q.2 A) Discuss the modern methods of recruitment. (08)
B) Describe the disadvantages of outsourcing. (07)
- OR**
- ~~C)~~ What are the techniques of job design? (08)
~~D)~~ Discuss in detail about the types of promotion. (07)
- Q.3. A) What are the methods of interview. (08)
B) Describe in details about hurdles in selection. (07)
- OR**
- ~~C)~~ What are the Do's and Don'ts of the interview? (08)
~~D)~~ What are the guidelines for interviewer? (07)
- Q.4. ~~A)~~ Explain in detail about the purpose of induction. (08)
B) What are the features of socialisation. (07)
- OR**
- C) Explain the types of orientation programme. (08)
D) What are the socialisation tactics. (07)
- Q.5. A) What are the advantages of video and teleconferencing skills? (08)
B) What is etiquette and explain its types? (07)
- OR**

(15)

Attempt any three

- ~~1)~~ Types of transfer
- 2) Unstructured interview
- ~~3)~~ Bio Data
- 4) Listening skills
- 5) Service industry
