

53H21191024

DURATION: - 2½ hrs

MARKS: - 75

Note: - (1) All questions are compulsory.

(2) Figures to the right indicate full marks

(3) Answer to each question must be on a new page

Q.1) Fill in the blanks with the correct option from the bracket:
(Any 8)

CO1,2-U/AP 8M

- 1) A job is a bundle of related _____
(Task, Opportunities, Responsibilities, Authority)
- 2) Job Specification includes _____
(Training, Development, Job Duties, Job Summary)
- 3) The position analysis Questionnaire is a well-known _____ instrument.
(Job analysis, Job Description, Job Specification, Job Summary)
- 4) The _____ process begins with the job specification.
(Recruitment, Selection, Upward, Group)
- 5) The applicants _____ should be brief and well-drafted.
(Cover letter, Resume, Application, Draft)
- 6) _____ interview is held to determine a person's reason for leaving the organisation.
(Exit, Personal, Panel, Written)
- 7) Putting new employees at ease in the _____ of induction.
(Purpose, Feature, Merit, Selection)
- 8) _____ induction is a lengthy and time-consuming process.
(Informal, Formal, Casual, Group)
- 9) In _____ mostly groups are given topics which are factual in nature
(Factual, Abstract, Controversial, Personal)
- 10) _____ are real life stimulated situations.
(Case based, Personal interview, Presentation, GD)

Q.1b) State whether the following statements are True or False: (Any 7)

CO1,2-U/AP 7M

- 1) Job specification allow employees to learn a task rapidly.
- 2) An unstructured interview form is used to record the information
- 3) Job design is also referred to as work design or task design.
- 4) Selection is the oldest method and often used to gather information.
- 5) There is no sequence of questions or any formats to follow in structured interview.
- 6) Application blank is the application form to be filled by the candidate when he applies for a job in a company.
- 7) ADULT socialisation follows the general introduction stage.
- 8) Employee is overloaded with forms to complete is a demerit in induction.
- 9) Leadership in GD is pre-defined.
- 10) The biodata/CV/Resume is not concise, relevant and to the point.

Q.2A)	Explain the direct sources of recruitment.	CO1,U	8M
Q.2B)	Briefly explain job analysis.	CO1,U	7M
OR			
Q.2C)	State in brief the indirect sources of recruitment?	CO1,AP	8M
Q.2D)	Differentiate between modern and traditional techniques of recruitment.	CO1,U	7M
Q.3A)	What is the meaning of selection? Describe the steps in the process of selection.	CO2, AP	8M
Q.3B)	What are the guidelines for effective interview?	CO2,U	7M
OR			
Q.3C)	Explain the different types of selection tests.	CO2,U	8M
Q.3D)	Explain the types of interviews.	CO2,U	7M
Q.4A)	What is induction? Briefly explain purpose of induction & process of induction.	CO2,U	8M
Q.4B)	Explain types of induction?	CO2,U	7M
OR			
Q.4C)	Define socialisation? What are the various types of socialisation and stages of socialisation.	CO2,AP	8M
Q.4D)	Define orientation and explain the different types of orientation.	CO2,U	7M
Q.5A)	Evaluate the Do's and Don'ts of group discussion.	CO2,U	8M
Q.5B)	Briefly explain different types of etiquettes.	CO2,U	7M
OR			
Q.5	Write short notes on (Any 3)	CO1,CO2,U	15M
1)	Preparing Biodata and CV		
2)	Presentation skills		
3)	Group discussions		
4)	Etiquette		
5)	Exit interview		
