

**2012**

*Time : 3 hours*

*Full Marks : 80*

*Candidates are required to give their answers in their own words as far as practicable.*

*The figures in the margin indicate full marks.*

*Answer from both the Groups as directed.*

**Group – A**

**(Objective Type Questions)**

Answer all questions :  $2 \times 10 = 20$

1. Choose the correct answer of the following :

(a) HRM can be performed by :

- (i) HR Manager
- (ii) Line Manager
- (iii) Both (i) and (ii)
- (iv) None of these



(b) \_\_\_\_\_ is giving Theoretical Training to the trainees.

- (i) Cognitive
- (ii) Management Development
- (iii) Behavioural
- (iv) All of the above

(c) \_\_\_\_\_ is One-To-One Interaction.

- (i) Lecture
- (ii) Mentoring
- (iii) Demonstration
- (iv) Coaching

(d) Which of the following is a key component in Training Games and Simulations ?

- (i) Challenges
- (ii) Rules
- (iii) Interactivity
- (iv) All of the above

(e) \_\_\_\_\_ is most oftenly used in combination with some other techniques.

- (i) Behaviour Modelling
- (ii) In Basket Training



- (iii) Equipment Simulator
- (iv) Rule Playing
- (f) Which of the following is a technique for "On The Job Training" ?
  - (i) Job Instruction Training
  - (ii) Sensitivity Training
  - (iii) Simulation Exercises
  - (iv) Transactional Analysis
- (g) Which of the following is not a type of role play ?
  - (i) Single Role Play
  - (ii) Double Role Play
  - (iii) Multiple Role Play
  - (iv) Role Rotation
- (h) The planned elimination of jobs is :
  - (i) Downsizing
  - (ii) Structure
  - (iii) Mission
  - (iv) Policy



- (i) Internal recruitment leads to infighting among  
The Rival Candidates for promotion.

(True or False)

- (j) Programmed Instructions comes in :

- (i) Printed forms, i.e. Books
- (ii) Interactive Video
- (iii) Both (i) and (ii)
- (iv) None of these

**Group – B**

**(Long-answer Type Questions)**

Answer any **four** questions :  $15 \times 4 = 60$

2. "Money is motivating factors," justify this statement in your own words.
3. What is Incentive ? Describe its advantages and disadvantages.
4. What do you mean by Job Evaluation ? Discuss in details the methods of job evaluation.
5. Define Recruitment. Explain Internal and External sources of recruitment.



6. What is Training ? Describe different methods of Training Programme within an organisation.
7. What do you mean by Job Analysis ? Discuss advantages of job analysis.
8. Define Human Resource Planning. Elaborate the steps involved in human resource planning.
9. Write short notes on the following :
  - (a) On the Job Training
  - (b) Off the Job Training
  - (c) Trade Union
10. Discuss the steps involved in selection and recruitment process.

