

**SECTION -B (ESSAY TYPE QUESTIONS)**  
(5x10=50 Marks)

1. What do you mean by job analysis? Explain process of job analysis in detail.
2. What do you understand by human resource planning and why it is required in an organization? Explain internal and external factors affecting HRP process.
3. Highlight recruitment process into an organization. Explain various methods of external recruitment along with their advantages and disadvantages.
4. Write short notes: -
  - I. Outsourcing
  - II. Regular and temporary employment
5. Discuss about validity and reliability. How will you check the validity and reliability of an instrument along with its importance in measurement?
6. Being an HR manager which types of selection methods will you use in a manufacturing unit? Discuss both types of selection methods with suitable examples.
7. What do you understand by induction programme and how it is different from socialization? What are the things need to be included in induction programme?
8. Write a detailed note on staffing system management and discuss various retention strategies followed on India now a days.

==END OF PAPER==

**MASTER OF VOCATION**  
**Management-HRM**  
**Subject: Recruitment & Selection**  
**Subject Code: MSR-813**  
**Semester: Second**  
**July 2021**  
**Theory (External): 70 Marks**  
**Time: 03 Hours**

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 2 marks.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 10 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number									

**SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
**(10x2=20 Marks)**

A. Which is not an advantage of External source of recruitment?

- a) Time saving
- b) Less Disputes in employees
- c) Fresh Blood in organization
- d) More effective

B. Name the process of selecting potential employees and offering placement.

- a) Recruitment
- b) Selection
- c) Training
- d) Induction

C. Which is a part of human resource planning

- a) Job analysis
- b) Management by Objectives
- c) Induction
- d) Orientation

D. Which one is not an internal method of recruitment

- a) Promotion
- b) Employee referrals
- c) Internal job posting
- d) Campus placement

E. Promotion is a \_\_\_\_\_ source Recruitment?

- a) Suitable
- b) Outsourcing
- c) External
- d) Internal

F. \_\_\_\_\_ is/are a combination of direct and indirect questioning of the applicant.

- a) Application blank
- b) Psychological test
- c) Organized interview
- d) All of the above

G. Recruitment is a \_\_\_\_\_ process.

- a) Positive
- b) Negative
- c) Both A & B
- d) None of above

H. Job description does not include.

- a) Knowledge
- b) Tasks
- c) Responsibilities
- d) Duties

I. Selection tests need to be periodically.....

- a) Changed
- b) Checked
- c) Evaluated
- d) Inspired

J. \_\_\_\_\_ is a very famous method of welcoming a new employee into organization.

- a) Interview
- b) Socialization
- c) Induction
- d) None of these