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SEAT No. :

PC-1123

[Total No. of Pages : 2

[6316]-212

S.Y. B.B.A

**406 - C : EMPLOYEE RECRUITMENT AND RECORD
MANAGEMENT
(2019 Pattern) (Semester - IV)**

Time : 2½ Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

Q1) Multiple Choice Questions :

[5]

- i) Manpower planning helps to develop different types of _____
 - a) Personality
 - b) knowledge
 - c) Human resources
 - d) None of these
- ii) Recruitment is widely viewed as a _____
 - a) positive process
 - b) negative process
 - c) positive as well as negative process
 - d) none of the above
- iii) _____ technique of manpower forecasting is also known as 'word-load' analysis.
 - a) Ratio Trend Analysis
 - b) Regression Analysis
 - c) Delphi
 - d) Work study method
- iv) E-recruiting methods include
 - a) internet job boards
 - b) career websites
 - c) employer websites
 - d) all of the above
- v) _____ refers to the data which is not considered as evidence.
 - a) Record
 - b) Document
 - c) Information
 - d) All of the above

P.T.O.

Q2) Match the Pairs :

[5]

Group - A

- i) Recruitment
- ii) Transfer
- iii) Talent Acquisition
- iv) Selection process
- v) Campus Recruitment

Group - B

- a) Forward thinking
- b) Function of Personnel Management
- c) External Source of Recruitment
- d) Follows Recruitment
- e) Internal Source of Recruitment

Q3) Answer the following (write any two) :

[20]

- a) Write down meaning of manpower planning. Explain any four techniques of Manpower forecasting.
- b) What is selection? Explain the process of Selection in detail.
- c) Explain Stages of Record Management in detail.

Q4) Short Notes (any four) :

[20]

- a) Block chain
- b) Talent Acquisition
- c) E-recruitment
- d) Levels of Manpower planning
- e) Internal Sources of Recruitment

