

Total No. of Questions : 4]

SEAT No. :

PB-1430

[Total No. of Pages : 2

[6225]-412

S.Y. B.B.A.

**406(C) : EMPLOYEE RECRUITMENT & RECORD
MANAGEMENT**

(2019 Pattern) (CBCS) (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) A) Multiple Choice Question

[5]

- i) The process of analysing organisations human resource requirement needs under changing circumstances is called _____.
 - a) Manpower Planning
 - b) Strategic Planning
 - c) Long-range Planning
 - d) Operating Planning
- ii) The process aims at choosing the most appropriate candidate who meets all the requirements of a position is _____.
 - a) Recruitment
 - b) Selection
 - c) Judgement
 - d) Prediction
- iii) The assignment of a particular job to a newly appointed employee is _____.
 - a) Resource
 - b) Skills
 - c) Placement
 - d) Recruitment
- iv) _____ includes filling up the application forms by the candidate.
 - a) Screening
 - b) Reference
 - c) Planning
 - d) Placement
- v) _____ refers to the data that cannot be considered as evidence.
 - a) Record Management
 - b) Record
 - c) Documents
 - d) Information

P.T.O.

B) Match the Pairs :**[5]**

SET A		SET B
i) Internal factor affecting recruitment	a)	Labour Market
ii) External factor affecting recruitment	b)	A new appointees to the organisation
iii) Formal Induction	c)	Barrier to Manpower Planning
iv) Inaccurate Forecast	d)	Recruitment Policy
v) Manpower Demand Forecasting Technique	e)	Delphi

Q2) Answer the following questions. (Any 1 out of 2)**[10]**

- a) Define Manpower planning. Explain the Barriers of Manpower Planning.
- b) What is Talent Acquisition? What are strategic trends in Talent Acquisition?

Q3) Answer the following questions. (Any 1 out of 2)**[10]**

- a) Explain the factors affecting Recruitment.
- b) Explain Essentials of Good Record Management System.

Q4) Write Short Notes. (Any 4 out of 6) :**[20]**

- a) Techniques of manpower Forecasting
- b) E-Recruitment
- c) Advantages of Internal Sources
- d) Process of Selection
- e) Campus Recruitment
- f) Objectives of Record Keeping

