

## LIST OF ATTEMPTED QUESTIONS AND ANSWERS

### True/False

Question	The recruitment agency is paid certain % of the incumbents' salary as professional charges.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	Potential of managers may be assessed through :-
Correct Answer	Assessment centers
Your Answer	Achievement of goals

### Select The Blank

Question	The Minimum Wages act fixes & revises minimum wages for a certain class of workmen to prevent exploitation of _____.
Correct Answer	Unorganized labour
Your Answer	Agricultural labour

### True/False

Question	It is mandatory in all States to inform the employment exchange of vacancies at workmen level.
Correct Answer	False
Your Answer	True

### Match The Following

Question	Correct Answer	Your Answer
Difficult employees	Consistently breaks company rules	Consistently breaks company rules
Constructive approach to discipline	Root out causes	Hot stove rule
Serious offence	Written reprimand	Non compliance with rules
corrective discipline	Non compliance with rules	Written reprimand

### True/False

Question	Participation is impossible at all levels of management.
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Correct Answer False

Your Answer True

#### Multiple Choice Multiple Answer

Question The objective of P.F. Act is to make available the benefits of :-

Correct Answer Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund

Your Answer Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund , Safety of employment

#### Multiple Choice Multiple Answer

Question Personnel Administration can contribution in.

Correct Answer Solving the Problems , Interpretation of cost & benefits , Salary Package

Your Answer Solving the Problems , Interpretation of cost & benefits , Salary Package , Production

#### Select The Blank

Question Information Technology reverses the effect of \_\_\_\_\_.

Correct Answer Bureaucracy

Your Answer Rigidity

#### Multiple Choice Single Answer

Question All applicants are asked to fill up an :-

Correct Answer Application blank

Your Answer Application blank

#### Multiple Choice Multiple Answer

Question Advantages of career planning are :-

Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees

Your Answer Reduces turnover , Tap potentials of employees , Motivates employees , Welfare of employees

#### Multiple Choice Single Answer

Question A prior arrangement for the distribution of the gains of the higher production & participation, is a necessary condition for :-

Correct Answer Success

Your Answer Commitment

**Multiple Choice Single Answer**

Question	Bombay Industrial Relation Act 1946 provides guidelines for the relationship between :-
Correct Answer	Employees & employer
Your Answer	Employees & employer

**Select The Blank**

Question	Transfer is a _____.
Correct Answer	Horizontal job assignment
Your Answer	Horizontal job assignment

**Select The Blank**

Question	Article 43 'A' was inserted in the constitution under the _____.
Correct Answer	Directive Principles of State Policy
Your Answer	Fundamental Rights

**Select The Blank**

Question	Advertisement is an _____ of seeking recruits.
Correct Answer	Effective way
Your Answer	Effective way

**Multiple Choice Multiple Answer**

Question	Procedure for training includes the following :-
Correct Answer	Identify training needs , Specify training objectives , Design training methods
Your Answer	Identify training needs , Specify training objectives , Design training methods

**Multiple Choice Single Answer**

Question	Which cost can save through good induction or orientation program?
Correct Answer	Labour Cost.
Your Answer	Labour Cost.

**Multiple Choice Multiple Answer**

Question	Under BIR Act an Appellate court hears appeals against the orders of :-
Correct Answer	The Registrar of Union , Labour Commissioner , Wage boards

Your Answer	The Registrar of Union , Labour Commissioner , Wage boards , P.F.Commissioner
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**Multiple Choice Multiple Answer**

Question	Criteria for selection includes :-
Correct Answer	Educational accomplishments , Experience , Personal characteristics
Your Answer	Educational accomplishments , Experience , Personal characteristics

**Select The Blank**

Question	_____ is a tool of data collection.
Correct Answer	Questionnaire
Your Answer	Questionnaire

**Multiple Choice Single Answer**

Question	Employees wish to know what career advancements opportunities are available in the :-
Correct Answer	Organization
Your Answer	Organization

**Multiple Choice Single Answer**

Question	What is the action involved in job redesign?
Correct Answer	Job rotation
Your Answer	Training

**True/False**

Question	Key result areas are related to Target / Goals of the job holder.
Correct Answer	True
Your Answer	True

**Multiple Choice Multiple Answer**

Question	When employees are given constructive feedback, to:-
Correct Answer	Encourage initiative , Perform better , Develops sense of responsibility
Your Answer	Encourage initiative , Perform better , Develops sense of responsibility

**True/False**

Question	Hiring, Termination & Turnover of employee dose not involve cost.
Correct Answer	False
Your Answer	False

#### Multiple Choice Single Answer

Question	The process of Job Analysis involves :-
Correct Answer	Clear understanding of the job.
Your Answer	Clear understanding of the job.

#### True/False

Question	Compensation should not ensure internal equity.
Correct Answer	False
Your Answer	True

#### Multiple Choice Multiple Answer

Question	Qualities of manager who work in the organization which is in growth phase:-
Correct Answer	See alternatives , Accept change easily , Clear vision of the future
Your Answer	See alternatives , Accept change easily , Clear vision of the future , Communication

#### Select The Blank

Question	An effective organization must meet both company's objectives & employee _____.
Correct Answer	Needs
Your Answer	Needs

#### True/False

Question	Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.
Correct Answer	True
Your Answer	True

#### True/False

Question	Standing orders means the rules of conduct for workmen employed in industrial establishments.
Correct Answer	False
Your Answer	True

### Multiple Choice Single Answer

Question	HRIS can be useful for almost all the :-
Correct Answer	Personal functions
Your Answer	Personal functions

### Select The Blank

Question	Problem solving approach method identifies problems which may be interfering with_____.
Correct Answer	Employee performance
Your Answer	Employee relation

### Multiple Choice Multiple Answer

Question	Participative forms prevalent in India are:-
Correct Answer	Works Committees , Joint Management Councils , Joint Councils
Your Answer	Works Committees , Joint Management Councils , Joint Councils , Quality Circles

### Select The Blank

Question	Personnel Administration is concerned with managing people at_____.
Correct Answer	Work
Your Answer	Work

### Match The Following

Question	Correct Answer	Your Answer
Shop Council	500 or more workers	I.D.Act
Works Committee	I.D.Act	500 or more workers
Participation	Parting with power	Promotion of Industrial Democracy
WPM	Promotion of Industrial Democracy	Parting with power

### Select The Blank

Question	Issues of collective bargaining and _____ are outside the scope of council.
Correct Answer	Individual grievances
Your Answer	Salary negotiations

**Multiple Choice Single Answer**

Question Outsourcing is a viable solution for the companies that do not have sufficient work for :-

Correct Answer Full time employees

Your Answer Part time employees

**Multiple Choice Multiple Answer**

Question Through human resource information system data is :-

Correct Answer Acquired , Analyzed , Stored

Your Answer Acquired , Analyzed , Stored , Manipulated

**Multiple Choice Single Answer**

Question In majority of the companies increments are linked with :-

Correct Answer Performance

Your Answer Performance

**True/False**

Question Before any behavior has taken place the consequences of undesirable behavior are communicated to the employee.

Correct Answer True

Your Answer False

**Multiple Choice Multiple Answer**

Question BIR Act lays special emphasis on :-

Correct Answer Collective bargaining , Prevention of strikes , Prevention of lockouts

Your Answer Collective bargaining , Prevention of strikes , Prevention of lockouts , Prevention of disputes

**Select The Blank**

Question Job evaluation is the process by which relative worth of \_\_\_\_\_ in the organization is determined for the purpose of salary computation.

Correct Answer Various jobs

Your Answer Various jobs

**True/False**

Question The policy of the organization is to give top priority to Human Resource Development.

Correct Answer True

Your Answer True

#### **Multiple Choice Single Answer**

Question The benefit to employer under the Employment Exchange is that he has a wider choice of :-

Correct Answer Applicants

Your Answer Jobs

#### **Multiple Choice Multiple Answer**

Question Through web pages, prospective applicants can obtain the data about the company for :-

Correct Answer Its products , Its services , Employment opportunities

Your Answer Its products , Its services , Employment opportunities , Company's financial status

### **LIST OF ATTEMPTED QUESTIONS AND ANSWERS**

#### **Select The Blank**

Question The rater's \_\_\_\_\_ of the employee affects his assessment

Correct Answer Personal opinion

Your Answer Personal opinion

#### **True/False**

Question There are external & internal influences on the organization.

Correct Answer True

Your Answer True

#### **Multiple Choice Multiple Answer**

Question Process of selection includes :-

Correct Answer Preliminary screening , Interviews , Employment tests

Your Answer Preliminary screening , Interviews , Employment tests

#### **Select The Blank**

Question Career planning is viable way to meet the organization's \_\_\_\_\_.

Correct Answer Internal staffing requirements



Your Answer Interdependency

**Match The Following**

Question	Correct Answer	Your Answer
Turnaround phase	Motivate people	Enrichment
Growth Phase	Clear Vision	Motivate people
Industry Shift phase	Comfortable with ambiguity	Comfortable with ambiguity
Major integration phase	Visualize picture	Visualize picture

**Select The Blank**

Question	Level of expertise of employee can be determined through _____.
Correct Answer	Competency Mapping
Your Answer	Organization development

**Select The Blank**

Question	Compensation practices are _____ across companies & across jobs.
Correct Answer	Different
Your Answer	At par

**Multiple Choice Single Answer**

Question	Following is the internal way of human resources supply:-
Correct Answer	Human Resources Audit
Your Answer	Human Resources Audit

**True/False**

Question	Measurement of merit is very easy.
Correct Answer	False
Your Answer	False

**Multiple Choice Multiple Answer**

Question	The problem with subjective method is the bias of the rater. Some of the common biases are:-
Correct Answer	Halo effects , Contrast error , Personal prejudice

Your Answer Halo effects , Contrast error

### Select The Blank

Question \_\_\_\_\_ method of training is connected to real life problem.

Correct Answer Case

Your Answer Role Playing

### True/False

Question It is difficult to measure service & judge the seniority.

Correct Answer False

Your Answer True

### True/False

Question Key result areas are related to Target / Goals of the job holder.

Correct Answer True

Your Answer True

### Multiple Choice Multiple Answer

Question Following actions are initiated by HR department in Performance Appraisal System :-

Correct Answer Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically

Your Answer Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically

### Multiple Choice Single Answer

Question Salary structure is developed by :-

Correct Answer Job evaluation

Your Answer Performance appraisal

### Select The Blank

Question \_\_\_\_\_ means limitation of organized action.

Correct Answer Directing

Your Answer Development

**Multiple Choice Single Answer**

Question Audit of employee satisfaction contains

Correct Answer Employee need

Your Answer Information about Organization

**Select The Blank**

Question Assessment centers gives idea about\_\_\_\_\_

Correct Answer Promotable employee

Your Answer Organization development

**Multiple Choice Multiple Answer**

Question As per the Edward Flippo Personnel Administration is :-

Correct Answer Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource

Your Answer Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource

**Select The Blank**

Question Article 43 'A' was inserted in the constitution under the \_\_\_\_\_.

Correct Answer Directive Principles of State Policy

Your Answer Directive Principles of State Policy

**Select The Blank**

Question Employees quit if compensation levels are not \_\_\_\_\_.

Correct Answer Competitive

Your Answer Competitive

**Multiple Choice Single Answer**

Question The benefit to the workers under the Employment Exchange is to register only at one place for employment instead of contacting number of :-

Correct Answer Potential employers

Your Answer Placement agencies

**Multiple Choice Single Answer**

Question Bombay Industrial Relation Act 1946 provides guidelines for the relationship between :-

Correct Answer Employees & employer

Your Answer Employees & employer

### True/False

Question Integrating the human resources function with business is not a goal of Personnel Department

Correct Answer False

Your Answer False

### Multiple Choice Multiple Answer

Question Promotion policies are as follows :-

Correct Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Your Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion , There should be transparent policy for the promotion

### Multiple Choice Multiple Answer

Question Advantages of career planning are :-

Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees

Your Answer Tap potentials of employees , Motivates employees , Welfare of employees

### True/False

Question Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.

Correct Answer True

Your Answer True

### Multiple Choice Single Answer

Question An organizations success depends on the availability of :-

Correct Answer Competent human resources

Your Answer Skilled workforce

### Select The Blank

Question The Payment of Bonus Act gives employees a statutory rights to obtain a \_\_\_\_\_ in the profits of the company.

Correct Answer Share

Your Answer Right

### Multiple Choice Multiple Answer

Question Procedure for training includes the following :-

Correct Answer Identify training needs , Specify training objectives , Design training methods

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### True/False

Question Participation is impossible at all levels of management.

Correct Answer False

Your Answer True

### True/False

Question Hiring, Termination & Turnover of employee dose not involve cost.

Correct Answer False

Your Answer True

### Multiple Choice Single Answer

Question Promotion which does not receive any increase in salaries is called

Correct Answer Dry promotion

Your Answer Dry promotion

### Multiple Choice Single Answer

Question Under the Employment Exchange Act all employers are obliged to inform employment exchanges of :-

Correct Answer Vacancies occurring

Your Answer Vacancies occurring

### Select The Blank

Question \_\_\_\_\_ has impact on employee's behavior at work.

Correct Answer Nuclear Family

Your Answer Working hours

### Multiple Choice Single Answer

Question	Which of the following makes employee more competent?
Correct Answer	Job rotation
Your Answer	Increment

**Multiple Choice Multiple Answer**

Question	The factors affecting the process of recruitment are :-
Correct Answer	Organization's policy , Government Policy , Local market
Your Answer	Organization's policy , Government Policy , Local market , Global market

**Multiple Choice Multiple Answer**

Question	What are the objectives of training?
Correct Answer	Exposure to new idea , Expanding knowledge , To Motivate employees
Your Answer	Exposure to new idea , Expanding knowledge , To Motivate employees

**Multiple Choice Multiple Answer**

Question	Job enrichment increases :-
Correct Answer	Responsibility , Autonomy , Control
Your Answer	Responsibility , Autonomy , Control

**Multiple Choice Single Answer**

Question	In majority of the companies increments are linked with :-
Correct Answer	Performance
Your Answer	Performance

**Multiple Choice Multiple Answer**

Question	Job descriptions may be used to set up :-
Correct Answer	Goals , Targets , Standards of performance
Your Answer	Goals , Targets , Standards of performance , Increments

**Multiple Choice Single Answer**

Question	Through web pages, prospective applicants can obtain information about :-
Correct Answer	Application procedure
Your Answer	Number of vacancies

**True/False**

Question	Information Technology enables organisationwide access to educational & training material.
Correct Answer	False
Your Answer	True

**Match The Following**

Question	Correct Answer	Your Answer
Difficult employees	Consistently breaks company rules	Consistently breaks company rules
Constructive approach to discipline	Root out causes	Oral reprimand
Serious offence	Written reprimand	Root out causes
corrective discipline	Non compliance with rules	Hot stove rule

**Multiple Choice Single Answer**

Question	The management's primary interest lies in :-
Correct Answer	Improving productivity
Your Answer	Improving quality

**Multiple Choice Multiple Answer**

Question	Satisfactory resolution of the disputes may avoid the following :-
Correct Answer	Ill will , Strikes , Non co-operative actions
Your Answer	Ill will , Strikes , Non co-operative actions , Dispute

**True/False**

Question	Direct compensations are medical benefits, paid leave & insurance.
Correct Answer	False
Your Answer	True

**LIST OF ATTEMPTED QUESTIONS AND ANSWERS****Select The Blank**

Question	The main objective of the Payment of Wages Act is to _____ in payment of wages.
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Correct Answer Avoid unnecessary delay

Your Answer Avoid unnecessary delay

#### True/False

Question Production transfers are caused due to changes in market demand.

Correct Answer False

Your Answer True

#### True/False

Question The well established bases of promotion are qualification & productivity.

Correct Answer False

Your Answer True

#### Multiple Choice Multiple Answer

Question Following are measures of effectiveness of personnel function.

Correct Answer Relatedness of pay to performance , Reduced grievances , Improved moral

Your Answer Relatedness of pay to performance , Improved moral , Time office function

#### Multiple Choice Multiple Answer

Question The Contract Labour act provides for :-

Correct Answer Abolition of contract labour , Improve conditions of work , Provision for health & welfare

Your Answer Improve conditions of work , Provision for health & welfare , Guarantee of employment

#### Multiple Choice Multiple Answer

Question Special features of the BIR Act are :-

Correct Answer Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal

Your Answer Establishing Labour Court , Working conditions

#### Multiple Choice Single Answer

Question The key to a successful human resource planning is :-

Correct Answer An information

Your Answer Acquisition



### Match The Following

Question	Correct Answer	Your Answer
Objective of industry	Profit	Profit
Maintenance of work force	Labour Welfare Activity	Profit
Principles of Personnel Administration	Dignity of labour	Labour Welfare Activity
Personnel Manager has to have support	Top Management	Dignity of labour

### True/False

Question	The MBO approach involves establishing performance goals jointly by Superior & subordinates.
Correct Answer	True
Your Answer	True

### Select The Blank

Question	Job enrichment is _____ loading of the job.
Correct Answer	Vertical
Your Answer	Extra

### Select The Blank

Question	There are two types of discipline, corrective and _____.
Correct Answer	Preventive
Your Answer	Curative

### Multiple Choice Multiple Answer

Question	Approaches to discipline are :-
Correct Answer	Hot stove rule , Warning , Immediate burn
Your Answer	Hot stove rule , Warning , Immediate burn , Management purview

### Multiple Choice Multiple Answer

Question	The employees whose quality & quantity of work is unsatisfactory, can be because of the following :-
Correct Answer	Lack of abilities , Training , Motivation
Your Answer	Lack of abilities , Training , Motivation

**Multiple Choice Multiple Answer**

Question	Works Committee normally deal with :-
Correct Answer	Ventilation , Lighting , Sanitation
Your Answer	Ventilation , Production

**Multiple Choice Single Answer**

Question	If vacancies cannot be filled within the organization, Personnel Department need to prepare a :-
Correct Answer	Recruitment Plan
Your Answer	Recruitment Plan

**Multiple Choice Multiple Answer**

Question	Personnel Management helps in :-
Correct Answer	Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.
Your Answer	Motivating personnel to achieve excellence in work.

**Multiple Choice Multiple Answer**

Question	Contents of Personnel Manual are :-
Correct Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department
Your Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department , Marketing Strategies

**Multiple Choice Single Answer**

Question	New technology & new method of operation demands for :-
Correct Answer	New & higher level skills
Your Answer	New & higher level skills

**Select The Blank**

Question	Forced choice method reduces _____, it is easy to administer & fits a variety of jobs.
Correct Answer	Raters bias
Your Answer	Raters opinion

**Multiple Choice Multiple Answer**

Question	Works Committee is related with :-
Correct Answer	Latrines , Urinals , Temperature

Your Answer	Suggestion schemes
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**Multiple Choice Single Answer**

Question	HRIS can be useful for almost all the :-
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Correct Answer	Personal functions
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Your Answer	Management functions
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**Multiple Choice Multiple Answer**

Question	Under the trusteeship, the inherent responsibility of business enterprises is towards it's :-
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Correct Answer	Shareholders , Consumers , Workers
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Your Answer	Consumers , Workers , Shareholders , Society
-------------	--

**Multiple Choice Single Answer**

Question	Challenge in front of personnel department is of :-
----------	---

Correct Answer	Recruit & retain qualified persons
----------------	------------------------------------

Your Answer	Welfare Activity
-------------	------------------

**Select The Blank**

Question	Shop Council for each department in an industry where _____ workmen are employed.
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Correct Answer	500 or more
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Your Answer	100 or more
-------------	-------------

**Multiple Choice Single Answer**

Question	Personnel Department audit involves
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Correct Answer	Timely compliance with legal requirements
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Your Answer	Timely compliance with legal requirements
-------------	---

**Select The Blank**

Question	The Minimum Wages act fixes & revises minimum wages for a certain class of workmen to prevent exploitation of _____.
----------	--

Correct Answer	Unorganized labour
----------------	--------------------

Your Answer	Unorganized labour
-------------	--------------------

**True/False**

Question	It is Management prerogative to accept the suggestions of workers.
Correct Answer	True
Your Answer	False

### Select The Blank

Question	_____ is a function of Personnel department
Correct Answer	Training
Your Answer	Direct expenses

### True/False

Question	Induction is part of training.
Correct Answer	True
Your Answer	True

### Multiple Choice Single Answer

Question	What is job rotation?
Correct Answer	Employee are moved to variety of jobs
Your Answer	Employee are moved to variety of jobs

### Match The Following

Question	Correct Answer	Your Answer
IT process in Personnel Management	Reduction in cost	Training & development
HRIS	Facilitates Personnel decisions	Standard disciplinary actions
Online panel of experts	Standard disciplinary actions	Facilitates Personnel decisions
Online guidelines to line managers	Organizational development	Organizational development

### True/False

Question	HRIS provides detailed information & facilitates Personnel decisions.
Correct Answer	True
Your Answer	False

### Multiple Choice Single Answer

Question	Employees wish to know what career advancements opportunities are available in the :-
Correct Answer	Organization
Your Answer	Organization

#### Multiple Choice Single Answer

Question	The campus recruitment process is generally repeated :-
Correct Answer	Every year
Your Answer	Every year

#### Select The Blank

Question	Discipline is a process to correct & mould employees for _____.
Correct Answer	Better performance
Your Answer	Better performance

#### True/False

Question	Temporary shortage of manpower can not manage through overtime.
Correct Answer	False
Your Answer	True

#### Select The Blank

Question	Under BIR Act a union having a minimum membership of _____ of the employees is called a Representative union.
Correct Answer	0.25
Your Answer	0.3

#### True/False

Question	Employee can perform in friendly environment.
Correct Answer	True
Your Answer	False

#### Multiple Choice Multiple Answer

Question	Personnel man must be a person who must have the following:-
Correct Answer	Sensibility , Conceptual Skill , Human relation skill
Your Answer	Marketing Skill , Conceptual Skill , Human relation skill

**Multiple Choice Multiple Answer**

Question	Which are the internal factors?
Correct Answer	Organization culture , Leadership , Strategy
Your Answer	Economic condition , Organization culture

**Select The Blank**

Question	The personnel plan serves as a guide for _____
Correct Answer	Training
Your Answer	Organization development

**True/False**

Question	Payment must be related to performance.
Correct Answer	True
Your Answer	True

**Multiple Choice Single Answer**

Question	Merit denotes the :-
Correct Answer	Past achievement
Your Answer	Past achievement

**Select The Blank**

Question	The Works Committee are set up under the _____.
Correct Answer	Industrial Dispute Act
Your Answer	Workmen Compensation Act

**True/False**

Question	Problem solving approach should be used where criticisms are specific & focused on the person.
Correct Answer	False
Your Answer	True

**Multiple Choice Single Answer**

Question	The trade unions are not prepared to divert themselves of their power in :-
Correct Answer	Bargaining

Your Answer    Legal matters

**Multiple Choice Single Answer**

Question        The company appoints trained psychologists who acts as :-

Correct Answer   Counselors

Your Answer    Counselors

**LIST OF ATTEMPTED QUESTIONS AND ANSWERS**

**Select The Blank**

Question        The rater's \_\_\_\_\_ of the employee affects his assessment

Correct Answer   Personal opinion

Your Answer    Personal opinion

**True/False**

Question        There are external & internal influences on the organization.

Correct Answer   True

Your Answer    True

**Multiple Choice Multiple Answer**

Question        Process of selection includes :-

Correct Answer   Preliminary screening , Interviews , Employment tests

Your Answer    Preliminary screening , Interviews , Employment tests

**Select The Blank**

Question        Career planning is viable way to meet the organization's \_\_\_\_\_.

Correct Answer   Internal staffing requirements

Your Answer    Interdependency

**Match The Following**

Question	Correct Answer	Your Answer
----------	----------------	-------------

Turnaround phase	Motivate people	Enrichment
------------------	-----------------	------------

Growth Phase	Clear Vision	Motivate people
Industry Shift phase	Comfortable with ambiguity	Comfortable with ambiguity
Major integration phase	Visualize picture	Visualize picture

**Select The Blank**

Question	Level of expertise of employee can be determined through _____.
Correct Answer	Competency Mapping
Your Answer	Organization development

**Select The Blank**

Question	Compensation practices are _____ across companies & across jobs.
Correct Answer	Different
Your Answer	At par

**Multiple Choice Single Answer**

Question	Following is the internal way of human resources supply:-
Correct Answer	Human Resources Audit
Your Answer	Human Resources Audit

**True/False**

Question	Measurement of merit is very easy.
Correct Answer	False
Your Answer	False

**Multiple Choice Multiple Answer**

Question	The problem with subjective method is the bias of the rater. Some of the common biases are:-
Correct Answer	Halo effects , Contrast error , Personal prejudice
Your Answer	Halo effects , Contrast error

**Select The Blank**

Question	_____ method of training is connected to real life problem.
Correct Answer	Case



Your Answer    Role Playing

**True/False**

Question        It is difficult to measure service & judge the seniority.

Correct Answer    False

Your Answer      True

**True/False**

Question        Key result areas are related to Target / Goals of the job holder.

Correct Answer    True

Your Answer      True

**Multiple Choice Multiple Answer**

Question        Following actions are initiated by HR department in Performance Appraisal System :-

Correct Answer    Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically

Your Answer      Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically

**Multiple Choice Single Answer**

Question        Salary structure is developed by :-

Correct Answer    Job evaluation

Your Answer      Performance appraisal

**Select The Blank**

Question        \_\_\_\_\_ means limitation of organized action.

Correct Answer    Directing

Your Answer      Development

**Multiple Choice Single Answer**

Question        Audit of employee satisfaction contains

Correct Answer    Employee need

Your Answer      Information about Organization

### Select The Blank

Question	Assessment centers gives idea about_____
Correct Answer	Promotable employee
Your Answer	Organization development

### Multiple Choice Multiple Answer

Question	As per the Edward Flippo Personnel Administration is :-
Correct Answer	Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource
Your Answer	Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource

### Select The Blank

Question	Article 43 'A' was inserted in the constitution under the _____.
Correct Answer	Directive Principles of State Policy
Your Answer	Directive Principles of State Policy

### Select The Blank

Question	Employees quit if compensation levels are not _____.
Correct Answer	Competitive
Your Answer	Competitive

### Multiple Choice Single Answer

Question	The benefit to the workers under the Employment Exchange is to register only at one place for employment instead of contacting number of :-
Correct Answer	Potential employers
Your Answer	Placement agencies

### Multiple Choice Single Answer

Question	Bombay Industrial Relation Act 1946 provides guidelines for the relationship between :-
Correct Answer	Employees & employer
Your Answer	Employees & employer

### True/False

Question	Integrating the human resources function with business is not a goal of Personnel Department
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Correct Answer False

Your Answer False

#### Multiple Choice Multiple Answer

Question Promotion policies are as follows :-

Correct Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Your Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion , There should be transparent policy for the promotion

#### Multiple Choice Multiple Answer

Question Advantages of career planning are :-

Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees

Your Answer Tap potentials of employees , Motivates employees , Welfare of employees

#### True/False

Question Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.

Correct Answer True

Your Answer True

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Question An organizations success depends on the availability of :-

Correct Answer Competent human resources

Your Answer Skilled workforce

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Question The Payment of Bonus Act gives employees a statutory rights to obtain a \_\_\_\_\_ in the profits of the company.

Correct Answer Share

Your Answer Right

#### Multiple Choice Multiple Answer

Question Procedure for training includes the following :-

Correct Answer Identify training needs , Specify training objectives , Design training methods

Your Answer Identify training needs , Specify training objectives , Design training methods

**True/False**

Question Participation is impossible at all levels of management.

Correct Answer False

Your Answer True

**True/False**

Question Hiring, Termination & Turnover of employee dose not involve cost.

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Correct Answer Dry promotion

Your Answer Dry promotion

**Multiple Choice Single Answer**

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Correct Answer Vacancies occurring

Your Answer Vacancies occurring

**Select The Blank**

Question \_\_\_\_\_ has impact on employee's behavior at work.

Correct Answer Nuclear Family

Your Answer Working hours

**Multiple Choice Single Answer**

Question Which of the following makes employee more competent?

Correct Answer Job rotation

Your Answer Increment

**Multiple Choice Multiple Answer**

Question	The factors affecting the process of recruitment are :-
Correct Answer	Organization's policy , Government Policy , Local market
Your Answer	Organization's policy , Government Policy , Local market , Global market

#### **Multiple Choice Multiple Answer**

Question	What are the objectives of training?
Correct Answer	Exposure to new idea , Expanding knowledge , To Motivate employees
Your Answer	Exposure to new idea , Expanding knowledge , To Motivate employees

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Correct Answer	Performance
Your Answer	Performance

#### **Multiple Choice Multiple Answer**

Question	Job descriptions may be used to set up :-
Correct Answer	Goals , Targets , Standards of performance
Your Answer	Goals , Targets , Standards of performance , Increments

#### **Multiple Choice Single Answer**

Question	Through web pages, prospective applicants can obtain information about :-
Correct Answer	Application procedure
Your Answer	Number of vacancies

#### **True/False**

Question	Information Technology enables organisationwide access to educational & training material.
Correct Answer	False
Your Answer	True

### Match The Following

Question	Correct Answer	Your Answer
Difficult employees	Consistently breaks company rules	Consistently breaks company rules
Constructive approach to discipline	Root out causes	Oral reprimand
Serious offence	Written reprimand	Root out causes
corrective discipline	Non compliance with rules	Hot stove rule

### Multiple Choice Single Answer

Question	The management's primary interest lies in :-
Correct Answer	Improving productivity
Your Answer	Improving quality

### Multiple Choice Multiple Answer

Question	Satisfactory resolution of the disputes may avoid the following :-
Correct Answer	Ill will , Strikes , Non co-operative actions
Your Answer	Ill will , Strikes , Non co-operative actions , Dispute

### True/False

Question	Direct compensations are medical benefits, paid leave & insurance.
Correct Answer	False
Your Answer	True

---

### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

### True/False

Question	Compensation should not ensure internal equity.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	Employees are demoted on :-
Correct Answer	Disciplinary grounds
Your Answer	Disciplinary grounds

#### **Multiple Choice Single Answer**

Question	What is necessary to maintain harmonious employee relation?
Correct Answer	Constant dialogue
Your Answer	Constant dialogue

#### **True/False**

Question	Consultative participation involves a higher degree of sharing views.
Correct Answer	False
Your Answer	True

#### **Select The Blank**

Question	_____ method of training is connected to real life problem.
Correct Answer	Case
Your Answer	Management games

#### **Multiple Choice Single Answer**

Question	Who Make or mar any organization?
Correct Answer	Men
Your Answer	Men

#### **Multiple Choice Multiple Answer**

Question	Personnel man must be a person who must have the following:-
Correct Answer	Sensibility , Conceptual Skill , Human relation skill
Your Answer	Sensibility , Conceptual Skill , Human relation skill

#### **True/False**

Question	Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.
Correct Answer	True
Your Answer	True

**True/False**

Question Temporary shortage of manpower can not manage through overtime.

Correct Answer False

Your Answer False

**Multiple Choice Multiple Answer**

Question Advantages of career planning are :-

Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees

Your Answer Reduces turnover , Tap potentials of employees , Motivates employees

**True/False**

Question It is difficult to measure service & judge the seniority.

Correct Answer False

Your Answer False

**Multiple Choice Multiple Answer**

Question Satisfactory resolution of the disputes may avoid the following :-

Correct Answer Non co-operative actions , Ill will , Strikes

Your Answer Ill will , Strikes , Non co-operative actions

**Multiple Choice Single Answer**

Question The process of Job Analysis involves :-

Correct Answer Clear understanding of the job.

Your Answer Clear understanding of the job.

**Select The Blank**

Question \_\_\_\_\_ is managerial function.

Correct Answer Controlling

Your Answer Controlling

**Select The Blank**

Question When the recruitment is urgent recruitment may be conducted by \_\_\_\_\_.



Correct Answer	Walk-in-interviews
Your Answer	Walk-in-interviews

**Match The Following**

Question	Correct Answer	Your Answer
Growth Phase	Clear Vision	Clear Vision
Industry Shift phase	Comfortable with ambiguity	Comfortable with ambiguity
Major integration phase	Visualize picture	Visualize picture
Turnaround phase	Motivate people	Motivate people

**Select The Blank**

Question	The composition of Works Committee is consisting of equal numbers from _____.
Correct Answer	Employer & employees
Your Answer	Employer & employees

**Multiple Choice Multiple Answer**

Question	Special features of the BIR Act are :-
Correct Answer	Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal
Your Answer	Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal

**Select The Blank**

Question	_____ means limitation of organized action.
Correct Answer	Directing
Your Answer	Directing

**Multiple Choice Multiple Answer**

Question	Following are the types of audit in personnel department.
Correct Answer	Audit of managerial compliance , Audit of employee satisfaction , Audit of Corporate strategy
Your Answer	Audit of managerial compliance , Audit of employee satisfaction , Audit of Corporate strategy

**True/False**

Question	An exit interview provides last opportunity to discover the nature of dissatisfaction.
Correct Answer	True
Your Answer	True

### Select The Blank

Question	Personnel Administration is concerned with managing people at _____.
Correct Answer	Work
Your Answer	Work

### Multiple Choice Multiple Answer

Question	Following are the purposes of promotion :-
Correct Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees
Your Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees

### Multiple Choice Multiple Answer

Question	Participative forms prevalent in India are:-
Correct Answer	Works Committees , Joint Management Councils , Joint Councils
Your Answer	Works Committees , Joint Management Councils , Joint Councils

### Match The Following

Question	Correct Answer	Your Answer
Third Five Year Plan	WP as fundamental principle	WP as fundamental principle
Works Committee meeting	Monthly	Monthly
TISCO's board level participation	1970	1970
Workers Participation Schemes	Attitudinal change	Attitudinal change

### Multiple Choice Single Answer

Question	Objective of Personnel Administration is:-
Correct Answer	Ensure compliance with law
Your Answer	Ensure compliance with law

### Select The Blank

Question Many organizations have their own \_\_\_\_\_ where prospective applicants can obtain data.

Correct Answer Web pages

Your Answer Web pages

### Multiple Choice Single Answer

Question Career development provides a supply of :-

Correct Answer Talents & abilities

Your Answer Talents & abilities

### Multiple Choice Single Answer

Question Aims of Personnel Administration is :-

Correct Answer Getting cooperation of people

Your Answer Getting cooperation of people

### Multiple Choice Multiple Answer

Question Under BIR Act an Appellate court hears appeals against the orders of :-

Correct Answer The Registrar of Union , Labour Commissioner , Wage boards

Your Answer The Registrar of Union , Labour Commissioner , Wage boards

### Multiple Choice Multiple Answer

Question Solutions to surplus employees are :-

Correct Answer Attrition , Early retirement , Layoffs

Your Answer Attrition , Early retirement , Layoffs

### Multiple Choice Single Answer

Question Personnel Administration is connected with :-

Correct Answer Employee

Your Answer Employee

### Multiple Choice Multiple Answer

Question The advantage of self appraisal is that, the employee :-

Correct Answer Is involved , Is committed to the appraisal process , Has an

opportunity to correct himself

Your Answer Is involved , Is committed to the appraisal process

### Select The Blank

Question Transfer is a \_\_\_\_\_.

Correct Answer Horizontal job assignment

Your Answer Horizontal job assignment

### True/False

Question The MBO approach involves establishing performance goals jointly by Superior & subordinates.

Correct Answer True

Your Answer True

### Multiple Choice Single Answer

Question Which of the following is the Managerial function of Personnel Administration?

Correct Answer Planning

Your Answer Planning

### Select The Blank

Question An effective organization must meet both company's objectives & employee \_\_\_\_\_.

Correct Answer Needs

Your Answer Development

### Multiple Choice Single Answer

Question Oral reprimand is sufficient to achieve :-

Correct Answer Desired results

Your Answer Desired results

### True/False

Question Key result areas are related to Target / Goals of the job holder.

Correct Answer True

Your Answer True

**True/False**

Question	Matters such as wages, bonus etc. which are the subjects of collective bargaining are included in the perview of Workers Participation Schemes.
Correct Answer	False
Your Answer	False

**True/False**

Question	Labour turnover can be reduced through induction.
Correct Answer	True
Your Answer	True

**Multiple Choice Multiple Answer**

Question	BIR Act lays special emphasis on :-
Correct Answer	Collective bargaining , Prevention of strikes , Prevention of lockouts
Your Answer	Collective bargaining , Prevention of strikes , Prevention of lockouts

**Multiple Choice Multiple Answer**

Question	Personnel Administration can contribution in.
Correct Answer	Solving the Problems , Interpretation of cost & benefits , Salary Package
Your Answer	Solving the Problems , Interpretation of cost & benefits

**Select The Blank**

Question	Trade union prefer _____ as a sole basis of promotion.
Correct Answer	Seniority
Your Answer	Seniority

**Multiple Choice Single Answer**

Question	Outsourcing is a viable solution for the companies that do not have sufficient work for :-
Correct Answer	Full time employees
Your Answer	Full time employees

**Multiple Choice Single Answer**

Question	Human recourse planning becomes easier because skills available in the organization are :-
----------	--

Correct Answer Documented

Your Answer Documented

#### Multiple Choice Single Answer

Question Principle of Personnel Administration is:-

Correct Answer Scientific Selection

Your Answer Scientific Selection

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### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

#### Select The Blank

Question The main objective of the Payment of Wages Act is to \_\_\_\_\_ in payment of wages.

Correct Answer Avoid unnecessary delay

Your Answer Avoid unnecessary delay

#### True/False

Question Production transfers are caused due to changes in market demand.

Correct Answer False

Your Answer True

#### True/False

Question The well established bases of promotion are qualification & productivity.

Correct Answer False

Your Answer True

#### Multiple Choice Multiple Answer

Question Following are measures of effectiveness of personnel function.

Correct Answer Relatedness of pay to performance , Reduced grievances , Improved moral

Your Answer Relatedness of pay to performance , Improved moral , Time office function

#### Multiple Choice Multiple Answer

Question The Contract Labour act provides for :-

Correct Answer	Abolition of contract labour , Improve conditions of work , Provision for health & welfare
Your Answer	Improve conditions of work , Provision for health & welfare , Guarantee of employment

**Multiple Choice Multiple Answer**

Question	Special features of the BIR Act are :-
Correct Answer	Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal
Your Answer	Establishing Labour Court , Working conditions

**Multiple Choice Single Answer**

Question	The key to a successful human resource planning is :-
Correct Answer	An information
Your Answer	Acquisition

**Match The Following**

Question	Correct Answer	Your Answer
Objective of industry	Profit	Profit
Maintenance of work force	Labour Welfare Activity	Profit
Principles of Personnel Administration	Dignity of labour	Labour Welfare Activity
Personnel Manager has to have support	Top Management	Dignity of labour

**True/False**

Question	The MBO approach involves establishing performance goals jointly by Superior & subordinates.
Correct Answer	True
Your Answer	True

**Select The Blank**

Question	Job enrichment is _____ loading of the job.
Correct Answer	Vertical
Your Answer	Extra

**Select The Blank**

Question	There are two types of discipline, corrective and _____.
Correct Answer	Preventive
Your Answer	Curative

#### **Multiple Choice Multiple Answer**

Question	Approaches to discipline are :-
Correct Answer	Hot stove rule , Warning , Immediate burn
Your Answer	Hot stove rule , Warning , Immediate burn , Management purview

#### **Multiple Choice Multiple Answer**

Question	The employees whose quality & quantity of work is unsatisfactory, can be because of the following :-
Correct Answer	Lack of abilities , Training , Motivation
Your Answer	Lack of abilities , Training , Motivation

#### **Multiple Choice Multiple Answer**

Question	Works Committee normally deal with :-
Correct Answer	Ventilation , Lighting , Sanitation
Your Answer	Ventilation , Production

#### **Multiple Choice Single Answer**

Question	If vacancies cannot be filled within the organization, Personnel Department need to prepare a :-
Correct Answer	Recruitment Plan
Your Answer	Recruitment Plan

#### **Multiple Choice Multiple Answer**

Question	Personnel Management helps in :-
Correct Answer	Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.
Your Answer	Motivating personnel to achieve excellence in work.

#### **Multiple Choice Multiple Answer**

Question	Contents of Personnel Manual are :-
Correct Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department
Your Answer	Organizational goals & objectives , Personnel Policy , Role of



Personnel Department , Marketing Strategies

**Multiple Choice Single Answer**

Question New technology & new method of operation demands for :-

Correct Answer New & higher level skills

Your Answer New & higher level skills

**Select The Blank**

Question Forced choice method reduces \_\_\_\_\_, it is easy to administer & fits a variety of jobs.

Correct Answer Raters bias

Your Answer Raters opinion

**Multiple Choice Multiple Answer**

Question Works Committee is related with :-

Correct Answer Latrines , Urinals , Temperature

Your Answer Suggestion schemes

**Multiple Choice Single Answer**

Question HRIS can be useful for almost all the :-

Correct Answer Personal functions

Your Answer Management functions

**Multiple Choice Multiple Answer**

Question Under the trusteeship, the inherent responsibility of business enterprises is towards it's :-

Correct Answer Shareholders , Consumers , Workers

Your Answer Consumers , Workers , Shareholders , Society

**Multiple Choice Single Answer**

Question Challenge in front of personnel department is of :-

Correct Answer Recruit & retain qualified persons

Your Answer Welfare Activity

**Select The Blank**

Question Shop Council for each department in an industry where

\_\_\_\_\_ workmen are employed.

Correct Answer 500 or more

Your Answer 100 or more

### Multiple Choice Single Answer

Question Personnel Department audit involves

Correct Answer Timely compliance with legal requirements

Your Answer Timely compliance with legal requirements

### Select The Blank

Question The Minimum Wages act fixes & revises minimum wages for a certain class of workmen to prevent exploitation of \_\_\_\_\_.

Correct Answer Unorganized labour

Your Answer Unorganized labour

### True/False

Question It is Management prerogative to accept the suggestions of workers.

Correct Answer True

Your Answer False

### Select The Blank

Question \_\_\_\_\_ is a function of Personnel department

Correct Answer Training

Your Answer Direct expenses

### True/False

Question Induction is part of training.

Correct Answer True

Your Answer True

### Multiple Choice Single Answer

Question What is job rotation?

Correct Answer Employee are moved to variety of jobs

Your Answer Employee are moved to variety of jobs

### Match The Following

Question	Correct Answer	Your Answer
IT process in Personnel Management	Reduction in cost	Training & development
HRIS	Facilitates Personnel decisions	Standard disciplinary actions
Online panel of experts	Standard disciplinary actions	Facilitates Personnel decisions
Online guidelines to line managers	Organizational development	Organizational development

### True/False

Question	HRIS provides detailed information & facilitates Personnel decisions.
Correct Answer	True
Your Answer	False

### Multiple Choice Single Answer

Question	Employees wish to know what career advancements opportunities are available in the :-
Correct Answer	Organization
Your Answer	Organization

### Multiple Choice Single Answer

Question	The campus recruitment process is generally repeated :-
Correct Answer	Every year
Your Answer	Every year

### Select The Blank

Question	Discipline is a process to correct & mould employees for _____.
Correct Answer	Better performance
Your Answer	Better performance

### True/False

Question	Temporary shortage of manpower can not manage through overtime.
Correct Answer	False

Your Answer True

### Select The Blank

Question Under BIR Act a union having a minimum membership of \_\_\_\_\_ of the employees is called a Representative union.

Correct Answer 0.25

Your Answer 0.3

### True/False

Question Employee can perform in friendly environment.

Correct Answer True

Your Answer False

### Multiple Choice Multiple Answer

Question Personnel man must be a person who must have the following:-

Correct Answer Sensibility , Conceptual Skill , Human relation skill

Your Answer Marketing Skill , Conceptual Skill , Human relation skill

### Multiple Choice Multiple Answer

Question Which are the internal factors?

Correct Answer Organization culture , Leadership , Strategy

Your Answer Economic condition , Organization culture

### Select The Blank

Question The personnel plan serves as a guide for \_\_\_\_\_

Correct Answer Training

Your Answer Organization development

### True/False

Question Payment must be related to performance.

Correct Answer True

Your Answer True

### Multiple Choice Single Answer

Question Merit denotes the :-

Correct Answer Past achievement

Your Answer Past achievement

### Select The Blank

Question The Works Committee are set up under the \_\_\_\_\_.

Correct Answer Industrial Dispute Act

Your Answer Workmen Compensation Act

### True/False

Question Problem solving approach should be used where criticisms are specific & focused on the person.

Correct Answer False

Your Answer True

### Multiple Choice Single Answer

Question The trade unions are not prepared to divert themselves of their power in :-

Correct Answer Bargaining

Your Answer Legal matters

### Multiple Choice Single Answer

Question The company appoints trained psychologists who acts as :-

Correct Answer Counselors

Your Answer Counselors

## LIST OF ATTEMPTED QUESTIONS AND ANSWERS

### Multiple Choice Single Answer

Question In majority of the companies increments are linked with :-

Correct Answer Performance

Your Answer Performance

### Multiple Choice Single Answer

Question Shortage of highly skilled manpower with short period but non recurring in nature can be solved through :-

Correct Answer Consultants

Your Answer Consultants

### Multiple Choice Multiple Answer

Question Promotion policies are as follows :-

Correct Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Your Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

### True/False

Question The ten years of a career are termed as the Establishment stage.

Correct Answer False

Your Answer False

### Multiple Choice Single Answer

Question Aims of Personnel Administration is :-

Correct Answer Getting cooperation of people

Your Answer Getting cooperation of people

### Multiple Choice Multiple Answer

Question Following are measures of effectiveness of personnel function.

Correct Answer Relatedness of pay to performance , Reduced grievances , Improved moral

Your Answer Relatedness of pay to performance , Reduced grievances , Improved moral

### Select The Blank

Question Advertisement is an \_\_\_\_\_ of seeking recruits.

Correct Answer Effective way

Your Answer Preferred choice

### Match The Following

Question	Correct Answer	Your Answer
Objective of industry	Profit	Profit
Maintenance of work force	Labour Welfare Activity	Labour Welfare Activity

Principles of Personnel Administration	Dignity of labour	Dignity of labour
Personnel Manager has to have support	Top Management	Top Management

### Select The Blank

Question	Transfer is viewed as a change in assignment in which the employee moves from _____.
Correct Answer	One job to another
Your Answer	One job to another

### True/False

Question	Problem solving approach should be used where criticisms are specific & focused on the person.
Correct Answer	False
Your Answer	True

### Select The Blank

Question	An effective organization must meet both company's objectives & employee _____.
Correct Answer	Needs
Your Answer	Needs

### Multiple Choice Single Answer

Question	The compensation survey data is collected through :-
Correct Answer	Questionnaire
Your Answer	Questionnaire

### Select The Blank

Question	The year _____ was witnessed as the year of industrial unrest.
Correct Answer	1920
Your Answer	1920

### Multiple Choice Single Answer

Question	Personnel Administration is connected with :-
Correct Answer	Employee
Your Answer	Employee

### Multiple Choice Multiple Answer

Question	Following are the purposes of promotion :-
Correct Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees
Your Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees

### Multiple Choice Multiple Answer

Question	Job enrichment increases :-
Correct Answer	Responsibility , Autonomy , Control
Your Answer	Control , Responsibility , Autonomy

### Multiple Choice Single Answer

Question	Personal department must have the knowledge of:-
Correct Answer	Employee's attitudes & work preferences
Your Answer	Employee's attitudes & work preferences

### True/False

Question	Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.
Correct Answer	True
Your Answer	True

### True/False

Question	Job analysis is a systematic process of collecting information about a job.
Correct Answer	True
Your Answer	True

### Select The Blank

Question	_____ is a function of Personnel department
Correct Answer	Training
Your Answer	Training

### True/False

Question	The recruitment agency is paid certain % of the incumbents' salary as professional charges.
Correct Answer	False



Your Answer True

#### Multiple Choice Single Answer

Question Who is appointed by Govt. to solve labour dispute?

Correct Answer Labour Commissioner

Your Answer Labour Commissioner

#### Select The Blank

Question Each person has a unique \_\_\_\_\_.

Correct Answer Personality

Your Answer Ability

#### Multiple Choice Single Answer

Question Objective of Personnel Administration is:-

Correct Answer Ensure compliance with law

Your Answer Ensure compliance with law

#### Select The Blank

Question \_\_\_\_\_ can reduces anxiety in the new employee.

Correct Answer Induction

Your Answer Induction

#### Multiple Choice Single Answer

Question The Personnel Department along with the support of Line Managers shall be responsible for :-

Correct Answer Training & development

Your Answer Training & development

#### True/False

Question There are external & internal influences on the organization.

Correct Answer True

Your Answer True

#### True/False

Question Assessment centers is one method to understand promotable employees in the organization.

Correct Answer True

Your Answer True

#### Multiple Choice Single Answer

Question Organization can cope up with change with :

Correct Answer Quality improvement program

Your Answer Quality improvement program

#### Multiple Choice Multiple Answer

Question Role of Personnel Administrator consists of :-

Correct Answer Fire fighting Role , Counselor's Role , Legal Role

Your Answer Counselor's Role , Legal Role , Communication Role

#### Multiple Choice Multiple Answer

Question Aims of the Works Committee are:-

Correct Answer To promote good relations , To comment on matters of common interest , To endeavor to compose any differences

Your Answer To promote good relations , To comment on matters of common interest , To endeavor to compose any differences

#### Multiple Choice Single Answer

Question Fair practices in selecting the right man for right job provide opportunities for career growth based on :-

Correct Answer Merit

Your Answer Performance

#### Multiple Choice Multiple Answer

Question Personnel Management helps in :-

Correct Answer Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.

Your Answer Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.

#### Multiple Choice Multiple Answer

Question Job descriptions may be used to set up :-

Correct Answer Goals , Targets , Standards of performance

Your Answer Goals , Targets , Standards of performance

**Multiple Choice Single Answer**

Question      Audit of employee satisfaction contains

Correct Answer   Employee need

Your Answer      Employee need

**Select The Blank**

Question      The Minimum Wages act fixes & revises minimum wages for a certain class of workmen to prevent exploitation of \_\_\_\_\_.

Correct Answer   Unorganized labour

Your Answer      Unorganized labour

**Multiple Choice Single Answer**

Question      The supervisor ranks all the persons in his department from the best to the worst using a specified overall :-

Correct Answer   Criterion

Your Answer      Supervision

**Multiple Choice Single Answer**

Question      Through web pages, prospective applicants can obtain information about :-

Correct Answer   Application procedure

Your Answer      Application procedure

**Select The Blank**

Question      Level of expertise of employee can be determined through \_\_\_\_\_.

Correct Answer   Competency Mapping

Your Answer      Competency Mapping

**True/False**

Question      It is difficult to measure service & judge the seniority.

Correct Answer   False

Your Answer      True

**Select The Blank**

Question      Job evaluation is the process by which relative worth of \_\_\_\_\_ in the organization is determined for the purpose of salary computation.

Correct Answer   Various jobs

Your Answer Various jobs

**Multiple Choice Single Answer**

Question Design of compensation programmes is significant in :-

Correct Answer Personnel management

Your Answer Personnel management

**True/False**

Question To remain competitive, organization needs to build positive employee relation.

Correct Answer False

Your Answer True

**Multiple Choice Multiple Answer**

Question What are the objectives of induction?

Correct Answer Reduce anxiety , Reduce turnover , Save time

Your Answer Reduce anxiety , Save time

**Multiple Choice Multiple Answer**

Question Under BIR Act an Appellate court hears appeals against the orders of :-

Correct Answer The Registrar of Union , Labour Commissioner , Wage boards

Your Answer The Registrar of Union , Labour Commissioner , Wage boards

**Match The Following**

Question	Correct Answer	Your Answer
Procedure of training	Identify training needs	Identify training needs
Induction	Reduces Turnover	Reduces Turnover
Training	Exposed to new idea	Exposed to new idea
Type of training	Job rotation	Job rotation

**Multiple Choice Multiple Answer**

Question BIR Act lays special emphasis on :-

Correct Answer Collective bargaining , Prevention of strikes , Prevention of lockouts

Your Answer Collective bargaining , Prevention of strikes , Prevention of lockouts

Shilpa\_attempt-2

### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

#### Multiple Choice Multiple Answer

Question	Individual abilities can be expanded by enrolling for :-
Correct Answer	Training programmes , Acquiring additional degree , Seeking new work assignments
Your Answer	Training programmes , Acquiring additional degree , Seeking new work assignments

#### Multiple Choice Single Answer

Question	Participation enhances employees ability to influence decision making with corresponding assumption of :-
Correct Answer	Responsibility
Your Answer	Responsibility

#### Multiple Choice Multiple Answer

Question	Information Technology helps the business in :-
Correct Answer	Restructuring , Reengineering , Outsourcing
Your Answer	Restructuring , Reengineering , Outsourcing

#### Multiple Choice Single Answer

Question	Promotion which does not receive any increase in salaries is called
Correct Answer	Dry promotion
Your Answer	Dry promotion

#### Match The Following

Question	Correct Answer	Your Answer
Advantages of career planning	Satisfied employee's needs for recognition	Satisfied employee's needs for recognition
Advancement stage	Age of 30-45	Age of 30-45
Job performance	Career progression	Career progression
Retirement phase	Completes one career & moves on to another	Completes one career & moves on to another

### Multiple Choice Multiple Answer

Question Approaches to discipline are :-

Correct Answer Hot stove rule , Warning , Immediate burn

Your Answer Hot stove rule , Warning , Immediate burn

### Select The Blank

Question Information Technology reverses the effect of \_\_\_\_\_.

Correct Answer Bureaucracy

Your Answer Bureaucracy

### Multiple Choice Single Answer

Question The purpose of the Industrial Employment Act is to standardize :-

Correct Answer Working conditions

Your Answer Working conditions

### Select The Blank

Question \_\_\_\_\_ can be utilized for employees promotion & progress from one stage to another stage.

Correct Answer Job analysis data

Your Answer Job analysis data

### Multiple Choice Single Answer

Question Which of the following is the Managerial function of Personnel Administration?

Correct Answer Planning

Your Answer Planning

### Select The Blank

Question \_\_\_\_\_ method of training is connected to real life problem.

Correct Answer Case

Your Answer Case

### Select The Blank

Question Job enrichment is \_\_\_\_\_ loading of the job.

Correct Answer Vertical

Your Answer Vertical

#### Multiple Choice Multiple Answer

Question The advantage of self appraisal is that, the employee :-

Correct Answer Is involved , Is committed to the appraisal process , Has an opportunity to correct himself

Your Answer Is involved , Is committed to the appraisal process , Has an opportunity to correct himself

#### True/False

Question Participation in decision is the negligible form of participation.

Correct Answer False

Your Answer False

#### True/False

Question Direct compensations are medical benefits, paid leave & insurance.

Correct Answer False

Your Answer False

#### True/False

Question Manual need not be revised periodically.

Correct Answer False

Your Answer False

#### Multiple Choice Single Answer

Question On short term basis an overtime may be an alternative to :-

Correct Answer Recruitment

Your Answer To achieve the target

#### Select The Blank

Question \_\_\_\_\_ is a first steps of training procedure.

Correct Answer Identify training requests.

Your Answer Identify training requests.

#### Multiple Choice Multiple Answer

Question What are the stapes in job analysis?

Correct Answer Select a jobs , Gather data on job. , Prepare job descriptions

Your Answer Select a jobs , Gather data on job. , Prepare job descriptions

#### Multiple Choice Single Answer

Question If vacancies cannot be filled within the organization, Personnel Department need to prepare a :-

Correct Answer Recruitment Plan

Your Answer Recruitment Plan

#### Multiple Choice Single Answer

Question Applicability of BIR Act & certain important definitions are given in :-

Correct Answer Annexure XI

Your Answer Annexure XI

#### Select The Blank

Question Organizations visit campuses to recruit candidates for \_\_\_\_\_.

Correct Answer Entry level positions

Your Answer Entry level positions

#### Multiple Choice Multiple Answer

Question Criteria for selection includes :-

Correct Answer Educational accomplishments , Experience , Personal characteristics

Your Answer Educational accomplishments , Experience , Personal characteristics

#### True/False

Question Before any behavior has taken place the consequences of undesirable behavior are communicated to the employee.

Correct Answer True

Your Answer True

#### Multiple Choice Single Answer

Question Principle of Personnel Administration is:-

Correct Answer Scientific Selection

Your Answer Scientific Selection

#### Multiple Choice Multiple Answer



Question	In up gradation the job is upgraded in the organizational hierarchy, and the result of which the employee gets :-
Correct Answer	More salary , Higher authority , Responsibility
Your Answer	More salary , Higher authority , Responsibility

#### Multiple Choice Single Answer

Question	The benefit to the workers under the Employment Exchange is to register only at one place for employment instead of contacting number of :-
Correct Answer	Potential employers
Your Answer	Potential employers

#### True/False

Question	Under ID Act, unfair acts on the part of employers, workmen or trade unions are called unfair labour practices.
Correct Answer	False
Your Answer	False

#### Select The Blank

Question	Transfer is a _____.
Correct Answer	Horizontal job assignment
Your Answer	Horizontal job assignment

#### Select The Blank

Question	Some appraisers, at times, rate persons they like _____ than those they do not like.
Correct Answer	Higher
Your Answer	Higher

#### Multiple Choice Single Answer

Question	The workers interest lies in improving their:-
Correct Answer	Earnings
Your Answer	Earnings

#### Select The Blank

Question	Compensation practices are _____ across companies & across jobs.
Correct Answer	Different
Your Answer	Different

**Multiple Choice Single Answer**

Question	The key to a successful human resource planning is :-
Correct Answer	An information
Your Answer	An information

**True/False**

Question	Labour turnover can be reduced through induction.
Correct Answer	True
Your Answer	True

**True/False**

Question	The method of recruitment would depend on the budget allocation to the process.
Correct Answer	False
Your Answer	True

**Multiple Choice Single Answer**

Question	Management development concentrate on :-
Correct Answer	Learning & Change process
Your Answer	Learning & Change process

**Select The Blank**

Question	Job analysis can help in _____.
Correct Answer	Strategic planning
Your Answer	Strategic planning

**Multiple Choice Multiple Answer**

Question	Following actions are initiated by HR department in Performance Appraisal System :-
Correct Answer	Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically
Your Answer	Devising appropriate appraisal system , To train the line managers , To device norms & instruments for employees appraisal periodically

**True/False**

Question	The Standing Orders Act is applicable to industrial establishments in which 50 or more workmen are employed.
----------	--

Correct Answer False

Your Answer False

#### Multiple Choice Multiple Answer

Question Advantages of career planning are :-

Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees

Your Answer Reduces turnover , Tap potentials of employees , Motivates employees

#### Multiple Choice Single Answer

Question How training need can be assessed?

Correct Answer Through Performance Appraisal form

Your Answer Through Performance Appraisal form

#### True/False

Question Employee should participate in the decision making process.

Correct Answer True

Your Answer True

#### Multiple Choice Multiple Answer

Question Works Committee normally deal with :-

Correct Answer Ventilation , Lighting , Sanitation

Your Answer Ventilation , Lighting , Sanitation

#### Multiple Choice Multiple Answer

Question Personnel man must be a person who must have the following:-

Correct Answer Sensibility , Conceptual Skill , Human relation skill

Your Answer Sensibility , Conceptual Skill , Human relation skill

#### Match The Following

Question	Correct Answer	Your Answer
Indirect benefits	Medical benefit	Medical benefit
Factors affecting compensation	Supply & demand	Supply & demand

Incentive system	Piece work	Piece work
Group incentive plan	Cost reduction plan	Cost reduction plan

**True/False**

Question	It is Management prerogative to accept the suggestions of workers.
Correct Answer	True
Your Answer	True

**Multiple Choice Multiple Answer**

Question	The employees whose quality & quantity of work is unsatisfactory, can be because of the following :-
Correct Answer	Lack of abilities , Training , Motivation
Your Answer	Lack of abilities , Training , Motivation

Personnal administration Reeta1

**LIST OF ATTEMPTED QUESTIONS AND ANSWERS**

**True/False**

Question	Problem solving approach should be used where criticisms are specific & focused on the person.
Correct Answer	False
Your Answer	False

**True/False**

Question	Participation is impossible at all levels of management.
Correct Answer	False
Your Answer	False

**Multiple Choice Single Answer**

Question	Aims of Personnel Administration is :-
Correct Answer	Getting cooperation of people
Your Answer	Getting cooperation of people

### Multiple Choice Multiple Answer

Question Works Committee is related with :-

Correct Answer Latrines , Urinals , Temperature

Your Answer Latrines , Urinals , Temperature

### Select The Blank

Question \_\_\_\_\_ is a first stapes of training procedure.

Correct Answer Identify training requests.

Your Answer Identify training requests.

### Multiple Choice Multiple Answer

Question Following are the types of audit in personnel department.

Correct Answer Audit of managerial compliance , Audit of employee satisfaction ,  
Audit of Corporate strategy

Your Answer Audit of managerial compliance , Audit of employee satisfaction ,  
Audit of Corporate strategy

### True/False

Question Case method is one of the training type.

Correct Answer True

Your Answer True

### Select The Blank

Question Career planning is viable way to meet the organization's \_\_\_\_\_.

Correct Answer Internal staffing requirements

Your Answer Internal staffing requirements

### Select The Blank

Question The main objective of the Payment of Wages Act is to \_\_\_\_\_ in payment of wages.

Correct Answer Avoid unnecessary delay

Your Answer Avoid unnecessary delay

### True/False

Question There are external & internal influences on the organization.

Correct Answer	True
Your Answer	True

**Multiple Choice Single Answer**

Question	Who can conduct Orientation Program?
Correct Answer	Operating Manager
Your Answer	Operating Manager

**Multiple Choice Multiple Answer**

Question	Through human resource information system data is :-
Correct Answer	Stored , Acquired , Analyzed
Your Answer	Acquired , Analyzed , Stored

**Multiple Choice Multiple Answer**

Question	Following are measures of effectiveness of personnel function.
Correct Answer	Relatedness of pay to performance , Reduced grievances , Improved moral
Your Answer	Relatedness of pay to performance , Reduced grievances , Improved moral

**Select The Blank**

Question	Transfer is viewed as a change in assignment in which the employee moves from _____.
Correct Answer	One job to another
Your Answer	One job to another

**Multiple Choice Single Answer**

Question	Personal department must have the knowledge of:-
Correct Answer	Employee's attitudes & work preferences
Your Answer	Employee's attitudes & work preferences

**Match The Following**

Question	Correct Answer	Your Answer
Shop Council	500 or more workers	500 or more workers
Works Committee	I.D.Act	I.D.Act

Participation	Parting with power	Parting with power
WPM	Promotion of Industrial Democracy	Promotion of Industrial Democracy

### Select The Blank

Question	Article 43 'A' was inserted in the constitution under the _____.
Correct Answer	Directive Principles of State Policy
Your Answer	Directive Principles of State Policy

### Multiple Choice Multiple Answer

Question	What are the objectives of training?
Correct Answer	Exposure to new idea , Expanding knowledge , To Motivate employees
Your Answer	Exposure to new idea , Expanding knowledge , To Motivate employees

### Multiple Choice Multiple Answer

Question	The advantage of self appraisal is that, the employee :-
Correct Answer	Is involved , Is committed to the appraisal process , Has an opportunity to correct himself
Your Answer	Is involved , Is committed to the appraisal process , Has an opportunity to correct himself

### Select The Blank

Question	Shop Council for each department in an industry where _____ workmen are employed.
Correct Answer	500 or more
Your Answer	500 or more

### True/False

Question	Temporary shortage of manpower can not manage through overtime.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	Fair practices in selecting the right man for right job provide opportunities for career growth based on :-
Correct Answer	Merit
Your Answer	Merit

**Multiple Choice Single Answer**

Question Applicability of BIR Act & certain important definitions are given in :-

Correct Answer Annexure XI

Your Answer Annexure XI

**Multiple Choice Single Answer**

Question Shortage of highly skilled manpower with short period but non recurring in nature can be solved through :-

Correct Answer Consultants

Your Answer Consultants

**Multiple Choice Single Answer**

Question Personnel Administration is connected with :-

Correct Answer Employee

Your Answer Employee

**Select The Blank**

Question Discipline is a process to correct & mould employees for \_\_\_\_\_.

Correct Answer Better performance

Your Answer Better performance

**True/False**

Question Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.

Correct Answer True

Your Answer True

**True/False**

Question Standing orders means the rules of conduct for workmen employed in industrial establishments.

Correct Answer False

Your Answer False

**Multiple Choice Multiple Answer**

Question Approaches to discipline are :-



Correct Answer Hot stove rule , Warning , Immediate burn

Your Answer Hot stove rule , Warning , Immediate burn

### Multiple Choice Multiple Answer

Question Personnel man must be a person who must have the following:-

Correct Answer Sensibility , Conceptual Skill , Human relation skill

Your Answer Sensibility , Conceptual Skill , Human relation skill

### Select The Blank

Question \_\_\_\_\_ is a function of Personnel department

Correct Answer Training

Your Answer Training

### Multiple Choice Single Answer

Question If vacancies cannot be filled within the organization, Personnel Department need to prepare a :-

Correct Answer Recruitment Plan

Your Answer Recruitment Plan

### True/False

Question It is Management prerogative to accept the suggestions of workers.

Correct Answer True

Your Answer True

### True/False

Question Personnel Department can not contribute for organization strategy.

Correct Answer False

Your Answer False

### Multiple Choice Single Answer

Question The benefit to the workers under the Employment Exchange is to register only at one place for employment instead of contacting number of :-

Correct Answer Potential employers

Your Answer Potential employers

**Multiple Choice Multiple Answer**

Question	Which are the internal factors?
Correct Answer	Organization culture , Leadership , Strategy
Your Answer	Organization culture , Leadership , Strategy

**Multiple Choice Single Answer**

Question	How training need can be assessed?
Correct Answer	Through Performance Appraisal form
Your Answer	Through Performance Appraisal form

**Select The Blank**

Question	Advertisement is an _____ of seeking recruits.
Correct Answer	Effective way
Your Answer	Effective way

**Multiple Choice Multiple Answer**

Question	Works Committee normally deal with :-
Correct Answer	Ventilation , Lighting , Sanitation
Your Answer	Ventilation , Lighting , Sanitation

**Select The Blank**

Question	The policy of the Management is to assure _____.
Correct Answer	Security of the employment
Your Answer	Security of the employment

**Multiple Choice Multiple Answer**

Question	Following are the purposes of promotion :-
Correct Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees
Your Answer	To promote employee's self development by reducing labour turnover , To built loyalty & to boost morale , To reward loyal employees

**Match The Following**

Question	Correct Answer	Your Answer
Advantages of career planning	Satisfied employee's needs for recognition	Satisfied employee's needs for recognition
Advancement stage	Age of 30-45	Age of 30-45
Job performance	Career progression	Career progression
Retirement phase	Completes one career & moves on to another	Completes one career & moves on to another

### Multiple Choice Single Answer

Question	Who Make or mar any organization?
Correct Answer	Men
Your Answer	Men

### Select The Blank

Question	Each person has a unique _____.
Correct Answer	Personality
Your Answer	Personality

### Multiple Choice Multiple Answer

Question	Contents of Personnel Manual are :-
Correct Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department
Your Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department

### True/False

Question	Compensation should not ensure internal equity.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	What is the action involved in job redesign?
Correct Answer	Job rotation
Your Answer	Job rotation

## LIST OF ATTEMPTED QUESTIONS AND ANSWERS

### **Multiple Choice Multiple Answer**

Question	Job descriptions may be used to set up :-
Correct Answer	Goals , Targets , Standards of performance
Your Answer	Goals , Targets , Standards of performance

### **True/False**

Question	Participation is impossible at all levels of management.
Correct Answer	False
Your Answer	False

### **Select The Blank**

Question	Some appraisers, at times, rate persons they like _____ than those they do not like.
Correct Answer	Higher
Your Answer	Higher

### **Multiple Choice Single Answer**

Question	Demotions are less frequently used as it affects the employees' :-
Correct Answer	Career prospects & morale
Your Answer	Career prospects & morale

### **Multiple Choice Single Answer**

Question	Aims of Personnel Administration is :-
Correct Answer	Getting cooperation of people
Your Answer	Getting cooperation of people

### **Multiple Choice Multiple Answer**

Question	The compensation practices differ in the following ways :-
Correct Answer	Structure , Mix , Quantum
Your Answer	Structure , Mix , Quantum

### **Select The Blank**

Question	The Minimum Wages act fixes & revises minimum wages for
----------	---

	a certain class of workmen to prevent exploitation of _____.
Correct Answer	Unorganized labour
Your Answer	Unorganized labour

### Select The Blank

Question	_____ is a tool of data collection.
Correct Answer	Questionnaire
Your Answer	Questionnaire

### Multiple Choice Multiple Answer

Question	The objective of P.F. Act is to make available the benefits of :-
Correct Answer	Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund
Your Answer	Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund

### True/False

Question	The Standing Orders Act is applicable to industrial establishments in which 50 or more workmen are employed.
Correct Answer	False
Your Answer	False

### Multiple Choice Multiple Answer

Question	Disadvantages of merit based promotions are :-
Correct Answer	Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective
Your Answer	Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective

### True/False

Question	There is only one theory which explains the impact of compensation on employee behavior.
Correct Answer	False
Your Answer	False

### Select The Blank

Question	Trade union prefer _____ as a sole basis of promotion.
----------	--

Correct Answer Seniority

Your Answer Seniority

### Select The Blank

Question The main objective of the Payment of Wages Act is to \_\_\_\_\_ in payment of wages.

Correct Answer Avoid unnecessary delay

Your Answer Avoid unnecessary delay

### True/False

Question Production transfers are caused due to changes in market demand.

Correct Answer False

Your Answer False

### Multiple Choice Single Answer

Question Principle of Personnel Administration is:-

Correct Answer Scientific Selection

Your Answer Scientific Selection

### Multiple Choice Single Answer

Question Qualities of personnel Manager is :-

Correct Answer Support to top management

Your Answer Support to top management

### Multiple Choice Multiple Answer

Question Through web pages, prospective applicants can obtain the data about the company for :-

Correct Answer Its products , Its services , Employment opportunities

Your Answer Its products , Its services , Employment opportunities

### Multiple Choice Multiple Answer

Question The advantage of self appraisal is that, the employee :-

Correct Answer Is involved , Is committed to the appraisal process , Has an opportunity to correct himself

Your Answer Is involved , Is committed to the appraisal process , Has an opportunity to correct himself

**Multiple Choice Single Answer**

Question	Characteristics of personnel Manager is:-
Correct Answer	Specialist in organization theory
Your Answer	Specialist in organization theory

**Multiple Choice Single Answer**

Question	Who Make or mar any organization?
Correct Answer	Men
Your Answer	Men

**Multiple Choice Multiple Answer**

Question	Contents of Personnel Manual are :-
Correct Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department
Your Answer	Organizational goals & objectives , Personnel Policy , Role of Personnel Department

**Match The Following**

Question	Correct Answer	Your Answer
Indirect benefits	Medical benefit	Medical benefit
Factors affecting compensation	Supply & demand	Supply & demand
Incentive system	Piece work	Piece work
Group incentive plan	Cost reduction plan	Cost reduction plan

**Select The Blank**

Question	The Payment of Bonus Act gives employees a statutory rights to obtain a _____ in the profits of the company.
Correct Answer	Share
Your Answer	Share

**Multiple Choice Single Answer**

Question	Objective of Personnel Administration is:-
Correct Answer	Ensure compliance with law
Your Answer	Ensure compliance with law

### True/False

Question	Personnel Department can not contribute for organization strategy.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	Performance appraisal indicates how the employees has performed on the :-
Correct Answer	Job
Your Answer	Job

### Multiple Choice Single Answer

Question	Direct compensation includes :-
Correct Answer	Wages
Your Answer	Wages

### True/False

Question	The ten years of a career are termed as the Establishment stage.
Correct Answer	False
Your Answer	False

### Multiple Choice Multiple Answer

Question	Criteria for selection includes :-
Correct Answer	Educational accomplishments , Experience , Personal characteristics
Your Answer	Educational accomplishments , Experience , Personal characteristics

### Multiple Choice Multiple Answer

Question	The problem with subjective method is the bias of the rater. Some of the common biases are:-
Correct Answer	Halo effects , Contrast error , Personal prejudice
Your Answer	Halo effects , Contrast error , Personal prejudice

### Select The Blank

Question	Employees quit if compensation levels are not _____.
----------	--



Correct Answer Competitive

Your Answer Competitive

### Select The Blank

Question An effective organization must meet both company's objectives & employee \_\_\_\_\_.

Correct Answer Needs

Your Answer Needs

### Select The Blank

Question \_\_\_\_\_ is managerial function.

Correct Answer Controlling

Your Answer Controlling

### True/False

Question Problem solving approach method identifies problems which may be interfering with employee performance.

Correct Answer True

Your Answer True

### Multiple Choice Multiple Answer

Question The following are the benefits provided under ESI Act :-

Correct Answer Sickness benefit , Funeral benefit , Medical benefit

Your Answer Sickness benefit , Funeral benefit , Medical benefit

### Multiple Choice Multiple Answer

Question Works Committee is related with :-

Correct Answer Latrines , Urinals , Temperature

Your Answer Latrines , Urinals , Temperature

### Multiple Choice Single Answer

Question Who is appointed by Govt. to solve labour dispute?

Correct Answer Labour Commissioner

Your Answer Labour Commissioner

**True/False**

Question	HRIS provides detailed information & facilitates Personnel decisions.
Correct Answer	True
Your Answer	True

**True/False**

Question	An exit interview provides last opportunity to discover the nature of dissatisfaction.
Correct Answer	True
Your Answer	True

**True/False**

Question	A group without leader is given a topic for discussion & asked to arrive at a group decision.
Correct Answer	False
Your Answer	False

**Multiple Choice Single Answer**

Question	The purpose of the Industrial Employment Act is to standardize :-
Correct Answer	Working conditions
Your Answer	Working conditions

**Match The Following**

Question	Correct Answer	Your Answer
Difficult employees	Consistently breaks company rules	Consistently breaks company rules
Constructive approach to discipline	Root out causes	Hot stove rule
Serious offence	Written reprimand	Written reprimand
corrective discipline	Non compliance with rules	Non compliance with rules

**Multiple Choice Single Answer**

Question	The process of Job Analysis involves :-
Correct Answer	Clear understanding of the job.
Your Answer	Clear understanding of the job.

**Multiple Choice Single Answer**

Question It is an assumption that the employee learn more with the :-

Correct Answer Length of service

Your Answer Involvement

**Multiple Choice Single Answer**

Question On short term basis an overtime may be an alternative to :-

Correct Answer Recruitment

Your Answer Recruitment

**Select The Blank**

Question The objective of ID Act is higher productivity which contributes to the \_\_\_\_\_.

Correct Answer Country's prosperity

Your Answer Country's prosperity

**LIST OF ATTEMPTED QUESTIONS AND ANSWERS****Select The Blank**

Question \_\_\_\_\_ can reduces anxiety in the new employee.

Correct Answer Induction

Your Answer Induction

**True/False**

Question Job of similar responsibilities must be placed in the same grade.

Correct Answer True

Your Answer True

**Multiple Choice Single Answer**

Question Employees wish to know what career advancements opportunities are available in the :-

Correct Answer Organization

Your Answer Organization

### Select The Blank

Question	The Personnel department can create formal procedure for _____.
Correct Answer	Problem solving
Your Answer	Problem solving

### Match The Following

Question	Correct Answer	Your Answer
Growth Phase	Clear Vision	Clear Vision
Industry Shift phase	Comfortable with ambiguity	Comfortable with ambiguity
Major integration phase	Visualize picture	Visualize picture
Turnaround phase	Motivate people	Motivate people

### Multiple Choice Multiple Answer

Question	Job enrichment increases :-
Correct Answer	Responsibility , Autonomy , Control
Your Answer	Responsibility , Autonomy , Control

### Select The Blank

Question	_____ method of training is connected to real life problem.
Correct Answer	Case
Your Answer	Case

### Multiple Choice Multiple Answer

Question	Various theories to study an impact of compensation on employee behavior are :-
Correct Answer	Reinforcement theory , Expectancy theory , Equity theory
Your Answer	Reinforcement theory , Expectancy theory , Equity theory

### Multiple Choice Single Answer

Question	The purpose of the Industrial Employment Act is to standardize :-
----------	---

Correct Answer Working conditions

Your Answer Working conditions

### Select The Blank

Question Level of expertise of employee can be determined through \_\_\_\_\_.

Correct Answer Competency Mapping

Your Answer Competency Mapping

### Multiple Choice Single Answer

Question Short Term shortage of manpower problem can be solved through :-

Correct Answer Overtime

Your Answer Overtime

### Match The Following

Question	Correct Answer	Your Answer
Procedure of training	Identify training needs	Identify training needs
Induction	Reduces Turnover	Reduces Turnover
Training	Exposed to new idea	Exposed to new idea
Type of training	Job rotation	Job rotation

### True/False

Question The ten years of a career are termed as the Establishment stage.

Correct Answer False

Your Answer False

### Multiple Choice Multiple Answer

Question BIR Act lays special emphasis on :-

Correct Answer Collective bargaining , Prevention of strikes , Prevention of lockouts

Your Answer Collective bargaining , Prevention of strikes , Prevention of lockouts

### True/False

Question	A group without leader is given a topic for discussion & asked to arrive at a group decision.
Correct Answer	False
Your Answer	False

### Multiple Choice Single Answer

Question	Principle of Personnel Administration is: -
Correct Answer	Scientific Selection
Your Answer	Scientific Selection

### Select The Blank

Question	The objective of ID Act is higher productivity which contributes to the _____.
Correct Answer	Country's prosperity
Your Answer	Organizational profit

### Multiple Choice Single Answer

Question	Who can conduct Orientation Program?
Correct Answer	Operating Manager
Your Answer	Operating Manager

### Select The Blank

Question	Resignation used sparingly, results in _____.
Correct Answer	Promotion
Your Answer	Acceptance

### Multiple Choice Single Answer

Question	Objective of Personnel Administration is: -
Correct Answer	Ensure compliance with law
Your Answer	Ensure compliance with law

### Multiple Choice Single Answer

Question	Grievance & complaints can be reduced through
Correct Answer	Communication

Your Answer      Communication

### Multiple Choice Multiple Answer

Question            The objective of P.F. Act is to make available the benefits of :-

Correct Answer    Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund

Your Answer       Statutory schemes of PF , Family Pension Fund , Deposit linked insurance fund

### Select The Blank

Question            Some appraisers, at times, rate persons they like \_\_\_\_\_ than those they do not like.

Correct Answer    Higher

Your Answer       Higher

### Multiple Choice Multiple Answer

Question            Promotion policies are as follows :-

Correct Answer    It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Your Answer       It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

### True/False

Question            Case method is one of the training type.

Correct Answer    True

Your Answer       True

### Multiple Choice Single Answer

Question            Qualities of personnel Manager is :-

Correct Answer    Support to top management

Your Answer       Support to top management

### True/False

Question            Key result areas are related to Target / Goals of the job holder.

Correct Answer True

Your Answer True

### Multiple Choice Multiple Answer

Question What are the objectives of induction?

Correct Answer Reduce anxiety , Reduce turnover , Save time

Your Answer Reduce anxiety , Reduce turnover , Save time

### Multiple Choice Multiple Answer

Question The Contract Labour act provides for :-

Correct Answer Abolition of contract labour , Improve conditions of work , Provision for health & welfare

Your Answer Abolition of contract labour , Improve conditions of work , Provision for health & welfare

### True/False

Question Direct compensations are medical benefits, paid leave & insurance.

Correct Answer False

Your Answer False

### Multiple Choice Single Answer

Question The process of Job Analysis involves :-

Correct Answer Clear understanding of the job.

Your Answer Clear understanding of the job.

### Multiple Choice Single Answer

Question On short term basis an overtime may be an alternative to :-

Correct Answer Recruitment

Your Answer Recruitment

### Multiple Choice Single Answer

Question Personnel Administration is connected with :-

Correct Answer Employee

Your Answer Employee



### Multiple Choice Multiple Answer

Question	Works Committee normally deal with :-
Correct Answer	Ventilation , Lighting , Sanitation
Your Answer	Ventilation , Lighting , Sanitation

### Multiple Choice Single Answer

Question	Job descriptions & job specifications provide information for advertisement for: -
Correct Answer	The position
Your Answer	The position

### True/False

Question	It is difficult to measure service & judge the seniority.
Correct Answer	False
Your Answer	False

### Multiple Choice Multiple Answer

Question	What are the objectives of training?
Correct Answer	Exposure to new idea , Expanding knowledge , To Motivate employees
Your Answer	Exposure to new idea , Expanding knowledge

### True/False

Question	There are external & internal influences on the organization.
Correct Answer	True
Your Answer	True

### Multiple Choice Multiple Answer

Question	Which are the internal factors?
Correct Answer	Organization culture , Leadership , Strategy
Your Answer	Organization culture , Leadership , Strategy

### True/False

Question	Induction also helps to old employees.
----------	--

Correct Answer False

Your Answer False

### Select The Blank

Question Organizations visit campuses to recruit candidates for \_\_\_\_\_.

Correct Answer Entry level positions

Your Answer Entry level positions

### Multiple Choice Multiple Answer

Question Disadvantages of merit based promotions are :-

Correct Answer Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective

Your Answer Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective

### Select The Blank

Question Job enrichment is \_\_\_\_\_ loading of the job.

Correct Answer Vertical

Your Answer Vertical

### Multiple Choice Single Answer

Question Aims of Personnel Administration is :-

Correct Answer Getting cooperation of people

Your Answer Getting cooperation of people

### Multiple Choice Single Answer

Question Who is appointed by Govt. to solve labour dispute?

Correct Answer Labour Commissioner

Your Answer Labour welfare officer

### True/False

Question The policy of the organization is to give top priority

	to Human Resource Development.
Correct Answer	True
Your Answer	True

### Multiple Choice Single Answer

Question	Which of the following is the Managerial function of Personnel Administration?
Correct Answer	Planning
Your Answer	Planning

### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

#### Multiple Choice Multiple Answer

Question Advantages of career planning are :-  
 Correct Answer Reduces turnover , Tap potentials of employees , Motivates employees  
 Your Answer Motivates employees , Reduces turnover , Tap potentials of employees

#### True/False

Question Job specification is not related to Qualification of job the holder.  
 Correct Answer False  
 Your Answer False

#### True/False

Question Temporary shortage of manpower can not manage through overtime.  
 Correct Answer False  
 Your Answer False

#### Multiple Choice Single Answer

Question Under the Employment Exchange Act all employers are obliged to inform employment exchanges of :-  
 Correct Answer Vacancies occurring  
 Your Answer Vacancies occurring

#### Select The Blank

Question Some appraisers, at times, rate persons they like \_\_\_\_\_ than those they do not like.  
 Correct Answer Higher  
 Your Answer Higher

#### Multiple Choice Single Answer

Question Grievance & complaints can be reduced through  
 Correct Answer Communication  
 Your Answer Communication

#### Match The Following

Question Correct Answer Your Answer

IT process in Personnel Management Reduction in cost Training & development

HRIS Facilitates Personnel decisions Reduction in cost

Online panel of experts Standard disciplinary actions Standard disciplinary actions

Online guidelines to line managers Organizational development Organizational development

Select The Blank

Question Compensation practices are \_\_\_\_\_ across companies & across jobs.

Correct Answer Different

Your Answer Different

Multiple Choice Single Answer

Question Who is appointed by Govt. to solve labour dispute?

Correct Answer Labour Commissioner

Your Answer Labour Commissioner

Multiple Choice Single Answer

Question The purpose of the Industrial Employment Act is to standardize :-

Correct Answer Working conditions

Your Answer Working conditions

Multiple Choice Multiple Answer

Question What are the objectives of induction?

Correct Answer Reduce anxiety , Reduce turnover , Save time

Your Answer Reduce anxiety , Reduce turnover , Save time

Multiple Choice Single Answer

Question Outsourcing is a viable solution for the companies that do not have sufficient work for :-

Correct Answer Full time employees

Your Answer Full time employees

Multiple Choice Single Answer

Question Following is the internal way of human resources supply:-

Correct Answer Human Resources Audit

Your Answer Human Resources Audit

Select The Blank

Question Job evaluation is the process by which relative worth of \_\_\_\_\_ in the organization is determined for the purpose of salary computation.

Correct Answer Various jobs

Your Answer Various jobs

Multiple Choice Single Answer

Question The trade unions are not prepared to divert themselves of their power in :-

Correct Answer Bargaining

Your Answer Bargaining

Multiple Choice Single Answer

Question Participation involves parting with :-

Correct Answer Power

Your Answer Power

Multiple Choice Multiple Answer

Question Process of selection includes :-

Correct Answer Preliminary screening , Interviews , Employment tests

Your Answer Preliminary screening , Interviews , Employment tests

True/False

Question Integrating the human resources function with business is not a goal of Personnel Department

Correct Answer False

Your Answer False

Multiple Choice Single Answer

Question Decision of Works Committee are :-

Correct Answer Recommendatory

Your Answer Recommendatory

Multiple Choice Single Answer

Question Collective bargaining function comes under :-

Correct Answer Firefighting & Legal Role

Your Answer Firefighting & Legal Role

Multiple Choice Multiple Answer

Question Role of Personnel Administrator consists of :-

Correct Answer Fire fighting Role , Counselor's Role , Legal Role

Your Answer Fire fighting Role , Counselor's Role , Legal Role

Select The Blank

Question Level of expertise of employee can be determined through \_\_\_\_\_.

Correct Answer Competency Mapping

Your Answer Competency Mapping

Select The Blank

Question Issues of collective bargaining and \_\_\_\_\_ are outside the scope of council.

Correct Answer Individual grievances

Your Answer Individual grievances

Multiple Choice Single Answer

Question If vacancies cannot be filled within the organization, Personnel Department need to prepare a :-

Correct Answer Recruitment Plan

Your Answer Recruitment Plan

Select The Blank

Question The objective of ID Act is higher productivity which contributes to the \_\_\_\_\_.

Correct Answer Country's prosperity

Your Answer Country's prosperity

Multiple Choice Single Answer

Question Challenge in front of personnel department is of :-

Correct Answer Recruit & retain qualified persons

Your Answer Recruit & retain qualified persons

True/False

Question Standing orders means the rules of conduct for workmen employed in industrial establishments.

Correct Answer False

Your Answer True

Match The Following

Question Correct Answer Your Answer

Growth Phase Clear Vision Clear Vision

Industry Shift phase Comfortable with ambiguity Comfortable with ambiguity

Major integration phase Visualize picture Visualize picture

Turnaround phase Motivate people Motivate people

Multiple Choice Multiple Answer

Question Contents of Personnel Manual are :-

Correct Answer Organizational goals & objectives , Personnel Policy , Role of Personnel Department

Your Answer Organizational goals & objectives , Personnel Policy , Role of Personnel Department

Select The Blank

Question The main objective of the Payment of Wages Act is to \_\_\_\_\_ in payment of wages.

Correct Answer Avoid unnecessary delay

Your Answer Avoid unnecessary delay

True/False

Question The MBO approach involves establishing performance goals jointly by Superior & subordinates.

Correct Answer True

Your Answer True

Multiple Choice Multiple Answer

Question Qualities of manager who work in the organization which is in growth phase:-

Correct Answer See alternatives , Accept change easily , Clear vision of the future

Your Answer See alternatives , Accept change easily , Clear vision of the future

Multiple Choice Multiple Answer

Question Various theories to study an impact of compensation on employee behavior are :-

Correct Answer Reinforcement theory , Expectancy theory , Equity theory

Your Answer Reinforcement theory , Expectancy theory , Equity theory

Multiple Choice Single Answer

Question Personal characteristics such as age & marital status may be essential for certain jobs & hence needs to be :-

Correct Answer Specified

Your Answer Specified

Multiple Choice Single Answer

Question Shortage of highly skilled manpower with short period but non recurring in nature can be solved through :-

Correct Answer Consultants

Your Answer Consultants

Multiple Choice Single Answer

Question Job description may be used to set up goals and targets and :-

Correct Answer Standards of performance

Your Answer Standards of performance

True/False

Question An exit interview provides last opportunity to discover the nature of dissatisfaction.

Correct Answer True

Your Answer True

True/False

Question It is difficult to measure service & judge the seniority.

Correct Answer False

Your Answer False

Select The Blank

Question \_\_\_\_\_ is a first stages of training procedure.

Correct Answer Identify training requests.

Your Answer Identify training requests.

True/False

Question The Standing Orders Act is applicable to industrial establishments in which 50 or more workmen are employed.

Correct Answer False

Your Answer False

Select The Blank

Question Under BIR Act a union having a minimum membership of \_\_\_\_\_ of the employees is called a Representative union.

Correct Answer 0.25

Your Answer 0.25

True/False

Question Organization cant give Layoffs to surplus employee.

Correct Answer False

Your Answer False

Multiple Choice Multiple Answer

Question Promotion policies are as follows :-

Correct Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Your Answer It should be consistent & should be applied uniformly to all employees , It should be fair & impartial , Favoritism should not be taken as a basis of promotion

Select The Blank

Question The Minimum Wages act fixes & revises minimum wages for a certain class of workmen to prevent exploitation of \_\_\_\_\_.

Correct Answer Unorganized labour

Your Answer Unorganized labour

Multiple Choice Single Answer

Question Job descriptions & job specifications provide information for advertisement for:-

Correct Answer The position

Your Answer The position

Select The Blank

Question Only\_\_\_\_\_ jobs are needed to take up for job analysis study.

Correct Answer Critical

Your Answer Critical

Multiple Choice Multiple Answer

Question Personnel Management helps in :-

Correct Answer Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.

Your Answer Identifying the best talent , Attracting & retain capable person , Motivating personnel to achieve excellence in work.

#### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

Select The Blank

Question Employees expect their supervisors to play an active role in their \_\_\_\_\_.

Correct Answer Career development

Your Answer Career development

Select The Blank

Question Management by Objectives is a system of \_\_\_\_\_.

Correct Answer Performance Appraisal

Your Answer Performance Appraisal

Multiple Choice Single Answer

Question Factories Act aims at protecting employees from exploitation by the :-

Correct Answer Employer

Your Answer Employer

Multiple Choice Single Answer

Question Personnel Administration is connected with :-

Correct Answer Employee

Your Answer Employee

Multiple Choice Single Answer



Question What is Job analysis?  
Correct Answer Systematic process of collecting information about job.  
Your Answer Systematic process of collecting information about job.

Match The Following  
Question Correct Answer Your Answer

Head hunters Higher level managerial positions Higher level managerial positions

Urgent recruitment Walk-in-interviews Walk-in-interviews

Cost effective method of screening applications Educational accomplishments Educational accomplishments

Medical examinations After offer letter After offer letter

Multiple Choice Single Answer  
Question Which is external influence in the organization?  
Correct Answer Govt. Rules & Regulation.  
Your Answer Govt. Rules & Regulation.

Multiple Choice Single Answer  
Question Objective of Personnel Administration is:-  
Correct Answer Ensure compliance with law  
Your Answer Ensure compliance with law

Multiple Choice Single Answer  
Question Who can conduct Orientation Program?  
Correct Answer Operating Manager  
Your Answer Operating Manager

True/False  
Question Case method is one of the training type.  
Correct Answer True  
Your Answer True

True/False  
Question HRIS provides detailed information & facilitates Personnel decisions.  
Correct Answer True  
Your Answer True

Multiple Choice Multiple Answer  
Question Types of manifestation of conflicts of unions are :-  
Correct Answer Non-co-operation , Arguments , Hostility  
Your Answer Non-co-operation , Arguments , Hostility

Multiple Choice Multiple Answer  
Question Individual abilities can be expanded by enrolling for :-  
Correct Answer Training programmes , Acquiring additional degree , Seeking new work assignments  
Your Answer Training programmes , Acquiring additional degree , Seeking new work assignments

Multiple Choice Multiple Answer

Question As per the Edward Flippo Personnel Administration is :-  
Correct Answer Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource  
Your Answer Maintenance of Human Resource , Integration of Human Resource , Development of Human Resource

Select The Blank

Question Job analysis can help in \_\_\_\_\_.  
Correct Answer Strategic planning  
Your Answer Strategic planning

Multiple Choice Single Answer

Question What is quality circles?  
Correct Answer Small group of people who solve the problem.  
Your Answer Small group of people who solve the problem.

Select The Blank

Question \_\_\_\_\_ method of training is connected to real life problem.  
Correct Answer Case  
Your Answer Case

Multiple Choice Multiple Answer

Question Following are measures of effectiveness of personnel function.  
Correct Answer Relatedness of pay to performance , Reduced grievances , Improved moral  
Your Answer Relatedness of pay to performance , Reduced grievances , Improved moral

Multiple Choice Single Answer

Question Qualities of personnel Manager is :-  
Correct Answer Support to top management  
Your Answer Support to top management

Multiple Choice Multiple Answer

Question Under BIR Act an Appellate court hears appeals against the orders of :-  
Correct Answer The Registrar of Union , Labour Commissioner , Wage boards  
Your Answer The Registrar of Union , Labour Commissioner , Wage boards

Select The Blank

Question Article 43 'A' was inserted in the constitution under the \_\_\_\_\_.  
Correct Answer Directive Principles of State Policy  
Your Answer Directive Principles of State Policy

Match The Following

Question Correct Answer Your Answer

Advantages of career planning Satisfied employee's needs for recognition Satisfied employee's needs for recognition

Advancement stage Age of 30-45 Age of 30-45

Job performance Career progression Career progression

Retirement phase Completes one career & moves on to another Completes one career & moves on to another

Multiple Choice Single Answer

Question Characteristics of personnel Manager is:-

Correct Answer Specialist in organization theory

Your Answer Specialist in organization theory

Select The Blank

Question Discipline is a process to correct & mould employees for \_\_\_\_\_.

Correct Answer Better performance

Your Answer Better performance

Select The Blank

Question Information Technology reverses the effect of \_\_\_\_\_.

Correct Answer Bureaucracy

Your Answer Bureaucracy

Multiple Choice Single Answer

Question Salary structure is developed by :-

Correct Answer Job evaluation

Your Answer Job evaluation

Multiple Choice Multiple Answer

Question Following are the types of audit in personnel department.

Correct Answer Audit of managerial compliance , Audit of employee satisfaction , Audit of Corporate strategy

Your Answer Audit of managerial compliance , Audit of employee satisfaction , Audit of Corporate strategy

Select The Blank

Question The Personnel department can create formal procedure for \_\_\_\_\_.

Correct Answer Problem solving

Your Answer Problem solving

Multiple Choice Multiple Answer

Question The Contract Labour act provides for :-

Correct Answer Abolition of contract labour , Improve conditions of work , Provision for health & welfare

Your Answer Abolition of contract labour , Improve conditions of work , Provision for health & welfare

Multiple Choice Single Answer

Question The campus recruitment process is generally repeated :-

Correct Answer Every year

Your Answer Every year

Select The Blank

Question \_\_\_\_\_ can be utilized for employees promotion & progress from one stage to another stage.

Correct Answer Job analysis data

Your Answer Job analysis data

Multiple Choice Multiple Answer

Question Job enrichment increases :-

Correct Answer Responsibility , Autonomy , Control

Your Answer Responsibility , Autonomy , Control

Select The Blank

Question \_\_\_\_\_ can reduces anxiety in the new employee.

Correct Answer Induction

Your Answer Induction

True/False

Question Employee can perform in friendly environment.

Correct Answer True

Your Answer True

Multiple Choice Single Answer

Question The important forms in which workers can participate in management are :-

Correct Answer Information sharing

Your Answer Information sharing

True/False

Question Personnel department has to design the organizational structure which should be in tune with the Organization's strategies.

Correct Answer True

Your Answer True

Multiple Choice Multiple Answer

Question Special features of the BIR Act are :-

Correct Answer Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal

Your Answer Establishing an Industrial Court , Establishing Labour Court , Making victimization illegal

True/False

Question Labour turnover can be reduced through induction.

Correct Answer True

Your Answer True

Multiple Choice Single Answer

Question Oral reprimand is sufficient to achieve :-

Correct Answer Desired results

Your Answer Desired results

Multiple Choice Multiple Answer

Question Aims of the Works Committee are:-

Correct Answer To promote good relations , To comment on matters of common interest , To endeavor to compose any differences

Your Answer To promote good relations , To comment on matters of common interest , To endeavor to compose any differences

True/False

Question The policy of the organization is to give top priority to Human Resource Development.

Correct Answer True

Your Answer True

True/False

Question Compensation should not ensure internal equity.

Correct Answer False

Your Answer False

Select The Blank

Question The year \_\_\_\_\_ was witnessed as the year of industrial unrest.

Correct Answer 1920

Your Answer 1920

True/False

Question It is mandatory in all States to inform the employment exchange of vacancies at workmen level.

Correct Answer False

Your Answer False

Multiple Choice Single Answer

Question A prior arrangement for the distribution of the gains of the higher production & participation, is a necessary condition for :-

Correct Answer Success

Your Answer Success

True/False

Question Production transfers are caused due to changes in market demand.

Correct Answer False

Your Answer False

True/False

Question Induction is part of training.

Correct Answer True

Your Answer True

#### LIST OF ATTEMPTED QUESTIONS AND ANSWERS

Multiple Choice Single Answer

Question The disciplinary action is not directed towards a person, it is meant to eliminate:-

Correct Answer Undesirable behavior

Your Answer Undesirable behavior

Select The Blank

Question Assessment centers gives idea about\_\_\_\_\_

Correct Answer Promotable employee

Your Answer Promotable employee

Multiple Choice Multiple Answer

Question Disadvantages of merit based promotions are :-

Correct Answer Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective

Your Answer Measurement of merit is highly difficult , Many people distrust the management's integrity in judging merit , The techniques of merit measurement are subjective

True/False

Question Problem solving approach should be used where criticisms are specific & focused on the person.

Correct Answer False

Your Answer False

Multiple Choice Single Answer

Question Participation enhances employees ability to influence decision making with corresponding assumption of :-

Correct Answer Responsibility

Your Answer Responsibility

Multiple Choice Multiple Answer

Question Satisfactory resolution of the disputes may avoid the following :-

Correct Answer Ill will , Strikes , Non co-operative actions

Your Answer Ill will , Strikes , Non co-operative actions

Multiple Choice Multiple Answer

Question Under the trusteeship, the inherent responsibility of business enterprises is towards it's :-

Correct Answer Consumers , Workers , Shareholders

Your Answer Consumers , Workers , Shareholders

True/False

Question Before any behavior has taken place the consequences of undesirable behavior are communicated to the employee.

Correct Answer True

Your Answer True

True/False

Question Employee should participate in the decision making process.

Correct Answer True

Your Answer True

Multiple Choice Multiple Answer

Question Which are the key factor in the management of human component?

Correct Answer Land , Material , Money

Your Answer Land , Material , Money

Select The Blank

Question Each person has a unique \_\_\_\_\_.

Correct Answer Personality

Your Answer Personality

Multiple Choice Single Answer

Question Personnel Department audit involves

Correct Answer Timely compliance with legal requirements

Your Answer Timely compliance with legal requirements

True/False

Question Induction also helps to old employees.

Correct Answer False

Your Answer False

Multiple Choice Single Answer

Question Which is the last stages in training?

Correct Answer Out put of training.

Your Answer Out put of training.

Multiple Choice Single Answer

Question Which is internal influence in the organization?

Correct Answer Goals & Objective

Your Answer Goals & Objective

Multiple Choice Single Answer

Question Standard disciplinary action can be taken by line managers in any unit with the help of a panel of experts available :-

Correct Answer On line

Your Answer On line

Multiple Choice Multiple Answer

Question Through human resource information system data is :-

Correct Answer Acquired , Analyzed , Stored

Your Answer Acquired , Analyzed , Stored

Select The Blank

Question Advertisement is an \_\_\_\_\_ of seeking recruits.

Correct Answer Effective way

Your Answer Effective way

Select The Blank

Question The policy of the Management is to assure \_\_\_\_\_.

Correct Answer Security of the employment

Your Answer Security of the employment

True/False

Question Manual need not be revised periodically.

Correct Answer False

Your Answer False

Multiple Choice Multiple Answer

Question Job descriptions may be used to set up :-

Correct Answer Goals , Targets , Standards of performance

Your Answer Goals , Targets , Standards of performance

Multiple Choice Multiple Answer

Question Through web pages, prospective applicants can obtain the data about the company for :-

Correct Answer Its products , Its services , Employment opportunities

Your Answer Its products , Its services , Employment opportunities

Multiple Choice Multiple Answer

Question Participative forms prevalent in India are:-

Correct Answer Works Committees , Joint Management Councils , Joint Councils

Your Answer Works Committees , Joint Management Councils , Joint Councils

Select The Blank

Question \_\_\_\_\_ has impact on employee's behavior at work.  
Correct Answer Nuclear Family  
Your Answer Nuclear Family

Multiple Choice Single Answer

Question What is necessary to maintain harmonious employee relation?

Correct Answer Constant dialogue  
Your Answer Constant dialogue

Select The Blank

Question Problem solving approach method identifies problems which may be interfering with\_\_\_\_\_.

Correct Answer Employee performance  
Your Answer Employee performance

Multiple Choice Single Answer

Question Mediation is different from :-

Correct Answer Arbitration  
Your Answer Awards

Select The Blank

Question Transfer is viewed as a change in assignment in which the employee moves from \_\_\_\_\_.

Correct Answer One job to another  
Your Answer One job to another

Multiple Choice Single Answer

Question Promotion is an advancement of a employee to a better job in terms of :-

Correct Answer Higher responsibility  
Your Answer Higher responsibility

Multiple Choice Multiple Answer

Question Which are the external influences?

Correct Answer Technology , Economic condition , Unions  
Your Answer Technology , Economic condition , Unions

True/False

Question To remain competitive, organization needs to build positive employee relation.

Correct Answer False  
Your Answer False

True/False

Question Consultative participation involves a higher degree of sharing views.

Correct Answer True  
Your Answer True

Match The Following

Question Correct Answer Your Answer

Feedback Information Information

Quality of work life Quality Circles Quality Circles



Autonomy Responsibility Responsibility

Variety Different Skills Different Skills

Select The Blank

Question \_\_\_\_\_ energizes human behavior to achieve goals.

Correct Answer Motivation

Your Answer Motivation

Multiple Choice Single Answer

Question The Employment Exchange Act is intended for the benefit of the :-

Correct Answer Employer & worker

Your Answer Employer & worker

Select The Blank

Question Analyze & solve problems from a \_\_\_\_\_ oriented point of view.

Correct Answer Profit

Your Answer Profit

Select The Blank

Question Morale of the employee can be improved through\_\_\_\_\_.

Correct Answer Climate Surveys

Your Answer Climate Surveys

Multiple Choice Multiple Answer

Question When employees are given constructive feedback, to:-

Correct Answer Encourage initiative , Perform better , Develops sense of responsibility

Your Answer Encourage initiative , Perform better , Develops sense of responsibility

Multiple Choice Single Answer

Question The management's primary interest lies in :-

Correct Answer Improving productivity

Your Answer Improving productivity

Multiple Choice Multiple Answer

Question The problem with subjective method is the bias of the rater. Some of the common biases are:-

Correct Answer Halo effects , Contrast error , Personal prejudice

Your Answer Halo effects , Contrast error , Personal prejudice

True/False

Question Participation is impossible at all levels of management.

Correct Answer False

Your Answer False

Match The Following

Question Correct Answer Your Answer

Contribution of personnel administration Analyze & solve problems  
Analyze & solve problems

Developing human resources Career planning Training

Maintaining & protecting human resources Evaluation Evaluation

Objective of personnel administration Achieve organization goals  
Achieve organization goals

True/False

Question To conduct compensation survey data should be manipulated.  
Correct Answer False  
Your Answer False

Multiple Choice Multiple Answer

Question Works Committee normally deal with :-  
Correct Answer Ventilation , Lighting , Sanitation  
Your Answer Ventilation , Lighting , Sanitation

Select The Blank

Question Trade union prefer \_\_\_\_\_ as a sole basis of promotion.  
Correct Answer Seniority  
Your Answer Seniority

Multiple Choice Single Answer

Question In majority of the companies increments are linked with :-  
Correct Answer Performance  
Your Answer Performance

True/False

Question Key result areas are related to Target / Goals of the job holder.  
Correct Answer True  
Your Answer True