

SVKM's NMIMS
NMIMS – GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Programme: DHRM/PGDHRM

Examination: December 2016

Subject: Manpower Planning, Recruitment and Selection

Semester: II

Course : New

Marks : 70

Date: 17.12.2016

Time: 11.00 a.m. to 2.00 p.m.

Instructions:

1. Answer to each new question to be started on a fresh page.
2. Figures in bracket indicate full marks.

Q.1) Attempt any 2 out of 4

(Marks: 2X5=10)

- a) What is Job Specification?
- b) Enumerate and explain the activities required for manpower planning.
- c) Explain the concept of Balanced Scorecard.
- d) Which are the different types of transfers?

Q.2) Write Short Notes on any 2 out of 5

(Marks: 2X5=10)

- a) Job Analysis
- b) Elements of Promotion
- c) Objectives of Job Description
- d) Methods of recruitment for international companies
- e) Methods of On the Job Training

Q.3) Attempt any 3 out of 5

(Marks: 3X10=30)

- a) Outline and explain the Manpower Planning process.
- b) Enumerate and explain steps in Method Study.
- c) What are the selection criteria and techniques of international staffing?
- d) Outline and explain the needs for manpower training in an organization.
- e) List and explain stages of the career development process.

Q.4) Attempt both the questions

(Marks: 2X10=20)

- a) What are the major sources of recruitment of personnel?
- b) What is the purpose of an interview? List and explain types of interviews.
