



परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

Worksheet (Module 2/4)

Subject – Business Studies

Class - XII

Chapter 6 – Staffing

1. Process of attracting qualified person to apply for the jobs that are open is refer to as
 - (a) Training
 - (b) Recruitment**
 - (c) Human resource management
 - (d) Transfer
2. Which of the following is not an external source of recruitment
 - (a) Campus recruitment
 - (b) Promotion**
 - (c) Casual callers
 - (d) Direct recruitment
3. It is a good source of filling the vacancies with employees from over staffed departments.
 - (a) Transfer**
 - (b) Promotion
 - (c) Placement agencies
 - (d) Government exchanges
4. Under this method of recruitment, a notice is placed on the notice board of the organisation containing the details of the jobs available.
 - (a) Casual callers
 - (b) Labour contractors
 - (c) Recommendations of employees
 - (d) None of the above**
5. Which of the following is an internal source of recruitment?
 - (a) Transfer**
 - (b) Advertising on television
 - (c) Casual callers
 - (d) Labour contractors
6. Which of the following is not an advantage of using external sources of recruitment?
 - (a) Qualified personnel
 - (b) Wider choice
 - (c) Fresh talent
 - (d) Economical source**

7. Which of the following is not a disadvantage of using external sources of recruitment?
- (a) Dissatisfaction among existing staff
 - (b) Lengthy process
 - (c) The scope for induction of fresh talent is reduced**
 - (d) Costly process
8. It refers to the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.
- (a) Selection
 - (b) Training
 - (c) Recruitment**
 - (d) Orientation
9. This source of recruitment basically specialises in filling up the vacancies at the middle level and top level management.
- (a) Direct recruitment
 - (b) Labour contractors
 - (c) Advertising on television
 - (d) Placement agencies and management consultants**
10. It is a very useful source of recruitment for hiring casual or 'badli' workers to whom compensation is provided on a daily wage basis.
- (a) Placement agencies and management consultants
 - (b) Direct recruitment**
 - (c) Labour contractors
 - (d) Advertising on television
11. Many big organisations maintain a close liaison with the universities, vocational schools and management institutes to recruit qualified personnel for various jobs. This is known as
- (a) Placement agencies and management consultants
 - (b) Direct recruitment
 - (c) Labour contractors
 - (d) Campus recruitment**
12. The various activities involved in the process of recruitment include
- (a) Identification and assessment of the different sources of recruitment
 - (b) Selecting the most suitable source or sources
 - (c) Inviting applications from the prospective candidates
 - (d) All of the above**
13. It refers to the horizontal movement of employees along the organisational structure,
- (a) Transfer**
 - (b) Promotion
 - (c) Training
14. Promotion leads to
- (a) Shifting an employee to a higher position
 - (b) Entrusting higher responsibilities

- (c) Increase in status
- (d) All of the above**

15. When the employees are given promotion, their

- (a) Motivation level improves
- (b) Loyalty increases
- (c) Job satisfaction level is higher
- (d) All of the above**

16. It is suitable for filling casual vacancies when work load is high or when certain number of permanent workers are absent.

- (a) Direct recruitment**
- (b) Labour contractors
- (c) Advertising on television
- (d) Placement agencies and management consultants

17. Under this method of recruitment, an organisation maintains a database of unsolicited applicants in their offices.

- (a) Direct recruitment
- (b) Casual callers**
- (c) Labour contractors
- (d) Advertising on television

18. Mention briefly the important sources of recruitment.

19. Differentiate between Transfer and Promotion on any three points.

20. Why recruitment is called a positive process?