**Assignment Class 12 BST**

**Time Allowed: 45 mins. Maximum Marks:**

**Q No 1 to 5 are 1 Mark Questions, 6 to 9 are 4 Markers.**

**Q-1 Apha Enterprises is a company manufacturing water geysers. The company has a functional structure with four main functions Production, Marketing, Finance and Human Resource. As the demand for the product grew, the company decided to hire more employees. Identify the concept which will help the Human Resource Manager in deciding the actual number of persons required in each department.**

**Q-2 What is the next step after selection?**

**Q-3 These are run by the Government as a source of recruitment for unskilled and skilled operative jobs. What is being referred to here?**

**Q-4 It is a test used for selection of employees to measure an individual's potential for learning new skills. Mention its name and explain two other tests?**

**Q-5 Trainees are put under the guidance of a master worker to acquire a higher level of skill, for example to become plumber, electrician, etc. Which method of training is referred to here?**

**Q-6 Explain briefly “transfers” and “promotions” as internal sources of recruitment.**

**Q-7 Human Resource Management includes only specialised activities and duties. Explain briefly.**

**Q-8 No Organisation can be successful unless it fills and keeps various position filled with the right kind of people with right type of job.**

**Q-9 What is meant by recruitment ? How it is different from selection?**

**Q-10. Blue Heavens Ltd. purchased a new machinery from Germany for manufacturing some auto components. It was a cost-effective and quality production machine but during the production process, manager observed that the quality of the production was not as per standards. On investigation, it was found that there was lack of knowledge of using these hi-tech machines. So, frequent visits by engineers were required from Germany but this resulted in high overhead charges.  
Suggest what can be done to develop the skills and abilities of employees for producing quality products by using these hi-tech machines. Also state how the employees or the organisation will be benefited by your suggestion.**

**Q-11 Mohit Gupta is working with Yellow Security Services Ltd. He is also recruiting security guards for the company. The company provides security services in Delhi and Noida at short notice to various companies. The guards are recruited on a temporary basis. The guards provided by this company are known for their honesty and punctuality. Mohit Gupta is well-known in his village for providing employment to unskilled people.**

1. **Name the source of recruitment used by Yellow Security Services Ltd.**
2. **State any one disadvantage of this source of recruitment.**
3. **Identify the need of security guards which is being fulfilled by the company as per Maslow’s need hierarchy.**
4. **Identify any two values communicated to society in the above stated case.**