



**INDIAN SCHOOL DARSAIT**  
**DEPARTMENT OF COMMERCE**



<b>SUB: Business Studies</b>	<b>STAFFING</b>	
Date of Worksheet: / /2018		Resource Person: JMC
Name of Student:		Roll Number:
Class and Div.: XII C & D		

Q.NO	QUESTIONS	MARKS
1.	<p>Mr. Shargil, Chief Executive Officer of ‘GEMCO Ltd.’ has got placed a notice reading. “Smoking is prohibited” against the main wall of each hall of his factory. Every employee obeys this instruction. Human Resource Manager of the company has to appoint a few sales officers. During the course of interview an applicant was asked this question: “notice against the wall is a part of the basic function of the management. Identify it”. Answer was “it is a policy.” Selection process has recorded the stage of medical examination.</p> <p>i) Is the answer of the applicant correct? ii) What is the next step of selection process after “medical examination”</p>	1
2.	<p>A “management expert” was invited by a company. He gave a lecture in the meeting of employees. Main parts of the lecture were, “employees should make all out efforts to increase their work market value. To achieve this objective they should increase their capacity and efficiency. They should also make such endeavor as to get job satisfaction. Not only is that it equally essential that they should concentrate on minimizing the accidents”.</p> <p>Management expert is hinting at a function of the management which is beneficial both for the enterprise and the employees. Identify it?</p>	1
3.	<p>Board of Directors of ‘Fairdeal Limited’ has formulated a policy for Human Resource Department. According to this policy certain standards will have to be taken inconsideration prior to the appointment of persons in the company. Some of the main standards are: existing employees of the company should be motivated, selection should be riskless and should not need any induction. Identify the source of employment adopted by Fairdeal Ltd.</p>	1

4.	<p>“Pusgpanjali Pvt. Ltd.” is a renowned company manufacturing different kinds of gifts. Company is the need of some employees. Mr. Subash Kathuria, H.R.Manager is keen to select such persons as are well equipped with the latest knowledge. He also desires that the area of selection should be extensive.</p> <p>In your opinion which source of recruitment should be used by H.R. Manager?</p>	1
5.	<p>It is the custom of the company to avoid saying ‘No’ to any person who approaches it for a job. Rather it gets its application and tells him that when company required his services, he will be called. In this way, company acquires a database. Its advantage is that at the time of need a suitable applicant out of the database can be called for interview. Thus the company is saved from expenses on advertisement.</p> <p>Identify the source of recruitment referred to in the above paragraph.</p>	1
6.	<p>Employees of the company working at all posts have been told about the relations among them in every clear term. All of them know from whom to receive orders and to whom they have to report. HR Manager of the company interviewed MBA students of a management institute. He selected five of them. They were asked to join the company immediately. They did so. On joining the company, they were introduced to their superiors and subordinates. Objectives and policies of the company were also brought to their notice in a clear and distinct manner.</p> <p>In the above paragraph mention has been made of the two concepts of management. Identify the same by quoting the lines.</p>	3
7.	<p>Mr. Krishna Gopal, personnel Manager, of Sahil Kids wear Ltd is busy in making some appointments for different of his company. By now, he has completed the first two steps of staffing process. The third step in underway. Name of this step is “selection”. It has its own lengthy process. He is currently engaged in employment interview. He has already interviewed the applicants and is now directing them to the concerned departmental managers for another interview. The objective behind directing them to the departmental managers is that they too satisfy themselves by conversing face – to – face with the applicants.</p> <p>a) Identify the first two steps of staffing process that have since been completed.</p> <p>b) Third step of “Selection” is under completion. Name the existing and next two steps.</p>	3
8.	<p>The managing director of “Rathi India Ltd” convened a meeting of</p>	4

	<p>the employees working at all managerial levels. two main issues were discussed in the meeting. First, how the employees should perform all those activities more efficiently which are being carried out currently. Second, how to enable the employees to take up on itself big responsibilities in future. Through the medium of the meeting, the company was seeking the possibilities of its extension. When the managing director felt satisfied that the employees were taking interest in both the issues, then he convened a meeting of board of directors to give final shape to the decision regarding extension of the company.</p> <p>i) Identify different managerial levels. ii) Identify and explain those concepts of management which relate to both the issues discussed in the meeting.</p>	
9.	<p>‘Johnson Brothor Ltd.’ manufactures bearings used in different machines. Mr. Roshan Sodhi, Director of the company, has decided install an imported plant making best quality bearing at low cost. The plant was installed. When production started with the help of new plant, he realized that he did not succeed in his objective. On scrutiny, it transpired that the employees had not understood properly the mechanism of the new plant. Mr. Sodhi decided to remove the shortcoming of the employees. Consequently, soon this weakness of the employees was removed. But Mr. Sodhi was not yet satisfied with the performance e of the employees. He once again resorted to scrutinize the matter. This time, he found that while operating the machines, the tools required by the employees were not found at their proper place. In the meanwhile, he also received a complaint that an employee had been thrown out of service because of little deficiency in his performance and was not given any hearing to defend himself, whereas many other employees with similar nature of performance were still working in the company.</p> <p>a) Identify and make us understand the measure adopted by Mr. Sodhi to improve the skill of the employees. b) Which principle of management is being violated by the company? give the meaning of this principle. c) What values are being ignored by the company?</p>	5
10.	<p>Mr. Anil Grag is working as Managing Director of “CLS Packaging Ltd.”. He is not in favour of selling waste material into the market. Instead he is planning to make himself new products of this material. For this purpose, a new unit will have to be set up. Accordingly, he decided to establish this u nit in an area where large numbers of persons are unemployed and so labour is available at</p>	5

	<p>cheap rate. In order to attract workers to this new unit., a special Remuneration Scheme was introduced. As per this scheme, workers get their remuneration on the basis of their work. There will be two rates of wages: higher wage rate and lower wage rate. A worker who will work up to a given standardized unit or beyond will be paid his / her remuneration at a high rate. On the other hand, a worker who will work less than the given standardized units will be paid his / her remuneration at a lower art. In order to operate this new unit, Mr. Garg established a separate ‘Waste Material Division’. It consisted of four materials, such as purchase, sales, production and Accounts. Company required four managers to run these departments, of these, two managers were appointed from the existing business, by way of promotion; while the other two more were selected out of waiting list maintained by the company.</p> <ol style="list-style-type: none"> <li>a) Which form of organization structure is being adopted by the company.</li> <li>b) Identify and give the meaning of wage payment scheme adopted by the company to motivate the workers.</li> <li>c) What methods of recruitment have been adopted by the company?</li> <li>d) Identify these two values that Mr. Garg has been dedicating to the society by establishing this new unit.</li> <li>e)</li> </ol>	
11.	<p>“Shiv Shakti Ltd.” keeps constant vigil offer business environment and studies it. During the course of this study, he noticed a considerable fall in bank interest rate. On the basis of this information, CEO of the company. Mr. Rajan Aggarwal anticipated rapid rise in demand for his products. Consequently, company decided to produce more than the normal production. Company also decided to take special care of health and safety of the people to keep the profits at low level while fixing the price of the products. To achieve its objective of increase in production, company will need 50 additional workers. Similarly company will also require some more managerial staff. Regarding appointment of the employees, it is the desire of the company to recruit such like young men as are fully familiar with the new and modern ideas. No matter they may have less experience. Mr. Ram Oberoi, H.R. Manager of the company, arranged the requisite staff. It was brought to the notice of Mr. Oberoi that some of the machine operators needed training. He set – up a training centre for the purpose. In this training centre, a trainer imparted them one – month training. Thus by adopting these measures, company achieved its objective of large</p>	5

	<p>scale production.</p> <p>a) Quoting the lines identify the component of business environment.</p> <p>b) Quoting the lines identify the ‘objective of management’.</p> <p>c) Company will get different kinds of persons from which source of recruitment?</p> <p>d) Which training method is being used by company?</p>	
12.	<p>“Mohindra Riceland Limited” is known as the King of Rice Trade. The company has large market share. Company’s internal environment is exceeding pleasant. Chief Executive Officer of the company has delegated most of the decision – making authorities to departmental managers. For instance, all the departmental managers have the authority to appoint any employee getting a salary up to Rs. 50,000 per month. They need not obtain prior permission from the CEO for this purpose. It is the practice of the company to entrust to one person the responsibility of performing identical activities. It increases the efficiency of the organization.</p> <p>Since everything is positive in the company, all persons are keen to seek employment there. Some of the employees are conversing with one another as to how they got appointment in the company.</p> <p>Deepak Miglani told that he applied for the job after reading an advertisement in the newspaper. He was called for interview. He was selected on this basis.</p> <p>Deepak sharma told that he was introduced by the existing finance manager.</p> <p>Deepak pathak told that he had neither seen any advertisement in the newspaper nor was he introduced to the company by any person. Rather he was directly appointed on the basis of interview conducted in the University where he was about to finish his M.A.Economics (Hons.) course.</p> <p>Answer the following questions on the basis of the above paragraphs.</p> <p>a) Which factor of the organizing function of the management has been referred to here?</p> <p>b) Which principle of management has been high – lighted here? Clarify the same.</p> <p>c) Which factor of the staffing function of the management has been referred to here?</p> <p>d) Describe the above mentioned three methods concerning the sources of recruitment as identified vide point ©.</p>	6
13.	<p>Mr. Vikas Goel is an H.R.Manager of “ Sanduja Furniture Pvt. Ltd.” at the beginning of the new year he anticipated that the company</p>	6

<p>will need new 30 additional persons to fill up different vacancies. He gave an advertisement in the newspaper inviting applications for filling up different pots. As many as applications were received. The same were scrutinized. Out of these, conditions of 15 applicants were not acceptable to the company. Letters of regret, giving reasons, were sent to them. Remaining candidates were called for preliminary interview. The candidates called for were asked to fill up blank application form. Thereafter, they were given four tests. The objective of the first test was to find out how much interest the applicant does take in his work.</p> <p>The objective of the second test was to find out ‘specialization’ of the applicant in any particular area.</p> <p>Third test aimed at making sure whether applicant was capable of learning through training or not. The purpose of the fourth test was to find out how much capability a person has to mix – up with other persons, and whether he can influence other persons and get influenced by them.</p> <p>Answer the following questions on the basis of the above information.</p> <ul style="list-style-type: none"><li>a) Quoting the lines, identify the first two steps of staffing.</li><li>b) Identify different tests given to the applicants by Mr. Goel.</li></ul>	
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