

Total No. of Questions : 6]

SEAT No. :

**P2343****[4670] - 49****[Total No. of Pages : 1****M.B.A.****HRM SPECIALISATION****305-E: Personnel Administration - Application & Procedure  
(2008 Pattern) (Semester - III) (Elective Paper - III)***Time : 3 Hours]**[Max. Marks : 70**Instructions to the candidates:*

- 1) *Que. No. 1 is compulsory.*
- 2) *Attempt any 3 from remaining.*

- Q1)** a) Draft an appointment letter for the position of Sales Executive for an FMCG company. The appointment letter must mention details of salary, terms & conditions of employment. **[15]**
- b) What are the contents of Personnel file? **[10]**

- Q2)** Draft a show cause notice to a supervisor in a manufacturing firm who was found misbehaving and using abusive language to senior engineer. **[15]**

- Q3)** Differentiate between suspension & dismissal. **[15]**

- Q4)** Explain in detail the different heads of Form 16. A hypothecated example may be considered. **[15]**

- Q5)** Calculate gratuity for an employee whose last Basic +DA drawn is 54,000/- per month & he has resigned after 12 years & 8 months. Does he have to pay Income Tax on Gratuity amount? Justify. **[15]**

- Q6)** Attempt any two short notes. **[15]**

- a) Challenges of modern personnel manager.
- b) Structure of personnel department.
- c) Objectives of personnel administration.
- d) Draft the circular of submission of investment details for TDS calculations.

