

Total No. of Questions : 6]

SEAT No. :

**P1740****[4770] - 319****[Total No. of Pages : 1****M.B.A.**

**(305 E) HUMAN RESOURCE MANAGEMENT : PERSONNEL  
ADMINISTRATION - APPLICATION & PROCEDURE  
(Specialisation - III) (2008 Pattern) (Semester - III)**

*Time : 3 Hours]**[Max. Marks : 70**Instructions to the candidates:*

- 1) *Question No. 1 is compulsory.*
- 2) *Attempt any three from remaining (Q2 to Q6)*

- Q1)** a) Define the term Personnel Administration and Explain the scope and objective of Personnel Administration in detail. **[15]**  
 b) Draft an appointment letter for the post of “Graphic Designer” for an Advertising Company. The appointment letter must contain the details of salary and other terms and conditions of employment. **[10]**
- Q2)** Differentiate between job description and job specification. **[15]**
- Q3)** Draft a memo to an employee who is constantly found coming late to office informing him about his mis conduct. **[15]**
- Q4)** Explain in detail the measure provisions under the Professional Tax. **[15]**
- Q5)** Explain the procedure of conducting domestic enquiry by observing principles of natural justice. **[15]**
- Q6)** Write Short Note (any Two): **[15]**
- a) Structure of Personnel Department.
  - b) Job enlargement.
  - c) Gratuity.
  - d) Job notation.

