

Most Important Questions for JE (HR)

Q1. Unfair Labour Practices are listed in which act?

- (a) the Factories Act, 1948
- (b) the Industrial Employment (Standing Orders) Act, 1946
- (c) the Industrial Disputes Act, 1947
- (d) the Trade Unions Act, 1926
- (e) workmen compensation Act, 1923

Q2. Which of the following is correct about 'Grapevine'?

- (a) It tends to exist when members of formal group know one another well.
- (b) It is the result of social forces at work place.
- (c) It is more common in times of high organisational excitement.
- (d) Grapevine is an informal form of communication.
- (e) All the above.

Q3. Which one is not a part of recruitment process?

- (a) Determining requirements
- (b) Planning recruitment campaign
- (c) Attracting candidates
- (d) Selecting candidates
- (e) generating candidate pool

Q4. Money wage is otherwise called as

- (a) Real wage
- (b) Living wage
- (c) Nominal wage
- (d) Fair wage
- (e) relative wage

Q5. What is the goal of ILO?

- (a) not to provide social protection to the labours
- (b) not just creation of jobs but the creation of jobs of acceptable quality
- (c) not overcoming under employment
- (d) not to provide freedom of choice in employment

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(e) does not aim to eliminate child labour

Q6. The maximum daily hours of work of an adult in a day with normal wage allowed in factories is

- (a) 11 hours
- (b) 10 hours
- (c) 9 hours
- (d) 8 hours
- (e) 7 hours

Q7. Which one is not a non-quantitative job evaluation method?

- (a) Ranking method
- (b) Grading method
- (c) Point rating method
- (d) Job-classification method
- (e) paired comparison

Q8. Which of the following are the powers of conciliation officer?

- (a) Enter and inspect in the organisation
- (b) Summon any person as witness or compel the production of document and rule.
- (c) Grant/refuse approval/permission to petition filed by employer on disciplinary matters during pendency of conciliation before him
- (d) may do all such things as he thinks fits for the purpose for inducing the parties to come to a fair and amicable settlement.
- (e) All of the above

Q9. Which of the following act is responsible for ensuring the safety, health and welfare of the employees?

- (a) Factories Act, 1948
- (b) Payment of Wages Act, 1936
- (c) Equal Remuneration Act, 1976
- (d) Industrial Disputes Act, 1947

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(e) minimum wages Act, 1948

Q10. The centre of Indian Trade Union was founded in

(a) 1970

(b) 1980

(c) 1948

(d) 1990

(e) 1950

Q11. Industrial Disputes Act, 1947 settles the dispute between

(a) employer v/s employer

(b) employer vs workmen

(c) workmen v/s workmen

(d) none of the above

(e) All of the above

Q12. Which of the above fall under minor punishment?

(a) termination

(b) Demotion

(c) Censure

(d) Dismissal

(e) Salary reduction

Q13. Which of the following are the main objectives of the Industrial Employment Act, 1946?

(a) To have uniform standing orders in respect to workers, factories and working relationships

(b) To promote industrial peace and harmony by promoting fair industrial practices.

(c) payment of subsistence allowance to the workmen who are kept under suspension due to pending domestic enquiry.

(d) to regulate the conditions of recruitment, discharge, disciplinary action, leave, holidays, etc. of the workers.

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(e) All of the above

Q14. Human Resource Planning include

- (a) training and development
- (b) performance appraisal
- (c) Demand and Supply forecasts of human resource
- (d) welfare practices
- (e) job evaluation

Q15. Which of the following is not an example of seasonal worker?

- (a) Worker working in crackers factory
- (b) Worker working in beedi factory
- (c) Worker working in rakhi factory
- (d) Worker working in sugar factory
- (e) Worker working in umbrella factory

Q16. The Payment of Bonus Act, 1965 (amendment 2015) is applicable to an employee who draws a wage or salary of

- (a) 3500 in case of apprentice
- (b) 5000 in case of apprentice and employee
- (c) 7500 in case of employee only
- (d) 10,000 in case of employee only
- (e) 21,000 in case of employee only

Q17. Which one of the following is not included by Henry Mintzberg in the depiction of managerial roles?

- (a) Spokesperson
- (b) Negotiator
- (c) Entrepreneur
- (d) Visionary
- (e) Disseminator

Q18. Premature evaluation of message takes place due to

- (a) Semantic barriers

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- (b) Psychological barriers
- (c) Organizational barriers
- (d) Personal barriers
- (e) Professional barriers

Q19. Which of the following is the foremost element of planning process?

- (a) Developing leadership abilities
- (b) Selecting right people
- (c) Determining objectives or goals
- (d) Motivating people
- (e) Training people

Q20. Companies are required to hold a meeting every year. What is this meeting called?

- (a) Extraordinary meeting
- (b) Statutory meeting
- (c) Committee meeting
- (d) Annual general meeting
- (e) board meeting

Q21. In which of the following kinds of interview, the questions are predetermined?

- (a) Panel
- (b) Stress
- (c) Group
- (d) Structured
- (e) Informal

Q22. The maximum time scale for performance appraisals is?

- (a) annually
- (b) biannually
- (c) monthly
- (d) weekly

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(e) quarterly

Q23. Total training cost includes all except?

- (a) participants ongoing salaries
- (b) overheads during training
- (c) cost of R & D in training needs analysis
- (d) Training assessment cost
- (e) Replacement costs

Q24. Who is associated with the “The human capital approach of HRD”

- (a) T. V. Rao
- (b) Rensis Likert
- (c) Eric Berne
- (d) T.W. Schultz
- (e) Dalton McFarland

Q25. ‘Consumer Price Index’ is taken into account in connection with which of the following:

- (a) Payment of Bonus Act, 1965
- (b) Payment of Gratuity Act, 1972
- (c) Minimum Wages Act, 1948
- (d) Payment of Wages Act, 1936
- (e) Factories Act, 1948

Q26. Why is it important to ensure that HR plans are flexible

- (a) To accommodate change to senior management terms.
- (b) To adapt to changing skills and qualification.
- (c) To accommodate the rapidly changing environments in which most organizations operate.
- (d) To ensure a diverse labour force is maintained at all times.
- (e) To accommodate employee’s schemes.

Q27. Induction means

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- (a) The determination of the job in which an accepted candidate is to be assigned
- (b) Introducing the new employee who is designated as a probationer to the job
- (c) Measuring the efficiency of labour
- (d) Absorbing human resource as organs of the company
- (e) Providing training for the job.

Q28. Placement refers to:

- (a) The determination of the job in which an accepted candidate is to be assigned
- (b) Introducing the new employee who is designed as a probationer to the job
- (c) Measuring the efficiency of labour
- (d) Absorbing human resource as organs of the company
- (e) synchronization and combination of human, physical and financial resources

Q29. Welfare Officers are to be appointed if Organisation is engaging _____ or more employees.

- (a) 500
- (b) 250
- (c) 600
- (d) 750
- (e) 100

Q30. Notice of change in registered office address should be given to the Registrar in writing within _____ days of such change.

- (a) 10
- (b) 30
- (c) 25
- (d) 20
- (e) 15

Q31. Housing is a statutory welfare under which of the following Acts ?

- (a) Factories' Act

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- (b) Mines Act
- (c) Shops and Commercial Establishment Act
- (d) Plantation Labour Act
- (e) Pension Act

Q32. In an inflationary economy like ours today, which of the following components of wages becomes more important?

- (a) Overtime
- (b) Incentive
- (c) Bonus
- (d) Dearness allowance
- (e) Annual allowance

Q33. Canteen is to be provided if engaging employees more than _____ persons.

- (a) 250
- (b) 230
- (c) 300
- (d) 275
- (e) 100

Q34. Leave with wages is allowed for employees if they work for _____ days in a month.

- (a) 15
- (b) 25
- (c) 20
- (d) 28
- (e) 30

Q35. BARS (Behaviorally anchored rating scale) is having ____ steps:

- (a) 4
- (b) 5
- (c) 6

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(d) 7

(e) 3

Q36. The term Sabbatical is connected with

- (a) Paid leave for study
- (b) Paternity leave
- (c) Maternity leave
- (d) Quarantine leave
- (e) leave for travel

Q37. Which area Industrial Relation does not cover?

- (a) Economic development
- (b) Role of management, union and government
- (c) Collective bargaining
- (d) Machinery for resolution of industrial dispute
- (e) maintaining peace and harmony in the organization

Q38. Which one of the following concept is developed on unity, individualism, high commitment and strategic alignment and development of employees?

- (a) Personnel Management
- (b) Human Resource Management
- (c) Industrial Relations
- (d) Personnel Administration
- (e) None of the above

Q39. Human Resource Planning include

- (a) Scenario planning
- (b) Action planning
- (c) Demand and Supply forecasts
- (d) All the above
- (e) None of the above

Q40. The factors included in the calculation of human development index except?

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- (a) Life expectancy
- (b) Adult literacy
- (c) Decent standard of living
- (d) census
- (e) All the above

Q41. Which of the following statements about labour market is not true ?

- (a) Labour market like commodity market is analyzed by supply, demand and price equilibrium.
- (b) Labour Market is relatively more local than commodity market.
- (c) Unlike a commodity market, the relationship between a buyer and seller in a labour market is not temporary.
- (d) Monopoly in the labour market is high.
- (e) Labour supply in India is high.

Q42. Which of the following is/are correct regarding coordination?

1. Coordination cannot be voluntarily produced by number of cooperating persons.
 2. Coordination is, for the most part, the result of voluntary attitudes on the part of people in an organization.
 3. Coordination is a far more inclusive term embracing the idea of cooperation.
- (a) 1 and 2 only
 - (b) 1 and 3 only
 - (c) 2 only
 - (d) 1, 2 and 3
 - (e) 2 and 3 only

Q43. If a situation calls for pooling the authority of two or more managers, it is referred to as

- (a) splintered authority.
- (b) centralized authority.
- (c) decentralized authority.

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(d) recentralized authority.

(e) Pitchfork managers

Q44. Which one of the following functions is concerned with synchronizing and unifying the actions of a group of people in an organization?

(a) Directing

(b) Controlling

(c) Coordinating

(d) Staffing

(e) organizing

Q45. Which one of the following is a motivating factor according to Herzberg?

(a) Job itself

(b) Salary

(c) Working conditions

(d) Size of organization

(e) social security

Q46. The minimum subscription rate for members of trade unions of rural workers shall not be less than Rs.

(a) 12 per annum

(b) 3 per annum

(c) 1 per annum

(d) 5 per annum

(e) No such provision

Q47. Which of the following is not a determinant factor of industrial relations?

(a) Institutional factors

(b) Economic factors

(c) Technological factors

(d) Social stratification factors

(e) Political factors

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Q48. Which of the following cannot be said to be an effect of industrial disputes?

- (a) High Productivity, Peace and Profit
- (b) High Labour Turnover
- (c) Higher rate of Absenteeism
- (d) Higher rate of Man-days lost
- (e) unfair labour practices

Q49. _____ departmentalization achieves economies of scale by placing people with common skills and orientations into common units.

- (a) Functional
- (b) Process
- (c) Product
- (d) Geographic
- (e) personal

Q50. The another term for vestibule training is:

- (a) Training centre training
- (b) Apprenticeship training
- (c) T group training
- (d) Simulation training
- (e) field training

Q51. According to Fiedler's Contingency Model of Leadership, which one of the following is a situational variable?

- (a) Leader – Member relationship
- (b) Organisational System
- (c) Degree of task structure
- (d) Leader's position power
- (e) All of the above

Q52. The right sequence of steps in Kurt Lewin's change procedure is

- (a) Unfreezing – changing – Freezing

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(b) changing – Unfreezing – Freezing

(c) Unfreezing – Freezing – changing

(d) Freezing – changing – Unfreezing

(e) changing-Freezing-Unfreezing

Q53. Which of the following is a machinery for settlement of industrial disputes?

(a) Indian Labour Conference

(b) Joint Management Council

(c) Industrial Tribunal

(d) Standing Labour Committees

(e) International labour organization

Q54. Which of the following is not a feature of systems approach?

(a) A system is a combination of parts

(b) Parts and sub-parts are related to one another

(c) It is not necessary for a system to have a boundary

(d) System transforms inputs into outputs

(e) Manager can see the organization as a whole and as a part of larger external environment.

Q55. The basic function of trade union is

(a) To protect and promote the interest of the workers.

(b) Acquiring the control of industry by workers.

(c) Imbibing sincerity and discipline in workers.

(d) To provide cultural and recreational facilities.

(e) Estimating manpower required for the organization

Q56. Moonlighting means

(a) Working simultaneously in two organisations.

(b) Working under moonlight.

(c) Working in the night.

(d) Encouraging employee to improve productivity

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(e) Highlighting the flaws of employees

Q57. Which of the following is called a punitive approach?

(a) Recruitment

(b) Selection

(c) Induction

(d) Training

(e) Penalties

Q58. Which of the following cannot be said to be a type of wage differential?

(a) Occupational Wage Differential

(b) Geographical Wage Differential

(c) Inter-industry Wage Differential

(d) National Wage Differential

(e) Skill differential

Q59. There shall be delegation of authority in the welfare fields, either by election to committees, or by proper nomination, according to

(a) Principle of Timeliness.

(b) Principle of Accountability

(c) Principle of Evaluation and Assessment

(d) Principle of Responsibility

(e) Principle of unity

Q60. Under which one of the following conditions does false positive staffing error occur?

(a) Selection as well as performance scores are high

(b) Selection scores are low and performance scores are high

(c) Selection scores are high and performance scores are low

(d) Both selection and performance scores are low

(e) Selection scores and performance scores are equal

Answers:

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1. Ans. (c)

The Industrial Disputes Act 1947 has provided against Unfair labour practices by employers, workmen and unions.

2. Ans. (e)

Grapevine takes place when the people of an organization or group, especially of same level or rank gather or meet together and discuss informally. It is a complex web of oral information flow linking all the members of the organization.

3. Ans. (d)

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization.

4. Ans. (c)

Money wages or nominal wages are wages that are paid to a person regardless of the inflation rate in the market.

5. Ans. (b)

The International Labour Organization (ILO) is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity.

6. Ans. (c)

As per the Factories Act 1948, every adult (a person who has completed 18 years of age) cannot work for more than 48 hours in a week and not more than 9 hours in a day.

7. Ans. (c)

The point method is an extension of the factor comparison method. Each factor is then divided into levels or degrees which are then assigned points. Each job is rated using the job evaluation instrument. The points for each factor are summed to form a total point score for the job.

8. Ans. (e)

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A conciliation officer or a member of a board may for the purpose of inquiry into any existing or apprehended industrial dispute, after giving reasonable notice, enter the premises occupied by any establishment to which the dispute relates.

9. Ans. (a)

Factories Act not only ensures adequate safety measures but also promotes health and welfare of the workers employed in factories as well as to prevent haphazard growth of factories

10. Ans. (a)

The centre of Indian Trade Union was founded in the year 1970.

11. Ans. (e)

Industrial dispute act resolves disputes among employers and employees, or between employers and workmen, or between workmen and workmen, which is connected with the employment or non-employment or the terms of employment or with the conditions of labour, of any person.

12. Ans. (c)

An order of "Censure" is a formal and public act intended to convey that the person concerned has been guilty of some blameworthy act or omission for which it has been found necessary to award him a formal punishment.

13. Ans. (e)

The main objectives of the Act, besides maintaining harmonious relationship between the employers and the employees, are to regulate the conditions of recruitment, discharge, disciplinary action, leave, holidays, etc. of the workers employed in industrial establishments. The rules regarding payment of subsistence allowance to the suspended workmen were further amended by a notification in 1984.

14. Ans. (c)

Human resource planning is a process that identifies current and future human resources needs for an organization to achieve its goals. Human resource

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planning should serve as a link between human resource management and the overall strategic plan of an organization.

15. Ans. (b)

The demand for 'beedi' is not seasonal and thus its production occurs throughout the year.

16. Ans. (e)

The wage threshold for determining eligibility of employees for bonus has been revised from INR 10,000 to INR 21,000 per month, covering a larger pool of employees.

17. Ans. (d)

Henry Mintzberg depicted 10 managerial roles that are Figurehead, Leader, Liaison, Monitor, Disseminator, Spokesperson, Entrepreneur, Disturbance Handler, Resource Allocator, Negotiator.

18. Ans. (b)

A mentally disturbed party can be a hindrance in communication. When the receiver of information tries to dig out meaning without much thinking at the time of receiving or even before receiving information, which can be wrong, it is said to premature evaluation.

19. Ans. (c)

The important task of planning is to determine the objectives of the enterprise. Objectives are the goals towards which all managerial activities are aimed at. All planning work must spell out in clear terms the objectives to be realised from the proposed business activities.

20. Ans. (d)

An annual general meeting (AGM) is a mandatory yearly gathering of a company's interested shareholders. At the AGM, the directors of the company present an annual report, which contains information for shareholders about its performance and strategy.

21. Ans. (d)

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Structured interview is used to ensure that each interviewee is presented with exactly the same questions in the same order.

22. Ans. (a)

A performance appraisal or employee appraisal is a method by which the job performance of an employee is documented and evaluated. Performance appraisal cycles are conducted at least once in a year.

23. Ans. (e)

The replacement cost of human resources typically includes the costs attributable to the turnover of a present employee as well as the costs of acquiring and developing a replacement.

24. Ans (d)

Theodore w. Schultz studied the approach of Human resource development.

25. Ans. (c)

The Minimum Wages Act should cover all employments. There should be full neutralisation of cost of living with automatic linkage with the consumer prices index and revision after every six months or 50-point rise in the CPI, whichever is earlier.

26. Ans. (c)

Business environment is changing environment and so is HR environment. The changing environment of HRM includes work force diversity, economic and technological change, globalisation, organisational restructuring, changes in the nature of jobs and work and so on. Thus, it is important for HR plans to be flexible.

27. Ans. (b)

An induction programme is an important process for bringing staff into an organisation. It provides an introduction to the working environment and the set-up of the employee within the organization.

28. Ans. (a)

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Placement is a process of assigning a specific job to each of the selected candidates. It involves assigning a specific rank and responsibility to an individual. It implies matching the requirements of a job with the qualifications of the candidate.

29. Ans. (a)

According to sec. 76 (b) of Factories Act, 1948 the occupier of every factory where 500 or more workers, are employed, shall appoint at least one Welfare Officer

30. Ans. (e)

Notice of every change in the registered office of the company is to be filed with the ROC in form INC-22 within 15 days of such change.

31. Ans. (d)

Plantation Labour Act, 1951 states It shall be the duty of every employer to provide and maintain necessary housing accommodation (A) For every worker (including his family) residing in the plantation; (B) For every worker (including his family) residing outside the plantation, who has put in six months of continuous service in such plantation and who has expressed a desire in writing to reside in the plantation.

32. Ans. (d)

Dearness Allowance is calculated as a percentage of an Indian citizen's basic salary to mitigate the impact of inflation on people

33. Ans (a)

Factories Act, 1948 made some provisions to ensure welfare of the workers under Section 46. State Govts. are empowered to frame Rules requiring that in every factory, wherein more than two hundred fifty workers are ordinarily employed, a canteen shall be maintained by the occupier for the use of workers.

34. Ans. (c)

Leave with wages is allowed for employees if they work for 20 days in a month.

35. Ans. (c)

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BARS are developed using data collected through the critical incident technique, or through the use of comprehensive data about the tasks performed by a job incumbent, such as might be collected through a task analysis. In order to construct BARS, six steps are followed.

36. Ans (a)

Sabbatical leave is defined as a time period in which a person does not report to his regular job but who remains employed with that company.

37. Ans (a)

Industrial relations includes the processes through which the relationships among employers and employees are expressed such as, collective bargaining, workers' participation in decision-making, and grievance and dispute settlement, and the management of conflict between employers, workers and trade unions, when it arises.

38. Ans. (b)

Human Resource Management is the process of recruitment & selection, providing orientation, training & development, appraising performance, compensating, maintaining relationships, looking welfare, health and safety measures of employees and ensure full compliance with labour laws of the land.

39. Ans. (d)

Human resource planning is a process that identifies current and future human resources for an organization to achieve its goals.

40. Ans (d)

The Human Development Index (HDI) is a composite statistic (composite index) of life expectancy, education, and per capita income indicators, which are used to rank countries into four tiers of human development.

41. Ans. (d)

Due to the abundance supply of labour in the market, the monopoly in the labour market is very low.

42. Ans. (b)

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Co-ordination is the unification, integration, synchronization of the efforts of group members so as to provide unity of action in the pursuit of common goals.

43. Ans (a)

Splintered authority exists wherever a problem cannot be solved or a decision made without pooling the authority of two or more managers.

44. Ans. (c)

Coordinating helps in the early stages of strategizing in planning. Once the plan is put in place, managers coordinate by organizing and directing employees to execute their functions and follow through on the project throughout the process lifecycle.

45. Ans. (a)

According to the Herzberg's two factor motivational theory motivators such as challenging work, recognition for one's achievement, responsibility, opportunity to do something meaningful, involvement in decision making, sense of importance to an organization that give positive satisfaction, arising from intrinsic conditions of the job itself, such as recognition, achievement, or personal growth.

46. Ans. (c)

The Trade union (amendment) act, 2001 states that the payment of a minimum subscription by members of the Trade Union which shall not be less than- (i) one rupee per annum for rural workers; (ii) three rupees per annum for workers in other unorganised sectors; and (iii) twelve rupees per annum for workers in any other case.

47. Ans. (d)

The major factors influencing industrial relations are institutional factors, economic factors, technological factors, and political factors.

48. Ans. (a)

High labour turnover, absenteeism, man-days lost and unfair labour practices results in industrial disputes among the employers and employees.

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49. Ans. (a)

The major advantage to functional departmentalization is the achievement of economies of scale by placing people with common skills and specializations into common units.

50. Ans. (a)

In a typical vestibule training situation used by a manufacturing business, less than ten trainees would be supervised by one skilled trainer, and the training provided simulates on the job training without compromising production speed or quality.

51. Ans.(b)

The model states that there is no one best style of leadership. Instead, a leader's effectiveness is based on the situation. This is the result of two factors – "leadership style" and "situational favorableness"

52. Ans. (a)

Kurt Lewin developed a change model involving three steps: unfreezing, changing and refreezing.

53. Ans. (c)

The Industrial Tribunal is a judicial Tribunal made up of a Chairman and two members (one representing Workers' interests and the other Employers' interests) drawn up from separate panels in the case of an Industrial Dispute whilst of a chairman alone in the case of alleged unfair dismissal.

54. Ans. (c)

Systems approach is based on the generalization that everything is inter-related and interdependent. A system is composed of related and dependent element which when in interaction, forms a unitary whole.

55. Ans. (a)

Trade union is an organized association of workers in a trade, group of trades, or profession, formed to protect and further their rights and interests.

56. Ans. (a)

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Moonlighting is taking on a second job separate from your main source of income.

57. Ans. (e)

Under negative discipline, penalties are used to force the workers to obey rules and regulations. In other words, workers try to adhere to rules and regulations out of fear of warnings, penalties and other forms of punishment. This approach to discipline is called negative or punitive approach.

58. Ans. (d)

Types of wage differential are: (1) Occupational differential (2) Geographical differential (3) Inter-Industry differential (4) skill differential (5) Regional differential (6) sector differential (7) gender differential.

59. Ans. (b)

There shall be delegation of authority in the welfare fields, either by election to committees, or by proper nomination, according to principle of accountability.

60. Ans. (c)

In the "false positive error," a decision is made to hire an applicant based on predicted success, but failure results. In the "false negative error," an applicant who would have succeeded is rejected based on predictions of failure.