

305- HR Operations

1) What is the objective of Human Resource Administration?

1. To maximize employee satisfaction
2. To maximize organizational productivity
3. Both 1 and 2
4. None of the above

Answer: 3. Both 1 and 2

2) Which act governs the maintenance of personnel files and records in India?

1. Employment Act, 1955
2. Labour Relations Act, 1995
3. Personnel Management Act, 1977
4. None of the above

Answer: 4. None of the above

3) What is the purpose of drafting communication in the personnel department?

1. To ensure legal compliance
2. To maintain transparency
3. To facilitate smooth operations
4. All of the above

Answer: 4. All of the above

4) Which document is issued to communicate an appreciation to an employee?

1. Warning letter
2. Promotion letter
3. Suspension letter
4. None of the above

Answer: 2. Promotion letter

5) What type of communication is used to inform employees about upcoming policy changes?

1. Notices
2. Circulars
3. Appreciation letters
4. All of the above

Answer: 4. All of the above

6) Which document is used to formally communicate a warning to an employee?

1. Appreciation letter
2. Show cause notice
3. Promotion letter
4. None of the above

Answer: 2. Show cause notice

7) What is the purpose of a charge sheet?

1. To appreciate employee's performance
2. To outline disciplinary charges
3. To grant a promotion
4. None of the above

Answer: 2. To outline disciplinary charges

8) Which communication initiates the inquiry procedure for disciplinary action?

Warning letter

Memo

Show cause notice

None of the above

Answer: 3. Show cause notice

9) Which action is communicated through a termination letter?

Promotion

1. Suspension
2. Termination
3. None of the above

Answer: 3. Termination

10) What document is issued to inform an employee about their reinstatement in service?

1. Warning letter
2. Memo
3. Reinstatement letter
4. None of the above

Answer: 3. Reinstatement letter

11) What is the rate of contribution for the Employee's Provident Fund?

1. 8%
2. 10%

3. 12%
4. 15%

Answer: 3. 12%

12) Which form is used for opening an Employee Provident Fund account online?

1. Form 16
2. Form 26AS
3. Form 19
4. None of the above

Answer: 3. Form 19

13) How many benefits are provided under the Employee's State Insurance Act, 1948?

1. 3
2. 4
3. 5
4. 6

Answer: 4. 6

14) What is the calculation method for compensation in case of permanent disablement?

Fixed amount

Based on monthly salary

Based on severity of disablement

None of the above

Answer: 3. Based on severity of disablement

15) Which amendment act introduced changes to The Employee's Provident Fund and Miscellaneous Provisions Act, 1952?

2019

2020

2021

None of the above

Answer: 2. 2020

16) What is the primary objective of the Workmen's Compensation Act 1923?

To provide compensation for occupational injuries

To regulate working hours

To provide retirement benefits

None of the above

Answer: 1. To provide compensation for occupational injuries

17) Under the Payment of Bonus Act, 1965, what is the minimum eligibility criterion for an employee to receive bonus?

1 year of service

2 years of service

3 years of service

5 years of service

Answer: 3. 3 years of service

18) Which factor determines the calculation of gratuity in case of retirement?

Last drawn salary

Total years of service

Age of the employee

None of the above

Answer: 2. Total years of service

19) What is the concept of "notional extension" in the Workmen's Compensation Act 1923?

1. Extension of working hours
2. Extension of compensation period
3. Extension of coverage to temporary employees
4. None of the above

Answer: 3. Extension of coverage to temporary employees

20) What amendment year introduced changes to The Payment of Gratuity Act 1972?

1. 2018
2. 2019
3. 2020
4. None of the above

Answer: 1. 2018

21) Which form is issued for Tax Deducted at Source (TDS)?

1. Form 16
2. Form 26AS

3. Form 16A
4. Form 24Q

Answer: 1. Form 16

22) What is the purpose of Form 26AS?

1. To file income tax returns
2. To view tax credit statement
3. To claim deductions
4. None of the above

Answer: 2. To view tax credit statement

23) What is included in the calculation of CTC (Cost to Company)?

1. Basic salary only
2. Basic salary and allowances
3. Basic salary, allowances, and benefits
4. None of the above

Answer: 3. Basic salary, allowances, and benefits

24) Which component of salary refers to the value of rent-free accommodation provided by the employer?

1. Basic salary
2. Perquisites
3. Allowances
4. None of the above

Answer: 2. Perquisites

25) Which tax is deducted at source from salaries in India?

Goods and Services Tax (GST)

Professional Tax (PT)

Value Added Tax (VAT)

Excise Duty

Answer: 2. Professional Tax (PT)