



INSTITUTE OF HUMAN RESOURCE ADVANCEMENT

UNIVERSITY OF COLOMBO, SRI LANKA

Masters Degree in Business Management - Course No.02

2nd Semester Examination

(Held in July, 2014)

MBM 05 – Human Resource Management

Instructions to the Candidates

- (1) Total number of pages – Six (06)
- (2) Total number of questions - Five (05)
- (3) Answer any Four (04) questions.
- (4) If a page or a part of this question paper is not printed, please inform the Supervisor immediately.
- (5) Time allocated for the examination is three (03) hours.
- (6) Write your index number in all pages of answer script
- (7) Tie up all answer sheets at the end of the examination

1.
 - A. Define Human Resource Management. Identify the functions of Human Resource Management. (9 marks)
 - B. Explain the strategic goals and objectives of Human Resource Management. (8 marks)
 - C. "Developing Human Resource Management is a high time need of Sri Lanka" Do you agree? Explain. (8 marks)

(Total 25 marks)

2.
 - A. Define Human Resource Planning, explain the importance and identify why some firms do not engage in Human Resource Planning. (9 marks)
 - B. List the techniques of forecasting demand for Human Resource. Explain four of them. (8 marks)
 - C. Prepare a hypothetical staffing table for a selected organization. (8 marks)

(Total 25 marks)

3.
 - A. Briefly explain the process of job analysis. (9 marks)
 - B. Prepare a job specification for a selected job. (8 marks)
 - C. Explain the advantages and disadvantage of two recruitment policies. (8 marks)

(Total 25 marks)

4.
 - A. Followings are five selected job advertisements published in the Sunday Times on 29th July 2014. Evaluate these advertisements and rank them using a logical evaluation method. (9 marks)



MINISTRY OF CONSTRUCTION ENGINEERING SERVICES,
HOUSING & COMMON AMENITIES
**STATE ENGINEERING CORPORATION OF
SRI LANKA**
JOIN THE LEADER IN CONSTRUCTION



VACANCIES

State Engineering Corporation of Sri Lanka, which is one of the largest engineering organizations in the country. Invites applications from suitably qualified persons for the following posts.

POST OF CHIEF INTERNAL AUDITOR

Requirements : Associate membership of ICA- Sri Lanka or ACCA – UK and 12 years work experience as an accountant including 02 years in Auditing.

POST OF DESIGN ENGINEER (STRUCTURAL)

Requirements : B.Sc (Eng) from a recognized university and corporate membership from the Institution of Engineers Sri Lanka. (Post graduate qualification Structural Engineering will be an added qualification).

Experience : Five years Experience in Structural Designs after graduation in a IESL Recognized design office in middle or high rise buildings.

General

Salary : Negotiable

Age Limit : Below 45 years. But this age limit is not applicable to the employees of Government Departments, Corporations and Statutory Boards.

Other Benefits : 10% of the employee's salary shall be contributed to E.P.F and S.E.C will make a monthly contribution of 12% to the E.P.F and 3% to the E.T.F. In addition the prevailing Cost of Living allowance is paid.
Allowed transport facilities.

Please send your application with copies of certificates on or before 15.07.2014 to under mentioned address by registered post or email to dgm_hra@secsl.lk

Chairman/CEO

State Engineering Corporation of Sri Lanka

130, W.A.D. Ramanayake Mawatha, Colombo 02.

0112-335707 dgm_hra@secsl.lk

VACANCY

A well established Group of Companies is looking for a **Senior Administrative Officer** for their Head Office for immediate appointment.

- Should have a good educational background with reputable HRM qualifications.
- Minimum of ten years experience in an administrative position in a recognised Company/ Public Sector Establishment.
- Very high proficiency in written and spoken English.
- Experience in office administration, supervising and managing staff, knowledge of labour regulations essential.
- Ability to co-ordinate with Government Departments, Corporations, Institutions, Authorities, etc.
- Computer Literacy may be an added advantage.
- Should be a self motivated, dynamic individual with the ability to act independently, directly reporting to the Chairman and Management.

An attractive remuneration package and other benefits will be offered in keeping with qualifications and experience.

If you are confident that you fit into the above description, please forward your detailed application with contact details of two referees not connected to you within seven days.

Please forward your application to :

STM 83
P.O. Box 644, Colombo

MATURATA PLANTATIONS LIMITED

VACANCIES

POST OF CHIEF CLERK

ANNINKANDE ESTATE-DENIYAYA

Minimum of 05 years working experience as a Chief clerk.

POST OF CLUSTER EXECUTIVE

Head office

Minimum of 10 years working experience as a chief clerk on a plantation. Ability to handle correspondence independently. Be able to work in a computerized environment.

Salary negotiable

Please send the CV along with the names of two non related referees to the following address on or before 09th July 2014.

**Chief Executive Officer,
Maturata Plantations Limited, Level 12, F L C Tower,
No: 19, Dudley Senanayake Mawatha,
Colombo 08.**

LECTURERS

(HOTEL TRADE)

A leading Hotel School in Sri Lanka is looking for both part time and full time lecturers in the following areas:

★ **F & B** ★ **Housekeeping** ★ **Pastry** ★ **Cookery**

If you are an experienced specialist in any of the above areas, we are interested in hearing from you.

Essential Requirements

- ★ Industry experience in the relevant field. ★ Excellent communication skills.
- ★ Academic experience and teaching skills to conduct international courses.
- ★ Proven track record of a professional work ethic.

In return, we offer competitive rates and a flexible working environment.

Please email a short CV to careers@colombo7.org
All emails will be treated with confidentiality

POST OF RECEPTIONIST

A Foreign Mission in Colombo requires the services of a Receptionist (Male/Female) with:

- Minimum of two years experience in office work
- A good command of both spoken and written English and Sinhala
- Computer and typing literacy
- Excellent PR skills
- Smart and tidy appearance
- Knowledge of Tamil (preferable)

Qualified applicants could email their CV together with their photograph to: mission.empl@gmail.com

B. Explain advantages and disadvantage of employment tests.

(8 marks)

C. Describe the employee selection interview process.

(8 marks)

(Total 25 marks)

5. **A. Define performance evaluation and explain the importance and purposes of it.**

(9 marks)

B. Identify the steps in performance evaluation model.

(8 marks)

C. List perform evaluation methods and explain three of them.

(8 marks)

(Total 25 marks)
