

Sub: Syllabus for the written test for the post of Executive (HR).

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The Question paper should be of 100 Marks (Objective type only).

The details syllabus for the Examination of Executive (HR) is as under:

A. **Basic Requirement:** **50 Marks.**

- GENERAL KNOWLEDGE
- ENGLISH LANGUAGE
- MATHS & GENERAL SCIENCE
- ANALYTICAL & LOGICAL REASONING
- COMPUTER KNOWLEDGE

B. **LABOUR LAWS:** **30 Marks**

- INDUSTRIAL DISPUTES ACT-1947
- CONTRACT LABOUR (REGULATION & ABOLITION) ACT-1970
- EMPLOYEE PROVIDENT FUNDS & MISC.PROVISION ACT-1952
- TRADE UNION ACT-1926
- INDUSTRIAL EMPLOYMENT ( STANDING ORDERS) ACT-1946
- MINIMUM WAGES ACT-1936
- PAYMENT OF WAGES ACT-1936
- WORKSMAN'S COMPENSATION ACT-1923
- PAYMENT OF BONUS ACT-1965
- PAYMENT OF GRATUITY ACT-1972
- MATERNITY BENEFIT ACT-1961
- AND OTHER LAWS.

C. **HUMAN RESOURCE (HR):** **10 Marks**

- HR PLANNING
- RECRUITMENT AND SELECTION
- TRAINING AND DEVELOPMENT
- PERFORMANCE MANAGEMENT
- WAGE AND SALARY ADMINISTRATION
- CAREER PLANNING AND SUCCESSION PLANNING
- EMPLOYEE WALE FARE AND SOCIAL SECURITY

D. **INDUSTRIAL RELATION (IR):** **10 Marks**

- PRINCIPLE OF NATURAL JUSTICE
- DISCIPLINARY ACTIONS PROCEEDINGS AND DEPARTMENTAL INQUIRY PROCEEDING.
- CODE OF CONDUCT
- CHECKE OFF
- AND OTHER IR SUBSYSTEM AND INSTRUMENTS.