

**ANNEXURE-II**

**SCHEME AND SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT MANAGER (HR)**

**SCHEME OF EXAMINATION**

	No. of Questions	Duration (Minutes)	Maximum Marks
<b><u>Part: A:</u></b> <b>Written Examination(Objective Type):</b> <b>Human Resource Management, Industrial Relations General Law &amp; Labour Law.</b>	60	120 minutes	60 marks
<b><u>Part-B:</u></b> <b>Comprehension, Test of Reasoning, General awareness.</b>	40		40 marks
		Total:	100 marks

**SYLLABUS**

**Part-A**

**Human Resource Management, Industrial Relations General Law & Labour Law**

Fundamentals of HR Management

- HR Management: Concepts and Challenges
- Human Resource Development
- Line Management in HR
- HR Policies and Practices
- Designing HR Systems

Managing People and Performance in Organization

- Human Resource Management
- Organizational Behaviour
- Human Resource Planning
- Productivity Management
- Human Resource Demand Forecasting
- Human Resource Supply Estimates
- Strategic Planning

Performance Management

- Objectives of Performance and Appraisal
- Methods of Performance and Appraisal
- Appraisal Forms and Formats
- Appraisal Communication

Measuring HR

- HR Accounting
- HR Auditing
- HR Cost Monitoring
- HR Reputation
- Return on Investment

**Industrial Relations**

Fundamentals of Industrial Relations

- Conflict Management
- Collective Bargaining and Negotiations Process
- Grievance Management
- Employers/Management
- Contemporary Issues in Industrial Relations
- Trade Unions

Wage Determination and Administration

- Wage Structure and Job Evaluation
- National Wage Policy
- Company Wage Policy
- Fringe Benefits
- Pay Roll Management, Deductions etc.

Principles of Labour Administration

ILO and Labour Administration

Labour Administration at the Central and State Level

Participative Management

Perspectives on Participation

Forms and Levels of Participation

Participative Management in Different Countries

Industrial Relations Law

Law of Industrial Relations

Law of Social Security

**General Laws**

- Constitution of India
- Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy
- Ordinance Making Powers of the President and the Governors
- Legislative Powers of the Union and the States
- Freedom of Trade, Commerce and Intercourse
- Constitutional Provisions relating to State Monopoly
- Judiciary, Writ Jurisdiction of High Courts and the Supreme Court
- Different Types of Writs - Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari
- Concept of Delegated Legislation

An Overview of Law relating to Specific Relief; Limitation and Evidence

Code of Civil Procedure

- Elementary Knowledge of the Structure of Civil Courts, their Jurisdiction
- Basic Understanding of Certain Terms - Order, Judgment and Decree, Stay Of Suits, Res Judicata
- Suits by Companies, Minors
- Basic Understanding of Summary Proceedings, Appeals, Reference, Review and Revision
- Indian Penal Code and Criminal Procedure Code
- Important Definitions and Salient Features, Mens Rea
- Cognizable and Non-Cognizable Offences, Bail, Continuing Offences, Searches,
- Limitation for taking Cognizance of Certain Offences

### **Right to Information**

- Salient Features of the Right to Information (RTI) Act, 2005
- Objective
- Public Authorities & their Obligations
- Designation of Public Information Officers (PIO) and their Duties
- Request for Obtaining Information
- Exemption from Disclosure
- Who is excluded
- Information Commissions (Central & State) and their Powers
- Appellate Authorities
- Penalties
- Jurisdiction of Courts
- Role of Central/State Governments

### **Labour Laws**

1. Classification of labour laws in India
  - History of Labour law
  - Evolution of Labour law in India
  - Purpose of Labour Legislations
  - Constitutional provisions with regard to labour laws
  - Labour Policy of India
2. Overview of important labour laws in India
  - a) Laws related to wages
  - b) Laws related to child labour
  - c) Law related to contract labour
3. Labour law compliance
4. Unfair labour practice
5. Women labour and the Law

6. Special points to be noted while drafting Employment Agreement
7. Important case laws under various labour legislations
8. Important organizations – Employer & Employees
9. Authorities under the labour law in India
  - a) Agreements between employee and employer
  - b) Agreement for reference of disputes to arbitration

1. Factories Act, 1948

Important Definitions

Statutory Agencies and their Powers for Enforcement of the Act

Approval, Licensing and Registration of Factories

Notice by Occupier

General Duties of the Occupier

General Duties of Manufacturers Etc.

Measures to be taken by Factories for Health, Safety and Welfare of Workers

Health

Safety

Welfare

Special Provisions Relating to Hazardous Processes

Working Hours of Adults

Additional Provisions Regulating Employment of Women in a Factory

Employment of Young Persons and Children

Annual Leave with Wages

Penalties and Procedures

Compliances Under The Act

2. Minimum Wages Act, 1948

Fixation of Minimum Rates of Wages

Revision of Minimum Wages

Manner of Fixation/Revision of Minimum Wages

Minimum Rate of Wages

Procedure for Fixing and Revising Minimum Wages

Advisory Board

Central Advisory Board

Minimum Wage – Whether to be Paid in Cash or Kind

Payment of Minimum Wages is Obligatory on Employer

Fixing Hours for a Normal Working Day

Payment of Overtime

Wages of a Worker who works Less than Normal Working Day

Minimum Time – Rate Wages for Piece Work

Maintenance of Registers and Records

Authority and Claims

Offences and Penalties

Compliances Under the Act

3. Payment of Wages Act, 1936
  - Responsibility for payment of wages
  - Wages to be paid in current coin or currency notes
  - Deductions from the wages of an employee
  - Maintenance of registers and records
  - Claims arising out of deductions from wages or delay in payment of wages and penalty formalicious or vexatious claims
4. Equal Remuneration Act, 1976
5. Employees' State Insurance Act, 1948
6. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
7. Payment of Bonus Act, 1965
8. Payment of Gratuity Act, 1972
9. Workmen's Compensation Act, 1923
10. Contract Labour (Regulation and Abolition) Act, 1970
  - The Advisory Boards
  - Registration of Establishments Employing Contract Labour 166
  - Effect of Non-registration
  
  - Prohibition of Employment of Contract Labour
  - Appointment of Licensing Officer and Licensing of Contractors
  - Welfare and Health of Contract Labour
  - Rules Framed Under the Act by the Central Government on the Question of Wages
  - Penalties and Procedure
  - Inspectors
  - Maintenance of Records and Registers
  - Compliances Under the Act
11. Maternity Benefit Act, 1961
12. The Child Labour (Prohibition and Regulation) Act, 1986
13. Industrial Employment (Standing Orders) Act, 1946
14. Industrial Disputes Act, 1947
15. Indian Trade Union Act, 1926
16. The Labour Laws (Exemption from Furnishing Returns and Maintaining Register by Certain Establishments) Act, 1988
17. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
18. Apprentices Act, 1961
19. Labour Audit covering the above Acts and those Industry Specific Acts

**Part-B: 40 Marks- Comprehension, Test of Reasoning, General awareness**

Test of English Language

General Awareness, Logical Reasoning and Numerical Ability:

- i). Analytical & Numerical Ability
- ii). Logical Reasoning
- iii). Decision making and problem solving
- iv). Inter-personal skills including communication skills
- v). General Awareness (current events of National & International importance)
- vi). Telangana Movement & State formation
  - The idea of Telangana (1948 to 1970)
  - Mobilizational phase (1971 – 1990)
  - Towards formation of Telangana State (1991-2014)
- viii). Computer Applications & Skills