



SYLLABUS FOR WRITTEN TEST FOR THE VARIOUS POSTS TO BE FILLED BY THE DIRECT RECRUITMENT

POST -1 DEPUTY MANAGER (ADMINISTRATION)	
PAPER – A : SOCIAL WELFARE , PERSONNEL MANAGEMENT AND LEGAL KNOWLEDGE (200 MARKS)	
SR NO.	TOPIC
PART -1 SOCIAL WELFARE , PERSONNEL MANAGEMENT	
1	<p>Principles and Practices of Management</p> <ul style="list-style-type: none"> - Basic Concepts of Management, Definition, Need and Scope, Different schools of management – Behavioral Scientific System, Contingency - Management theories by - F. W. Taylor, Henry Fayol and Elton Mayo - Managerial Skill and Functions - Level of Management- Functions of Management.
2	<p>Organization Behavior</p> <ul style="list-style-type: none"> -OrganisationBehaviour - Definition, Scope, Importance, Concepts of OrganisationBehaviour - Models of OB – Autocratic – Collegial, Custodial Supportive - Motivation – Definition, Importance - Conflict – Definition, traditional vs Modern view of conflict – Types of conflict - intra personal, interpersonal, organizational – Constructive and destructive conflict – Conflict management - Stress management – Definition, causes, types – Management of stress - Leadership – Definition, Importance, qualities of leaders, types of leaders – autocratic, democratic, free – rein
3	<p>Organisational Changes and Organisational Development</p> <p>The nature of work change - responses to change - cost and benefit - resistance to changes - reasons for resistance - types of resistance - benefits of resistance - implementing changes successfully - three stages of change - organisational learning curve for change - building support for change.</p> <p>Understanding Organisational development - characteristics of organisational development - organisational development process - benefits and limitations of OD.</p>
4	<p>Industrial Relations</p> <ul style="list-style-type: none"> -Introduction to industrial relations: Concept, scope, and components of industrial relations system, brief overview of industrial relations in India. Technological change and industrial relations. -Grievances and discipline: Meaning, nature and causes of grievances; grievances presentation, procedure for redressal; meaning of discipline, causes of indiscipline in industry; discipline enforcement, code of discipline in industry - Trade union movement: Development of trade unionism in India; structure and functions of trade unions; leadership issues; problems of multiple unions; employers' organization in India. - Collective bargaining: Principles and features; forms and process of collective bargaining; implementation of collective bargaining agreements; collective bargaining in India.



PART -2 LEGAL KNOWLEDGE	
1	Minimum Wages Act, 1948 - Object and Scope • Application and Major Provision of Minimum Wages Act
2	Payment of Wages Act, 1936 - Object and Scope • Application and Major Provisions of the Act
3	Equal Remuneration Act, 1976 - Object and Scope • Application and Major Provisions of the Act
4	Employees' State Insurance Act, 1948 - Employees' State Insurance Act, 1948
5	Employees' Provident Funds and Miscellaneous Provisions Act, 1952 - Employees' Provident Funds and Miscellaneous Provisions Act, 1952
6	Major provisions and application of following Acts: Payment of Bonus Act, 1965 Payment of Gratuity Act, 1972 Workmen's Compensation Act, 1923 Contract Labour (Regulation and Abolition) Act, 1970 Industrial Disputes Act, 1947 Apprentices Act, 1961
7	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 vii • 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
8	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
9	Provisions relating to Professional tax, and Income tax affecting to Employees
10	Environmental Law The meaning and definition of environment – Ecology - Ecosystems-Biosphere - Biomes - Ozone depletion - Global Warning - Climatic changes - Need for the preservation, conservation and protection of environment - Ancient Indian approach to environment-Environmental degradation and pollution - Kinds, causes and effects of pollution. Common Law remedies against pollution - trespass, negligence, and theories of Strict Liability & Absolute Liability - Relevant provisions of I.P.C. and Cr.P.C. and C.P.C., for the abatement of public nuisance in pollution cases - Remedies under Specific Relief Act - Reliefs against smoke and noise - Noise Pollution.



Written exam will be held at Vadodara as per the schedule given below.

- Exam Detail** : Written Exam will be consisting of TWO Papers, Paper I (200 Marks) and Paper II (100 Marks). Candidate has to give answers in OMR sheet by selecting answer from the given option A, B, C or D.
- Papers - I** : This paper would be of 200 marks and all the Questions will be Multiple Choice Questions may of either of One / Two/ Three/ Four or marks. Questions would be from the syllabus attached herewith.
- Papers - II** : This paper would be of 100 marks and all the Questions will be Multiple Choice Questions of One mark each. Questions would be from Basic Statistics, Basic Mathematics, Gujarati and English Grammar up to 10 standard (Gujarat Board) level as well as General Knowledge, Logical reasoning, Quantitative technics.
- Exam Center** : **Deep Center for Post Graduate Studies (M Com Building)**
Donors' Plaza
Opp. M. S. University Office
Fatehgunj
Vadodara

Candidate is supposed to carry Driving License, Passport, Adhar Card and Election Card.