

FURTHER DETAILS REGARDING MAIN TOPICS OF

PROGRAMME NO. 07/2016 (Item No. 4)

PERSONNEL MANAGER

KERALA STATE COIR CORPORATION LIMITED

(CATEGORY No. 659/2014)

PART I

Unit I: Introduction to HRM: Evolution of HRM – Meaning and significance - differences between personnel management and HRM – Line functions and staff functions - human capital management; HRP process – Requisites of a good HRP; Concept of Strategic Human Resources Management; Essential elements of SHRM; Approaches to SHRM; Corporate career planning and succession planning; HR audit and accounting.

Unit II: Introduction to Performance Management- Concept; Performance Management cycle; PM, Performance Appraisal and MBO; performance counselling; Methods for evaluating Performance; Performance Linked Rewards - Methods; Pay Structure; Performance Related Pay (PRP). Competence related pay; Team pay-contribution related pay; Skill based pay; Shop floor incentive bonus scheme; Sales force incentive schemes, variable compensation, Team rewards; Gain sharing, Profit sharing. Trends in performance appraisal—self appraisal, competency mapping, balance scorecard; using KPA's for peak performance.

Unit III: Introduction to Wages & Employee Benefits - Wage concepts, Theories of Wages, Wage Policy, Criteria for Wage Fixation, Techniques of Wage Determination, Wage Fixation Machinery, Wage Differentials; Employee Benefits - Profit sharing, payment of bonus, Types and significance of incentives, fringe benefits, Retirement plans, productivity and wages; understanding tools in designing, improving and implementing compensation packages.

Unit IV : Training and development: Meaning and significance of training and development – Process of training development – Training Need Analysis – Training Design – Training Implementation – Training evaluation – Methods of training: on-the-job and off-the-job methods- Innovative web based training—m-learning, e-mentoring, coaching.

PART II

Unit V : Industrial Dispute Act – Authorities – Procedures and functions – Strike – Lock out – Lay off – Retrenchment – unfair labour practice – Trade Union Act – Registration – Rights and liabilities – Recognition – Regulations

Unit VI : Employees Compensation Act – Compensation – Commissioner – Minimum Wages Act – fixation – Payment of Wages Act – payment and deductions – Authorities – The Industrial Employment Standing Orders Act.

Unit VII : Factories Act – Inspecting Staff – Health – Safety – Hazardous process – Welfare – Working hours – Employment of young persons – Annual leave with wages – Penalties – Maternity Benefit Act – Child labour Prohibition Act – Prohibition of employment – regulation of conditions.

Unit VIII : Company Law – Meaning & Nature of companies – Memorandum/ Articles of association – Prospectus – Meetings - General Body – Board meeting – Environmental Protection Act – Pollution – penalties – Impact Assessment.

Part III: General Knowledge, Current Affairs & Renaissance in Kerala

Salient Features of Indian Constitution

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

Social Welfare Legislations and Programmes

Social Service Legislations like Right to Information Act, Prevention of atrocities against

Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare

Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

RENAISSANCE IN KERALA

Towards A New Society

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

Efforts To Reform The Society

(A) Socio-Religious reform Movements

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts

Upper cloth revolts. Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc.

Malabar riots, Civil Disobedience Movement, Abstention movement etc.

Role Of Press In Renaissance

Malayalee, Swadeshbhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, AI-Ameen, Prabhatham, Yukthivadi, etc

Awakening Through Literature

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam, Nataka Prashtanam*, Library movement etc

Women And Social Change

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu. Akkamma Cherian, Anna Chandi, Lalithambika Antharjanam and others

Leaders Of Renaissance

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali. Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan (Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr. Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad,

Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan, M C Joseph, Kuttippuzha Krishnapillai and others

Literary Figures

Kodungallur Kunhikkuttan Thampuram, Kerala Varma Valiyakoyi Thampuram, Kandathil Varghese Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

GENERAL KNOWLEDGE AND CURRENT AFFAIRS

General Knowledge and Current Affairs

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.