

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 07/2015 (Item No. 17)**

PERSONNEL OFFICER

**KERALA CO-OPERATIVE MILK MARKETING
FEDERATION LIMITED**

(CATEGORY NO. 573/2012)

PART I

Unit I: HRM/PM

Concept of Personnel Management, HRM and HRD - Role and Functions of Personnel Management- Personnel Policies.

H R Planning- Job Analysis - Job Description- Job Specification- Job Design- Job Evaluation - Recruitment and Selection-Induction and Placement- Training and Development: Process and evaluation- Wage and Salary Administration.

Grievance Redressal - Employee Attrition - Retention Strategies- Contemporary Challenges in HR.

Unit II: Industrial Relations

Industrial disputes - Causes and effects; Settlements of Industrial Disputes - authorities and machinery.

Legal Provisions related to Industrial Disputes, Trade union, Standing Orders.

Unit III: Labour Welfare and Social Security

Labour Welfare in India: Working Conditions- Legal Provisions for health and welfare in Factories.

Social Security in India: Various Measures and Legislations -Workmen's Compensation, Employees State Insurance, Maternity Benefit, Employee's Provident Fund, Gratuity, Employees Family Pension.

State machinery for labour administration.

Unit IV: Organisation Behaviour

Organisation Behaviour- concept and scope- Hawthorne studies.

Motivation Concept and Theories- Leadership: concept and styles- Communication- types and process- barriers of communication- Stress:

causes and effects.

Theories of personality - Group behaviour -

Organisational Change: concept and strategies - Organisation
Development: Concept and intervention strategies.

PART II

General Knowledge, Current Affairs & Renaissance in Kerala

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.