

Syllabus for the Post of Assistant Manager(HR&A)

Post Code:01

1. Human Resource Management.
 2. Industrial Relations & Trade Unions
 3. Labour Services and Allied Laws
 - Factories Act 1948
 - Payment of Wages Act 1936
 - Minimum Wages Act 1948
 - Payment of Bonus Act 1965
 - Equal Remuneration Act 1976
 - Industrial Disputes Act 1947
 - Trade Union Act 1926
 - Employee's Compensation Act 1923
 - Employees PF & MP Act 1952 rules & schemes framed thereunder.
 - Payment of Gratuity Act 1972
 - Contract Labour(Regulation & Abolition) Act 1970
 - Maternity Banefits Act 1961
 - Persons with Disabilites Act 1995
 - Right to Information Act 2005
 4. Domestic Enquiry & Disciplinary Action
 5. Limitation Act
 6. Article on Labour & Service issues in Indian Constitution
 7. Human Resource Planning
 8. Recruitment & Selection
 9. Human Resource Development: Strategies and Systems
 10. Performance Management & Appraisal
 11. Competency Mapping
 12. Training and Development
 13. Management of Compensation and Benefits
 14. Rewards & Recognition
 15. Organizational Structure, Design and Change
 16. Management Process and Organizational Behavior
 17. Management of Change and Organization Effectiveness
 18. Managing Interpersonal and Group Processes
 19. Emotional Intelligence and Managerial Effectiveness
 20. Transactional Analysis
 21. Conflict Management
 22. Collective Bargaining and Negotiation process
 23. Grievance Management
 24. Human Resource Information System
 25. Total Quality Managment
 26. Human Resource Audit
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