

Syllabus for the post of Assistant Manager (HR)

1. The concept and significance of Organizational behavior:

Skills and roles in an organization - Classical, Neo-classical and modern theories of organizational structure - Organizational design - Understanding and Managing individual behavior personality – Perception – Values – Attitudes – Learning - Motivation. Understanding and managing group behavior, Processes - Inter-personal and group dynamics – Communication – Leadership - Managing change - Managing conflicts - Organizational development

2. Human Resource Management (HRM):

Significance; Objectives; Functions; A diagnostic model; External and Internal environment; Forces and Influences; Organizing HRM function, HRM in changing environment

3. Recruitment and Selection:

Sources of recruits; Recruiting methods; Selection procedure; Selection tests; Placement and Follow-up.

4. Performance Appraisal System:

Importance and Objectives; Techniques of appraisal system; New trends in appraisal system.

5. Development of Personnel:

Objectives; Determining Needs; Methods of Training & Development programmes; Evaluation.

6. Career Planning and Development:

Concept of career; Career planning and development methods.

7. Compensation and Benefits:

Job evaluation techniques; Wage and salary administration; Fringe Benefits; Human resource records and audit.

8. Exit policy and implications.

9. Employee Discipline:

Importance; causes and forms; Disciplinary action; Domestic enquiry.

10. Grievance Management:

Importance; Process and Practices; Employee Welfare and Social Security Measures.

11. Industrial Relations:

Importance; Industrial conflicts; Causes; Dispute settlement machinery.

12. Trade Unions

Importance of Unionism; Union leadership; National Trade Union Movement.

13. Collective Bargaining

Concept; Process; Pre-requisites; New trends in collective bargaining.

14. Industrial Democracy and Employee Participation:

Need for industrial democracy; Pre-requisites for industrial democracy; Employee Participation—Objectives; Forms of Employee Participation.

15. Future of Human Resource Management.

16. Human Resource Information System (HRIS).
