

## Jr. Field Officer (HR) Syllabus

<b>Part –I</b>	<b>70 Questions</b>	<p><b>I. Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Human Resources Concept</li> <li>• Human Resource Planning</li> <li>• Recruitment &amp; Staffing</li> <li>• Training &amp; Development</li> <li>• Performance Appraisal</li> <li>• HR Audit</li> </ul> <p><b>II. Organisational Behaviour / Dynamics of Personality &amp; Human Behaviour</b></p> <ul style="list-style-type: none"> <li>• Concept of Organisational Behaviour</li> <li>• Leadership</li> <li>• Human Engineering</li> <li>• Group Behaviour &amp; Dynamics</li> <li>• Organisational Culture</li> </ul> <p><b>III. Labour Laws</b></p> <ul style="list-style-type: none"> <li>• Industrial Disputes Act, 1947</li> <li>• Factories Act</li> <li>• Trade Union Act</li> <li>• Employees Provident Funds Act</li> <li>• Minimum Wages Act</li> <li>• Employment Exchanges (Compulsory Notification of Vacancy Act)</li> <li>• Payment of Wages Act</li> <li>• Contract Labour Act</li> <li>• Employees State Insurance Act</li> </ul> <p><b>IV. Wages &amp; Salary Administration</b></p> <p><b>V. Industrial Relations in India</b></p> <p><b>VI. Social Work – Theory &amp; Practices</b></p> <p><b>VII. Social Policy and Social &amp; Labour Welfare Administration</b></p> <p><b>VIII. Administration of Public Enterprises in India</b></p> <p><b>IX. Scientific Office Management</b></p> <p><b>X. Records Management: Storage &amp; Retrieval</b></p> <p><b>XI. Office Systems and Procedure</b></p>
<b>Part-II</b>	<b>30 Questions</b>	General aptitude, General Knowledge, Reasoning, Mathematics, Language and Behavioral Aptitude

\*\*\*\*\*