

## ANNEXURE-II

### Syllabus – Junior Personnel Officer SCHEME OF EXAMINATION

Subject	No. of Questions	Duration	Maximum Marks
<b>Section:A</b> Written Examination (Objective Type): Human Resource Management, Industrial Laws, General Laws & Labour Laws etc.	50	120 Minutes	50
<b>Section:B</b> Computer Awareness	20		20
<b>Section:B</b> Comprehension, Mental Ability, Numerical & Arithmetic Ability and General awareness	30		30
Total			100

#### SECTION – A: (ENGLISH AND TELUGU) 50 Marks

##### 1. Fundamentals of HR Management:

- HR Management: Concepts and Challenges
- Human Resource Development
- Line Management in HR
- HR Policies and Practices
- Designing HR Systems

##### 2. Industrial Relations:

- Fundamentals of Industrial Relations
- Conflict Management
- Collective Bargaining and Negotiations Process
- Grievance Management
- Employers/Management
- Contemporary Issues in Industrial Relations
- Trade Unions

##### 3. General Laws:

- Constitution of India
- Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy
- Ordinance Making Powers of the President and the Governors Legislative Powers of the Union and the States
- Freedom of Trade, Commerce and Intercourse
- Constitutional Provisions relating to State Monopoly
- Judiciary, Writ Jurisdiction of High Courts and the Supreme Court

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- Different Types of Writs - Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari
  - Concept of Delegated Legislation
4. Right to Information Act, 2005
  5. Labour Laws
  6. Factories Act, 1948
  7. Minimum Wages Act, 1948
  8. Payment of Wages Act, 1936
  9. Equal Remuneration Act, 1976
  10. Employees' State Insurance Act, 1948
  11. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
  12. Payment of Gratuity Act, 1972
  13. Workmen's Compensation Act, 1923
  14. Maternity Benefit Act, 1961
  15. Industrial Employment (Standing Orders) Act, 1946
  16. Industrial Disputes Act, 1947
  17. Indian Trade Union Act, 1926
  18. The Labour Laws (Exemption from Furnishing Returns and Maintaining Register by Certain Establishments) Act, 1988
  19. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
  20. The Central Goods and Services Tax Act, 2017
  21. Gross Domestic Products (GDP)
  21. Government e Marketplace (GeM)

**SECTION – B: 20 Marks**

Computer Awareness

1. MS-Office
2. Basic concepts of Computers
3. Computer Applications & Skills
4. Accounts related Software

**SECTION – C: 30 Marks**

1. English Language (Comprehension, passages & re-arrangement of sentences, Synonyms & Antonyms)
2. General Awareness, Logical Reasoning and Numerical ability:
  - i) Analytical & Numerical Ability
  - ii) Logical Reasoning
  - iii) Decision making and problem solving
  - iv) General Awareness (current events of National & International importance)
  - vi) Telangana Movement & State formation
    - The idea of Telangana (1948 to 1970)
    - Mobilizational phase (1971 – 1990)
    - Towards formation of Telangana State (1991-2014)

**Sd/-**

**CHAIRMAN & MANAGING DIRECTOR**

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