

**ANNEXURE-II**

**SYLLABUS FOR DIRECT RECRUITMENT OF JUNIOR PERSONNEL OFFICER IN  
TSNPDCCL**

**SCHEME OF EXAMINATION**

<b>Subject</b>	<b>No. of Questions</b>	<b>Duration</b>	<b>Maximum Marks</b>
<b><u>Section:A</u></b> Written Examination (Objective Type): Human Resource Management, Industrial Laws, General Laws & Labour Laws etc.	60	120 minutes	60
<b><u>Section:B</u></b> Comprehension, Mental Ability, Numerical & Arithmetic Ability and General awareness	40		40
<b>Total</b>			<b>100</b>

**SECTION – A: (ENGLISH AND TELEGU)**

**60 Marks**

**1. Fundamentals of HR Management**

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

**2. Industrial Relations**

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

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**3. General Laws:**

- o Constitution of India
- o Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy
- o Ordinance Making Powers of the President and the Governors  
Legislative Powers of the Union and the States
- o Freedom of Trade, Commerce and Intercourse
- o Constitutional Provisions relating to State Monopoly
- o Judiciary, Writ Jurisdiction of High Courts and the Supreme Court
- o Different Types of Writs - Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari
- o 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 .**

**SECTION – B:**

**40 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) Computer Applications & Skills.
  - v) 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