

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO.08/2010**

ASSISTANT PERSONNEL OFFICER /

ASSISTANT PERSONNEL OFFICER (FEMALE)

CATEGORY NO. 367/2008 & 363/2008

1. Principles of Management

Management - introduction, definitions, concepts, principles and objectives; Schools of thought in Management; Functions of Management - Planning, Organizing, Directing and Controlling; Incorporation of organizations; Board of Directors; Types of organizations - Formal, Informal and Functional organizations; Organizational structure; Division of labour and Departmentalization; Authority, Responsibility and Accountability, Line and Staff functions; Personnel Management as an area of management; Strategic management; Corporate strategy; SWOT analysis; Management of change and Organizational development.

2. Personnel Management

Personnel Management - concept, scope, philosophy, objectives, evolution and different approaches; Personnel Administration, Personnel Management, Human Resources Management and HRD; Functions of Personnel Management; Job analysis, Job description, Job specification and Job evaluation; Man power planning; Recruitment and selection, The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959; Training and development, The Apprentices Act, 1961; Performance appraisal, Wage and salary administration, Incentives and fringe benefits; Consumer Price Index and Dearness allowance; Profit sharing; Payment of Bonus Act, 1965; Equal Remuneration Act, 1976; Retirement benefits.

3. Industrial Relations - Trade Unions

Industrial Relations - philosophy and concept; Origin and development of IR; Context and environment of IR; Various approaches to IR; Trade unions: concept and objectives; Registration, structure, functions and membership of trade unions; Trade union leadership; Trade union disputes; Recognition of trade unions; Multiplicity of trade unions; Referendum; Indian Trade Unions Act, 1926; Participative management; Concept, objectives and evolution of industrial democracy; Participative models; Approaches, forms of participation and levels of participation,

4. Industrial Relations - Industrial Discipline

Industrial discipline-nature and concept; Approaches to discipline; Statutory and non-statutory measures for discipline; Standing orders, service rules and code of discipline; Industrial Employment (Standing Orders) Act, 1946; Grievance: concept, significance and methods of redressal; Domestic enquiry; Principles of natural justice; Misconducts, Disciplinary procedures; Subsistence allowance; Punishment, Positive disciplinary intervention; Remedial counseling.

5. Industrial Relations - Industrial Disputes

Collective bargaining: origin and development; Pre-requisites for effective collective bargaining; Process of collective bargaining; Collective bargaining approaches and techniques; Productivity bargaining, Collective bargaining and legal framework; Trends and practice of collective bargaining in India; Negotiation skills for managers; Industrial disputes: causes, manifestation and effects; Trends in industrial disputes in India, Strike, lock out, lay-off, retrenchment and closure; Unfair labour practices; Disputes settlement machineries: Conciliation, Voluntary arbitration, Adjudication; Industrial Disputes Act, 1947.

6. Industrial Health and Safety

Concepts of industrial health and Safety; Need and importance of occupational hygiene; Occupational hazards; Occupational diseases; Statutory health provisions and health regulations; Mental health in industry; Impact of automation and computerization on employee health; Principles and philosophy of safety management; Industrial accidents; Theories of accidents; Accident proneness; Pre-accident and post-accident strategies; Safety organization; Safety policy; Statutory safety provisions; Safety climate; Model Occupational Health Services.

7. Labour Welfare

Concepts of welfare and labour welfare; Principles and philosophical approaches to labour welfare; Welfare as an HR function; Historical development of labour welfare; Need and scope of labour welfare in India; Role of government, management and trade unions in welfare; Agencies of labour welfare; Welfare as social responsibilities of business; Welfare audit; Impact of welfare on labour productivity; Emerging trends in labour welfare; Concept of social security; I.L.O. and social security; Social security measures in India.

8. Social Security Legislations

Workmen's Compensation Act 1923; Employees' State Insurance Act 1948; Employees' Provident Fund and (Miscellaneous Provisions) Act 1952; Maternity Benefit Act 1961; Payment of Gratuity Act 1972; Factories Act 1948; Plantations Labour Act 1951; Kerala Shops and Commercial Establishment Act 1960; Kerala Labour Welfare Fund Act 1975; Kerala National and Festival Holidays Act 1958; Conditions of work environment, hours of work, shift system and housekeeping in industry; Canteen and creche - benefits, services and administration; Administration of leaves and holidays; Workers' Education Scheme; Employees' co-operatives and credit societies.

9. Labour Administration

Scope and functions of labour administration; Influence of I.L.O. on Indian labour administration; Central government machinery for labour administration; Ministry of Labour and Employment; Central Labour Institute; State government machinery for labour administration; Administrative set up and functions of State labour department; Duties and functions of labour officers and labour commissioners; Directorate of Factories and Boilers; Kerala Factories (Welfare Officers) Rules, 1957; Labour statistics and Research - agencies and areas of research; Labour policy of the central and state governments; Impact of economic liberalization on labour policy.

10. Legislative Provisions for the Unorganized Labour

The Minimum Wages Act, 1948; Payment of Wages Act, 1936; The Contract Labour (Regulation and Abolition) Act, 1970; The Child Labour Prohibition and Regulation Act, 1986; Casual, Temporary and Badli Workers (Wages) Act, 1989 (Kerala); Beedi and Cigar Workers Conditions of Employment Act, 1966; The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996; Cine Workers and Cinema Theater Workers Act, 1961; Kerala Headload Workers Act, 1978; Working of various Welfare Fund Boards and Schemes in Kerala.

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.