



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

S Y L L A B U S

Assistant Manager (HR) in Assam Power Distribution Company Limited (APDCL)
(ADVT. NO. 07/2023 dated 30th March, 2023)

Paper-I

Human Resource

(Multiple Choice Question Type)

Full Marks: 100 Marks

Time: 2-00 hours

Principles and Practices of Management: Development of management Thought, Contributions of Taylor, Fayol, Mayo, Mary Parker Follett and C.I. Barnard. Behavioral Approach, Systems Approach, Quantitative Approach and Contingency Approach, Function of Management: Planning and Decision Making, Organizing, Staffing, Directing, Controlling, Coordinating.

Human Resource Management: Conceptual framework, Human Resource Planning, Job Analysis, Recruitment, Selection, Placement, Induction, Training and Development, Performance Management, Job Evaluation, Compensation Management, Employee Benefits and Incentives, Managing Career. New Trends in HRM, Changing environment of HRM and contemporary challenges, Emerging HRM Concepts.

Human Resource Development (HRD): Concepts, Assumptions, Values, HRD Mechanisms, Action – Research Model, HRD Culture and Climate, HRD Interventions, HR Accounting and Audit, Consultant – client relationship, Knowledge Management, Human Resource Information System. International Human Resource Management (IHRM), Organisational context of IHRM, IHRM and Sustainable Business, Functions of IHRM, Cross – Cultural Studies, Cultural Diversity, Transnational Organisations, IHRM Models.

Organisational Behaviour: Concept, Scope, Nature of human behaviour, Personality, Perception, Learning, Attitude, Motivation, Interpersonal Behaviour, Group Dynamics, Leadership, Communication, Power and Authority, Stress, Organisational Change and Development.

Industrial Relations: Concept, Scope, Evolution, Approaches, Actors and Models, Conflict and cooperation, Bi-partitism, Tri-partitism, Collective Bargaining, Workers' Participation in management, Grievance Handling and Disciplinary Action, Code of Conduct, Industrial Relations in changing scenario, Employers' organisations. Trade Unions: Concepts, Evolution. Problems of trade unions in India, Recognition, The Trade Unions Act, 1926. Emerging role of trade unions in India.


Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts. The Industrial Employment (Standing Orders) Act, 1946. The Industrial Disputes Act, 1947.

Labour Legislation: Objectives, Principles, Classification and Evolution. International Labour Organisation, Social Justice and Labour Legislation, Indian Constitution and Labour Laws. The Factories Act, 1948, The Mines Act, 1952. The Inter-state Migrant Workmen (Regulation of employment and conditions of service) Act, 1979. The Contract Labour (Regulation and Abolition) Act, 1970. The Building and other Construction workers (Regulation of employment and conditions of service) Act, 1996. The Child Labour (Prohibition and Regulation) Act. 1986.

Wages: Concept, Types, Factors influencing wages, Wage Theories and Wage Differentials. The Minimum Wages Act, 1948. The Payment of Wages Act, 1936. The Payment of Bonus Act, 1965. The Equal Remuneration Act, 1976. The Payment of Gratuity act, 1972. The Employees' Provident Fund and Miscellaneous Provisions Act, 1952.

Labour Welfare: Concept, Scope, Types, Theories and Principles, Industrial Health and Hygiene, Industrial Accidents and safety, Occupational Diseases Social Security: Concept and Scope, Social Assistance and Social assurance.

Labour Market: Features, Demand and Supply of Labour, Nature and Composition of Indian Labour Force, Unemployment and Underemployment, Types of Labour Market, Characteristics of Indian Labour Market, New Dynamics of Labour Market in India, Economic Systems and Labour Market, Problems of Labour in India.


Controller of Examination
Assam Public Service Commission
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SYLLABUS

Assistant Manager (HR) in Assam Power Distribution Company Limited (APDCL)
(ADVT. NO 07/2023 dated 30th March, 2023)

PAPER-II

GENERAL STUDIES

(Multiple Choice Question Type)

Full Marks: 100 Marks

Time: 2-00 hours

Subject	Item / Topic	Marks
General English	<ol style="list-style-type: none">1. Synonyms, Antonyms2. Prepositions3. Sentence Completion4. Active and Passive Voice5. Spelling Test6. Spotting Errors7. Passage Completion8. Substitution9. Sentence Arrangement10. Transformation11. Idioms and Phrases12. Sentence Improvement13. Joining Sentences14. Error Correction (Underlined Part)15. Error Correction (Phrase in Bold)16. Fill in the blanks	50
Aptitude	<ol style="list-style-type: none">1. Puzzles2. Verbal and Non Verbal Reasoning3. Logical Reasoning, Analytical Reasoning4. Time and Distance5. Problems on Trains6. Time and Work Partnership7. Ratio and Proportion8. Simple Interest, Compound Interest9. Areas10. Averages11. Problems on L.C.M and H.C.F12. Volumes13. Profit and Loss14. Numbers and Ages15. Percentages16. Simple Equations17. Quadratic Equations18. Probability	50

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