HR Examination Syllabus - (Asst. Officer - HR)

1. Employee Sourcing and Optimisation: Manpower Planning through Analytics i.e Need assessment and Forecasting, Manpower Auditing, Recruitment and Selection, Separation, VRS, CRS etc.


6. Learning and Development: Need assessment, linkages to organisational needs competency assessment and development.

8. Gender and Diversity Management, HR issues in merger and acquisitions
10. HR and its Role as Strategic Business Partner, Artificial Intelligence, Robotics, HR Analytics and Reservation Policies.
11. Organizational theory, Structure Design
12. Compensation Management, Reward & Punishment
13. Human Resource Information System
14. Training & Development
15. Business Ethics & Corporate Social Responsibility
16. Wage & Salary Administration
17. Behavioural Communication and Relationship Management
18. Conflicts & Negotiations
19. Leadership
20. Industrial Relations – Trade Unionism
21. Emotional Intelligence & Managerial Effectiveness
22. Right to Information Act