

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 04/2015 (Item No. 4)**

WELFARE OFFICER

PLANTATION CORPORATION OF KERALA LTD.

(CATEGORY No. 80/2012)

- I. General Knowledge, Current Affairs & Renaissance in Kerala
- II. Basic Comprehension of English - assessing the person's understanding about a passage in English and grammar
- III. Basic Comprehension of **Malayalam** - assessing the person's understanding about a passage in **Malayalam** and grammar
- IV. Concept : Administration, Organisation, Management, Administrative Process : Planning-Organising-Staffing-Directing-Co-ordinating-Reporting and Budgeting.
- V. Sociology of Indian society: unity in diversity, linguistic and religious differences in India - Caste in India : characteristics, emerging changes in caste system in modern society - Caste and politics - Family : joint, nuclear - Marriage in India: religious variations, changing trends, family court, divorce, domestic violence - Contemporary issues in Indian society : communalism, regionalism, terrorism, corruption, violence against women.
- VI. Concept of Welfare, Welfare State - Social Welfare, Social Security, Social Insurance, Social Assistance - meaning and purpose, social security measures for workers – The Plantation Labour Act, 1951.
- VII. The Industrial Dispute Act, 1947 - The Workmen's Compensation Act 1923 - The Minimum Wages Act 1948-Payment of Wages Act, 1936 - The Payment of Bonus Act 1965-Trade Union Act,1926-Kerala Shops and Commercial Establishments Act, 1960
- VIII. Office Management : Principles and Practices, Maintenance of files, records, Data banks- Management Information Systems (MIS) - Basics of materials management like purchase procedure, inventory control - recording of procedures

IX. Communication - concepts and process - communication skills - principles of effective communication - Oral communication: essentials, meetings and conferences, group communications - inter personal communication - telephone talk - interviews - ethics of communication - Written communication : features, objectives, importance, structure of business letters - business enquiry - execution of orders - report writing - electronic media on communication - importance of media in communication.

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.