

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 09/2013 (Item No. 13)
ASSISTANT PERSONNEL OFFICER
(Special Recruitment for SC/ST only)**

**KERALA STATE CASHEW DEVELOPMENT CORPORATION LTD.
(CATEGORY NO. 502/2011)**

PART-I. SOCIAL WORK

1. Human Resources Management

HRM, -Functions of HR-Advisory, Service functional guidance - Manpower Planning: Demand and Supply Forecasting, Scheduling - Job Analysis- Job Description, Job Specification, Job Design, Job Evaluation - Recruitment and Selection Tools- advantages and Limitations- Use of Application Blanks, Weighted Application Blanks, Interviewing, Psychological Tests. Concepts of learning, training, education and development; theories of learning - Principles of learning; Types of Intelligence; Identifying the training needs, Principles of training and development, Performance Appraisal, Management by Objectives, Types / Methods of Training and Development. Training Evaluation

2. Industrial Relations

Evolution of industrial relations and industrial conflicts -Trade Union Movement - Collective Bargaining; Concept, approaches, types, perquisites and process-. Collective agreements - Conciliation, Arbitration and Adjudication- National Commission on Labour- Code of Discipline- principles-code of conduct-Industrial truce resolution - Grievance; Concept, Significance, and methods of redressal

3. Organisational Behaviour

Hawthorne Studies - organizational behaviour approach; Theoretical framework for OB- Cognitive, Behaviouristic and Social learning models -Personality, Learning and Attitudes-Personality- Perception -Groups Behaviour and Group dynamics- Group Norms - Leadership- Power, sources of power-Conflict and Stress in Organizations; intra-individual conflict, interpersonal conflict, inter group conflict and structural conflicts in organizations- Stress, types of stress causes - Organisational Climate -Job satisfaction

PART-II. SOCIOLOGY

Evolution of Industrial Society French Revolution, Characteristics of Industrial Society—Foundations of Industrial Sociology –Conflict perspectives—Structural functional Perspective—Industrial Organisation, Organisational Culture, group behaviour, Power politics.

Industrial Bureaucracy (Max Weber), Technocracy, Industrial Social revolution, Social interaction, Leadership, Management bonded labour, Child labour.

Indian Industrial Workers—Skilled and unskilled—Method of Wage Fixation, unorganized sector, Collective bargaining, Nature of Industrial Conflict, Growth of Trade Union—Functions of Trade Unions--Features of Cashew Industry in Kerala, female workers in cashew factory in Kerala—Social status, Welfare measures.

PART-III. LAW

Origin and Development of Trade Unionism, Special features of Industrial Jurisprudence, Social justice and Industrial Law, Conflict Settlement, Need for state regulation, Concept of Collective Bargaining.

Statutes

1. Trade Unions Act, 1926
2. Industrial Disputes Act, 1947

Regulation of Service conditions, Disciplinary matters, Domestic enquiry, Unfair Labour Practices.

Statutes

Industrial Employment Standing Orders Act, 1946

Concepts of Social Security, I.L.O., Social Security measures against Employment injuries, Social Insurance and Social Assistance.

Statutes

1. Workmen's Compensation Act, 1923
2. Employees State Insurance Act, 1948
3. Employees Provident Fund (Family Pension Fund and Deposit Linked Insurance Fund) Act, 1952

Contd.....3/-

Maternity Benefits, Retiral benefits, Security of Employment, Economic and Welfare Measures, Protection of Women and Children.

Statutes

1. Maternity Benefit Act, 1972
2. Payment of Gratuity Act, 1972
3. Payment of Bonus Act, 1965
4. Minimum Wages Act, 1948
5. The Payment of Wages Act, 1936
6. The factories Act, 1948

PART-IV. Facts about India

Geography of India- Physical Features- Climate-Soils- Rivers- Famous Sites – Etc
Demography- Economic and Social Development-Poverty Alleviation-Economy and Planning-Etc
History of India- Period from 1857 to 1947- National Movement- Etc.

PART-V. Facts about Kerala

Geographical Facts- Physical Features- Climate-Soils- Rivers- Famous Sites – Etc

Renaissance of Kerala

Important Events/ Movements/Leaders

Brahmananda Swami Sivayogi, Chattampi Swami, Sree Narayana Guru, Vagbhatananda, Thycaud Ayya, Ayya Vaikundar, Poikayil Yohannan (Kumara Guru), Ayyankali, Pandit Karuppan, Mannathu Padmanabhan, V.T.Bhattathirippad, Dr. Palpu, Kumaranasan, Vakkom Moulavi, Blessed Kuriakose Elias Chavara, Etc