

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME No. 02/2020(Item No.20)**

ASSISTANT LABOUR OFFICER GRADE - II

LABOUR

(Category No.126/2018)

Introduction to Human Resource Management

Human Resource Management: Concept, objectives and functions - organisation and administration of Human Resource Department - qualities of Human Resource Manager- professionalization of Human Resource Management in India - fundamentals of HRM: Job Analysis and Design of Jobs - Human Resource Planning: Recruitment, Selection, On-boarding and Induction.

Human Resource Development (HRD) & HRIS

Human Resource Development (HRD): Concept, Overview, Origin and Need for HRD - approaches to HRD - HRD Competencies - Competency Building and Development - Need Analysis - Task and Performance Analysis - Types of Training - Training Evaluation - models of evaluation - Employee Development: approaches to Employee development - Transfers and Promotions - Technology in Training.

Human Resource Information Systems

HRIS- role in the operation of human resources management function - strategic advantage - HRIS Life Cycle/HR responsibility in each phase of HRIS development - HRIS Planning and Implementation - Tools for HRIS

Development - HRIS in large and small organisations - HRIS /ERP Systems - introduction to SAP-HR module. Use of software and online applications in HR

Industrial Relations & Labour Welfare

Industrial Relations- conceptual framework and approaches - role of Government, employers and trade unions in industrial relations ILO - evolution of industrial relations and industrial conflicts; Industrial Discipline- Standing orders , Service Rules , Code of discipline - model Standing Order- Domestic Enquiry- principles of natural justice - misconduct and disciplinary procedures, punishment, Positive Disciplinary Intervention.

Labour Welfare: historical perspective, concept and objectives, theories and principles -Statutory, Voluntary and Mutual Welfare measures - role of management and trade Unions- Welfare of special categories of labour: female Labour, child labour, disabled, migrant labour, rural labour, contract labour and apprentices.

Industrial Conflict, Trade Union Movement & Resolution of Conflict

Nature of Industrial Conflict - characteristics of Labour and Trade Union movement in developed nations - Indian trade union movement - purpose functions, structure, and problems of Trade Unions in India - Trade Union Act, 1926 - recognition of Trade Unions - Collective Bargaining: Concept, approaches, types, pre-requisites and process - Joint Management Councils and Quality Circles - grievances and grievance handling procedure - Industrial Disputes Act,1947: closure, strikes & lockouts - Industrial Relations Machinery: bi-partite & tri-partite Agreement, Labour Courts & Industrial Tribunal - collective agreements - recommendations on National Commission on Labour - Industrial Employment (Standing Orders) Act, 1946 - provisions relating to public servants under Indian Penal Code,1860- provisions relating to complaint and cognizance of offences under the Code of Criminal Procedure, 1973

Industrial Sociology

Industrial Sociology : Nature and Scope of Industrial Sociology - Development of Industrial Sociology - Industrialisation and Industrialism - causes and consequences of Industrialization - Industrial and Post-Industrial Society - Industrialisation and Social Change - Industrial Organisations: Formal and Informal.

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Labour and the Constitution of India

Preamble- fundamental rights- directive principles of State policy - writ jurisdiction of the Supreme court and High courts - Public Interest Litigations- Initiatives of the ILO and UN- Universal Declaration of Human Rights, 1948- International Covenants of 1966- Convention on the Elimination of All forms of Discrimination against Women,1979 - ILO conventions ratified by India.

Other Laws relating to Workplace

Law relating to sexual harassment of women at workplace- minimum wages- payment of wages- bonus- gratuity- employees compensation- inter State migrant workers- maternity benefit- shops and commercial establishments- prohibition of child labour- casual, temporary and badli workers- head load workers-beedi and cigar workers- contract labour- domestic workers- sales promotion employees-motor transport workers- equal remuneration-agricultural workers- Relevant Acts and Rules applicable 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