

Detailed Syllabus for the Post of PERSONNEL OFFICER (KERALA TOURISM DEVELOPMENT CORPORATION LIMITED) - Direct Recruitment and PERSONNEL OFFICER (GENERAL CATEGORY) (Kerala Co-operative Milk Marketing Federation Ltd) - Direct Recruitment

(Cat.Nos: 147/2022, 688/2022)

Module 1: Human Resource Planning

Human resource management, Human Resource Planning, Process of Human Resource Planning, Job Analysis, Job Design, Design Approaches, job specification, job description, human resource forecasting -Challenges of HR manager- Functions of the HR and Personnel Department – HR Structure and Strategy

(10 marks)

Module 2: Recruitment

Recruitment Planning- Recruitment Process, Sources of Recruitment, Recruitment Techniques, Assessment of Recruitment Programmes, Role of HR department in Recruitment

(7 marks)

Module 3: Selection and Placement

Procedure of Selection, Placement, Induction - Promotions and Transfers -Personnel Empowerment including Delegation - Retirement and Other Separation Processes

(10 marks)

Module 4: Training and Development

Stages of Training, Training Effectiveness, Management Development, Techniques of Training, Methods of Training

(8 Marks)

Module 5: Appraisal, Incentives, and Performance-based Programmes

Performance Appraisal, Performance Evaluation, Performance Analysis and Development, Methods of Performance Appraisal, Managerial Appraisal, Appraisal Interview- Building Relationships –Incentive system- Facilitating Legislative Framework - Trade Unions – Managing Conflicts - Disciplinary Process - Collective Bargaining - Workers Participation in Management - Concept, Mechanisms and Experiences

(13 Marks)

Module 6: Motivation & Communication

Theories of Motivation, Motivational Challenges, Empowering Employees, QWL- Nature of Communication, Types of Communication, Interpersonal Communication, Barriers to Effective Communication, Communication Network, Communication Roles, Communication Audit

(12 Marks)

Module 7: Human Resource Development

Framework of Human Resource Development - HRD Processes - Assessing HRD Needs – HRD- Model - Designing Effective HRD Program - HRD Interventions- Creating HRD Programs -Implementing HRD programs - Training - On-the-Job and Off-the-Job - Brain Storming - Case Studies - Role Plays - Simulations – T Groups - Transactional Analysis- evaluation of HRD.

(12 Marks)

Module 8: Career Planning and Development

Career Planning, Succession Planning, Career Choices, Career Management Models, Career Development Programmes, Counselling

(12 Marks)

Module 9: Human Resources Accounting

Human Resources Accounting, Human Resources Audit, Human Resources Research, Human Resources Information Systems

(8 Marks)

Module 10: Contemporary Issues in HR Management

Competency Mapping, HR balanced scorecard, HR metrics, Knowledge Management, Talent Management, Work-Life Balance

(8 Marks)

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.

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