

Tier-II Syllabus for the Post of Section Officer (HR) DTL

Principles and Practices of Management: Development of management Thought, Contributions of Taylor, Fayol, Mayo, Mary Parker Follett and C.I. Barnard.

Behavioural Approach, Systems Approach, Quantitative Approach and Contingency Approach.

Function of Management: Planning and Decision Making, Organizing, Staffing, Directing, Controlling, Coordinating.

Human Resource Management: Conceptual framework, Human Resource Planning, Job Analysis, Recruitment, Selection, Placement, Induction, Training and Development, Performance Management, Job Evaluation, Compensation Management, Employee Benefits and Incentives, Managing Career.

New Trends in HRM: Changing environment of HRM and contemporary challenges, Emerging HRM Concepts.

Human Resource Development (HRD): Concepts, Assumptions, Values, HRD Mechanisms, Action – research Model, HRD Culture and Climate, HRD Interventions, HR Accounting and Audit, Consultant – client relationship, Knowledge Management, Human Resource Information System.

Organizational Behaviour: Concept, Scope; Nature of human behavior, Personality, Perception, Learning, Attitude, Motivation, Interpersonal Behaviour, Group Dynamics, Leadership, Communication, Power and Authority, Stress, Organizational Change and Development.

Industrial Relations: Concept, Scope, Evolution, Approaches, Actors and Models, Conflict and cooperation, Bi-partitism, Tri-partitism, Collective Bargaining, Workers' Participation in Management, Grievance Handling and Disciplinary Action, Code of Conduct, Industrial Relations in changing scenario, Employers' organizations.

Trade Unions: Concepts, Evolution, Problems of trade unions in India, Recognition, The Trade Unions Act, 1926. Emerging role of trade unions in India.

Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts. The Industrial Employment (Standing Orders) Act, 1946. The Industrial Disputes Act, 1947.

Labour Legislation:

Objectives, Principles, Classification and Evolution. International Labour Organization, Social Justice and Labour Legislation, Indian Constitution and Labour Laws.

- Delhi Shops & Establishments Act, 1954
- The Mines Act, 1952.
- The Inter-state Migrant Workmen (Regulation of employment and conditions of service) Act, 1979.
- The Contract Labour (Regulation and Abolition) Act, 1970.
- The Building and other Construction workers (Regulation of employment and conditions of service) Act, 1996.
- The Child Labour (Prohibition and Regulation) Act, 1986
- Maternity Benefit Act, 1961

Wages:

Concept, Types, Factors influencing wages, Wage Theories and Wage Differentials

- The Minimum Wages Act, 1948.
- The Payment of Wages Act, 1936.
- The Payment of Bonus Act, 1965.
- The Equal Remuneration Act, 1976.
- The Payment of Gratuity Act, 1972.
- The Employees' Provident Fund and Miscellaneous Provisions Act, 1952.

Labour Welfare:

Concept, Scope, Types, Theories and Principles, Industrial Health and Hygiene, Industrial Accidents and safety, Occupational Diseases

Social Security: Concept and Scope, Social Assistance and Social assurance.