

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME No. 03/2018 (Item No.6)
LAISON OFFICER CUM ASSISTANT PERSONNEL
OFFICER
KERALA STATE PALMYRAH PRODUCTS DEVELOPMENT AND
WORKER'S WELFARE CORPORATION LIMITED (KELPALM)
(CATEGORY No.660/2014)**

PART - I

MODULE - I (HRM&HRD)

HRM: Concept – functions – Human Resource Development – Strategies and systems – Training, Coaching, Mentoring, Counseling, career planning and development, Human Resource Information System.

Training and Development – Training Need Analysis, Conducting training, Trainer behaviour, Evaluation of training, Models of measuring training effectiveness, Key training issues.

Recruitment & Selection – Understanding the staffing process, Selection Process, Interview process , onboarding .

MODULE- 2 (APPRAISAL, REWARDS, MOBILITY, O.B&CHANGE MANAGEMNENT)

Rewards & recognition – types of rewards-incentives:individual&group based – Management of compensations and Benefits.

Performance Management & Appraisal-Emotional Intelligence and Managerial Effectiveness.

Mobility of Personnel and Retention – transfers, promotion, demotion, separation/retirement.

Managing change and organizational effectiveness, Management Process and Organizational Behaviour, Managing Interpersonal and Group Processes - learning – motivation – job satisfaction-work -life balance - problem solving and decision - making - group dynamics-health and well-being.

MODULE -3 (INDUSTRIAL RELATIONS&LEGISLATIONS)

Collective Bargaining and Negotiation process, Conflict Management, Industrial Relations & Trade Unions, Discipline and Personnel problems and employee grievance redressal machinery. The Industrial Dispute Act 1947-The Industrial Employment (Standing Orders)Act,1946 -The Trade Union Act 1926 -Apprentices Act, 1961 and recent amendments – The Contract Labour (Regulation&Abolition)Act.

MODULE- 4 (LABOUR LAWS)

EPF and Miscellaneous Provisions Act,1952 – Employees' State Insurance Act, 1948 – The Factories Act, 1948 – The Shops and Commercial Establishments Act – The Maternity Benefit Act 1961 – Minimum Wages Act,1948 – The Payment of Bonus Act, 1965 – The Payment of Gratuity Act,1972 – The Payment of Wages Act,1936 – The Workmen Compensation Act, 1923 – Companies Act , 2012.

MODULE – V

Conceptual framework of Public relations – definition – growth & development of Public Relations – functions of Public relations .

MODULE -VI

Qualities of Public Relations person – Public Relations Vs Advertising – Creating a Public Relations plan – Public Relations Department of Organisations

MODULE -VII

Types of PR work : Publications, events, Sponsorships , news, speeches, public service activities , identity media etc – Public relations Process

MODULE – VIII

Media relations - Tools for internal Public Relation–Tools for external Public Relation - International communications – cross cultural Communication.

PART II

General Knowledge, Current Affairs & Renaissance in Kerala

Salient Features of Indian Constitution

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

Social Welfare Legislations and Programmes

Social Service Legislations like Right to Information Act, Prevention of atrocities against Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

RENAISSANCE IN KERALA

Towards A New Society

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

Efforts To Reform The Society

(A) Socio-Religious reform Movements

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts

Upper cloth revolts. Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc.

Malabar riots, Civil Disobedience Movement, Abstention movement etc.

Role Of Press In Renaissance

Malayalee, Swadeshabhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, AI-Ameen, Prabhatam, Yukthivadi, etc

Awakening Through Literature

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam, Nataka Prashtanam*, Library movement etc

Women And Social Change

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu. Akkamma Cherian, Anna Chandi, Lalithambika Antharjanam and others

Leaders Of Renaissance

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali. Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan (Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr. Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad, Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan, M C Joseph, Kuttippuzha Krishnapillai and others

Literary Figures

Kodungallur Kunhikkuttan Thampuran, KeralaVarma Valiyakoyi Thampuran, Kandathil Varghese Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

GENERAL KNOWLEDGE AND CURRENT AFFAIRS

General Knowledge and Current Affairs

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.