

**Syllabus for the post of
Assistant Professor- Human resource, Maharashtra Education Services, Group - A
(Collegiate Branch)**

Steps of Exam: Written Exam - 200 Marks

Interview - 50 Marks

Level: - Degree

No. of Questions: - 100

Medium: English

No. of Marks: - 200

Nature of Paper - Objective Type

Duration: - 1 hour

Final merit list will be prepared by considering the marks obtained in Written test & Interview.

SYLLABUS

Concepts and perspectives in HRM; HRM in changing environment Human resource planning-Objectives, Process and Techniques Job analysis-Job description

Selecting human resources

Induction, Training and Development

Exit policy and implications

Performance appraisal and evaluation

Potential assessment

Job evaluation

Wage determination

Industrial Relations and Trade Unions

Dispute resolution and Grievance management

Labour Welfare and Social security measures

Human Resource Management (HRM)-. Significance; Objectives; Functions; A diagnostic model; External and Internal environment; ,

Forces and Influences; Organizing HRM function.

Recruitment and Selection-Sources of recruits; Recruiting methods; Selection procedure;

Selection tests; Placement and Follow-up.

Performance Appraisal System-Importance and Objectives; Techniques of appraisal system;

New trends in appraisal system.

Development of Personnel-Objectives; Determining Needs: Methods of Training &

Development programmes; Evaluation.

Career Planning and Development-Concept of career; Career planning and development methods.

Compensation and Benefits-Job evaluation techniques: Wage and salary administration; Fringe Benefits; Human resource records and audit.

Employee Discipline-importance; causes and forms; Disciplinary action; Domestic enquiry .

Grievance Management-Importance: Process and Practices; Employee Welfare and Social Security Measures.

Industrial Relations-Importance; Industrial conflicts; Causes; Dispute settlement machinery.

Trade Unions-Importance of Unionism; Union leadership; National Trade Union Movement.

Collective Bargaining-Concept; Process; Pre-requisites; New trends in collective bargaining.

Industrial Democracy and Employee Participation-Need for industrial democracy; Pre-requisites for industrial democracy; Employee Participation-. Objectives; Forms of Employee

Participation.

Future of Human Resource Management.