



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI008858

SYLLABUS FOR HR OFFICERS POSITIONS

1 Manpower/workforce Planning

Job Analysis, forecasting techniques, job design, Manpower Planning process, Forecasting techniques, Demand and Supply, Outsourcing, Current Trends.

2 Recruitment and Selection

Interviewing techniques, methods of selection, psychometric tools, Employee Value Proposition, Recruitment metrics, use of technology in recruitment, Employee onboarding, Employer branding, Government guidelines on Recruitment.

3 Performance Management

Balanced scorecard, force ranking method, performance appraisal system, Performance Appraisals Methods, feedback, Rating biases, career planning, job rotation, job enrichment, succession planning, Reward and Recognition schemes, 360 degree feedback, Assessment centers.

4 Capability Building

Training design and implementation models, Leadership theories, Training need analysis, Training evaluation models, leadership development programs, sensitivity trainings, knowledge management system, different approaches to learning – e-learning, micro-learning, Development Centers

5 Compensation Management

Job Evaluation, Internal and External equity, concept of cafeteria payments, Theories of compensation, concept of wages, job satisfaction , Government guidelines.

6 Industrial Relations

Conflict Resolution Techniques, Grievance Handling mechanisms, Negotiation styles, negotiation process, Collective Bargaining, history of industrial relations in India, Approaches to IR, Trade Union movement, Whistle Blower policy, Disciplinary action approach and process

7 Labour Laws

Introduction; Trade Union Act 1926, Industrial Dispute Act 1947, Industrial Employment Act (standing order act) 1946, Factories Act, 1948, EPF Act, 1952, ESI act, 1948, Workmen's Compensation Act 1923, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972, Contract Labor act 1970, Child Labor Act, 1970, Prevention Of Sexual Harassment (POSH) Act , Code on Wages 2019

8 Organizational Development

HRM Models, Change management theories, Motivation theories, Measures of employee engagement, Exit Interview analysis, Attrition Analysis, Employee engagement survey, basics of statistics, validity, reliability, measures of central tendency, frequency distribution, correlation and regression, Research design, sampling techniques, data collection techniques, culture dimension models, Employee Assistance program, personality theories, group dynamics, group formation process, group norms, organization structure – types, HR Audit, HR Scorecard, Emotional Intelligence, Values, communication modes, barriers to communication, Strategic HRM, Diversity and Inclusion, Organizational Citizenship Behaviour

9 Corporate Social Responsibility

Corporate Social Responsibility, Corporate Social Value, Employee Volunteerism,

10 Human Resource Information System

Human Resource Management-Systems Approach, strategic Role of Information in HRM, Information Technology-Concepts & Issues, HRIS Philosophy ,HRIS Implementation and Control, HR Analytics

NOTE: The syllabus/topics mentioned are indicative in nature. Candidates are expected to possess significant knowledge/proficiency pertaining to the relevant subjects and their qualifying degree.