

**COAL INDIA LIMITED**  
**RECRUITMENT OF MANAGEMENT TRAINEES 2016-17**  
**SYLLABUS FOR PAPER-I :COMMON FOR ALL DISCIPLINES**

**General Knowledge/awareness**

Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian national movement, World & Indian Geography, Natural resources Indian Economy, Indian Polity, Indian Constitution, National & International current affairs, Environment, India's Agriculture, Trade & Commerce, Basic Information technology.

**Numerical ability**

Number System, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, , Factor, Heights and Distances. A.P. & G.P. Series

**Reasoning**

Analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, Word Building statement conclusion, syllogistic reasoning ,puzzle, Venn Diagrams , Space Visualization , Symbolic/Number Classification, Figural Classification etc.

**General English**

Error recognition, fill in the blanks (verbs, Preposition etc.) synonyms, antonyms, spelling/detecting Mis-spelt words, idioms & phrases, one word substitution, sentences structure, Sentence completion, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage

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**RECRUITMENT OF MANAGEMENT TRAINEES 2016-17**  
**SYLLABUS FOR PAPER-II : PERSONNEL & HR(Post Code 23)**

**Unit – I**

Schools of Management thought – Scientific Management School, Human Relations School, Behaviour School, System Approach

Function of Management – Planning : types, steps, organising  
Direction, Control, Coordination, Communication.

**Unit – II**

Personnel Management : Functions, Structure of Personnel Department, Line and Staff, Job Analysis, Manpower Planning, New Challenges.

Recruitment and Selection, Placement and Induction.

Wage and Salary Administration, Job evaluation, Methods of Wage payment linking wages with productivity.

Grievance handling and Disciplinary action.

**Unit – III**

HRD Concept, Importance, Evolution, Functions, Organisation of HRD Function.

Performance appraisal, Training and Development, Quality of worklife, Career planning, Quality circles.

Training Programmes for workers, Management Development Programmes, Evaluation of training.

**Unit – IV**

Organisational Behaviour : Concept, Importance, Evolution, Role, Group dynamics.

Motivation, Leadership, Job satisfaction, Morale, Fatigue and monotony.

Organisational change and Development, Organisational effectiveness.

**Unit – V**

Industrial Relations : Concept, Scope, Approaches, Industrial Relations system.

Industrial disputes : Causes, Effects, Trends, Methods and Machinery for the settlement of Industrial disputes.

Workers participation in Management, Code of discipline, Tripartite bodies, ILO, Industrial relations and the new economic reforms.

**Unit – VI**

Trade Unions : Meaning, Objectives, Functions, Theories, Structure of Trade Unions.

Trade Union Movement in India, Leadership, Finance, Union Politics, Inter and intra-union Rivalry.

**Unit – VII**

Labour legislation, Objectives, Principles, Classification, Evolution of labour, legislation in India, Impact of ILO, Labour and Indian Constitution.

Factories Act, 1948.

Employees State Insurance Act, 1948: Workmen's Compensation Act, 1923: Maternity Benefit Act, 1961.

### **Unit – VIII**

Trade Unions Act, 1926 : Industrial Employment (Standing orders) Act, 1946:

Industrial Disputes Act, 1947.

Minimum Wages Act, 1948: Payment of Wages Act, 1936: Equal Remuneration Act, 1976:

Payment of Bonus Act, 1965.

### **Unit – IX**

Labour Welfare : Meaning, Definition, Scope, Theories, principles and approaches.

Statutory and Non-statutory labour welfare: Intra-mural and extra-mural welfare.

Agencies of Labour Welfare : State, Employer, Trade Unions, Voluntary Agencies.

### **Unit – X**

Labour Market, Features, Demand and Supply of Labour, Nature and composition of Indian Labour Force, Unemployment and Under-employment.

Concepts of wages, State Regulation of wages, Fixation of wages, Wage theories, Wage differentials.