

**भारत डायनामिक्स लिमिटेड BHARAT DYNAMICS LIMITED**  
**गञ्जीबाऊली, हैदराबाद GACHIBOWLI, HYDERABAD**

**SYLLABUS FOR THE POST OF TRAINEE OFFICER (HUMAN RESOURCE)**

REF: ADVT NO. BDL/C-HR (TA & CP)/2025-3 DATED 15-07-2025

**PART-I (SUBJECT / DISCIPLINE) – 100 QUESTIONS**

**Human Resource Development**

HRD Concept, Relationship between Human Resource Management and Human Resource Development; HRD mechanisms, processes and outcomes; HRD matrix; HRD interventions; Roles and competencies of HRD professionals; HRD Activities; HRD Applications and Trends; HRD in Organisations; Challenges in HRD. Job Analysis (Job Description, Job Specification, etc.)

**Organisational Behaviour**

OB Concept and Emergence of OB Concept, Disciplines contributing to the field of OB, Historical Background- Hawthorne Studies, Psychological foundations, Models of Organisational Behaviour, Challenges and Opportunities for Organisational Behavior, Ethics and Organisational Behaviour, Individual Behaviour: Inter Personal Behaviour, Group Behaviour, Organisational Process, Interpersonal communication, - Johari Window, Interpersonal awareness; Intervention Techniques - Counseling Techniques, Grid Management, Transactional Analysis, Sensitivity Training, Process Consultancy, Skill development techniques; Perception and Attribution, Attitude, Personality, Learning, Motivation, Leadership, Organisational Power and Politics, Knowledge Management & Emotional Intelligence, Conflict, Decision Making Process.

**Organisational Development**

OD Concept and process, Assumptions and values underlying organization development (OD), Emergence of OD as an applied behavioral science, Role of top management and organization development practitioners, Organisational Diagnosis, Organisational Change, Renewal and Development, OD Interventions, Trends in OD.

**Performance Management and Talent Management**

Conceptual Framework of Performance Management, Components of Performance Management System, Implementation and Issues in Performance Management, Talent Management, Talent Management Practices and Process, Compensation and Rewards management - Reward strategies and philosophy, HRM approach to rewards management.

**Training and Development**

Concepts and Rationale of Training and Development, Training and Development systems; organizing training department; training and development policies; linking training and development to company's strategy; Requisites of Effective Training; Role of External agencies in Training and Development, Training Needs Assessment (TNA), Training and Development Methodologies, Designing Training and Development Programs, Evaluation of Training and Development, Emerging Trends in Training and Development. National Apprenticeship Training.

**Labour Legislations and its amendments**

The Employees Provident Fund & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948, Factories Act, 1948, Payment of Gratuity Act, 1972, Employee's Compensation Act, 1923, Industrial Employment (Standing Orders) Act, 1946, Trade Unions Act, 1926, Industrial Disputes Act, 1947,

Apprentices Act 1961, Contract Labour (Regulations and Abolition) Act, 1970, Employment Exchange (Compulsory Notification of Vacancies) Act 1939, Child Labour (Prohibition & Regulation) Act, 1986

### **Management Of Industrial Relations**

Structure and Evolution of Industrial Relations, Industrial Conflict and Disputes Resolution, Trade Unionism, Negotiations and Collective bargaining, Negotiation and persuasion, Negotiation Skills for Effectiveness, Trade Union Management: Issues and perspectives, Unions in Public Sector and Other Issues, Industrial Relations, Discipline and HRM performance, Industrial Democracy, Worker's Participation in Management, Standing Orders, Principles of Employee Disciplining and Grievance Handling, Industrial Unrests- causes and cures of industrial disputes, Bipartite and Tripartite machineries, Collective Bargaining, Conciliation, Voluntary Arbitration and Adjudication, Collective Agreements and settlements, Authorities for settlement of industrial disputes and relevant provisions under Industrial Disputes Act, 1947, Awards and Writ of Certiorari, Productivity Bargaining and Gains Sharing, Industrial Peace and International Labour Organisation, Sexual Harassment at Workplace.

### **Compensation Management, Employee Welfare Laws and its Amendments**

Compensation Management, Working of different Institutions Related to Reward System Like Wage Boards, pay Commissions etc., Payment of Bonus Act, 1965, The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Maternity Benefit Act, 1961, Equal Remuneration Act 1976.

### **Management Information System and HR Analytics**

Need, Purpose, Objective and role of MIS in organization, meaning and role of MIS with respect to management levels, Decision Support System (DSS) Executive Information System (EIS). Information for decision making in MIS, Information Concepts and Information Technology, System Development and Applications of MIS, Internet and World Wide Web, Issues in MIS, Basics of HR Analytics., Human Resource Management Information System (HRMIS), Enterprise Resource Planning (ERP), etc.

### **Strategic HRM**

The Strategic Management Process, Approaches to Strategic Decision Making; Strategic Role of Board of Directors and Top Management; Strategic Intent – Corporate Mission, Vision, Objectives and Goals; Concept of Strategic Fit, Leverage and Stretch; Strategic flexibility and learning organization; Blue Ocean Strategy, Environmental Analysis, Strategic Choice, Situation Specific Strategies, Implementation of Strategy, Importance of Strategic HRM in the Modern Business World, Human Resource Planning and its linkage to corporate planning; HR planning process, Planning techniques/methods, Ethical and Social considerations in Strategic Management, Culture management, Cross Cultural Management, Change management, Business Process Reengineering, Leadership in Transformation, Management of Transformation. Managing Human Resources inflow, Resourcing plans, Recruitment and selection strategies, alternative to recruitment, selection methods and techniques, role of consultants and assessment centers in recruitment and selection and retention policies, Succession Planning and Career development, Promotion, Transfer and Separation, Quality of Work Life.

### **Communication For Management**

Concept & Role of communication, process of communication, barriers & gateway in communication, Oral Communication, Written Communication, Group Communication, Presentation Skills

### **Business Statistics& Research Methodology**

Role of statistics, Time series analysis, Index Numbers, Correlation, Regression, Estimation Theory and Hypothesis Testing, Process of Research, Collection of Data& Sampling, Types of Data, Analysis of Data, Report Preparation.

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