



# **HINDUSTAN PETROLEUM CORPORATION LIMITED**

**Regd. Office: 17, Jamshedji Tata Road, Mumbai - 40020.**

**CIN NO: L23201MH1952GOI008858**

## **SYLLABUS FOR WELFARE OFFICERS POSITIONS**

### **1. Subject Knowledge**

#### **a. Labour Economics & Labour Problems**

Macroeconomics perspective in Indian context, Welfare economics, Human Capital and Wages, The Sources of Wage Growth, The Structure of Wages and Inequality of Earnings, Minimum & Fair Wages, Statistical Discrimination and Employer Learning, Asymmetric Information in the Labour Market, Social Interactions & Networks

#### **b. Industrial Sociology & Industrial Psychology**

Employment-based phenomenon such as globalization, outsourcing, technology changes, alienation, class struggle, transition from feudalism to capitalism; rationalization, technical rationality, bureaucratization, workplace motivation and reward systems, quality of work life, structure of work and human factors, organizational development and consumer behavior

#### **c. Trade Unionism, Labour Movement and Industrial Relations**

History, issues and current status in manufacturing & service sector, Machinery for dispute resolution, Participation of labour in Management

#### **d. Labour Welfare**

Categories of labour welfare, Principles of labour welfare, Welfare provisions under Factories Act & Maharashtra State Rules, Labour welfare activities like housing facilities, recreational activities, education and vocational training etc., Activities for workers and their family members under Maharashtra Labour Welfare Fund Act & BOCW Act)

#### **e. Industrial Health, Safety and Environment**

General Health & Safety Awareness on provisions in Factories Act, Ergonomic and Workplace Stress, Violence/ abuse at The Workplace, Workplace Accidents: Reporting, Prevention and Costs, Workplace Injuries & basic first aid. Safety Marking hazards/ Provision of safety signs (Danger, Caution and Instruction signs), Provision of Sanitation facilities etc.

#### **f. Labour Legislations & Administration**

Social Security Legislations – EPF/ ESIC/ Employee Compensation, Bonus Act, Contract Labour (R&A) Act, MLWF Act, BOCW Act, Factories Act & State Rules, Shops & Establishment Act, Employment Standing Orders Act, Trade Unions Act, MRTU & PULP Act, BIR Act, ID Act etc.), New Labour codes, Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

g. Constitutional Provisions

Preamble, Fundamental Rights, Directive Principles, Duties, Separation of Powers, Functions of Judiciary, Executive & Legislature, Presidential Directives etc.

**2. Human Resource Management**

a. Human Resource Management

Compensation Management, Benefit Administration, Employee Welfare Policies, Recruitment & Manpower Planning etc.

b. Human Resource Development

Training & Development, Capability Building, Organization Behaviour, Performance Management, Behavioral Theories, Motivational Theories, Fundamentals of Organization Development including Change Management.

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