



Post: Assistant Manager (HR)

Educational Qualification: MBA (HR)

Experience: 03 Years Post Qualification.

Syllabus

General English

•Reading Comprehension •Jumbled Sentence •Phrase Replacement •Sentence Improvement
•Cloze Test •Fill in the Blanks •Wrong Spelt •One Word Substitution •Error Spotting •Active
Voice and Passive Voice •Direct and Indirect Speech •Match the following words •Choose the
correct 'Synonyms'

Reasoning Ability

•Classification •Coding and Decoding •Series •Direction and Distance •Time Sequence •Number
and Ranking Test •Number Puzzle Word •Logical Sequence of words •Venn Diagrams •Blood
Relation •Analogy •Syllogism •Mathematical Operation •Arithmetical Reasoning •Clock and
Calendar •Matrix Reasoning •Statement and Reasoning •Completion of Figure •Visual
Reasoning •Cube and Dice •Paper Cutting and Folding

Quantitative Aptitude

•Probability •Partnership •Decimal Fraction •Average •Chain Rule •Simple Interest •Problems
with H.C.F and L.C.M. •Volume and Surface Area •Area •Races and Games •Height and Distance
•Time and Distance •Allegation or Mixture •Pipes and Cistern •Time and Work •Banker's
Discount •Surds and Indices •Numbers •Boats and Streams •Problems on Ages •Logarithm
•Stocks and Share •Ratio and Proportion •Compound Interest •Permutation and Combination
•Square Root and Cube Root •Simplification

HR Syllabus

•Fundamentals of Human Resource Management •Econometrics for HRM
•Entrepreneurship and New Ventures •Finance and Financial Considerations in HR
Management •General Management •Managerial Communication and Decision Making
•Employment Relations Laws •HRM Planning, Bargaining and Negotiation Process•HR Audit
•Information System •HRM and Organizational Behavior •Industrial Relations Law •Employee
Empowerment •Fundamentals of Labor Law •Wage Determination and Administration
•International Human Resource Management •Measuring HR •Participative Management
•Communications in Change Management •Mergers and Acquisitions •Strategic HRM
•Principles of Labor Administration •Fundamentals of Industrial Relations •Performance
Management •HRM in the Service Sector •Managing Redundancy •Organizational Change and
Development •Knowledge Management