



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION

POLOGROUND, SRINAGAR

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Sub: SYLLABUS FOR SCREENING TEST FOR THE POST OF ASSISTANT PROVIDENT FUND COMMISSIONER IN LABOUR AND EMPLOYMENT DEPARTMENT NOTIFIED VIDE NOTIFICATION NO.08-PSC OF 2011 DATED 28.04.2011.

NOTICE DATED 15. 07.2011

The objective type paper (multiple choice questions) will include questions covering the following fields of knowledge:

1. ORGANIZATIONAL BEHAVIOUR:-Introduction, Individual behavior, group behavior, organizational behavior, learning theories, stress and behavior, conflicts and negotiations.
2. ACCOUNTING FOR MANAGERIAL CONTROL:-Nature and scope of Management accounting, financial statements and their analysis, statement of changes in financial position, cost analysis, control and profit planning, inflation accounting, value chain analysis.
3. QUANTITATIVE TECHNIQUES:-Management and decision making, decision making and quantitative techniques, linear programming, PERT and CPM networks, decision theory.
4. BUSINESS ENVIRONMENT:-Social-cultural environment-economic environment-legal environment.
5. BUSINESS ECONOMICS AND INDIAN ECONOMY:-Business economic factors, theory of production, theory of firm, national income accounting, overview of liberalization, globalization and privatization-Industrial growth and structural changes in Indian economy-Regional economic development, Capital formation.
6. GENERAL MANAGEMENT:-Nature, Development of thought, functions and skills, managers and environment, social and ethical issues and management, decision making, authority relationship, motivation theories, operational control techniques.
7. FUNCTIONAL AREAS OF MANAGEMENT:-
 - i) Human resource management-man power planning- job analysis, recruitment-selection- training and development- performance appraisal- employ relations-labor relations-collective bargaining-pay-employee contributions.
 - ii) Financial management- an overview-Indian financial system, time value of money-risk and return-valuation of securities-capital budgeting-capital structure planning-dividend policy-understanding debt- working capital management-cash mgt.- credit mgt.- inventory mgt.
 - iii) Marketing management- marketing system-marketing environment-marketing research-consumer behavior-market segmentation and target-product planning and development-branding-pricing policies and strategies-distribution channels and logistic decisions-competitive marketing strategies-E-marketing.
 - iv) Production management-Production planning-control techniques and processes-forecasting and production operations management-plant layout/location-project management-materials management- quality management-inventory management.
8. SERVICE MARKETING:-Characteristics- classifications- Service marketing techniques-environment for service marketing- understanding service customers- customer's expectations and perceptions-targeting and positioning-service marketing mix.
9. INVESTMENT MANAGEMENT:-Financial instruments-mutual funds-financial derivatives market, merchant banking, credit rating- venture capital-depository-security analysis and portfolio management.
10. BUSINESS COMMUNICATION:-Objectives-methods-modes-barriers-meeting notices-agenda-reports-representations-summarization-group communication.
11. STRATEGIC MANAGEMENT:-Nature and process business policy versus strategies business tactics-strategic decision-corporate level strategies-social responsibility and strategic management.
12. TAX PLANNING AND MANAGEMENT:-Corporate tax planning-minimum alternative tax(MAT)-tax planning and financial management decisions-excite laws-value added tax-contemporary issues and taxation.
13. E-COMMERCE:- Concept-media convergence-business models of E-Commerce and infrastructure-E-Commerce models, supply chain management-electronic payment system.
14. LABOUR WELFARE AND LEGISLATION:-Labour welfare-social security-employees provident funds-wage and salary administration-employee discipline-industrial disputes.

15. Current events of national and international importance.
16. History of J&K/India and Indian National Movement.
17. Indian Polity and Governance.
18. Special status of J&K under the Constitution of India.
19. General issues on Environment, Ecology, Bio-diversity and climate change.
20. Economic and social development.

Note :- The question paper shall comprise of 120 questions, out of which 90 shall be from S.No. 01 to 14 and 30 from 15 to 20

(Ishtiaq Ahmad)
Under Secretary,
J&K Public Service Commission

No.PSC/DR/2011/AssttP.F.Cont/2011

Dated; 15 .07.2011