

SYLLABUS FOR THE POST OF JUNIOR OFFICER(OFFICE ADMINISTRATION)

INTERNAL CIRCULAR NO. CRP/PER/R/2024/145, DT.06.03.2024

PART – I (Subject related to the post)

Personnel and Industrial Relations	<ul style="list-style-type: none">• Fundamentals of Industrial Relations: Definition, objectives, and significance.• Trade Unions: Role, functions, and types.• Labor Laws and Regulations: Overview of key labor laws such as the Industrial Disputes Act, 1947; Factories Act, 1948; and the Payment of Wages Act, 1936.• Dispute Resolution Mechanisms: Methods of resolving industrial disputes (conciliation, arbitration, mediation)., Grievances,• Collective Bargaining: Concepts, processes, and importance.• Employee Rights and Responsibilities: Overview of employee rights and employer responsibilities.
National Coal Wage Agreements	<ul style="list-style-type: none">• Overview of Wage Agreements: Structure and purpose of wage agreements in the coal industry, Including JBCCI Guidelines• Key Components of Wage Agreements: Basic wages, allowances, bonuses, other benefits
SCCL Organisation	Awareness questions on SCCL organization, number of areas, number of mines and opencasts, production details, man power details.
Welfare Schemes in SCCL	<ul style="list-style-type: none">• Employee Welfare Programs: Types of welfare schemes (healthcare, retirement benefits, housing, etc.). And terminal benefits, CPRMSE, CPRMSE and EDCPS schemes, MMC and dependent employment.• Overview of specific welfare schemes adopted by the company.
Company History	<ul style="list-style-type: none">• History of the Company's establishment and major milestones.• Significant changes and developments in the Company's history.

PART-II (General Studies)

1. General Knowledge
2. General English
3. Quantitative Aptitude & Numerical Ability
4. Test Of Reasoning
5. Computer Basics