

# CHENNAI PORT AUTHORITY

## COMPETITIVE EXAMINATION FOR THE POST OF WELFARE OFFICER

### DETAILED SYLLABUS

#### 1. QUESTIONS RELATING TO SPECIALISATION

##### A. Professional Knowledge

###### Labour Economics and Labour Problems

- Macroeconomic Perspective of Labour Issues in the Indian context, examining employment trends, workforce participation, and economic policy impacts
- Welfare Economics principles and their application to labour policy
- Human Capital and Wages theory, including the relationship between education, skills, and earning potential
- Sources of Wage Growth including productivity, education, and market dynamics
- Structure of Wages and Inequality of Earnings across sectors, regions, and demographic groups
- Minimum Wages and Fair Wages legislation, implementation, and economic impact
- Statistical Discrimination and Employer Learning in hiring and promotion decisions

- Asymmetric Information in the Labour Market and its effects on employment relationships
- Social Interactions and Labour Market Networks influencing job search and career advancement

###### Industrial Sociology and Industrial Psychology

###### Employment-Based Phenomena:

- Globalization and its impact on labour markets
- Outsourcing trends and workforce implications
- Technological change and workplace transformation
- Alienation in modern work environments
- Class struggle and labour-capital relations
- Transition from feudalism to capitalism
- Rationalization, technical rationality, and bureaucratization

###### Workplace Dynamics:

- Workplace motivation and reward systems
- Quality of Work Life (QWL) initiatives and measurement
- Structure of work and human factors
- Organisational development theories and practices
- Consumer behaviour and its relevance to industrial settings

###### Trade Unionism, Labour Movement and Industrial Relations

- History and Evolution of Trade Unionism in India from colonial period to present

- Labour Movement: Issues and current status in manufacturing and service sectors
- Machinery for Dispute Resolution including conciliation, arbitration, and adjudication
- Participation of Labour in Management through various participative mechanisms

## **Labour Welfare, Industrial Health and Safety**

### **Labour Welfare:**

- Categories of labour welfare (statutory, non-statutory, voluntary)
- Industrial health, safety, and working environment standards
- General health and safety awareness under the Factories Act

### **Occupational Health and Safety:**

- Ergonomics and workplace stress management
- Violence and abuse at the workplace
- Workplace accidents: reporting, prevention, and cost analysis
- Workplace injuries and basic first aid procedures

### **Safety Systems:**

- Safety markings and hazard identification
- Danger signs, caution signs, and instruction signs
- Sanitation and welfare facilities in industrial establishments

## **Labour Legislations and Labour Administration**

### **Social Security Measures:**

- Employees' Provident Fund (EPF) Act
- Employees' State Insurance (ESI) Act
- Employees' Compensation Act
- Payment of Bonus Act

### **Employment Regulation:**

- Contract Labour (Regulation & Abolition) Act
- Building and Other Construction Workers (BOCW) Act
- Factories Act and relevant State Rules
- Shops and Establishments Act

### **Industrial Relations:**

- Industrial Employment (Standing Orders) Act
- Trade Unions Act
- Industrial Disputes Act

### **New Labour Codes:**

- The Code on Wages, 2019
- The Industrial Relations Code, 2020
- The Code on Social Security, 2020
- The Occupational Safety, Health and Working Conditions Code, 2020

### **Gender Equality and Protection:**

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)

### **Tamil Nadu-Specific Legislation:**

- The Tamil Nadu Factories Rules, 1950
- Tamil Nadu Shops and Establishments Act, 1947

- Tamil Nadu Labour Welfare Fund Act, 1972
- Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958
- Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981
- Tamil Nadu Payment of Subsistence Allowance Act, 1981
- Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982

#### **Port and Dock Workers - Special Legislation:**

- Dock Workers (Safety, Health and Welfare) Act, 1986
- Dock Workers Safety Rules, 1990

#### **Constitutional Provisions**

- Preamble of the Constitution of India
- Fundamental Rights (especially those relevant to labour)
- Directive Principles of State Policy (labour welfare provisions)
- Fundamental Duties
- Doctrine of Separation of Powers

#### **Functions of Constitutional Bodies:**

- Judiciary and its role in labour jurisprudence
- Executive functions in labour administration
- Legislature and labour legislation

#### **Governance Mechanisms:**

- Presidential directives and constitutional mechanisms
- Federal structure and labour as a concurrent subject

## **B. Human Resource Management and Development**

### **Human Resource Management (HRM)**

- Compensation Management including wage structures, incentives, and benefits design
- Benefit Administration covering statutory and voluntary benefits
- Employee Welfare Policies development and implementation
- Recruitment and Selection processes, techniques, and best practices
- Manpower Planning and Workforce Analytics for optimal resource utilization

### **Human Resource Development (HRD)**

- Training and Development needs assessment, design, and delivery
- Capability Building programs for skill enhancement
- Organisational Behaviour theories and applications
- Performance Management Systems design, implementation, and evaluation
- Behavioural Theories understanding individual and group dynamics
- Motivational Theories including Maslow, Herzberg, McGregor, and contemporary models
- Fundamentals of Organisational Development planned change initiatives
- Change Management strategies and implementation

## **2. TEST OF REASONING**

- Logical reasoning and analytical reasoning
- Seating arrangement problems
- Syllogism

- Data sufficiency
- Puzzles and pattern recognition
- Coding-decoding
- Blood relations
- Direction sense
- Statement-assumption/conclusion
- Critical reasoning

### **3. QUANTITATIVE APTITUDE**

- Number system and simplification
- Approximation techniques
- Ratio and proportion
- Percentage calculations
- Profit and loss
- Simple and compound interest
- Time and work problems
- Time, speed, and distance
- Averages and mixtures
- Algebra
- Data interpretation (tables, graphs, charts)
- Probability, permutations, and combinations

### **4. GENERAL AWARENESS**

- Current affairs (national and international)
- Indian economy: policies, planning, and development
- Indian polity and governance structures
- History (ancient, medieval, modern India)
- Geography (physical, economic, social)
- Science and technology developments
- Environment and ecology
- Ports, Shipping and Maritime Sector with emphasis on Indian ports
- Labour and social security developments

### **5. ENGLISH LANGUAGE**

- Reading comprehension
- Vocabulary enhancement
- Synonyms and antonyms
- Idioms and phrases
- Error detection and correction
- Sentence improvement
- Active and passive voice
- Direct and indirect speech
- Cloze test
- Para jumbles and sentence rearrangement