

SYLLABUS FOR NSPCL ADV 01/2026

APTITUDE:

General Knowledge: Current Affairs/Events, General Science, History, Geography, Political Science, Date, Famous Place, Famous Personality, etc

English: Synonyms, Antonyms, Fill in the Blank, Correct Spelling, Gender, Singular & Plural, Idioms & Phrase, One word Substitution, Logical Sequence, etc

Quantitative Aptitude: Simplification, Fraction, LCM/HCF, Number System, Average, Simple Interest, Compound Interest, Percentage, Profit & Loss, Allegation & Mixture, etc

Reasoning: Classification/ Series, Blood Relation, Position/Direction/Distance, Coding-Decoding, Ranking Arrangement, Diagrammatic Reasoning, etc

SYLLABUS FOR SR. ASSISTANT OFFICER HR:

(SUBJECT KNOWLEDGE Test)

- Human Resource Management
- Human Resource Planning
- Recruitment & Selection
- Human Resource Development: Strategies and Systems
- Performance Management & Appraisal
- Competency Mapping
- Training and Development
- Management of Compensations and Benefits
- Rewards & Recognition
- Human Capital Management & HR Audit
- Organizational Structure Design/Development and Change
- Management Process and Organizational Behaviour
- Management of Change and Organization Effectiveness
- Managing Interpersonal and Group Processes
- Emotional Intelligence and Managerial Effectiveness
- Transactional Analysis
- Corporate Communication
- Industrial Relations & Trade Unions
- Labour Codes (Code on Wages/Code on Industrial Relations/Code on Social Security/Code on Occupational Health, Safety, Working Conditions)
- Conflict Management
- Collective Bargaining and Negotiations process
- Grievance Management
- Contemporary IR
- Business Ethics, Corporate Governance & Social Responsibility
- Understanding Society and Social Structure
- Computer Applications in Business
- Management Information Systems
- Human Resource Information System
- Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- CSR