

## **H.R. OFFICER**

### **SYLLABUS**

**Reasoning (20 MARKS):** - Similarities and Differences, Space Visualization, Problem Solving, Analysis, Judgment, Decision Making, Visual Memory, Relationship Concepts, Figure Classification, Arithmetical Number Series, on-Verbal Series, Arithmetical Computation, Analytical Functions etc.

**Quantitative Aptitude (20 MARKS):** - Number Systems, Computation Of Whole Numbers, Decimals And Fractions And Relationship Between Numbers, Fundamental Arithmetical Operations, Percentages ,Ratio And Proportion ,Averages , Interest , Profit And Loss ,Discount ,Use Of Tables And Graphs , Mensuration ,Time And Distance ,Time And Work, Etc.

**English (20 MARKS):** - Synonyms, Antonyms, Passage completion, Reading comprehension, Fill in the blanks, Sentence corrections, Para jumbles, Vocabulary, Grammar Corrections, Active Passive voice, Indirect Direct speech etc.

**General Awareness (05 MARKS):-** Current Affairs – National & International, Current events, Important Days, Sports and Games, Abbreviations, Bihar G.K.

**Computer Knowledge (05 MARKS) :-** DBMS, MS Office, MS Word, MS Excel, MS PowerPoint, Windows, The Internet, Input/output device, software.

**H.R. Knowledge (30 MARKS) :-** Human Resource management and Information systems, Operation Management, Strategic Management, Organizational Behaviour and communication, Structure & Design, Labour Law, Compensation & Benefits,Recruitment,Training and Development.