

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

34, Km Stone, Delhi-Mathura Road (NH-2), Ballabgarh, -121004, Haryana

Date : 18th August, 2025

Syllabus-Human Resource Services (HRS-01)

Advt. No. R/05/2025 (01)

Human Resource Management and its functions and objectives, Knowledge of FRSR, personnel policies, Human resource planning, Recruitment and Selection, Labour Laws, performance appraisal and job evaluation, wage administration rules, fixation methods, payment and procedures, vigilance, reservation rosters. Govt of India Rules on leave, pay fixation, LTC, conduct & discipline.

Office management, Transport management, canteen management maintenance of office equipment, security management, and mechanizing office systems.
