

NCB Official Assistant)	Cadre (Junior	HRS-11	<b>Written Test</b>  Human Resource Management and its functions and objectives, personnel policies, Human resource planning, Recruitment and Selection, Labour Laws, performance appraisal and job evaluation, wage administration- rules, fixation methods, payment and procedures.  Govt. of India Rules on leave, pay fixation, conduct & discipline, Noting and Drafting.  <b>Skill Test:</b>  Noting and drafting in a computerized set-up using MS- Word. Database preparation using MS- Excel. Presentation using MS- Power point.
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