

KIOCL LIMITED
BANGALORE-560034

**SYLLABUS FOR COMPUTER BASED ONLINE TEST FOR THE POST OF
EXECUTIVE TRAINEE POST [ADVT NO.HR/02/650]
[Multiple Choice Questions-100 marks]**

HUMAN RESOURCE

1. Management Process & Organisation Theory
2. Individual Behaviour in Organisation
3. Business Environment
4. Managerial Communication and Skill Development
5. Quantitative Techniques in Human Resource Management
6. Manpower Planning and Resourcing
7. HR Audit
8. Corporate Social Responsibility and Business Ethics
9. Managing Interpersonal and Group Processes Fundamentals of Industrial Relations
Compensation Benefits, Performance Management & Appraisal
10. Talent Management and Employee Relation, Change Management
11. Human Resource Information System
12. Training and Development
13. Performance Management and Competency Mapping
14. Compensation and Reward Management
15. Organisational Change and Development Strategic Management
16. Contemporary Employment Relations
17. Human Capital Management
18. Industrial Training on Contemporary Issues in Human Resource Management & Field Study.
19. Recruitment & selection, Performance management, Learning & development, Succession planning, Compensation and benefits, HR Information Systems, HR data and analytics
20. Dynamics of Human Behaviour
21. Labour Welfare & Labour Laws & Labour Legislation
22. Organizational Behaviour
23. Strategic HRM

FINANCE

1. Fundamentals of Economics
2. Fundamentals of Accounting
3. Fundamentals of Law and Ethics
4. Business Mathematics and Statistics: Fundamentals
5. Cost & Management Accounting/Financial Management
6. CAA: Company Accounts & Audit
7. Principles and Practice of Accounting
8. Business Laws & Business Correspondence and Reporting (Business Laws, Business Correspondence and Reporting)
9. Business Mathematics and Logical Reasoning & Statistics (Business Mathematics and Logical Reasoning, Statistics)

10. Business Economics & Business and Commercial Knowledge (Business Economics, Business and Commercial Knowledge)
11. Corporate and other Laws (Company Law & Other Laws)
12. Cost and Management Accounting
13. Taxation (Income Tax Law & Indirect Taxes)
14. Advanced Accounting
15. Auditing and Assurance
16. Enterprise Information Systems & Strategic Management (Enterprise Information Systems, Strategic Management)
17. Financial Management and Economics for Finance (Financial Management, Economics for Finance)
18. Financial Reporting
19. Strategic Financial Management
20. Strategic Cost Management and Performance Evaluation
21. Financial Services and Capital Markets
22. Goods and Services Tax
23. Customs and FTP

COMPANY SECRETARY

1. Business environment and law
2. Insurance law and practice
3. Intellectual property rights - law and practice
4. International business-laws and practices
5. Business management, ethics & entrepreneurship
6. Ethics, governance and sustainability
7. Business economics
8. Secretarial audit, compliance management and due diligence
9. Corporate restructuring, valuation and insolvency (insolvency – law and practice)
10. Banking law and practice
11. Company law
12. Advanced company law and practice
13. Setting up of business entities and closure
14. Securities laws & capital markets
15. Corporate restructuring
16. Economic, business and commercial laws
17. Secretarial audit
18. Resolution of corporate disputes
19. Corporate funding & listings in stock exchanges

APTITUDE: NUMERICAL APTITUDE

1. Problems on Age
2. Averages, Mean, Median and Mode
3. Boat Problems
4. Chain rule
5. Data Interpretation
6. Games and Races
7. Heights and distances



8. Inequalities
9. Number Series
10. LCM and HCF
11. Linear Equations
12. Number theory
13. Number System – Fractions, Decimals
14. Partnerships
15. Percentage
16. Pipes and Cisterns
17. Points, lines and angles
18. Probability
19. Profit and Loss
20. Simple and Compound Interest

APTITUDE: ENGLISH

1. Rules For Tenses
2. Rules For Prepositions
3. List of Prepositions
4. Rules and List of Conjunctions
5. Active And Passive Voice Rules
6. List of One Word Substitutions
7. List of Homophones/Homonyms
8. List of Synonyms and Antonyms
9. Idioms And Phrases
10. Spotting the Error
11. Reading Comprehension
12. Cloze Test
13. Letter Writing Format
14. Precis Writing
15. Sentence Correction Questions
16. Adjective Degree of Comparison Rules
17. Article Rules
18. Direct & Indirect Speech Rules
19. Sentence Rearrangement & Para jumbles

APTITUDE: GENERAL KNOWLEDGE

1. Countries, Capital & Currency
2. Members of Rajya Sabha
3. Members of Lok Sabha
4. ICC Cricket World Cup Winners
5. List of IPL Winners
6. List of Highest Mountains in India
7. List of Longest Rivers in the World
8. List of Phobias/Fear
9. List of Companies Taglines



10. List of Airports in India
11. List of Longest Bridges in India
12. List of Languages of the World
13. List of Famous Books And Authors
14. List of Arjuna Award Winners
15. Millets in India
16. Inventions & Discoveries
17. Famous Temples in India
18. Largest Deserts in the World
19. Countries and their Parliament List
20. Largest Volcanoes in the World
21. G20 Summits List
22. Fathers Of Various Fields
23. Nuclear Power Plants in India

