

[View KPCL Junior Personnel Officer Exam Pattern](#)

Section	Medium	Exam Type	Subjects	Questions	Marks	Duration
Section A	English & Telugu	Objective Questions	Human Resource Management, Industrial Laws, General Laws & Labour Laws etc	60	60	120 Minutes
Section B	English		Comprehension, Mental Ability, Numerical & Arithmetic Ability and General awareness	40	40	
Total				100	100	

[KPCL Junior Personnel Officer Syllabus Topic Wise](#)

Junior Personnel Officer Syllabus

- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972
- Employees' Provident Funds & Miscellaneous Provisions Act, 1952
- Workmen's Compensation Act, 1923
- Industrial Disputes Act, 1947
- Right to Information Act, 2005
- Labour Laws
- The Labour Laws Act, 1988
- Industrial Employment (Standing Orders) Act, 1946
- Employees' State Insurance Act, 1948
- Factories Act, 1948
- Equal Remuneration Act, 1976
- Minimum Wages Act, 1948
- Payment of Wages Act, 1936
- Indian Trade Union Act, 1926
- Employment Exchanges

[Prepare Online Mock Test Here](#)

Fundamentals of HR Management

- HR Policies and practices
- Designing HR Systems
- Line Management in HR
- HR Management: Concepts and Challenges

- Human Resource Development

Practise GK Mock Test Questions

General Laws

- Different Types of Writs
- Constitutional Provisions relating to State Monopoly
- Judiciary, Writ Jurisdiction of High Courts and the Supreme Court
- The concept of Delegated Legislation
- Broad Framework of the Constitution of India
- Constitution of India
- Freedom of Trade, Commerce and Intercourse

Industrial Relations

- Fundamentals of Industrial Relations
- Conflict Management
- Collective Bargaining and Negotiations Process
- Employers/Management
- Contemporary Issues in Industrial Relations
- Trade Unions
- Grievance Management

Analytical & Numerical Ability

- Chain Rule.
- Height and Distance.
- Boats and Streams.
- Problems on Ages.
- Clocks & Calenders.
- Average.
- Probability.
- Time and Distance.
- Simplification.
- Time and Work.
- Allegation or Mixture.
- Blood Relations.
- Simple Interest.
- Decimal Fraction.
- Square Root and Cube Root.
- Area.
- Pipes and Cistern.
- Surds and Indices.
- Permutation and Combination.
- Volume and Surface Area.

- Partnership.
- Logarithm.
- Data Interpretation.
- Compound Interest.
- Ratio and Proportion.
- Problems on H.C.F and L.C.M.

Practise Current Affairs Mock Test Questions

English Language

- Fill in the blanks.
- Idioms and Phrases.
- Sentence Arrangement.
- Error Correction (Phrase in Bold).
- Prepositions.
- Joining Sentences.
- Error Correction (Underlined Part).
- Synonyms.
- Active Voice and Passive Voice.
- Spotting Errors.
- Passage Completion.
- Substitution.
- Antonyms.
- Sentence Completion.
- Sentence Improvement.
- Para Completion.

Practise English Mock Test Questions

Computer

- Internet.
- MS Excel.
- Computer Basics.
- Operating Systems.
- MS PowerPoint.
- MS-DOS.
- Windows.
- MS Office.
- MS Word.
- The hardware of the Computer.

General Awareness

- Civics.

- Famous Books & Authors.
- Artists.
- Rivers, Lakes and, Seas.
- Biology.
- Indian Parliament.
- Sports.
- Indian History.
- Literature.
- Indian Politics.
- Famous Places in India.
- Related to Telangana Culture & Movement
- Famous Days & Dates.
- Heritage.
- General Science.
- Environmental Issues.
- Tourism.
- Countries and Capitals.
- Telangana Movement & State formation
- Geography.
- Current Affairs.
- Inventions and Discoveries.

Practise Current Affairs Mock Test Questions

Logical Reasoning

- Number Series.
- Statements & Arguments.
- Mirror Images.
- Syllogism.
- Cubes and Dice.
- Arithmetical Reasoning.
- Coding-Decoding.
- Number Ranking.
- Alphabet Series.
- Decision Making.
- Clocks & Calendars.
- Data Interpretation.
- Directions.
- Blood Relations.
- Embedded Figures.
- Statements & Conclusions.
- Non-Verbal Series.
- Analogy.

Practice Reasoning Mock Test Questions

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