



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI008858

SYLLABUS FOR JUNIOR EXECUTIVE- HR

1. Organisational Behavior
2. Human Resource Management
3. Talent Acquisition & Management
4. Compensation Management
5. Training & Development
6. Performance Management
7. Management of Change
8. HR Analytics
9. International HRM
10. Negotiation & Conflict Management
11. Industrial Relation & Labour Codes
12. Research Methodology
13. Business Etiquettes and Personality Development
14. Communicative English
15. Design Thinking
16. Business Communication
17. Customer Relationship Management
18. Business Ethics and Governance
19. Strategic Management
20. Principles of Management
21. Business Environment
22. Marketing Theory & Practices
23. Business Statistics
24. Office Automation Tool
25. Production and Operations Management
26. IT Tools for Decision Making
27. Business Economics
28. Introduction to Business Analytics
29. Supply Chain Management
30. E-Business
31. Environment Studies
32. Business Law
33. International Business
34. Entrepreneurship
35. Project Management

NOTE: The syllabus/topics mentioned are indicative in nature. Candidates are expected to possess significant knowledge/proficiency pertaining to the relevant subjects and their qualifying degree.