

Syllabus for the post of Assistant Manager (Law)

1	The Constitution of India
2	Electricity Act, 2003
3	Labour & Industrial Laws : The Industrial Dispute Act,1947, The Factories Act,1948, The Trade Unions Act,1926, The Industrial Employment (Standing Order) Act,1946, The Contract Labour (Regulations and Abolition) Act,1970, The Payment of Gratuity Act,1972, The Payment of Wages Act,1936, The Minimum Wages Act,1948 , The Employees Provident Fund and Misc. Provisions Act,1952, The Employees State Insurance Act,1948, The Employee's Compensation Act,1923.
4	Arbitration and Conciliation Act, 1996 <small>(L SEP)</small>
5	Indian Evidence Act,1872
6	Indian Penal Code, 1860
7	Code of Criminal Procedure,1973
8	Code of Civil Procedure,1908
9	Companies Act, 2013
10	Indian Contract Act, 1872
11	Specific Relief Act, 1963
12	Environment (Protection) Act, 1986 (incl. National Green Tribunal Act 2010)
13	Contempt of Court Act, 1971
14	Right to Information Act, 2005
15	Consumer Protection Act, 1986
16	Essential Commodities Act, 1957
17	Information Technology Act, 2000
18	Motor Vehicles Act (as amended)
19	Tort (incl. Public Liability Insurance Act, 1991)
20	Administrative Law

The topics / domain area mentioned above are only *indicative* and cover the broad areas in line with requirement of position.

Syllabus for Assistant Manager

GENERAL ENGLISH: (10 Marks)

Sentence completion, sentence improvement, ordering of words in a sentence, spotting errors, synonyms and antonyms, Idioms and phrases, fill in the blanks, word groups, instructions, critical reasoning and verbal deduction, Comprehension etc.

GENERAL APTITUDE & EMOTIONAL INTELLIGENCE: (20 Marks)

Time and distance; Series, Analogy, Statement, Direction; Verbal and non-verbal reasoning, Numerical Ability etc.

Understanding Emotional Intelligence, Personality and EQ, The Ability Model of EI, The Trait Model of EI, The Mixed Model of Emotional Intelligence, The Bar-On Model of Emotional Social Intelligence and the Genos Model, Criticism of the Theoretical Foundation and Measures of Assessment of Emotional Intelligence, Emotional Intelligence, Personality Disorders, and Individuals on the Autism Spectrum, EQ and Personal Relationships, Emotional Intelligence in the Workplace, Improving your Emotional Intelligence.

GENERAL KNOWLEDGE : (10 Marks)

Current Affairs (National and International); Who's Who; Sports; Books and Authors; Awards and Honours; Science – Inventions and Discoveries; Abbreviations; Important Days etc.