Government of West Bengal Labour Department State Labour Institute

LAST DATE: **30.11.2024**

P-3, CIT Scheme- VII M, Manicktala Main Road, Kankurgachi, Kolkata-700054 Phone: 033-23208854, 033-23201963

Email: statelabourinstitute1@gmail.com

Admission to 'Post Graduate Diploma in Human Resource Developmentand Labour Welfare' Course (Academic Session: 2024-2025)

(Accredited by WB State Council of Technical & Vocational Education and Skill Development)

Online applications are invited for admission to the above one-year full-time regular day course conducted by the State Labour Institute under the Labour Department, Government of West Bengal. (View Course Curriculum, Annexure-A)

(1) Distribution of Seats:

State Labour Institute, Government of West Bengal offers "Post Graduate Diploma in Human Resource Development and Labour Welfare" (PGDHRD&LW) course from its three Centers - Kolkata, Siliguri & Asansol.

	No of Seats		
Name of the Centre	Non sponsored	Sponsored	
	candidates	Candidates	
State Labour Institute, Kolkata P-3, CIT	40	05	
Scheme, VII-M Manicktala Main Road, P.O.			
Kankurgachi, Kolkata, Pin -700054.			
State Labour Institute, Siliguri Dagapur	25	05	
Complex, P.O. Pradhan Nagar, Siliguri,			
District : Darjeeling , Pin-734403.			
State Labour Institute, Asansol	25	05	
Kanyapur, Asansol, Dist-Paschim Burdwan,			
Pin-713341.			

^{*} Non sponsored candidates are graduates with or without any work experience.

(2) Eligibility Criteria:

For Non-Sponsored Candidates: Graduation from any recognized university.

For Sponsored Candidates: Graduation from any recognized University with working experience for at least one (1) year as a Welfare Officer / Personnel Officer /

^{**} Sponsored candidates are graduates working in an Organization for at least one year as a Welfare Officer / Personnel Officer / Industrial Relations Officer / Supervisor etc.

Industrial Relations Officer / Supervisor etc. in an organization. The Employer has to certify the candidate in proper format (View Format of Certification, Annexure-B)

(3) Selection Procedure:

A. Non Sponsored candidates will be selected through an admission test.

Date of Admission Test (tentative): 15th December, 2024 (Sunday)

The Admission Test will be of 100 marks having General Knowledge & Current Affairs, Logical Reasoning, Mathematical Ability and English Grammar & Composition. (View Sample Question Papers, Annexure-D)

B. Sponsored candidates will be selected through an Interview tentatively in the month of **December**, **2024**, the date of which will be communicated later.

Admit Card for the admission test and interview will be available through Online mode before Admission Test/Interview

(4) Course Fee: (One time course fee to be deposited online after selection through admission test/interview)

For Non-Sponsored Candidates: Rs. 8,000/For Sponsored Candidates: Rs. 12,000/-

(5) Reservation of seats:

As per Rules of Government of West Bengal.

(6) Application:

The candidates have to fill up online application form.

The last date for submission of online application is 30.11.2024

*** List of documents to be uploaded by the applicant at the time of application is mentioned in *Annexure-C*

Application Fee (Non Refundable): Rs.100/-

Candidates are required to pay application Fee amounting Rs. 100/- in favour of State

Labour Institute through online mode of payment in the following account:

Name of the Account: **Director, State Labour Institute**

Account No: **026310400061375**

Bank & Branch: IDBI Bank, Kankurgachi Branch

IFSC Code: IBKL0000263

APPLY ONLINE

<u>Applications found incomplete /defective / without application Fees / will be rejected.</u>

Director State Labour Institute

Annexure- A (Course Curriculum)

Government of West Bengal STATE LABOUR INSTITUTE

P-3, CIT Scheme VII-M, Maniktala Main Road, Kankurgachhi, Kolkata-700054

Phone: 033-2320-8854, 033-2301963 **Email: statelabourinstitute1@gmail.com**

Syllabus for One year "Post Graduate Diploma in Human Resource Development and Labour Welfare"

(PGDHRD&LW Course- Academic Session 2024-25)

(Accredited by WB State Council of Technical & Vocational Education and Skill <u>Development</u>)

•

Course curriculum: Divided into two (2) semesters; each semester consists of eight papers of 100 marks each; Contact hours 36 for each paper.

First Semester:

Paper I: Labour and Industrial Economics

Paper II: Principles of Management

Paper III: Labour Laws-I
Paper IV: Labour Laws-II

Paper V: Labour Welfare & Industrial Sociology.

Paper VI: Employment Relations and Industrial Jurisprudence
Paper VII: Industrial Safety and Public Health Administration

Paper VIII: Human Resource Development

Second Semester

Paper IX: Statistics and Research Methodology

Paper X: Basic Managerial Accounting & Finance

Paper XI: Organisational Behaviour

Paper XII: HRM Principles & Practices

Paper XIII: Information System Management

Paper XIV: Principles of Marketing & Impression Management

Paper XV: Seminar

Paper XVI: Project & Viva-Voce

----XXXXXXX-----

Annexure-B (Format of Certification)

NO OBJECTION CERTIFICATE

(In official letter pad)

То										
The Director,	,									
State Labour	Institute,									
P-3, CIT Sche	eme,									
VII-M Manicl	ktala Main Ro	ad,								
P.O. Kankurg	gachi, Kolkata	, Pin -7	00054	ł .						
Sir/Madam,										
This is	to certify tha	t Sri/Sm	t							,
residing at				is	working	in	this	organ	ization	as
	w.e.f				·					
This	organization	has	no	obj	ection	in	allo	wing	Sri/S	mt
		to u	ndertak	e the	e "Post G	radu	ate Di	ploma	in Hun	ıan
Resource Dev	elopment and	Labour	Welfa	re"	(PGDHR	D&L	W) C	ourse (One Y	ear,
Regular) for 202	24-25 session.									
8)										

Authorized Signatory

<u> Annexure-C</u>

List of Documents to be uploaded at the time of applying ONLINE

- 1. Colour Photograph of the applicant (in *JPG/JPEG*)
- 2. Proof of Date of Birth (in PDF)
- 3. Proof of address (in PDF)
- 4. Mark sheet of Graduation/Diploma (as applicable) (in PDF)
- 5. Caste Certificate (in PDF) (if applicable)
- 6. Employment Certificate (for sponsored candidates only) (in PDF)
- 7. Transaction Document regarding payment of Application fee amounting **Rs. 100/-** (in PDF)

ANNEXURE-D

QuestionPaper—cum-AnswerBooklet

TotalMarks:100

English Language: Question No 01 to 25 (25 Questions) [Marks 25] General Knowledge & Current Affairs: Question No 26 to 50 (25 Questions) [Marks 25] Mathematical Ability: Question No 51 to 65 (15 Questions) [Marks 30] Logical Reasoning: Question No 66 to 85 (20 Questions) [Marks 20]

Time:90minutes

Before filling up answer sheet please read the instructions carefully:

- There are 85 no. of questions in this sheet; you have to answer all questions using Tick (
 mark against the appropriate answer in the box provide.
- There is no negative marking.
- For rough work, please use rough sheets provided at the end of the "Question cum Answer Booklet".
- Use ball pointed pen (black / blue) for marking the answer.

ENGLISHLANGUAGE:

1.	Fill in the blank with appropriate word:			
	The sun shines			
	(a) fully		(b) brightly	
	(c) heavenly		(d) highly	
2.	Complete the sentence by choosing the right w	ord:		
	The child is as good as			
	(a) sun		(b) moon	
	(c) star		(d) gold	
3.	Find the correct meaning of the idiom "Lame I	Excuse" from	n the options g	given below:
	(a) Perfect reason	(b) Perfec	t crime	n)
	(c) False excuse	(d) Partic	ular time	
4.	Change the voice of the following sentence:			
	I invited you to the party.			
	(a) You were invited to the party by me	(b) You a	re invited to th	ne party by me
	(c) You have been invited to the party	(d) You h	ad invited to t	he party by me
5.	Fill in the blank with appropriate adjective —			
	The ship sustained damage			
	(a) Big		(b) severe	
	(c) light		(d) great	
6.	"Make hay while the sun shines" means :			
(a)	Prepare hay in sunlight		(b) Fight for	difficulties
(b)	Make most of a favourable situation while it l	asts 🔲	(d) Work for	r good cause
7.	Use the correct preposition —			
	My home is the library and the bank			
	(a) Between		(b) Besides	
	(c) Besides		(d) across	

8.		by using the appropriate connecting	g word .	
	The moment	is lost is lost forever.		
	(a) that		(b) those	
	(c) who		(d) which	
9.	Use appropriate preposit	tion to complete the sentence:		
	The policeman rescued	the child danger.		
	(a) In		(b) on	
	(c) from		(d) for	
10.	The opposite of "rewa	ard" is—		
	(a) prize		(b) punish	
	(c) award		(d) gift	
11.	Complete the proverb fi	rom the options given below:		
	"An a day ke	eeps the doctor away."		
	(a) Medicine		(b) Orange	
	(c) Fruit		(d) Apple	
12.	The synonym of "famo	us" is —		
	(a) renowned		(b) not kn	own 🔲
	(c) unknown		(d) import	ant
13.	Substitute one word for	r the phrase from the options give	n below:	
	"A person who has mu	ch or long experience"		
	(a) Knowledgeable		(b) experie	nced
	(c) old		(d) veteran	
14.	An immigrant is a person	who		
(a)	comes to settle to a foreig	gn country (b) comes to	visit foreign co	untry
(c)	carries out export to a for	reign country (d) carries or	it import from	a foreign country

15.	Change the speech —	
	Ram said to Rahim, "Let us pray together"-	
	(a) Ram said to Rahim that they will pray together. (b) Ram and Rahim decided to pray together.	
	(c) Ram proposed to Rahim that they should pray together	r
	(d) Ram said to Rahim to pray together.	
16.	Fill in the blank with correct form of verb;	
	Ashok fell off the ladder when he the roof. (a) was mending	(b) mends
	(c) is mending	(d) mended
17.	A job carrying no salary is	*4
	(a) honararium	(b) rewarding
	(c) memento	(d) honorary
18.	Choose the correct spelling from the alternatives given b	elow:
	(a) Quaranteen	(b) Quarantine
	(c) Quarranteen	(d) Quaranttine
19.	Fill in the blank with the appropriate collective noun	
	of players.	
	(a) Group	(b) Batch
	(c) Team	(d) crowd
20.	Fill in the blank with the appropriate phrase:	
	Life is not a	00000
	(a) bed of roses	(b) sweet song
	(c) smooth journey	(d) happy place

21-25: Please read the passage carefully and answer the following questions:

When we enter New York the first thing we see is the Statue of Liberty. What impresses u most is its size and magnificence. The Statue of Liberty was a gift from the people of France t mark the one-hundred-year anniversary of American independence. In 1869, sculptor Frederical Auguste Bartholdi began to plan his concept for the movement. Bartholdi choose the look of classing Greek and Roman figures. He envisioned Liberty as a strong and proud figure, one who personifies not only the majestic Greek goddesses of the past but also the working men and women of the present. Finally in 1884, the work was finished and Liberty was packed into 214 crates and sent to New York City. Only one problem stood in the way. While the French had raised a lot of funds to build the statue, New York had not secured the funds to build its foundation. It was not until a New York newspaper implored people for donations that money became available. Finally, on 28 October, 1886, Americans celebrated the unveiling of the Statue of Liberty.

21.	Where is the Statue of Libert	y?	
21.	(a) New York	(b) France	
	(c) New Jersey	(d) Europe	
22.	How many years did it take to u	inveil the Statue of Liberty?	
Leber	(a) 10	(b) 2	
	(c)9	d) 5	
23.		the same meaning as "imagined"	
do d'	(a) envisioned	(b) implored	
	(c) celebrated	(d) personified	
24.	Which word from the options	given below means "Liberty".	
75/0	(a) Happiness	(b) Freedom	
	(c) Dependence	(d) Power	
25.	Who celebrated unveiling of the	he Statue of Liberty?	
	(a) French	(b) Greek	
	(c) Romans	(d) Americans	

GENERAL KNOWLEDGE & CURRENT AFFAIRS:

26.	Megasthenes visited India during the reign of —					
	(a) Chandragupta II		(b) Chandragupta Maurya			
	(c) Ashoka		(d) Harsha			
27.	Rajtarangini written by Kal	ahan is —				
	(a) a history of Kashmir		(b) an anthology of lyrics			
	(e) about Chandragupta's re	eign 🗀	(d) None of these			
28.	Who was the first President	of India?				
	(a) Dr S. Radhakrishnan		(b) Jawaharlal Nehru			
	(c) Mahatma Gandhi		(d) Dr Rajendra Prasad			
29.	UN Climate Change Confe	rence, 2021 (31 October -12 No	vember, 2021) was held at-	-		
	(a) New York		(b) Glasgow			
	(c) Berlin		(d) Rome			
30.	Which is the most sensitive	organ in our body?				
	(a) Tongue		(b) Eye			
	(c) Skin		(d) Nose			
31.	1 Megabyte (MB) is equal	to?				
	(a) 1024 Kilobytes		(b) 1000 Kilobytes			
	(c) 100 Kilobytes		(d) 10 Kilobytes			
32.	Which countries lie on eith	er side of the Radcliffe Line?				
	(a) India and Bangladesh		(b) Nepal and India			
	(c) North and South Korea		(d) India and Pakistan			
33.	Which of the States follows	ng states the Tropic of Cancer of	loes not pass through?			
	(a) Orissa		(b) Gujrat			
	(c) West Bengal		(d) Rajasthan			

34.	Which is the highest dam	of India is 7		
	(a) Tehri Dam		(b) Mahanadi Dam	
	(c) Nagarjun Sagar Dam		(d) Hirakund Dam	
35.	Which country are the Gi	za Pyramids in ?		
	(a) Sudan		(b) Egypt	
	(c) Israel		(d) Afghanistan	
36.	Name the first 3 planets is	n our solar system?		
	(a) Sun, Moon and earth		(b) Mercury, Saturn and Mar	s 🗀
	(b) Mercury Venus and E	arth	(d) Earth, Mars and Venus	
37.	Who wrote Romeo and Ju	uliet ?		
	(a) William Shakespeare		(b) Charles Dickens	
	(c) Leo Tolstoy		(d) William Wordswo	orth [
38.	Which of the following is	correct about NITI Aayo	g?	
	(a) NITI Aayog was For	med 25 January 2016		
	(b) NITI Aayog comes u	nder the Ministry of Com	merce and Industry	
	(c) The full form of NITI	Aayog is National institu	te for Technical Initiatives	
	(d) The NITI Aayog is a	policy think tank of the C	Government of India	
39.	The word Gambit is relate	ed to which of the follow	ing sports ?	
	(a) Carom		(b) Chess	
	(c) Table Tennis		(d) Polo	
40.	Which one of the following	ng is the smallest state (ar	rea wise) in India?	
	(a) Nagaland		(b) Goa	
	(c) Sikkim		(d) Meghalaya	
41.	The largest amount of saf	fron in India comes from		
	(a) Himachel Pradesh		(b) Punjub	
	(c) Uttarakhand		(d) Jammu& Kashmir	
		8		

42.	In which State is the world heritage site at Hampi?					
	(a) Karnataka	(b) Kerala				
	(c) Orissa	(d) West Bengal				
43.	101st Amendment of the Indian Constitution in 2016 into	roduced—				
	(a) Increased reservation of SC & ST(b) Right to E	ducation				
		onal Status was granted to National on for Backward Classes (NCBC)				
44.	Neeraj Chopra won Gold in Tokyo Olympics, 2021 in-					
	(a) Men's javelin throw	(b) Men's weightlifting				
	(c) Men's Wrestling	(d) Men's Boxing				
45.	The SI Unit of Power is—					
	(a) Joule	(b) Volt				
	(c) Watt	(d) Ampere				
46.	How many times did Chennai Super Kings win Indian P	remier League?				
	(a) 4	(b) 3				
	(c) 5	(d) None of the above				
47.	Which food contains lactobacillus?					
	(a) Egg	(b) Milk				
	(c) Curd	(d) Meat				
48.	The best conductor of heat among liquid is					
	(a) Water	(b) Mercury				
	(c) Ether	(d) Alcohol				
49.	Union Budget of India is presented by whom and in whi (a) Finance Minister of India - Lok Sabha	ch house/ houses of the Parliament ?				
	(b) Prime Minister of India - Rajya Sabha					
	(c) Cabinet Secretary - Both Lok Sabha and Rajya Sabha					
	(d) President of India - in joint session of Parliament					
50.	Which Covid vaccine has been manufactured by India?					
	(a) Covishield	(b) AstraZeneca				
	(c) Covaxine	(d) Sputnik V				

MATHEMATICAL ABILITY

51.	The length of a increased by 5 c rectangle?	rectangle is twice its bre em., the area of the rectan	adth. If its length is decreased by agle is increased by 75 sq.cm. Fin	5 cm. and breadth d the breadth of the
	(a) 20 cm		(b) 25 cm	
	(c) 23cm		(d) 29 cm.	
52.	If the radius of a	a circle is decreased by 5	0%, find the percentage decrease	d in its area.
	(a) 75%		(b) 125%	
	(c) 55%		(d) 50%	
53.			ne candidate gets 55% of the tota r of vote cast was 7500, the num	
	the other candida			
	(a) 2700		(b) 2900	
	(c) 3000		(d) 3100	
54,		ells one transistor for Rs in or loss percentage is —	840/- at a gain 20% and another f	or Rs 960/- at a los
	(a) 5.88 % loss		(b) 5.88 % ga	in 🗆
	(c) 6.66 % gain		(d) None of the	he above
55.	If $a/3 = b/4 = c/7$	7, then $(a+b+c)/c = ?$		
	(a) 7		(b) 2	
	(c) 1/2		(d) 1/7	
56.	The ratio of three is —	e numbers is 3:4:5 and th	e sum of their squares is 1250. T	he sum of the num
	(a) 30		(b) 50	
	(c) 60		(d) 90	

57.	Anand and Deepak	started a business investing Rs. 22,500	/- and Rs. 35,00	0/- respectively.
	Out of a total profit	t of Rs. 13,800/- Deepak got	263	
	(a) Rs. 5400/-		(b) Rs. 7200/-	
	(c) Rs. 8400/-		(d) Rs. 9600/-	
58.		a workman as B and together they finis Il A alone finish the work?	h a piece of wor	k in 18 days. In
	(a) 25 days		(b) 18 days	
	(c) 36 days		(d) 27 days	
59.		3 can fill a tank in 36 hours and 45 hours usly, how much time will be taken to fil		both the pipes are
	(a) 15 hours		(b) 20 hours	
	(c) 10 hours		(d) 25hours	
60.	Management of the Control of the Con	avelled at an average speed of 100km/he long did it take to reach its destination (
	(a) 6 hrs. 21 minut	es	(b) 6 hrs. 24 r	minutes
	(c) 6 hrs. 27 minut	es	(d) 6 hrs. 30 r	ninutes
61.		km /hr. in still water. If in a river runni a place and back, how far off is the place		, it takes him 50
	(a) 15 km.		(b) 9 km.	
	(c) 12 km.		(d) 3 km.	
62.		two squares are 40 cm. and 32 cm. Find I to the difference of the areas of the two		f a third square
	(a) 36 cm.		(b) 48 cm. [
	(e) 30 cm.]	(d) 24 cm. [
63.	Profit after selling cost price of the co	a commodity for Rs. 524/- is the same a mmodity is—	is loss after selli	ng it for Rs. 425/- The
	(a) Rs. 480/-		(b) Rs. 500/-[
	(c) Rs. 488/-		(d) Rs. 485/-[

f

ES.

64.	A sum of money is distributed among A, B, C, D in the proportion of 5:2:4:3. If C gets Rs. 1000/- more than D, what is B's share?					
	(a) Rs. 500/-		(b) Rs. 1500			
	(c) Rs. 2000/-		(d) None of the abo	ove		
65.	The sum of present	ages of two brothers is 6 f the other. Find the pres	50 years. Six years ago, the age of or ent age of both the brothers?	ne brother		
	(a) 30, 30		(b) 38, 22			
	(c) 40, 20		(d) 32, 28			
		LOGICAL R	EASONING			
66.	Pointing to a woma the woman related		daughter is the only daughter of my	brother." Ho		
	(a) Sister		(b) Grandmother			
	(c) Mother in Law		(d) Mother			
67.	walks 50 metres. A	fter this he turns to his rig res. Finally he turns to his	t he walks 50 metres and then turninght and walks 50 metres. Again he to sright and walks 100 metres. Now it	urns to his ri		
	(a) East		(b) West			
	(c) North		(d) South			
Read	P, Q, R, S, T and U teacher is married t	I are six members of a far o a doctor who is mother on. Of the two married la	mily in which there are two married of R and U. Q, the lawyer is married adies, one is a housewife. There is a	couples. T,		
68.	Which of the follow	ving is true about the gran	nddaughter of the family			
	(a) She is a lawyer		(b) She is an engin	eer 🔲		
	(c) She is a student		(d) She is a doctor			
69.	Who is T's wife?					
	(a) P		(b) S			
	(c) R		(d) U			
70.	How P is related w	ith R ?	With the second			
	(a) Grandmother		(b) Mother	1		
	(c) Three	7	(d) Four	1		
	Actions		- White Cal 2	J.		

71.	How many male members are there in the famili	y:	
	(a) Two	(b) Three	
	(c) One	(d) Four	
72.	Who is the housewife?		
	(a) P	(b) S	
	(c) T	(d) U	
73.	Find out the odd number-		
	8, 27, 64, 100, 125, 216, 343		
	(a) 27	(b) 100	
	(c) 125	(d) 343	
74.	Choose the word that is different from the rest	?	
	(a) Puppy	(b) Cub	
	(c) Swan	(d) Calf	
75.	If the letters in the word "FATHER" are written in alphabetical order, then how many letters will not change their position?		
	(a) None	(b) One	
	(c) Two	(d) Three	
76.	If land is called sky, sky is called air, air is called water, water is called sand and sand is called solid, then what do we drink?		
	(a) Sand	(b) Water	
	(c) Air	(d) Solid	
77.	If the letters in "PRABHA" are coded as 275965 and "TILAK" are coded as 38451, how can "BHARATI" be coded?		
	(a) 8543691	(b) 9251869	
78.	(c) 8125758 Sameer is older than Milon but not as old as Milon. Who amongst them is the oldest?	(d) 9657538 Arjun, Priya is older than Rita but not as old as	
	(a) Milon	(b) Priya	
	(c) Sameer	(d) Arjun	

79.	Arrange the following word in a logical	and meaningful order
	1. Accident 2. Ambulance 3. Rash Drivin	g 4. Injury 5. Hospital 6. Treatment
	(a) 3,1,2,4,5,6	(b) 3,1,4,3,5,6
	(c) 3,4,1,2,5,6	(d) 3,4,1,2,6,5
80.	Given below is a word, followed by four the letters of the given word. Find that pa POTENTIAL	other words, one of which cannot be formed by us articular word.
	(a) TENT	(b) LITTLE
	(c) POTENT	(d) None of the above
81.	How many meaningful English words ca only once in a word?	an be formed with the letters WNO using each lette
	(a) None	(b) One
	(c) Two	(d) Three.
82.	Point M is 5m to the West of point D. Point F is 3m to the South of point D and point J is 4 the East of point F. How far and which direction is point J with respect to point D?	
	(a) 5m, South East (c) 1m, East	(b) 7m, North West. (d) 5m, South
83.	There are 5 girls R, S, T, P and Q sitting in a row facing north .T is sitting exactly in the mis of the row, Q is sitting to the immediate right and immediate left of P and T respectively. S not sitting at the extreme end. Who is sitting 3rd to the left of R?	
	(a) P	(b) Q
	(c) S	(d) T
84.	Below are 3 statements followed by 3 conclusions. State which conclusion follows the statements logically	
	Statements: (i) Some walls are doors. (ii) Some doors are coats (iii) Some coats are chairs	
	Conclusions: (i) Some chairs are doors. (ii) Some coats are walls. (ii) No chair is door.	
	(a) Only II follows.	(b) Only III follows.
	(c) Either I or II follows	(d) Only I follows
85.	Fill in the missing square from the option	ons given below
	18 28 50	
	17 13 11	
	26 27 ?	
	(a) 61	(b) 30
	(c) 29	(d) 36
	A. J. Section	C8-029-138-000 to 18-