

Government of West Bengal
Labour Department
State Labour Institute

LAST DATE: **31.01.2024**

Admission to 'Post Graduate Diploma in Human Resource Development and Labour Welfare' Course (Academic Session: 2023-2024)

(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**.

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

* Non sponsored candidates are graduates without any work experience.

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

(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 /

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): 18th February, 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 February, 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 31.01.2024

***** 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: **0263104000061375**
Bank & Branch: **IDBI Bank, Kankurgachi Branch**
IFSC Code: **IBKL0000263**

APPLY ONLINE

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

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 2023-24)

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

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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

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Annexure-B
(Format of Certification)

NO OBJECTION CERTIFICATE

(In official letter pad)

To
The Director,
State Labour Institute,
P-3, CIT Scheme,
VII-M Manicktala Main Road,
P.O. Kankurgachi, Kolkata, Pin -700054.

Sir/Madam,

This is to certify that Sri/Smt _____,
residing at _____, is working in this organization as
_____ w.e.f _____.

This organization has no objection in allowing Sri/Smt
_____ to undertake the “**Post Graduate Diploma in Human
Resource Development and Labour Welfare**” (PGDHRD&LW) Course (One Year,
Regular) for **2023-24** session.

Authorized Signatory

Annexure-C**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-³D

Question Paper—cum-Answer Booklet

Total Marks: 100

Time: 90 minutes

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]

Before filling up answer sheet please read the instructions carefully :

1. 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.
2. There is no negative marking.
3. For rough work, please use rough sheets provided at the end of the "Question cum Answer Booklet".
4. Use ball pointed pen (black / blue) for marking the answer.

ENGLISH LANGUAGE:

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 word :

The child is as good as _____

(a) sun

(b) moon

(c) star

(d) gold

3. Find the correct meaning of the idiom "Lame Excuse" from the options given below :

(a) Perfect reason

(b) Perfect crime

(c) False excuse

(d) Particular 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 are invited to the party by me

(c) You have been invited to the party

(d) You had invited to the 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 lasts

(d) Work for good cause

7. Use the correct preposition —

My home is _____ the library and the bank

(a) Between

(b) Besides

(c) Besides

(d) across

8. Complete the sentence by using the appropriate connecting word :

The moment _____ is lost is lost forever.

(a) that

(b) those

(c) who

(d) which

9. Use appropriate preposition to complete the sentence :

The policeman rescued the child _____ danger.

(a) In

(b) on

(c) from

(d) for

10. The opposite of "reward" is —

(a) prize

(b) punish

(c) award

(d) gift

11. Complete the proverb from the options given below :

"An _____ a day keeps the doctor away."

(a) Medicine

(b) Orange

(c) Fruit

(d) Apple

12. The synonym of "famous" is —

(a) renowned

(b) not known

(c) unknown

(d) important

13. Substitute one word for the phrase from the options given below:

"A person who has much or long experience" —

(a) Knowledgeable

(b) experienced

(c) old

(d) veteran

14. An immigrant is a person who

(a) comes to settle to a foreign country (b) comes to visit foreign country

(c) carries out export to a foreign country (d) carries out 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.
- (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 —

- (a) honararium
- (b) rewarding
- (c) memento
- (d) honorary

18. Choose the correct spelling from the alternatives given below :

- (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 _____

- (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 us most is its size and magnificence. The Statue of Liberty was a gift from the people of France to mark the one-hundred-year anniversary of American independence. In 1869, sculptor Frederic Auguste Bartholdi began to plan his concept for the movement. Bartholdi chose the look of classical Greek and Roman figures. He envisioned Liberty as a strong and proud figure, one who personified 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 Liberty?
- | | | | |
|----------------|--------------------------|------------|--------------------------|
| (a) New York | <input type="checkbox"/> | (b) France | <input type="checkbox"/> |
| (c) New Jersey | <input type="checkbox"/> | (d) Europe | <input type="checkbox"/> |
22. How many years did it take to unveil the Statue of Liberty?
- | | | | |
|--------|--------------------------|-------|--------------------------|
| (a) 10 | <input type="checkbox"/> | (b) 2 | <input type="checkbox"/> |
| (c) 9 | <input type="checkbox"/> | (d) 5 | <input type="checkbox"/> |
23. Which word in the passage has the same meaning as "imagined" —
- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| (a) envisioned | <input type="checkbox"/> | (b) implored | <input type="checkbox"/> |
| (c) celebrated | <input type="checkbox"/> | (d) personified | <input type="checkbox"/> |
24. Which word from the options given below means "Liberty".
- | | | | |
|----------------|--------------------------|-------------|--------------------------|
| (a) Happiness | <input type="checkbox"/> | (b) Freedom | <input type="checkbox"/> |
| (c) Dependence | <input type="checkbox"/> | (d) Power | <input type="checkbox"/> |
25. Who celebrated unveiling of the Statue of Liberty?
- | | | | |
|------------|--------------------------|---------------|--------------------------|
| (a) French | <input type="checkbox"/> | (b) Greek | <input type="checkbox"/> |
| (c) Romans | <input type="checkbox"/> | (d) Americans | <input type="checkbox"/> |

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 Kalahan is —
- (a) a history of Kashmir (b) an anthology of lyrics
(c) about Chandragupta's reign (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 Conference, 2021 (31 October -12 November, 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 either 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 following states the Tropic of Cancer does not pass through?
- (a) Orissa (b) Gujrat
(c) West Bengal (d) Rajasthan

34. Which is the highest dam of India is ?
- (a) Tehri Dam (b) Mahanadi Dam
(c) Nagarjun Sagar Dam (d) Hirakund Dam
35. Which country are the Giza Pyramids in ?
- (a) Sudan (b) Egypt
(c) Israel (d) Afghanistan
36. Name the first 3 planets in our solar system ?
- (a) Sun, Moon and earth (b) Mercury, Saturn and Mars
(b) Mercury Venus and Earth (d) Earth, Mars and Venus
37. Who wrote Romeo and Juliet ?
- (a) William Shakespeare (b) Charles Dickens
(c) Leo Tolstoy (d) William Wordsworth
38. Which of the following is correct about NITI Aayog?
- (a) NITI Aayog was Formed 25 January 2016
(b) NITI Aayog comes under the Ministry of Commerce and Industry
(c) The full form of NITI Aayog is National institute for Technical Initiatives
(d) The NITI Aayog is a policy think tank of the Government of India
39. The word Gambit is related to which of the following sports ?
- (a) Carom (b) Chess
(c) Table Tennis (d) Polo
40. Which one of the following is the smallest state (area wise) in India?
- (a) Nagaland (b) Goa
(c) Sikkim (d) Meghalaya
41. The largest amount of saffron in India comes from —
- (a) Himachel Pradesh (b) Punjab
(c) Uttarakhand (d) Jammu& Kashmir

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 introduced—
- (a) Increased reservation of SC & ST (b) Right to Education
(c) Goods and Services Tax (d) Constitutional Status was granted to National Commission 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 Premier 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 which house/ houses of the Parliament ?
- (a) Finance Minister of India - Lok Sabha
(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 rectangle is twice its breadth. If its length is decreased by 5 cm. and breadth is increased by 5 cm., the area of the rectangle is increased by 75 sq.cm. Find the breadth of the rectangle ?
- (a) 20 cm (b) 25 cm
(c) 23cm (d) 29 cm.
52. If the radius of a circle is decreased by 50%, find the percentage decreased in its area.
- (a) 75% (b) 125%
(c) 55% (d) 50%
53. In an election between two candidates, one candidate gets 55% of the total valid votes. 20% of the votes were invalid. If the total number of vote cast was 7500, the number of valid votes the other candidate got, was :
- (a) 2700 (b) 2900
(c) 3000 (d) 3100
54. A shopkeeper sells one transistor for Rs 840/- at a gain 20% and another for Rs 960/- at a loss 4%. His total gain or loss percentage is —
- (a) 5.88 % loss (b) 5.88 % gain
(c) 6.66 % gain (d) None of the above
55. If $a/3 = b/4 = c/7$, then $(a+b+c) / c = ?$
- (a) 7 (b) 2
(c) $1/2$ (d) $1/7$
56. The ratio of three numbers is 3:4:5 and the sum of their squares is 1250. The sum of the numbers is —
- (a) 30 (b) 50
(c) 60 (d) 90

57. Anand and Deepak started a business investing Rs. 22,500/- and Rs. 35,000/- respectively. Out of a total profit of Rs. 13,800/- Deepak got _____.
- (a) Rs. 5400/- (b) Rs. 7200/-
 (c) Rs. 8400/- (d) Rs. 9600/-
58. A is as twice good a workman as B and together they finish a piece of work in 18 days. In how many days will A alone finish the work ?
- (a) 25 days (b) 18 days
 (c) 36 days (d) 27 days
59. Two pipes A and B can fill a tank in 36 hours and 45 hours respectively. If both the pipes are opened simultaneously, how much time will be taken to fill the tank?
- (a) 15 hours (b) 20 hours
 (c) 10 hours (d) 25 hours
60. An express train travelled at an average speed of 100km/hour, stopping for 3 minutes after every 75 km. How long did it take to reach its destination 600km. from the starting point?
- (a) 6 hrs. 21 minutes (b) 6 hrs. 24 minutes
 (c) 6 hrs. 27 minutes (d) 6 hrs. 30 minutes
61. A man can row 7.5 km /hr. in still water. If in a river running at 1.5 km/hr., it takes him 50 minutes to row to a place and back, how far off is the place ?
- (a) 15 km. (b) 9 km.
 (c) 12 km. (d) 3 km.
62. The perimeters of two squares are 40 cm. and 32 cm. Find the perimeter of a third square whose area is equal to the difference of the areas of the two squares.
- (a) 36 cm. (b) 48 cm.
 (c) 30 cm. (d) 24 cm.
63. Profit after selling a commodity for Rs. 524/- is the same as loss after selling it for Rs. 425/- The cost price of the commodity is—
- (a) Rs. 480/- (b) Rs. 500/-
 (c) Rs. 488/- (d) Rs. 485/-

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 above
65. The sum of present ages of two brothers is 60 years. Six years ago, the age of one brother was twice the age of the other. Find the present age of both the brothers ?
- (a) 30, 30 (b) 38, 22
 (c) 40, 20 (d) 32, 28

LOGICAL REASONING

66. Pointing to a woman, Alex said, "Her granddaughter is the only daughter of my brother." How the woman related to Alex ?
- (a) Sister (b) Grandmother
 (c) Mother in Law (d) Mother
67. Nitin faces towards East. Turning to his right he walks 50 metres and then turning to his left, walks 50 metres. After this he turns to his right and walks 50 metres. Again he turns to his right and walks 100 metres. Finally he turns to his right and walks 100 metres. Now in what direction is he from his starting point?
- (a) East (b) West
 (c) North (d) South

Read the following information carefully and answer the questions given below it. (68

P, Q, R, S, T and U are six members of a family in which there are two married couples. T, teacher is married to a doctor who is mother of R and U. Q, the lawyer is married to P. P has son and one grandson. Of the two married ladies, one is a housewife. There is also one student and one male engineer in the family.

68. Which of the following is true about the granddaughter of the family
- (a) She is a lawyer (b) She is an engineer
 (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 with R ?
- (a) Grandmother (b) Mother
 (c) Three (d) Four

71. How many male members are there in the family ?

(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

(c) 8125758

(d) 9657538

78. Sameer is older than Milon but not as old as Arjun, Priya is older than Rita but not as old as Milon. Who amongst them is the oldest ?

(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 Driving 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 other words, one of which cannot be formed by using the letters of the given word. Find that particular word.

POTENTIAL

(a) TENT

(b) LITTLE

(c) POTENT

(d) None of the above

81. How many meaningful English words can be formed with the letters WNO using each letter only once in a word?

(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 4m to the East of point F. How far and which direction is point J with respect to point D?

(a) 5m, South East

(b) 7m, North West.

(c) 1m, East

(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 middle of the row, Q is sitting to the immediate right and immediate left of P and T respectively. S is 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 options given below--

18	28	50
17	13	11
26	27	?

(a) 61

(b) 30

(c) 29

(d) 36