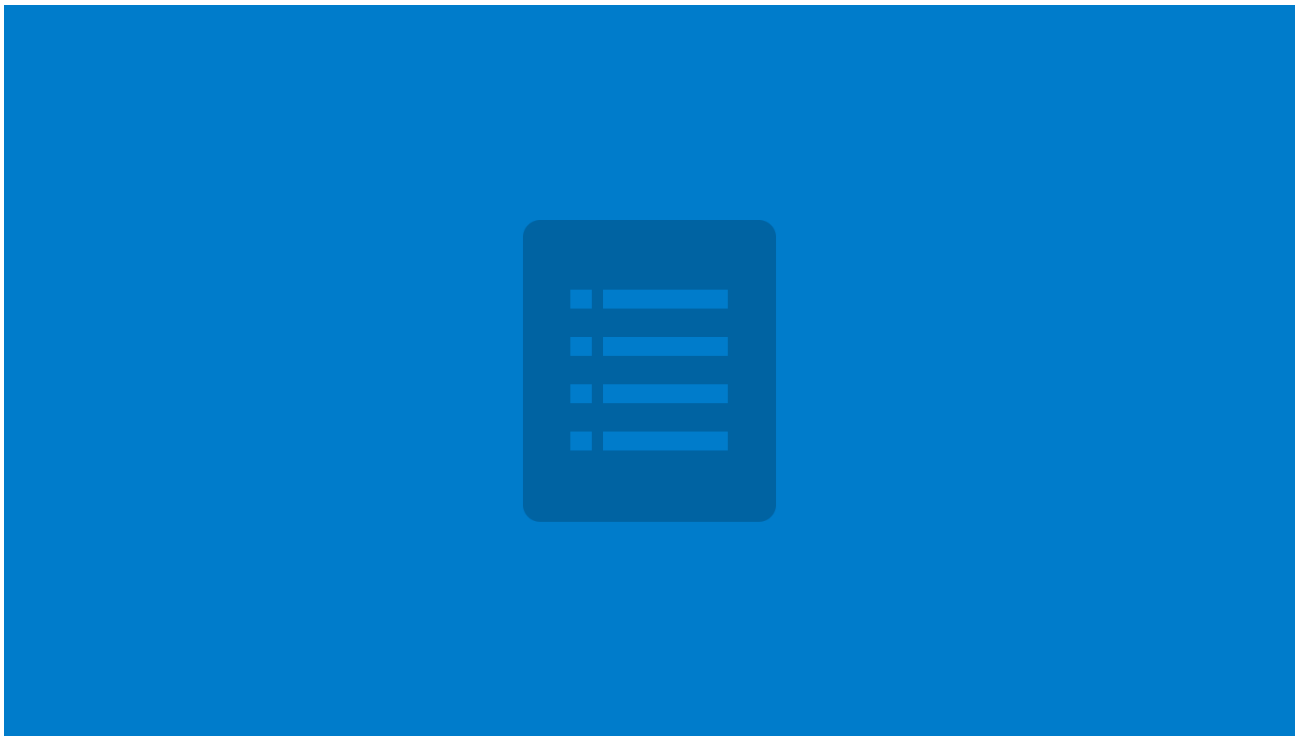
HR Generalist Training Modules



Statutory Complinces

EPF Act:

- [ ] Employees Provident Fund 1952
  - [ ] Coverage
  - [ ] Employer registration
  - [ ] Contribution in PF
  - [ ] BENEFITS & calculation
  - [ ] EPF Forms
  - [ ] PF Online System

ESI Act:

- [ ] Employees State Insurance Act 1948.
  - [ ] Coverage
  - [ ] ESI Accidents
  - [ ] Employer registration under ESI
  - [ ] ESI Benefits
  - [ ] ESI Online Processing

Payment Of Bonus Act 1965:

- [ ] Coverage
- [ ] Bonus Register
- [ ] Customary Bonus
- [ ] Bonus Range or Limits
- [ ] Calculation of Bonus

GRATUITY:

- [ ] Payment Of Gratuity Act 1972
  - [ ] Coverage
  - [ ] Calculation
  - [ ] Forms
  - [ ] Notices

INCOME TAX: Income Tax 1961

- [ ] General Gross Income comments
- [ ] Income
- [ ] Exemption
- [ ] Income Tax Slab Rates
- [ ] Tax Savings & Exemptions Schemes

Attendance & LEAVE

- [ ] Earned Leaves or privilege Leaves EIJ PL

Labour Laws

- [ ] FACTORY ACT: Factories Act 1948
- [ ] SHOPS & COMMERCIAL ACT 1962
- [ ] PAYMENT OF WAGES ACT 1936
- [ ] MINIMUM WAGES ACT 1948
- [ ] CONTRACT LABOUR ACT 1970

- [ ] INDUSTRIAL ACT 1947
- [ ] MATERNITY BENEFIT ACT 1961

HR POLICY

- [ ] Sexual Harassment Policy
- [ ] Work practice policy
- [ ] Employee Relations Policy
- [ ] Business Ethics & Conduct
- [ ] Company e-mail policy
- [ ] performance Appraisal Systems

Core HR Domain Area

Recruitment & Selection

- [ ] Process Of Recruitment
- [ ] Understanding the Recruitment
- [ ] Source Of hiring
- [ ] Screening & Sortlisting
- [ ] Lineup The Interview
- [ ] Job Description
- [ ] Job Specification

Joining & Exit Formalities

- [ ] Documentation
- [ ] Various
- [ ] Orientation & Induction
- [ ] Letter Formatting

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