

HR Generalist Training Modules



Statutory Compliances

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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