

DETAILED SYLLABUS OF PART A

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none"> • Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	<ul style="list-style-type: none"> • Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	<ul style="list-style-type: none"> • Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	<ul style="list-style-type: none"> • Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

DETAILED SYLLABUS OF PART B

Post Code	Name of Post	Syllabus - Discipline related (Part B)
A1	Junior Commercial Assistant	<ul style="list-style-type: none"> • Office procedures, office correspondence, • Record keeping and maintenance of files, Act and Regulations, • Use and application of computer in office, Data entry, computer network, computer devices, operating systems, Windows, MS Word, MS Excel, • Computer maintenance, • Office stationery, paperless office, • ERP, • Duties and responsibilities of Commercial Assistants, • E-commerce, • Environment, • Communicative English, • Business Communication, • Accountancy, • Desktop Publishing, • Data storage, • Cyber security
A2	Junior Technical Assistant [Mechanical]	<u>Attached as Annexure II</u>
A3	Store Keeper	<p><u>Theoretical and application knowledge on</u></p> <p>A. <u>Stores /Warehouse Management</u></p> <ul style="list-style-type: none"> • Objectives , Functions & responsibilities of Store keeping • Types of Stores • Storage Systems & Layout • Store Management Functions - processes and procedures • Storage of hazardous materials and its management • Category Management- classification and codification • Stock Verification Methods • Material Handling Methods and Equipments • Importance of Documentation <p>B. <u>Inventory Management</u></p> <ul style="list-style-type: none"> • Functions of inventory • Classification of inventory • Costs associated with inventory • Inventory control methods (like ABC, FSN, VED analysis etc) <p>C. <u>5S Methodology of housekeeping</u></p> <ul style="list-style-type: none"> • Objectives and importance • 5S in practical applications <p>D. <u>Computer Literacy, MS Office & E-mail (2007 & higher versions)</u></p> <ul style="list-style-type: none"> • Windows Basics • MS Excel Basics

Post Code	Name of Post	Syllabus - Discipline related (Part B)
		<ul style="list-style-type: none"> • MS Word Basics • Email – basics and applications <p>E. <u>ERP – Basics</u></p> <ul style="list-style-type: none"> • Objectives and importance • Functions • Different ERP Systems like SAP and relevant modules with reference to material procurement <p>F. <u>ISO 9001, 14001 & OHSAS 18001</u>- Objectives and importance</p> <p>G. <u>Customer Relationship Management in stores</u> – Basics, Objectives and importance, Applications</p>

Syllabus for Junior Technical Assistant (Mechanical)

1.	Manufacturing Processes	(a) Casting (b) Forging (c) Rolling (d) Extrusion (e) Machining including surface finishing
2.	Welding	(a) Types of welding (b) welding defects (c) Testing of welds (d) Brazing and soldering
3.	Theory of Machines and Machine Design	(a) Fundamentals and types of machines (b) Common mechanisms (c) Cams and followers (d) Common transmissions (e) Flywheels and governors (f) Brakes, dynamometers, clutches and bearings (g) Balancing and vibration
4.	Thermal Engineering	(a) Energy sources (b) Fundamentals of thermodynamics (c) Ideal gasses (d) Steam turbines and condensers (e) Heat Transfer
5.	Applied Mechanics	(a) Forces and moments (b) Friction (c) Centroid and Centre of Gravity (d) Simple machines, pulleys, blocks and wheels (e) Kinetics (f) Kinematics (g) Work, power, energy
6.	Metallurgy and Material Properties	(a) Physical, Mechanical, Thermal, Electrical, Magnetic Properties etc (b) Effect of heat treatment (c) Surface hardness and hardening (d) Corrosion (e) Testing of metals (f) Lubricants and their properties
7.	Strength of Materials	(a) Stress and strain (b) Bending and shear forces (c) Bending and shear stress (d) Moment of Inertia (e) Torsion
8.	Fluid Mechanics	(a) Properties of liquids (b) Fluid dynamics (c) Classification of fluids (d) Laws related with fluid flow and dynamics (e) Turbines
9.	Basic Computer Applications	(a) Hardware and software (b) Operating systems and applications (c) Internet

10.	Basics of Electrical Engineering and Power Generation	<ul style="list-style-type: none"> (a) Electrical power generation, transmission and distribution (b) AC fundamentals (c) Measuring instruments (d) DC motors (e) AC appliances (f) Utilisation of electrical energy (g) Electrical safety
11.	Industrial Management	<ul style="list-style-type: none"> (a) Management process (b) Organisational Management (c) Human resource management (d) Material Management
12.	Metrology and Instrumentation	<ul style="list-style-type: none"> (a) Classification of instruments - range and span, accuracy and precision, reliability, calibration, hysteresis and dead zone, drift, sensitivity, threshold and resolution, repeatability and reproducibility, linearity, speed of response, fidelity and dynamic errors, overshoot. (b) Measurement of error- classification of errors, environmental errors, signal transmission errors, observation errors, operational errors. (c) Transducers : Classification of transducers- active and passive, resistive, inductive, capacitive, piezo, resistive, thermo resistive (d) Specification, selection and application for pressure, temperature, flow, humidity, displacement, velocity, force, strain, sound. (e) Control Systems (f) Measurement of displacement, flow, temperature, strain, miscellaneous. (g) Limits, fits, tolerances and gauges (h) Screw thread measurement (i) Surface finish measurement
13.	Construction and functioning of various machines	<ul style="list-style-type: none"> (a) Pumps (b) Compressors (c) Boilers (d) Turbines (e) IC Engines (f) Purifiers and separators (g) Hydraulic machinery and lifting equipment etc
14.	Refrigeration and Air-conditioning	<ul style="list-style-type: none"> (a) Basics of refrigeration (b) Refrigeration cycles (c) Refrigerants (d) Components of a refrigeration system (e) Air conditioning (f) Air conditioning Systems (g) Air Distribution Systems