

SYLLABUS FOR PART-A : GENERAL

| Topics | Description |
|-----------------------|--|
| 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 FOR PART-B

| Sl No | Name of Posts | Syllabus - Discipline related (Part B) | |
|-------|--|--|---|
| 1 | Junior Technical Assistant (Electrical) | 1. Basic electrical engineering | (a) Network theorems and laws (b) Magnetic circuits (c) AC fundamentals (d) RLC circuits |
| | | 2. Static and rotating AC&DC machines | (a) DC generators (b) DC motors (c) Transformers (d) Synchronous generators (e) Synchronous motors (f) Induction motors (g) Single phase motors |
| | | 3. Power system | (a) Generation of electrical power (b) Transmission and distribution (c) Circuit breakers (d) Cables |
| | | 4. Electrical measurements | (a) Moving coil instruments (b) Moving iron instruments (c) Measurement of current, voltage, frequency and energy (d) Bridge circuits |
| | | 5. Semiconductor Devices | (a) Semiconductors (b) Diodes and power supplies (c) Transistors |
| | | 6. Basic Computer Applications | (a) Hardware and software (b) Operating systems and applications (c) Internet |
| 2 | Store Keeper | <u>Theoretical and application knowledge on</u> A. <u>Stores /Warehouse Management</u> <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 B. <u>Inventory Management</u> <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) | |

| Sl No | Name of Posts | Syllabus - Discipline related (Part B) |
|--------------|----------------------|---|
| | | <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 • 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 - Objectives and importance</u></p> <p>G. <u>Customer Relationship Management in stores</u> - Basics, Objectives and importance, Applications</p> |