



**Annexure I**

**ASSISTANT ADMINISTRATIVE OFFICER (CANTEEN) - SENIOR GRADE**  
**DETAILED SYLLABUS OF PART A**

<b>Particulars</b>	<b>Syllabus - General (Part A)</b>
General Knowledge	<ul style="list-style-type: none"> <li>• Facts about India and other countries: Basic facts / Geography/ Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</li> <li>• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</li> <li>• Sports &amp; Games</li> <li>• Important Events/ Movements / Leaders / Places / Years</li> <li>• Writers – Authors – Biography – Autobiography</li> <li>• Abbreviations.</li> </ul>
General English	<ul style="list-style-type: none"> <li>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural.</li> </ul>
Reasoning	<ul style="list-style-type: none"> <li>• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence / Numerical ability &amp; knowledge in Microsoft excel.</li> </ul>
Quantitative Aptitude	<ul style="list-style-type: none"> <li>• 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 &amp; Combinations / Probability.</li> </ul>



## DETAILED SYLLABUS OF PART B

### **Syllabus - Discipline related (Part B)**

- **HSE & IMS-** Awareness on Industrial safety & PPEs – Importance of house keeping – Knowledge of IMS – Quality Standards – 5 S – management of industrial hazardous wastes
- Basic knowledge of computer applications
- **Organisational Skills-** Role of a supervisor – Manpower management & resource planning – Work force motivation – Grievance handling at shop floor level – Code of Conduct & Discipline - Importance of time keeping & productivity.
- Duties and responsibilities of catering supervisor,
- Statutory Factory canteen, lay out and other requirements,
- Types of catering establishments, welfare catering, transport catering etc,
- Different types of utensils and appliances in a canteen
- Subsidized canteen services
- Personal hygiene - Housekeeping
- Food production, food ingredients, recipes, food groups, food additives, food adulteration, food poisoning and intoxication, preparation and mixing of food ingredients, Diet, Balanced Diet, cooking, effect of heat on food, kitchen equipments, workflow in factory canteen kitchen,
- Vegetables and its classification, vegetable cookery, egg cookery
- Preparation of Tea / coffee / snacks – ingredients and its measurements
- Food safety Act and Regulations in India
- Knowledge of basic computer applications