

**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</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)**

- **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.
- Basic knowledge of computer applications.
- **Supervisory Duties:-**
  - **Principles of Organization** – Principles of organization; authority; responsibility; accountability; delegation; span of control; centralization; unity of command.
  - **Motivation** – Meaning of motivation; understanding human behavior; factors of motivation; levels of motivation; methods of motivating people; brief on motivation theories.
  - **Communication** – Purpose of communication; communication process; methods of communication written, oral, audio – visual; report writing; channels of communication namely formal and informal; art of giving instructions; barriers of communication; guidelines for effective.
- **HSE & IMS-** Awareness on Industrial safety & PPEs – Importance of housekeeping – Knowledge of IMS – Quality Standards – 5 S – management of industrial hazardous wastes.

**Theoretical and application knowledge on**

- Financial Accounting
- Trading & Profit & Loss Accounts and Balance Sheet
- Bank Reconciliation Statement
- Depreciation, Reserves and Reserve Funds, Ratio Analysis
- Capital and Revenues, Revenue Accounts, Receipts & payments Accounts, Income & Expenditure Accounts
- Company Accounts
- Financial Statements and Reporting
- Cost Accounting, Cost Records and Cost Audit
- Direct and Indirect Taxes- Income Tax Act, Central Sales Tax Act, Service Tax Act, Central Excise Act
- Contracts Act, Payment of Gratuity Act, Payment of Bonus Act, ESI Act, EPF Act.
- Companies Act, Factories Act, ID Act
- FEMA, SCRA and SEBI Act.
- Company Audit, preparation of Auditors Report and other requirements.
- Familiarity with Word.
- **Familiarity with Excel:-**
  - PivotTables and Charts
  - Lookups, Ranges and Dates
  - Conditional Formatting
  - Managing Worksheets
  - Built formulas and Understanding Formulas
  - Changing Views
  - AutoFill and Custom Lists
  - Conditional Logic, Tables & Data Tools
  - Referencing Formulas
  - Ranges and Dates

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

- Introduction & Formatting Charts
- Adding Graphics to Spreadsheets
- Outline, Sort, Filter, and Subtotal
- Protecting Data
- Printing
- Saving a Workbook