

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

Name of Post	Syllabus - Discipline related (Part B)
For all posts	<ul style="list-style-type: none"> • 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:- <ul style="list-style-type: none"> ➤ 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.

In addition to the above, following are the topics included for various posts:-

Sl No.	Name of Post	Syllabus - Discipline related (Part B)
1	Accountant	<p><u>Theoretical and application knowledge on</u></p> <ul style="list-style-type: none"> • 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. • <u>Familiarity with Excel:-</u> <ul style="list-style-type: none"> ➤ PivotTables and Charts ➤ Lookups, Ranges and Dates

Sl No.	Name of Post	Syllabus - Discipline related (Part B)
		<ul style="list-style-type: none">➤ 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➤ Introduction & Formatting Charts➤ Adding Graphics to Spreadsheets➤ Outline, Sort, Filter, and Subtotal➤ Protecting Data➤ Printing➤ Saving a Workbook