

DETAILED SYLLABUS OF PART A

Particulars	Syllabus - General (Part A)
General Knowledge	• 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	• 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	• 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	• 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)
Supervisor	• 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, Microsoft Excel. • 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.