

**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**

<b>Name of Post</b>	<b>Syllabus - Discipline related (Part B)</b>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>• Organisational Skills- Role of a supervisor – Manpower management &amp; resource planning – Work force motivation – Grievance handling at shop floor level – Code of Conduct &amp; Discipline - Importance of time keeping &amp; productivity.</li> <li>• Basic knowledge of computer applications, Microsoft Excel.</li> <li>• <b>Supervisory Duties:-</b> <ul style="list-style-type: none"> <li>➤ <b>Principles of Organization</b> <ul style="list-style-type: none"> <li>- Principles of organization; authority; responsibility; accountability; delegation; span of control; centralization; unity of command.</li> </ul> </li> <li>➤ <b>Motivation</b> <ul style="list-style-type: none"> <li>- Meaning of motivation; understanding human behavior; factors of motivation; levels of motivation; methods of motivating people; brief on motivation theories.</li> </ul> </li> <li>➤ <b>Communication</b> <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> </ul> </li> </ul>