

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:-

Post Code	Name of Post	Syllabus - Discipline related (Part B)
1	Assistant Engineer (Weapons)	<p><u>Theoretical and application knowledge on</u></p> <ul style="list-style-type: none"> • Gyros : Types of Gyros, working principles, inputs and output to/from gyros, Overhaul/ STW/ HATs of Gyros. • Navigation Aids : Working Principle of EM Log & Echo sounder, Precautions during docking of Ships, Checks of u/w appendages prior undocking of ship, Types of protocols used for communication between Nav Aids, Overhaul/ STW/ HATs of EM Log & Echo sounder. • Controls : Open Loop and Closed Loop control systems, Overhaul and Checks of Control Elements. • Data Networks & Communication Systems : Types of Data Networks, redundancy in data networks, Switches & Routers, Interfacing equipment to Network Devices, Communication Protocols, Waves and Communication Basics, Amplitude Modulation, Frequency Modulation, Computer Basics, Pulse Modulation, Communication Networks Propagation of Waves. • RADAR : Radar Principles, Radar fundamentals, CW Radar / Doppler, Advanced Radar, High Resolution Radar, Electronic scanning, Tracking Systems. • Electro- Optics : Introduction to Electro-Optics, IR Imaging, Other E-O Systems. • U/W Acoustics & SONAR : Underwater Acoustics, Environment, SONAR Performance , SONAR Performance , SONAR Systems. • Delivery Systems & Fire Controls : Introduction to Fire Control, Launching Systems/Propulsion, Navigation and Guidance, Systems Engineering Introduction, Flight Control, Ballistics, Homing. • Servo System : Servo Elements, data transmission, servo systems, Stabilizers, servo theory. • Weapons : Datum Marking for alignment of Weapons and precautions during hot work, Procedures & Precautions during Removal and Re-fitment of Gun mounts, Alignment of weapons, Checks of Firing Arcs, Control Systems & Drives for Weapon Mountings. • Combat Management System : Block Diagram of CMS, Interfacing of weapons and sensors, Precautions during switching On/Off of CMS Modules, Power Supply requirements and environmental conditions for CMS. • Drawings and Specification: Ability to read specification, circuit diagrams, technical description pertaining of weapons systems, Fundamental concepts and definition on weapons including fire control system.

Post Code	Name of Post	Syllabus - Discipline related (Part B)
2	Assistant Administrative Officer	<ul style="list-style-type: none"> • Basic Knowledge about Personnel Management & Industrial Relations. • Work culture. • Employee coordination & Manpower Management. • Resource Planning. • Disciplinary proceedings / Grievance handling. • Time Management. • Office Management and procedures. • Familiarity with Word. • Familiarity with Excel:- <ul style="list-style-type: none"> ➤ Entering, Editing and Formatting Data ➤ Formatting Numbers ➤ Managing Worksheets ➤ Modifying Rows and Columns ➤ Understanding Formulas ➤ Changing Views ➤ AutoFill and Custom Lists ➤ Conditional Formatting ➤ Tables ➤ Data Tools ➤ Referencing Formulas ➤ Ranges and Dates ➤ Lookups ➤ Conditional Logic ➤ Text Formulas ➤ Introduction to Charts ➤ Formatting Charts ➤ Adding Graphics to Spreadsheets ➤ Outline, Sort, Filter, and Subtotal ➤ PivotTables ➤ Protecting Data ➤ Printing ➤ Saving a Workbook

Post Code	Name of Post	Syllabus - Discipline related (Part B)
3	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. • Familiarity with Excel:- <ul style="list-style-type: none"> ➤ 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 ➤ Introduction & Formatting Charts ➤ Adding Graphics to Spreadsheets ➤ Outline, Sort, Filter, and Subtotal ➤ Protecting Data ➤ Printing ➤ Saving a Workbook