

**ANNEXURE –I****POST: ASSISTANT COMPANY SECRETARY-II**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<b>INTERPRETATION AND GENERAL LAWS</b>		
<b>1</b>	Interpretation of statutes Need for interpretation of a statute, Principle of interpretation. Aids to interpretation, legal Terminologies.	
<b>2</b>	Limitation Act, 1963 computation of the period Limitation Bar of limitation, Effect of acknowledgment, Acquisition of ownership by possession, classification of period of limitation.	
<b>3</b>	Indian stamp Act,1899, key Definitions, Principles of Levy of stamp Duty, Determination, Mode and timing of stamp duty, person responsible, consequences of non-stamping and under-stamping, Adjudication, Allowance and Refund, concept of E-Stamping.	
<b>COMPANY LAW</b>		
<b>1</b>	Introduction to company law – Meaning, Nature, Features of a company, judicial acceptance of the company as a separate legal entity, corporate veil, Applicability of companies Act, Definitions and key concepts.	

<b>2</b>	Incorporation of company and matter incidental thereto.
<b>3</b>	Prospectus and allotment of securities.
<b>4</b>	Shares and share Capital, Meaning and types of capital, concept of issue and Allotment, issue of share certificates, further, issue of share capital, issue of shares on private and preferential basis, Right issue and bonus shares, sweat Equity Shares and ESOPs, issue and Redemption of preference shares, Transfer and Transmission of securities, Buyback of securities, dematerialization and re-materialization of shares, Reduction of share Capital.
<b>5</b>	Deposits by companies.
<b>6</b>	Members and shareholders, How to become a member, Register of Members, Declaration of Beneficial interest, Rectification of Register of Members, Rights of Members, variation of Shareholders rights, Shareholders Democracy, Shareholder agreement .
<b>7</b>	Charges, creation of charges, Registration, Modification and Satisfaction of charges, Register of charges, inspection of charges, Punishment for contravention, Rectification by Central Government in Register of charge.
<b>8</b>	Distribution of profits, Profit and Ascertainment of Divisible profit Declaration and Payment of Dividend, Unpaid Dividend Account, investor Education and Protection Fund, Right to dividend, rights shares and bonus shares to be held in abeyance.
<b>9</b>	Corporate Social Responsibility, Applicability of CSR, Types of CSR Activities CSR committee and Expenditure, Net Profit for CSR Reporting requirements.
<b>10</b>	Accounts, Audit and Auditors, Books of Accounts, Financial Statements, National Financial Reporting Authority, Auditors- Appointment, Resignation and procedure relating to Removal, qualification and Disqualification, Rights, Duties and Liabilities, Audit and Auditors Report, cost Audit, Secretarial Audit, internal Audit.
<b>11</b>	Transparency and Disclosures Board's Report, Annual Return, website disclosures, Policies.
<b>12</b>	An overview of corporate Reorganization, Guarantees and Security, Related Party Transactions.
<b>13</b>	Registers and Records, Maintenance and Disposal.
<b>14</b>	An overview of corporate Reorganization, introduction of compromises, Arrangement and amalgamation, oppression and Mismanagement Liquidation and winding-up, overview of Registered valuers, registration offices and fees.
<b>15</b>	Board constitution and its Powers: Board composition, Restriction and Powers of Board, Board committees- Audit committee, Nomination and Remuneration committee, Stakeholder relationship committee and other committees.

<b>16</b>	Directors, DIN requirement, Types of Directors, Appointment/Reappointment, Disqualifications, vacation of office, Retirement, resignation and Removal, and duties of Directors, Rights of Directors, loans to Directors, Disclosure of interest, Directors remuneration
<b>17</b>	Inspection, inquiry and investigation
<b>18</b>	Key Managerial personnel (KMP's) and their Remuneration, Appointment of Key Managerial personnel, Managing and Whole time Directors, Manager, Chief Executive Officer and Chief Financial Officer, Company Secretary-Appointment, Role and Responsibilities, Company Secretary as a key Managerial personnel, functions of company secretary, officer who is in default, Remuneration of Managerial Personnel.
<b>19</b>	Meeting of Board and its committees, frequency, convening and proceedings of Board and Committee meetings, Agenda Management, Management information system, Meeting management, Resolution by Circulation, Types of Resolutions, secretarial standard 1- Duties of company secretaries before, during and after Board/Committee meeting, General Meeting , Annual General Meeting, Extraordinary General Meetings, other General Meeting, Types of Resolutions, Notice, Quorum poll, Chairman, proxy, meeting and Agenda, Process of conducting meeting, voting and its types-vote on show of hands, poll, E-voting, Postal Ballot, circulation of Members Resolutions etc, signing and inspection of Minutes, Secretarial Standard-2, Duties of Company Secretaries before, during and after General Meeting.
<b>20</b>	Oppression and Mismanagement.
<b>21</b>	Strike off and removal of company name.
<b>22</b>	Government companies
<b>23</b>	National Company Law Tribunal.
<b>LABOUR LAWS</b>	
<b>1</b>	Factories Act,1948
<b>2</b>	Minimum Wages Act,1948
<b>3</b>	Payment of Wages Avt,1936
<b>4</b>	Employees Compensation Act,1923
<b>5</b>	Maternity Relief Act,1961
<b>6</b>	Prevention of Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act,2013
<b>SECURITIES LAW</b>	
<b>1</b>	An overview of SEBI(listing obligations and Disclosure Requirement)Regulation,2015

2	An overview of SEBI (substantial, Acquisition of shares and Takeovers) Regulations,2018
3	SEBI (Prohibition of insider Trading) Regulations,2015
<b>FOREIGN EXCHANGE MANAGEMENT</b>	
1	Foreign exchange Management Act,1999
2	Foreign exchange transactions & compliances, current and capital Account Transactions, acquisition & transfer of immovable property in India and abroad, realization and repatriation of foreign exchange.

### **POST: ASSISTANT MANAGER (CIVIL)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.
<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<p><b>Engineering Mechanics:</b> System of forces, free-body diagrams, equilibrium equations; Internal forces in structures; Friction and its applications; Kinematics of point mass and rigid body; Centre of mass; Euler's equations of motion; Impulse-momentum; Energy methods; Principles of virtual work.</p> <p><b>Solid Mechanics:</b> Bending moment and shear force in statically determinate beams; Simple stress and strain relationships; Theories of failures; Simple bending theory, flexural and shear stresses, shear centre; Uniform torsion, buckling of column, combined and direct bending stresses.</p>		

**Structural Analysis:** Statically determinate and indeterminate structures by force/energy methods; Method of superposition; Analysis of trusses, arches, beams, cables and frames; Displacement methods: Slope deflection and moment distribution methods; Influence lines; Stiffness and flexibility methods of structural analysis.

**Construction Materials and Management:** Construction Materials: Structural steel - composition, material properties and behaviour; Concrete - constituents, mix design, short-term and long-term properties; Bricks and mortar; Timber; Bitumen. Construction Management: Types of construction projects; Tendering and construction contracts; Rate analysis and standard specifications; Cost estimation; Project planning and network analysis - PERT and CPM

**Concrete Structures:** Working stress, Limit state and Ultimate load design concepts; Design of beams, slabs, columns; Bond and development length; Prestressed concrete; Analysis of beam sections at transfer and service loads.

**Steel Structures:** Working stress and Limit state design concepts; Design of tension and compression members, beams and beam- columns, column bases; Connections - simple and eccentric, beam-column connections, plate girders and trusses; Plastic analysis of beams and frames.

**Soil Mechanics:** Origin of soils, soil structure and fabric; Three-phase system and phase relationships, index properties; Unified and Indian standard soil classification system; Permeability - one dimensional flow, Darcy's law; Seepage through soils - two-dimensional flow, flow nets, uplift pressure, piping; Principle of effective stress, capillarity, seepage force and quicksand condition; Compaction in laboratory and field conditions; One- dimensional consolidation, time rate of consolidation; Mohr's circle, stress paths, effective and total shear strength parameters, characteristics of clays and sand.

**Foundation Engineering:** Sub-surface investigations - scope, drilling bore holes, sampling, plate load test, standard penetration and cone penetration tests; Earth pressure theories - Rankine and Coulomb; Stability of slopes - finite and infinite slopes, method of slices and Bishop's method; Stress distribution in soils - Boussinesq's and Westergaard's theories, pressure bulbs; Shallow foundations - Terzaghi's and Meyerhoff's bearing capacity theories, effect of water table; Combined footing and raft foundation; Contact pressure; Settlement analysis in sands and clays; Deep foundations - types of piles, dynamic and static formulae, load capacity of piles in sands and clays, pile load test, negative skin friction.

**Fluid Mechanics:** Properties of fluids, fluid statics; Continuity, momentum, energy and corresponding equations; Potential flow, applications of momentum and energy equations; Laminar and turbulent flow; Flow in pipes, pipe networks; Concept of boundary layer and its growth.

**Hydraulics:** Forces on immersed bodies; Flow measurement in channels and pipes; Dimensional analysis and hydraulic similitude; Kinematics of flow, velocity triangles; Basics of hydraulic machines, specific speed of pumps and turbines; Channel Hydraulics - Energy-depth relationships, specific energy, critical flow, slope profile, hydraulic jump, uniform flow and gradually varied flow

**Hydrology:** Hydrologic cycle, precipitation, evaporation, evapo-transpiration, watershed, infiltration, unit hydrographs, hydrograph analysis, flood estimation and routing, reservoir capacity, reservoir and channel routing, surface run-off models, ground water hydrology - steady state well hydraulics and aquifers; Application of Darcy's law.

**Irrigation:** Duty, delta, estimation of evapo-transpiration; Crop water requirements; Design of lined and unlined canals, head works, gravity dams and spillways; Design of weirs on permeable foundation; Types of irrigation systems, irrigation methods; Water logging and drainage; Canal regulatory works, cross-drainage structures, outlets and escapes

**POST: ASSISTANT MANAGER (LEGAL)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

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Section name (Nature of Questions)	Marks per item	No. of Items
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
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Sl No	
1	Indian Penal code
2	Code of Civil procedure
3	Code of Criminal Procedure
4	Indian Evidence Act
5	Constitution of India
6	Transfer of property Act
7	Contract Act
8	Limitation Act
9	Court Fees Act
10	Special Relief Act
11	Registration Act
12	The Negotiable Instruments Act,1915
13	The Arbitration and Conciliation Act 1996

## **POST: ASSISTANT MANAGER (OFFICIAL LANGUAGE)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

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<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	15 Ques.
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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
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<b>Sl No</b>	
1	शब्द विचार उपसर्ग प्रत्यय
2	शब्द भेद
3	लिंग, वचन, कारक, काल
4	शब्द रूपांतर
5	शब्द अर्थ, भिन्न-भिन्न अर्थ, अनेकार्थी शब्द
6	पर्यायवाची, विलोम शब्द
7	संधि, समास
8	वाच्य
9	अनुलोम-विलोम
10	अनुस्वार-अनुनासिकता
11	अव्यय
12	मुहावरे-लोकोक्ति

13	वाक्य-संरचना
14	संज्ञा,सर्वलाम,क्रिया विशेषण
15	छंद,अलंकार,रस, अभिव्यंजना
16	वाक्य संरचना,शुद्धि-अशुद्धि
17	हिंदी साहित्य का इतिहास
18	पत्र,कार्यालय आदेश,, कार्यालय ज्ञापन,टिप्पणी,सूचना,परिपत्र की महत्ता और अंतर
19	राजभाषा संबंधी संवैधानिक उपबंध ,राजभाषा अधिनियम
20	गद्य-पद्य आधारित प्रश्न

### **POST: MANAGEMENT TRAINEE (HR)**

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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.
<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.



**Unit – I**

Schools of Management thought – Scientific Management School, Human Relations School, Behaviour School, System Approach

Function of Management – Planning : types, steps, organising

Direction, Control, Coordination, Communication.

**Unit – II**

Personnel Management: Functions, Structure of Personnel Department, Line and Staff, Job Analysis, Manpower Planning, New Challenges.

Recruitment and Selection, Placement and Induction.

Wage and Salary Administration, Job evaluation, Methods of Wage payment linking wages with productivity.

Grievance handling and Disciplinary action.

**Unit – III**

HRD Concept, Importance, Evolution, Functions, Organisation of HRD Function.

Performance appraisal, Training and Development, Quality of work life, Career planning, Quality circles.

Training Programmes for workers, Management Development Programmes, Evaluation of training.

**Unit – IV**

Organisational Behavior: Concept, Importance, Evolution, Role, Group dynamics.

Motivation, Leadership, Job satisfaction, Morale, Fatigue and monotony.

Organisational change and Development, Organisational effectiveness

**Unit – V**

Industrial Relations: Concept, Scope, Approaches, Industrial Relations system.

Industrial disputes: Causes, Effects, Trends, Methods and Machinery for the settlement of Industrial disputes.

Workers participation in Management, Code of discipline, Tripartite bodies, ILO, Industrial relations and the new economic reforms.

**Unit – VI**

Trade Union: Meaning, Objectives, Functions, Theories, Structure of Trade Unions.

Trade Union Movement in India, Leadership, Finance, Union Politics, Inter and intra-union Rivalry.

**Unit – VII**

Labour legislation, Objectives, Principles, Classification, Evolution of labour, legislation in India, Impact of ILO, Labour and Indian Constitution.

Factories Act, 1948.

Employees State Insurance Act, 1948: Workmen's Compensation Act, 1923:

Maternity Benefit Act, 1961

**Unit – VIII**

Trade Unions Act, 1926: Industrial Employment (Standing orders) Act, 1946:

Industrial Disputes Act, 1947.

Minimum Wages Act, 1948: Payment of Wages Act, 1936: Equal Remuneration Act, 1976: Payment of Bonus Act, 1965.

**Unit – IX**

Labour Welfare: Meaning, Definition, Scope, Theories, principles and approaches.

**POST : MANAGEMENT TRAINEE (MARKETING)**

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<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	10 Ques.
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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	10 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	10 Ques.
<b>Unit V : Language proficiency</b> - paragraph based questions	01 Mark	20 Ques

<b>Unit-VI:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"> <li>• Agricultural &amp; Food Policy</li> <li>• Agricultural Finance</li> <li>• Marketing of Agricultural Inputs</li> <li>• Strategic Food Marketing</li> <li>• Management for Agribusiness Projects</li> <li>• Market Research and Information Systems</li> <li>• International Agri-Food Trade</li> <li>• Value Chain Management – Applications in Agribusiness</li> <li>• CINE: Understanding Creativity, Innovation, Knowledge, Networks And Entrepreneurship</li> <li>• Food and Agri-business International Strategies and Organizations</li> <li>• Micro Finance Management</li> <li>• Food Supply Chain Management</li> <li>• Analyzing and Building Competencies</li> <li>• Carbon Finance</li> <li>• Public Policy</li> <li>• Social Entrepreneurship: Innovating Social Change</li> <li>• Sales and Distribution Management For Agriculture</li> <li>• Agribusiness Entrepreneurship</li> <li>• Agribusiness Leadership</li> <li>• Agricultural Futures and Option Markets</li> <li>• Agricultural Markets and Pricing</li> <li>• Economics of Food Quality</li> <li>• Applied Agricultural Trade and Policy Analysis</li> <li>• Managing Sustainability</li> <li>• Managing Energy Businesses</li> <li>• Agricultural marketing, Trade &amp; Practices</li> </ul>		

- Farm Power and Machinery
- Agricultural Entomology
- Crop Pest and their Management
- Agricultural Microbiology
- Soil Microbiology
- Principles of Agricultural Agronomy
- Field crops
- Weed Management
- Organic Farming and Sustainable Agriculture
- Dimension of Agricultural Extension
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.

### **POST: MANAGEMENT TRAINEE (ACCOUNTS)**

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<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<b>Accounting</b> Accounting Standards, Introduction to Accounting Standards, Overview of Accounting Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement		

(Profit and Loss Account, Balance Sheet and Cash Flow Statement)-Profit/Loss prior to incorporation- Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions

(a) Hire purchase and installment sale transactions

(b) Investment accounts

(c) Insurance claims for loss of stock and loss of profit. Issues in Partnership Accounts  
Accounting in Computerized Environment

### **Business Laws**

The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

### **Company aw**

The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital

### **Cost Accounting**

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

### **Financial Management**

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital.

### **Tax**

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income ( Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of income highlights of Goods and Services Tax Act (GST).

### **Advanced Accounting**

Conceptual Framework for Preparation and Presentation of Financial Statements

Accounting Standards

AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting

Policies

AS 11: The Effects of Changes in Foreign Exchange Rates

AS 12: Accounting for Government Grants

AS 16: Borrowing Costs

AS 19: Leases

AS 20: Earnings per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets

Advanced Issues in Partnership Accounts, Company Accounts, Employee stock option plan and Buy back of securities, Amalgamation and Reconstruction, Underwriting of shares and debentures, Redemption of debentures, Accounting for Special Transactions, Insurance Companies, Banking Companies, Electricity Companies, Departmental accounts, Branch accounts including foreign branches

**Auditing and Assurance**

Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audit

**POST: JUNIOR COMMERCIAL EXECUTIVE**

The paper would be in 6 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	10 Ques.
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<b>Unit V</b> – Language Proficiency- Paragraph based question	01 Mark	20 Qus

<b>Unit-VI: Subject Knowledge – Indicative syllabus</b>	<b>01 Mark</b>	<b>60 Ques.</b>
<ul style="list-style-type: none"> <li>• Agricultural marketing, Trade &amp; Practices</li> <li>• Farm Power and Machinery</li> <li>• Agricultural Entomology</li> <li>• Crop Pest and their Management</li> <li>• Agricultural Microbiology</li> <li>• Soil Microbiology</li> </ul>		

- Principles of Agricultural Agronomy
- Field crops
- Weed Management
- Organic Farming and Sustainable Agriculture
- Dimension of Agricultural Extension
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.

## **POST: JUNIOR ASSISTANT (GENERAL)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc	01 Mark	10 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	10 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	10 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	10 Ques.
<b>Unit V:</b> Language Proficiency- Paragraph based question	01 Mark	20 Qus

<b>Unit-VI:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"> <li>• Agricultural marketing, Trade &amp; Practices</li> <li>• Farm Power and Machinery</li> <li>• Agricultural Entomology</li> <li>• Crop Pest and their Management</li> <li>• Agricultural Microbiology</li> <li>• Soil Microbiology</li> </ul>		

- Principles of Agricultural Agronomy
- Field crops
- Weed Management
- Organic Farming and Sustainable Agriculture
- Dimension of Agricultural Extension
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.
- General Administration

### **POST: JUNIOR ASSISTANT (ACCOUNTS)**

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<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
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#### **Financial Accounting**

Accounting as a Financial Information System; Impact of Behavioral Sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings Per Share. Accounting for Share Capital Transactions including Bonus Shares, Right Shares, Employees Stock Option and Buy- Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamation, Absorption and Reconstruction of Companies

#### **Cost Accounting**

Nature and Functions of Cost Accounting. Installation of Cost Accounting System. Cost

Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making.

Methods of Costing: Job Costing, Process Costing, Activity Based Costing. Volume – cost – Profit Relationship as a tool of Profit Planning.

Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy Decisions, Shutdown Decisions etc. Techniques of Cost Control and Cost Reduction: Budgeting as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.

### **Taxation**

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income . Set - Off and Carry Forward of Loss. Deductions from Gross Total Income. Salient Features/Provisions Related to VAT and Services Tax.

### **Business Law**

The Indian Contract Act, 1872, The Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

### **Auditing**

Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies/ Trusts/Organizations.

### **Financial Management**

Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return Relationship.

Tools of Financial Analysis: Ratio Analysis, Funds-Flow and Cash-Flow Statement. Capital Budgeting

Decisions: Process, Procedures and Appraisal Methods. Risk and Uncertainty Analysis and Methods.

Cost of capital: Concept, Computation of Specific Costs and Weighted Average Cost of Capital. CAPM as a Tool of Determining Cost of Equity Capital.

Financing Decisions: Theories of Capital Structure - Net Income (NI) Approach, Net Operating Income (NOI) Approach, MM Approach and Traditional Approach. Designing of Capital structure: Types of Leverages (Operating, Financial and Combined) EBIT- EPS Analysis, and other Factors

Dividend Decisions and Valuation of Firm: Walter's Model, MM Thesis, Gordon's Model Lintner's Model. Factors Affecting Dividend Policy. Working Capital Management: Planning of Working Capital. Determinants of Working Capital. Components of Working Capital - Cash, Inventory and Receivables. Corporate Restructuring with focus on Mergers and Acquisitions (Financial aspects only)

### **Financial Markets and Institutions**

Indian Financial System: Overview Money Markets: Participants, Structure and Instruments. Commercial Banks. Reforms in Banking sector. Monetary and Credit Policy of RBI. RBI as a Regulator.

Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.



Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA. Organisation Theory and Behaviour, Human Resource Management and Industrial Relations

### **Organisation Theory**

Nature and Concept of Organization; External Environment of Organizations -Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals, Single and Multiple Goals; Management by Objectives.

Evolution of Organization Theory: Classical, Neo-classical and Systems Approach. Modern Concepts of Organization Theory, Organisational Design, Organisational Structure and Organisational Culture.

Organisational Design–Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process; Standardization / Formalization and Mutual Adjustment. Coordinating Formal and Informal Organizations. Mechanistic and Organic Structures

Designing Organizational structures–Authority and Control; Line and Staff Functions, Specialization and Coordination. Types of Organization Structure –Functional. Matrix Structure, Project Structure. Nature and Basis of Power, Sources of Power, Power Structure and Politics. Impact of Information Technology on Organizational Design and Structure. Managing Organizational Culture

### **Organisation Behavior**

Meaning and Concept; Individual in organizations: Personality, Theories, and Determinants Perception - Meaning and Process.

Motivation: Concepts, Theories and Applications. Leadership-Theories and Styles. Quality of Work Life (QWL): Meaning and its impact on Performance, Ways of its Enhancement. Quality Circles (QC)– Meaning and their Importance. Management of Conflicts in Organizations. Transactional Analysis, Organizational Effectiveness, Management of Change.

### **Human Resources Management(HRM)**

Meaning, Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process, Orientation and Placement, Training and Development Process, Performance Appraisal and 360° Feed Back, Salary and Wage Administration, Job Evaluation, Employee Welfare, Promotions, Transfers and Separations.

## **POST: HINDI TRANSLATOR**

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<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc	01 Mark	15 Ques.
<b>Unit-V:</b> Subject Knowledge – Indicative syllabus – 1) अंग्रेजी से हिंदी अनुवाद (300 शब्द),2) हिंदी से अंग्रेजी अनुवाद (300 शब्द), 3) अंग्रेजी से हिंदी सार अनुवाद (300 शब्दों) के पैराग्राफ के 100 शब्दों में सार अनुवाद 4) राजभाषा अधिलियम, नियम संबंधी प्रश्न, 5) प्रशासनिक शब्दावली के अंग्रेजी शब्दों का हिंदी पर्याय, 6) प्रशासनिक शब्दावली के हिंदी शब्दों का अंग्रेजी पर्याय		
a) <b>Point No 1,2 &amp;3 will be in descriptive format</b>	10 marks	3 items
b) <b>Point No 1,2 &amp;3 will be in descriptive format</b>	01 mark	30 Ques