

# SYLLABUS FOR THE POST OF JUNIOR EXECUTIVE (COMMON CADRE)

## ADVERTISEMENT No: 03/2023

**Total Questions: 150**

**Duration: Two Hours**

### **1. General Intelligence & Reasoning (40 Questions) :**

It would include questions of both verbal and non-verbal type. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching. Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

### **2. General Awareness (35 Questions) :**

Questions to test the candidates' general awareness of the environment around them and its application to society. Questions also to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

### **3. English Comprehension (35 Questions) :**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Close Passage, Comprehension Passage. To test comprehension, paragraphs will be given and questions based on those will be asked. At least one paragraph should be based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

### **4. Quantitative Aptitude (40 Questions) :**

The questions test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular right Pyramid with triangular or square base, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (LAW)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

- a) The Constitution of India
- b) Contract Act
- c) Arbitration & Conciliation Act
- d) Transfer of Property Act
- e) Limitations Act
- f) All Labour Laws/ Labour Codes
- g) Code of Civil Procedure
- h) Administrative Law
- i) AAI Act
- j) Aircraft Act
- k) Partnership Act
- l) Companies Act, 2013
- m) Insolvency & Bankruptcy Code
- n) Law relating to tenders
- o) Public International Law in comparison to Law of India

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR ASSISTANT (OFFICE)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English, etc.

Weightage 50%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 50%

**1. Office and Office Management:**

- Meaning of office, function of office, primary and administrative functions and importance of office.
- Relation of office with other departments of business organization.
- Concept of paperless office, virtual office, back and front office, open and private office.
- Definition and elements of office management, duties of an Office Manager.
- Office routine, flow of work and office manual.

**2. Filing and Indexing:**

- Meaning and importance of filing, essentials of good filing system.
- Centralized and decentralized filing system.
- Meaning, need and types of indexing used in the business organization.
- Retention and weeding out of papers.

**3. Office forms:**

- Meaning and types of forms used in business organization, advantages, forms control, objectives, form designing, principle of forms designing and specimens of forms used in office.
- Office Record Management- Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.

**4. Communication:**

- Meaning, importance, process of communication, objectives of effective communication.
- Forms of communication- oral, written, visual and audio visual.
- Types of office communication internal and external.
- Barrier to communication and overcoming the barriers.

**5. Office meetings:**

- Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes.
- Abbreviations and terms used in Business Correspondence.

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**6. Behavioral Skills:**

- Personality development, importance of good human relations, understanding organizational culture, management of time and stress, importance of ethics and values.

**7. Office Accommodation and Environment:**

- Record Maintenance/Management, Office Record Management, importance, filing essentials, classification and arrangement of files, modern methods of filing and modern filing devices

**8. Office Correspondence and Mail Services:**

- Form letters, meaning, Principles and factors to be considered in designing office forms writing, writing effective sentences, cohesive writing, clarity and conciseness in writing.

**9. Main provisions of Official Language Act applicable to Govt. offices.**

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**SENIOR ASSISTANT (ACCOUNTS)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude and English

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

1. Indian Accounting Standards
2. Business Law- Basic Knowledge, The Indian Contract Act, 1872, The Negotiable Instrument Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Misc. Provisions Act, 1952, The Payment of Gratuity Act, 1972
3. Company Law- The Companies Act, 2013, Preliminary Prospectus, Share and Share Capital, Formation of Company, Memorandum and Articles of Associations, Meetings- AGM, Extra ordinary meetings
4. Cost Accounting- Introduction to Cost Accounting, Material, Labour, Overheads, Non-Integrated Accounts, Economic Order Quantity, ABC Analysis in Inventory Costing, Variance Analysis, Marginal Costing, Standard Costing, Budget and Budgetary Control, Job and Batch Costing, Operating Costing
5. Financial Management- Scope and Objectives of Financial Management, Types of Financing, Treatment of Deferred Revenue Expenditure, Capital Expenditure, Revenue Expenditure, Investment Decision, Management of working capital, Time value of money, Financial Analysis and Planning, Financing decisions
6. Income Tax- Income Tax Act, 1961, Basic concepts, Residential status and scope of total Income, Heads of Income, Salary- valuation of perquisites, business income, Income from House property, TDS on salary and third party, Deductions and exemptions under Income Tax Act, 1961, Computation of total income and tax payable, set off and carry forward of losses, provisions relating to Advance Tax and filing of TDS return and Return of Income, provisions relating to Clubbing of Income
7. GST- Basic concepts and General Principles, Reverse Charge Mechanism, Reversal of ITC under Rule 42 and 43, Time limit for payment of GST and filing of various GST Returns, Input tax credit, Composition scheme, exempt supply/zero rated supply/SEZ

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8. Auditing and Assurance - Auditing concepts, Auditing and Assurance Standard, Internal Control, Verification of Assets and Liabilities, Company Audit, Audit Reports, Special Audits
9. Information Technology- Accounting in Computerized Environment, Data Storage, Retrieval and Data Base Management Systems, Computer network and network security, Internet, Intranet, PPT, Flowcharts, Decision tables, MS-EXCEL, MS-WORD

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (FINANCE)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

1. Financial Accounting/Corporate Accounting
2. Business Laws/Corporate Laws with Emphasis on Companies Act, 2013
3. Business Organization and Management
4. Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes
5. Cost Accounting
6. Financial Management with emphasis on evaluation of projects, fund raising options, working capital management, risk mitigation, strategies in general
7. Auditing with special emphasis on accounting standards
8. E-commerce
9. Financial Markets, institutions and financial services
10. Fundamentals of investment
11. Working knowledge of accounting software like Enterprise Resource Planning (ERP) and Microsoft Office

**SYLLABUS & WEIGHTAGE FOR**  
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**JUNIOR EXECUTIVE (FIRE SERVICES)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 50%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 50%

1. Applied Chemistry
2. Applied Mechanics
3. Strength of Materials
4. Fire services Hydraulics
5. Pumping Machinery & Accessories
6. Fire prevention & Protection
7. Fire Fighting Equipments
8. Fixed Fire Fighting Installations
9. Structural Fires & Building Fire Safety
10. Rescue Equipment & Techniques
11. Communication & Detection System
12. Heavy Vehicle & Automobile Engg.
13. Heat Combustion & Explosives
14. Special Fire Hazards
15. Electrical Fires
16. Aircraft Fires
17. Hazardous Materials
18. Fire Codes 7 Standards