

Syllabus for Computer Based Test

The paper will consist of 100 questions in 2 parts.

Part 1: Knowledge of the subject/discipline

Part-2: General Aptitude test (viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehensions, Mathematics)

The Duration for the test shall be 90 mins.

Syllabus for Part 1 of CBT:

<u>Post(s): S-5 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Foreman (Electrical)	Basic Electrical	75
	Battery	
	Domestic Appliances -Basic	
	Electrical Circuits and Fields	
	Electrical Machines	
	Electrical Practice	
	Electrical-Measurement and Measuring Instruments	
	Fuse	
	Types Of Switch	
	Winding Technique	
	Wiring and Lighting	
	Electrical Earthing	
	Types and Function of Relays	

<u>Post(s): S-5 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Foreman (Instrumentation)	Basics of Circuits and Measurement Systems	75
	Transducers, Mechanical Measurement and Industrial Instrumentation	
	Analog Electronics	
	Digital Electronics	
	Electrical and Electronic Measurements	
	Control System and Process Control including Control Valves, Pressure Safety Valves etc.	
	Analytical, Optical and Biomedical Instrumentation	
	Measuring Instruments- Pressure Gauges, Temperature Gauges, Flow Meters, Level Gauges, Pressure Transmitters/ Temperature Transmitters etc.	
	Calibration of Instruments	
	Instrument Tubings	
	PLC/ DCS	
	Loop Checking	
	P & ID Diagrams	

<u>Post(s): S-5 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Junior Chemist	Polymer Chemistry	75
	Inorganic Chemistry	
	Physical Chemistry	
	Organic Chemistry	
	Environmental Chemistry	
	Analytical Chemistry	
	Principles of Spectroscopy	
	Principles of Chromatography	
	Hydrocarbon Chemistry	
	Testing Equipment In Labs	

<u>Syllabus for Part 2 of CBT:</u>		
General Aptitude Test (viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehensions, Mathematics)		25

Syllabus for Part 1 of CBT:

<u>Post(s): S-3 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Assistant (Stores & Purchase)	Introduction to Warehousing	50
	Basic Warehousing Decisions	
	Warehouse Operations	
	Types of Warehouses	
	Functions	
	Centralized & Decentralized	
	Storage Systems	
	Warehousing Cost Analysis	
	Warehouse Layout	
	Characteristics of Ideal Warehouse	
	Inventory	
	Basic Concepts	
	Role in Supply Chain	
	Role in Competitive Strategy	
	Independent Demand Systems	
	Dependent Demand Systems	
	Functions	
	Types	
	Cost	
	Need for Inventory	
	Just in Time	
	Inventory Control	
	ABC Inventory Control	
	Multi-Echelon Inventory Systems	
	Distribution	
	Requirement Planning	
	Bull Whip Effect	
	Using WMS for Managing Warehousing Operations	
	Principles and Performance Measures Of Material Handling Systems	
	Fundamentals of Material Handling	
	Material Handling	
	Various Types of Material Handling Equipments	
	Types of Conveyors	
	Refrigerated Warehouses- Cold Chain- Agri SCM	
Modern Warehousing		
Automated Storage & Retrieval Systems & their Operations		
Bar Coding Technology & Applications in Logistics Industry		
RFID Technology & Applications		
Advantages of RFID		
Basic knowledge of Tendering/Procurement including Evaluation of Bids		

<u>Post(s): S-3 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Marketing Assistant	Marketing Concepts Production Marketing Sales Customer needs, wants etc.	50
	Marketing Planning Gathering and classifying data about the market the organization is currently in. Examining the market dynamics, patterns, customers, and the current sales volume for the industry as a whole; etc.	
	PRINCIPLES OF MANAGEMENT	
	Market Segmentation Dividing a broad consumer or business market, normally consisting of existing and potential customers into sub-groups of consumers. Criteria for segment Basis for Segmentation. Positioning Targeting etc.	
	Advertising Management Employing various media to sell a product or service through print media. Broadcast media Outdoors etc.	
	Consumer Behaviour Consumer purchase decision Consumer decision styles Customer relation management.	
	Business Laws Concept of principle and agent Carriage by land and sea Merchant shipping LC/Guarantee Marine, fire, life, and accident insurance Bills of exchange, Negotiable instruments, contracts and partnership. Sales of consumer goods.	
	Basic Accountancy & Financial Management, Basic Economics & Operation Research	
	Research Methodology: Surveys, focus groups, interviews, field trials etc.	

<u>Post(s): S-3 Grade</u>	<u>Syllabus</u>	<u>Total No. of Questions</u>
Accounts Assistant	Accounting Concepts & Conventions	50
	Financial Accounting - Company Accounts, BRP & Depreciation	
	Depreciation	
	Capital and Revenue expenditure/receipts	
	Bank reconciliation statement	
	Final Accounts of company	
	Business Law - Company Act, Sale of Goods Act, Contract Act	
	Corporate Accounting	
	Company Law	
	Cost Accounting	
	Income Tax & GST	
	Management Accounting.	
	Budgeting Financial Concurrence	
	<ul style="list-style-type: none"> • Financial Ratio analysis • Accounting, analysis of Financial Statements 	
Indian Accounting Standards (Ind-AS) Particularly related to:		
<ul style="list-style-type: none"> • Presentation of financial statements • Segment Reporting • Inventory Valuation • Contingent Liability, Contingent assets • Property, Plant and equipment's 		
Overview of Companies Act 2013 (Accounts & Audit, Appointment of auditors, Schedule – II (Depreciation) & Schedule – III (Financial Statements), CSR Provision		
<ul style="list-style-type: none"> • Project accounting and funding • Stores and Procurement procedure • Payment of Bills • Payroll accounting • Cost Audit & Cost Management • Computer and Financial Packages Proficiency 		

<u>Syllabus for Part 2 of CBT:</u>		
General Aptitude Test (viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehensions, Mathematics)		50

Syllabus for Computer Proficiency Test

[Applicable for Non- Technical disciplines viz; Assistant (Stores & Purchase)/ Marketing Assistant/
Accounts Assistant in S-3 Grade only]

Working knowledge of MS Office viz; Word, Excel and PowerPoint