

**POST 101: 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.

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.
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<b>Sl No</b>	
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 102: 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.

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.
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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 सर्वनाम ,क्रिया विशेषण
15	छन्द,अलंकार,रस,अभिव्यंजना
16	वाक्य संरचना , शुद्धी - अशुद्धि
17	हिंदी साहित्य का इतिहास
18	पत्र,कार्यालय आदेश ,कार्यालय ज्ञापन,टिप्पणी ,सूचना,परिपत्र की महत्ता और अन्तर
19	राजभाषा संबंधी संवैधानिक उपबंध ,राजभाषा अधिनियम
20	गद्य –पद्य आधारित प्रश्न

## **POST 103 : MANAGEMENT TRAINEE (MARKETING)**

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.
<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></ul>		

- Economics of Food Quality
- Applied Agricultural Trade and Policy Analysis
- Managing Sustainability
- Managing Energy Businesses
- Agricultural marketing, Trade & Practices
- 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
- Dimension of Agricultural Farming
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.

**POST 104 : MANAGEMENT TRAINEE (ACCOUNTS)**

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>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 law**

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 105 : JUNIOR COMMERCIAL EXECUTIVE**

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

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.
<ul style="list-style-type: none"> <li>• Agricultural marketing, Trade &amp; Practices</li> <li>• Farm Power and Machinery</li> <li>• Agricultural Entomology</li> </ul>		

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

### **POST 106: 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	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-VI:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
Agricultural marketing, Trade & Practices 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.
General Administration

### **POST 107 : JUNIOR ASSISTANT (ACCOUNTS)**

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>Financial Accounting</b> 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, Organizational Design, Organizational 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 108 : JUNIOR ASSISTANT (HINDI TRANSLATOR )**

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 – 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 अधिनियम, नियम संबंधी प्रश्न, 5) प्रशासनिक शब्दावली के अंग्रेजी शब्दों का हिंदी पर्याय, 6) प्रशासनिक शब्दावली के हिंदी शब्दों का अंग्रेजी पर्याय		
<b>a) Point No 1,2 &amp;3 will be in descriptive format</b>	10 marks	3 items
<b>b) Point No 4, 5 &amp; 6 will be in MCQ format</b>	01 mark	30 Ques.