

Syllabus for the written test of the contractual positions

SN	Name of the post	Syllabus	Total Marks
1	Manager (Technical)	<p><u>Technical (80 Marks)</u> Management skills, e.g. Team Handling, Project Management, Sprint, Agile methodology, SCRUM. Basic Programming, C, Object Oriented Programming, HTML, .NET, Java/JavaScript, Database (SQL only), Networking, OS, SDLC, MS Office and Google documents.</p> <p><u>General (20 Marks)</u> Mental and Mathematical Ability, Analytical and Logical Reasoning, English, Current Affairs.</p>	100
2	Deputy Manager (Technical)	<p><u>Technical (80 Marks)</u> Management skills, e.g. Team Handling, Project Management, Sprint, Agile methodology, SCRUM. Basic Programming, C, Object Oriented Programming, HTML, .NET, Java/JavaScript, Database (SQL only), Networking, OS, SDLC, MS Office and Google documents.</p> <p><u>General (20 Marks)</u> Mental and Mathematical Ability, Analytical and Logical Reasoning, English, Current Affairs.</p>	100
3	Assistant Manager (Technical)	<p><u>Technical (80 Marks)</u> Skills e.g. Sprint, Agile methodology, SCRUM. Basic Programming, C, Object Oriented Programming, HTML, .NET, Java/JavaScript, Database (SQL only), Networking, OS, SDLC, MS Office and Google documents.</p> <p><u>General (20 Marks)</u> Mental and Mathematical Ability, Analytical and Logical Reasoning, English, Current Affairs.</p>	100

4	District IT Manager	<p><u>Technical (80 Marks)</u> Basic Programming, C, Object Oriented Programming, HTML, .NET, Java/JavaScript, Database (SQL only), Networking, OS, SDLC, MS Office and Google documents.</p>	100
5	Assistant District IT Manager		
6	Manager (Human Resources)	<p><u>Human Resources (80 Marks)</u> Personnel Management & Public Personnel Administration, Functions of Management, Human Resource & Planning, Recruitment & Selection, Placement, Induction & Separation, Human Resource Information System & latest trends, Performance appraisal, Training & Development, Organizing Development & Managing Change, Organizational Behavior, Grievances management & Disciplinary proceedings, Labour Welfare & Administration, Minimum Wages Act, 1948, Maternity Act, 1961, EPFO rules and guidelines.</p> <p><u>General (20 Marks)</u> General Knowledge, Reasoning, Quantitative Aptitude, English Language-Noting and drafting skills, Basic computer skills-Word, Excel, PPT.</p>	100
7	Manager (Finance)	<p><u>Finance (80 Marks)</u> GST Law, its applicability (Including Input and output), Income Tax, GST TDS, Budgeting, Funds Flow Statement, Cash Flow Statement, Reconciliation of Banks, Ledger accounts and records, Final accounts, MS Excel, Word & Power point, E-accounting-Tally ERP 9 and Tally Prime,</p>	100
8	Assistant Manager (Finance)		
		<p><u>General (20 Marks)</u> Mental and Mathematical Ability, Analytical and Logical Reasoning, English, Current Affairs, Letter writing, Noting drafting.</p>	