



- 20.5 An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- 20.6 Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- 20.7 Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- 20.8 Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/ her are found to be false at a later stage.

21. Negative Marking and Shortlisting :

- 21.1 The marks obtained in the Computer Based Test will be considered for final merit ranking.
- 21.2 For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question for all Posts .
- 21.3 The cut off for shortlisting for Skill Test will be decided by the Competent Authority

22. Tentative Schedule of events :

Sl. No.	Event	Tentative Date(s)
1	On-line registration of Application by candidates	24 th December 2022 to 16 th January, 2023
2	Payment of Application Fees (Online)	24 th December 2022 to 16 th January, 2023
3	Download of call letters	February, 2023/March,2023
4	Online Exam	February, 2023/March,2023
5	Declaration of CBT Result	March, 2023
6	Conduct of Interview/Skill Test (wherever applicable)	To be intimated

23. Indicative Syllabus :

Syllabus for Assistant Director (Admn.& Accts.) – Finance, Accounts and Audit

Common Computer Based Test (CBT) may be conducted for Assistant Director is as per the subjects given below:-

Part	Subject	Questions/ Max. Marks	Duration (Minutes)	Version
A	General Knowledge and Current Affairs	10/10	10	Bilingual i.e. English and Hindi
B	Communication in English & Vocabulary	10/10		
C	Cash Book & its Maintenance	10/10	10	
D	General Financial rules & its application	20/20		
E	Financial, Accts, Bills, Stores Maintenance including construction, establishment/ Administration & Audit	50/50	40	
Total		100/100	60	

A. General Knowledge and Current Affairs

- The Indian Union and International Affairs including Current Affairs
- Personnel Management and Industrial Relations



- General Mental Ability/Quantitative aptitude
 - Logical Reasoning
 - Interpretation of graphs, charts and tables/Statistical methods
 - General Science/General Awareness
 - Computer awareness & Basic knowledge of office automation software such as Word/Excel/Access/PowerPoint/Internet/Tally Package/Office Management and procedure.
 - Mathematical knowledge such as simple and compound interest calculation, Area, Volume, annuity, etc.
- B. Communication in English and Vocabulary :**
- Vocabulary
 - Fill in the blanks
 - Grammar
 - Spot the Error
 - Antonyms
 - Synonyms/Homonyms
 - Sentence structure
 - Spellings
 - Detecting Mis-spelt words
 - One word substitutions
 - Idioms and phrases
 - Improvement
 - Passage
 - Verbal Comprehension passage etc.
 - Verbs
 - Adjectives
 - Clauses
- C. Cash Book & its Maintenance**
- Maintenance of double entry Cash book.
 - Closing of cash book
 - Bank reconciliation Statement
- D. General Financial Rules and its application**
- Preparation of various forms including GRE/PV/JV /stock entry etc.,
 - Conditions to be adhered to for incurring the expenditure
 - Procedure to be followed for sanction of any advances
 - Stores purchase/service procedure, award of contract in case of civil construction
 - Procedure to be followed for purchasing the capital assets
 - Steps to be taken for the construction related capital works
 - Maintenance of Asset/Dead Stock/Perishable etc., registers
 - Disposable of DSA and Assets
 - Hiring of equipment, building, personnel, vehicle, etc.
 - Consultancy
- E. Finance, Accounts, Bills, Stores, Maintenance including construction, Establishment/Admn. & Audit**
- Corporate Accounts & Accounting Standards, Depreciation, Provision and Reserves, Ledger posting, Trial Balance, Balance Sheet, Income & Expenditure Statement, Profit & Loss Account, Asset Accounting, Generally Accepted Accounting Principles, Management Information System, Management by Objective, Social Responsibility Accounting, Accounting of Royalties, Hire purchase and installment systems, Ratio Analysis, Working capital, Fund Flow & Cash Flow, ROI, Foreign Exchange Management, etc .
 - Indirect & Direct - Tax Management - Income Tax, Sales Tax, Service Tax, Customs duty, Import duty, Excise duty, etc.
 - Cost & Management Accounting



- Costing Techniques
- Cost Audit
- Financial Management
- Foreign Exchange and Risk Management
- Capital Market Analysis
- Computer Applications in Business
- Management Control System
- Principles of Accounting, Double Entry System, Journal, Ledger, Cash Book and Trial Balance, Provisions, Reserves, Depreciation accounting, final accounts with including Accounting Standards;
- Income Tax - Corporate Taxation, Personal Taxation Service Tax, CST, VAT, Delhi Sales Tax.
- Auditing - MAOCARO, Internal Audit, Tax Audit .
- Costing-concepts and classification of Cost, Methods and Techniques of Costing, Managerial Costing and Break even Analysis, Standard Costing and variance Analysis, Cost Records and Cost Audit; Marginal Costing, Material Management, Decision Making, Enterprise Resource Planning, Project Management Techniques, Cost Accounting Standard, Emerging concepts in Cost and Management Accounting
- Financial Statement Analysis
- Companies Act 1956 - provisions relating to formation and financing of Joint Stock Companies, Management of Share Capital;
- Financial planning, Sources of long term finance, optimum capital structure, Fund Flow Analysis, Cash Flow Analysis, Ratio Analysis, Budget Preparation and Control, Capital Budget, Working Capital Management, dividend policy;
- Project Evaluation- Objectives, Types, Methods of Projects Evaluation, Appraisal Criteria - Net Present Value, Benefit cost ratio, Internal Rate of Return, Payback Period;
- Investment Management, Alternative forms of Investment, Investment Process, Market for Securities and Taxes, Valuation of securities;
- Credit Rating- Meaning of Credit and Rating Symbols by CRISIL, ICRA and CARE.
- Foreign Exchange, Exchange Rate Determination and Forecasting Risk- Foreign Exchange and Interest Rates Risk and their management, Political Risk and its management, Inflation risk, and its impact, Financial Swaps - Interest Rate Swaps and Currency Swaps.
- Fundamental Rules and Supplementary Rules
- CCS(Pension) Rules & New Pension Scheme
- TA Rules & LTC Rules
- Medical Attendance Rules
- Provident Fund Rules
- Delegation of Financial powers
- Civil Accounts Manual
- Central Treasury Rules
- Disciplinary procedures
- Fixation of pay /wage fixation
- Outsourcing of maintenance activities/Review of Estimates in regard to Capital/Civil works.
- Cadre Review
- Fundamental of Audit
- Internal Check and Internal Control system
- Vouching and verification of records
- Audit of transactions and Accounting thereon
- Investigation and Loss analysis Risk Analysis



SYLLABUS FOR COMPUTER PROGRAMMER

Common Computer Based Test (CBT) may be conducted for Computer Programmer is as per the subjects given below:-

Section	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Section I	Mental Ability and Quantitative Aptitude	60	60	Bilingual i.e. English and Hindi
Section II	Technical Test (Software Development)	60	60	
	Total	120	120	

Details of Section I:

The test will contain questions on three abilities or skills

1. Analytical Reasoning Skills
2. Quantitative Skills : Arithmetic, Elementary Algebra, Commonly known concepts of Geometry
3. Verbal Skills : Reading Comprehension, Sentence Correction, and Sentence Completions

Details of Section II:

The test will contain questions on following concepts or skills

- a. Digital Logic: Boolean algebra. Combinational and sequential circuits. Minimization. Number representations and computer arithmetic (fixed and floating point).
- b. Computer Organization and Architecture: Machine instructions and addressing modes. ALU, data-path and control unit. Instruction pipelining. Memory hierarchy: cache, main memory and secondary storage; I/O interface (interrupt and DMA mode).
- c. Programming and Data Structures: Programming in C. Recursion. Arrays, stacks, queues, linked lists, trees, binary search trees, binary heaps, graphs.
- d. Algorithms: Searching, sorting, hashing. Asymptotic worst case time and space complexity. Algorithm design techniques: greedy, dynamic programming and divide- and-conquer. Graph search, minimum spanning trees and shortest paths.
- e. Operating System: Processes, threads, inter-process communication, concurrency and synchronization. Deadlock. CPU scheduling. Memory management and virtual memory. File systems. UNIX, Linux, Windows XP.
- f. Databases: ER-model. Relational model: relational algebra, tuple calculus, SQL. Integrity constraints, normal forms. File organization, indexing (e.g., B and B+ trees). Transactions and concurrency control.
- g. Computer Networks: Concept of layering. LAN technologies (Ethernet). Flow and error control techniques, switching. IPv4/IPv6, routers and routing algorithms (distance vector, link state). TCP/UDP and sockets, congestion control. Application layer protocols (DNS, SMTP, POP, FTP, HTTP). Basics of Wi-Fi. Network security: authentication, basics of public key and private key cryptography, digital signatures and certificates, firewalls



SYLLABUS FOR CONDUCTING COMMON COMPUTER BASED TEST FOR THE POSTS OF ASSISTANT SUPERINTENDENT (TECHNICAL), ASSISTANT SUPERINTENDENT (ADMN.), STENOGRAPHER (GRADE-I), UPPER DIVISION CLERK, AND STENOGRAPHER (GRADE-II)

Common Computer Based Test (CBT) may be conducted for all the above posts as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A.	General Intelligence & Reasoning	30	30	Bilingual i.e. English and Hindi
B.	General Awareness	30	30	
C.	Numerical Aptitude	30	30	
D.	English Comprehension	30	30	
Total		120	120	

There will be 120 questions and the duration for completion of the CBT will be (2) two hours.

SYLLABUS

- A. General Intelligence & Reasoning : It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.
- B. General Awareness : Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- C. Numerical Aptitude : The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (The standard of the questions will be of 10+2 level).
- D. English Comprehension : Candidates' ability to understand correct English, his basic comprehension, etc. would be tested.



Candidates who obtain the qualifying marks in the CBT may be shortlisted for inviting for Typing Test on computer for the Post of Upper Division Clerk / Skill Test in Stenography for the Posts of Stenographer (Grade-I), and Stenographer (Grade-II) depending upon the number of posts to be filled, which is of qualifying nature.

#	Name of the Post	Level in the Pay Matrix	Skill Test norms
1	Stenographer (Grade-I)	Level-6	Dictation: Ten minutes at the rate of 120 words per minute. Transcription (on Computer): 75 minutes (English) 95 minutes (Hindi) (iii) Skill Test shall be conducted only on Computer.
2.	Upper Division Clerk	Level-4	Typing speed of 35 words per minute in English or 30 words per minute in Hindi Typing may be conducted on computer (35 words per minute and 30 words per minute correspond to 10500 key depressions per hour or 9000 key depressions per hour on an average of five key depressions for each word). (Time allowed – Ten minutes).
3.	Stenographer (Grade-II)	Level-4	Dictation: 10 minutes at the rate of 80 words per minute. (i) Transcription (on Computer): 50 minutes (English) 65 minutes (Hindi). (iii) Skill Test shall be conducted only on Computer.



Syllabus for Recruitment to the post of Library and & Information Assistant

There will be 120 questions and the duration for completion of the CBT will be (2) two hours.

Indicative Syllabus for Computer Based Model Examination (MCQ):

Paper	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Paper I	General Awareness	30	30	Bilingual i.e. English and Hindi
	English Language	30	30	
Paper II	Library Methods and Techniques	60	60	
	Total	120	120	

Paper – I :

General Awareness : Questions shall aim at testing the candidate's awareness of current events and environment around him/her besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.

English Language : Questions in this component are designed to test the candidates understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

PAPER-II :

Library Methods and Techniques :

Library and Society: Laws of Library Science; Types of Libraries; Library Associations, systems and Programmes; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services–UNESCO, IFLA, FID, INIS, NISSAT, etc.;

Library Management: Collection development –Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library –Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

Library Classification Theory and Practice: Canons and Principles, Library Classification Schemes – DDC, CC, UDC;

Library Cataloguing Theory and Practice: Canons and Principles; Library Cataloguing Codes – CCC and AACR;

Reference and Information Sources: Bibliography and Reference Sources–Types of Bibliography; Reference Sources–Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information– Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc.;

Information Services: Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services– CAS, SDI;

Information Technology: Basics Introduction to Computers; Use of computers on Library house keeping, Library Automation; Software and software packages; Networks–DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.



JUNIOR ENGINEERS (ELECTRICAL) EXAMINATION

Scheme of Examination

The Examination will consist of two Papers i.e. Paper-I and Paper-II (Computer Based Examination). Details of these Papers are as follows:

Paper	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
Paper I	General Intelligence and Reasoning	30	30	Bilingual i.e. English and Hindi
	General Awareness	30	30	
Paper II	General Engineering	60	60	
	Total	120	120	

Indicative Syllabus

The standard of the questions in Engineering subjects will be approximately of the level of Diploma in Engineering (Electrical) from a recognized Institute, Board or University recognized by All India Board of Technical Education. All the questions will be set in SI units. The details of the syllabus are given below:

Paper-I

(i) General Intelligence & Reasoning: The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

(ii) General Awareness: Questions will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research, etc. These questions will be such that they do not require a special study of any discipline.

(iii) General Engineering (Electrical):

Basic concepts, Circuit law, Magnetic Circuit, AC Fundamentals, Measurement and Measuring instruments, Electrical Machines, Fractional Kilowatt Motors and single phase induction Motors, Synchronous Machines, Generation, Transmission and Distribution, Estimation and Costing, Utilization and Electrical Energy, Basic Electronics.



SYLLABUS FOR RECRUITMENT FOR THE POST OF JUNIOR TRANSLATOR (HINDI)

Scheme of Examination:

The examination will consist of two papers. Details of these papers are as follows:

Part	Mode of Paper	Subject	Number of Questions/ Marks	Duration (Minutes)
Paper- I (Objective Type)	Computer Based Mode	i) General Hindi	40	60
		ii) General English	40	
Paper - II	Descriptive	Translation (Hindi to English and English to Hindi)	100 Marks	60

Paper-I will consist of Objective Type Multiple choice questions only.

General Hindi :

- Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc
- Hindi Synonyms
- Hindi Paragraphs
- Hindi Proverbs
- Hindi Antonyms
- Hindi Phrases/ Muhavare,
- Hindi Comprehension,
- Knowledge of Hindi

General English :

- Fill in the Blanks
- Error Recognition
- Articles
- Verbs
- Preposition
- Spelling Test
- Vocabulary
- Grammar
- Synonyms
- Sentence Structure
- Antonyms
- Sentence Completion
- Correct use of words
- Phrases and Idioms

Paper-II Syllabus

1. Two passages for translation one passage for translation from Hindi to English and one passage for translation from English to Hindi
2. An Essay each in Hindi and English



SYLLABUS FOR FIELD ASSISTANT EXAMINATION

Common Computer Based Test (CBT) may be conducted for Field Assistant is as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A	General intelligence & Reasoning	25	30	Bilingual i.e. English and Hindi
B	General Awareness	25	30	
C	Quantitative Aptitude	25	30	
D	English Comprehension	25	30	
Total		100	120	

- (A) **General Intelligence & Reasoning** : It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. 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 & decoding, 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.
- (B) **General Awareness**: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- (C) **Quantitative Aptitude**: The questions will be designed to 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 ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- (D) **English Comprehension**: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled 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, cloze passage & comprehension passage.



SCHEME OF EXAMINATION FOR COOK

Common Computer Based Test (CBT) may be conducted for Cook is as per the subjects given below:-

Part	Subject	Max. Marks/ Questions	Duration (Minutes)	Version
A	General Intelligence & Reasoning	25	30	Bilingual i.e. English and Hindi
B	General Awareness	25	30	
C	General English	25	30	
D	Numerical Aptitude	25	30	
Total		100	120	

The question papers of Written Test will be bilingual i.e. English & Hindi. However, the questions on the portion of the English Language subject will be in English only.

Syllabus for Examination:

- (a) General Intelligence & Reasoning: will be of 10th standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship to arithmetical-computation and other analytical functions.
- (b) General Awareness: The questions will be of 10th standard. The questions will be designed to test the ability of a candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of 10th/12th standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- (c) General English: The questions will be of 10th standard. Candidates understanding the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his/her writing ability would also be tested.
- (d) Numerical Aptitude : This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit & loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and time, Time and Work etc.