

Indicative Syllabus for “Professional Knowledge” Section

Deputy Manager (IT) - Application Developer:

1. Object Oriented Programming Concepts
2. Data structures
3. Fundamental database concepts
4. Server & client side development and their frame work
5. Software development framework concepts
6. OS concepts including Embedded systems
7. Web development technologies
8. C# / Java / Javascript/ ASP.NET/ PHP fundamentals

Assistant Manager (HR):

1. Labour Laws and New Labour Codes { (a) Code on Wages 2019, b) Industrial Relations Code 2020, c) Code on Social Security 2020, d) Occupational Safety, Health and Working Conditions Code , 2020 }
2. Human Resource Planning
3. Recruitment & Selection
4. Human Resource Development: Strategies and Systems
5. Performance Management & Appraisal
6. Competency Mapping
7. Training and Development
8. Management of Compensations and Benefits
9. Rewards & Recognition
10. Organizational Structure Design and Change
11. Organizational Behavior
12. Management of Change and Organization Effectiveness
13. Managing Interpersonal Relations and Group Processes
14. Emotional Intelligence and Managerial Effectiveness
15. Transactional Analysis
16. Industrial Relations & Trade Unions
17. Conflict Management
18. Collective Bargaining and Negotiations process
19. Grievance Management
20. Management Science
21. Business Policy and Strategic Analysis
22. Corporate Evolution and Strategic Management
23. Cross Cultural and Global Management
24. International Business Environment
25. Business Ethics, Corporate Governance & Social Responsibility
26. Understanding Society and Social Structure
27. Managerial Economics
28. Assessment & Development Centre
29. Financial Management and Accounting
30. Marketing Management
31. Quantitative Methods & Research Methodology
32. Production and Operations Management
33. Marketing Research
34. Computer Applications in Business
35. Management Information Systems
36. Human Resource Information System
37. Total Quality Management

Assistant Manager (Finance & Accounts):

Basic Accounting Concept & Standards	Conceptual clarity on basic Accounting concepts like Going concern, Accrual etc. Good understanding of Ind AS.
Preparation of Accounts, Costing & Budgetary Control	Preparation of Accounts in computerized environment and analysis of financial statement including ratio analysis
	Understanding of Costing Techniques like Marginal Costing, absorption costing, etc. Cost Audit of Companies
Banking/Treasury Management & Capital Budgeting	Understanding of various Investment avenues available in market
	Method of raising Debt from market including Working Capital Management
	Various Capital Budgeting Techniques used for evaluation of projects
Taxation	Income Tax including the filing of the return, TDS, Advance Tax, etc.
	Goods & Services Tax
Auditing	Auditing concepts and methods including new areas like Risk based Audit
	Internal & External Audit of Companies (Statutory Audit, C&AG Audit, Internal Audit, Cost Audit)
Commercial Laws/Mercantile Law	The Indian Contract Act, 1872
	Companies Act, 2013
	The Sale of Goods Act, 1930
	Negotiable Instrument Act, 1881
	Payment of Gratuity Act, Bonus Act etc.
	New Labour Codes: 1. Code on Wages, 2019 2. Industrial Relations Code, 2020 3. Code on Social Security, 2020 4. Occupational Safety, Health and Working Conditions Code (OSHWC), 2020

Assistant Manager (Material Management):

1. Production Function
2. Micro Economics, applied to plant and industrial undertaking
3. Process Planning
4. Manufacturing Schedule
5. Replacement Analysis
6. Purchasing or Procurement
7. Purchase Organization
8. Buying Techniques
9. Quantity and Quality Standards
10. The Purchasing Procedure
11. Accounting
12. Stores, Material Control & Scrap Disposal
13. Receipts and Issue of Materials
14. Store Records
15. Codification of Material
16. Physical Verification of Stores
17. Inventory Control
18. Inventory Classification
19. Inventory Management
20. Objectives of Inventory Control
21. Functions of Inventories
22. Economic Order Quantity
23. Inventory Models
24. ABC Analysis
25. Material Requirements Planning
26. Manufacturing Resources Planning
27. Operation Cycle

Assistant Manager (IT):

1. Operating System
2. Data Structure
3. Object Oriented Programming
4. Database Management Systems
5. Compiler Design/language Processor
6. Computer Organization
7. Microprocessor and Computer Hardware
8. Computer Network
9. Software Engineering
10. Web Technology
11. Data Warehousing and Data Mining
12. Computer and Network Security

Assistant Manager (Safety):

1. Occupational Health
 - Physical Health Hazards, Chemical Health Hazards and Their Prevention and Control
 - Psychological Hazards
 - Cumulative Trauma Disorders and Application of Ergonomics in Industry
 - Occupational Diseases
2. Industrial Safety
 - Accidents and Prevention
 - Hazard Identification, Prevention and Control Techniques for Identification of Hazards
 - Behaviour Based Safety
 - Work Permit System
3. Occupational Safety And Health Legislations
 - ILO Conventions and Recommendations
 - National Policy on Occupational Safety Health and Environment at Workplace
 - The Occupational Safety, Health and Working Condition Code, 2020
 - The Code on Social Security, 2020
 - The Industrial Relation Code, 2020
 - Air (Prevention & Control of Pollution) Act, 1981 and Amended, 1986
 - Water (Prevention & Control of Pollution) Act, 1974 and Rules
 - Manufacture Storage and Import of Hazardous Chemical Rules, 1989
 - OHSAS, 18001
4. Industrial Hygiene
 - Industrial Hygiene TLV Place Monitoring Concept and Work
 - Assessment of Airborne Contaminants in The Work Environment
 - Biological Monitoring
 - Industrial Ventilation
 - Personal Protective Equipment (PPEs)
 - Heat Stress

5. Staff Training & Productivity

- Identification of Health Training Needs Designing and Organizing Training Programs
- Training Techniques
- Concept and Measurements of Productivity
- Total Quality Management
- Kaizen- Concept and Philosophy
- Principles of Healthcare Management

6. Miscellaneous

- Basic Types of Inventory Control Systems
- Organization & Function of Occupational Health Services
- Emergency Medical Responses
- Medical Organization for Major Accident Hazard Control
- Evaluations of Industrial Injuries
- Industrial Medicine Service
- Toxicity of Some Pesticides and General Precaution

सहायक प्रबंधक (राजभाषा):

क्र.सं.	विषय
1	राजभाषा संबंधी संवैधानिक उपबंध
2	राजभाषा अधिनियम, 1963 (यथा संशोधित-1967)
3	राजभाषा संकल्प-1968 तथा वार्षिक कार्यक्रम
4	राजभाषा नियम-1976 (यथा संशोधित 1987)
5	हिंदी के प्रयोग के संबंध में नीति-निर्देशों / आदेशों का अद्यतन ज्ञान
6	राजभाषा से संबंधित समितियाँ – (क) संसदीय राजभाषा समिति (ख) केंद्रीय हिंदी समिति (ग) मंत्रालय की हिंदी सलाहकार समिति (घ) राजभाषा कार्यान्वयन समिति (ङ) नगर राजभाषा कार्यान्वयन समिति (च) आलेख एवं साक्ष्य उपसमिति
7	आवधिक रिपोर्ट तथा निरीक्षण व्यवस्था
8	हिंदी शिक्षण योजना तथा केंद्रीय हिंदी प्रशिक्षण संस्थान के माध्यम से हिंदी शिक्षण व्यवस्था एवं प्रोत्साहन योजना
9	हिंदी कार्यशाला, सम्मेलन, सेमिनार, हिंदी दिवस एवं हिंदी पखवाड़ा आयोजन का ज्ञान
10	हिंदी प्रशिक्षण हेतु रोस्टर रजिस्टर तैयार करने का ज्ञान
11	अनुवाद तथा अनुवाद के प्रकार, अनुवाद व्यवस्था के उपयोग से संबंधित नीतिगत आदेशों का ज्ञान
12	हिंदी से अंग्रेजी तथा अंग्रेजी से हिंदी अनुवाद करने की योग्यता
13	अंग्रेजी के तकनीकी शब्दों के हिंदी पर्याय
14	हिंदी तथा अंग्रेजी में प्रारूपण एवं लेखन
15	संसदीय राजभाषा समिति के प्रतिवेदनों पर माननीय राष्ट्रपति के आदेश
16	हिंदी साहित्य का इतिहास एवं विकास, समसामयिक साहित्यिक गतिविधियाँ
17	हिन्दी/अंग्रेज़ी भाषा का सामान्य ज्ञान
18	सरकारी प्रकाशन, हिंदी पत्र-पत्रिकाओं तथा पुस्तकों की खरीद, पत्रिका प्रकाशन एवं मुद्रण का ज्ञान
19	कंप्यूटर साक्षरता – (क) हिंदी में कंप्यूटर संचालन, ई-मेल, MS Office (ख) हिंदी सॉफ्टवेयर तथा यूनिकोड स्थापना और टंकण
20	हिंदी साहित्य एवं राजभाषा – (क) आधुनिक हिंदी साहित्य के कवि-लेखकों का योगदान (ख) राष्ट्रीय एकता में हिंदी की भूमिका (ग) राजभाषा एवं राष्ट्रभाषा में अंतर (घ) कार्यालयीन हिंदी का ज्ञान (ङ) राजभाषा कार्यान्वयन की चुनौतियाँ
21	प्रोत्साहन योजनाएँ