

Syllabus of Selection Test to the Post of Assistant Professor - Finance and Accounting

Total Marks: 100

Introduction to Financial accounting- Importance, Functions and limitations. Generally Accepted Accounting Principles (GAAP) - The accounting equation- Nature of accounts and rule-Book keeping-Double entry book keeping- Journal- Ledger- Cash book

Preparation of Final accounts- Trading and Profit and Loss account- Balance sheet. Depreciation - Methods of depreciation.

Investment accounts- fixed income bearing securities- Variable income bearing securities-Investment ledger- Cum interest and ex interest.

Working capital- importance- Determinants of working capital- sources of working capital-estimation of working capital

Management accounting - Meaning, Nature. Objectives, Scope. Cost accounting- Meaning, objectives, functions, importance

Financial statement analysis- Tools- Comparative financial statements-Common size financial Statements- Ratio analysis-Fund flow analysis- Cash flow analysis- Break even analysis-Trend analysis.

Preparation of cost sheet

Financial management- meaning, objectives, nature, scope-Finance functions- financial decision-financing decision-Investment decision-Dividend decision

Capital structure- concept of cost of capital- Cost of Debt- cost of preference share- cost of retained earnings- cost of equity- Measurement of overall cost of capital

Capital budgeting- techniques of capital budgeting - pay back method- Accounting Rate of Return- Net Present Value Method- Internal Rate of Return- Profitability Index.

Syllabus of Selection Test to the Post of Assistant Professor - Quantitative Techniques, Business Economics, Operations Research

Total Marks: 100

Basic Statistics: Basic Concepts of Statistics. Charts and Diagrams. Measures of Central Tendency and Dispersion moments, Skewness & Kurtosis

Probability: Basic Concepts. Random Variable. Theorems: Addition, Multiplication, Conditional Probability, Bayes' Theorem, Business Applications of Probability

Probability Distributions: Normal, Binomial, Poisson, Exponential Distributions

Statistical Estimation: Basic Concepts. Point and Interval Estimation. Central Limit Theorem, Sampling Distribution, Standard Error, Type I error. Type II error, Testing of Hypothesis- t-test, Z-test, Chi-Square test. F-test, ANOVA

Correlation and Regression: Simple, Partial and Multiple Correlation. Regression, Business Applications, Time Series Analysis, Software Packages.

Managerial Economics - Decision making and concept affecting business decision - Utility analysis - Demand curve - indifference curve analysis, price effect, income effect and substitution effect - Elasticity of demand - demand forecasting

Production function - law of variable proportion - production Isoquant - Market structure- Perfect and imperfect competition - monopoly, duopoly, monopolistic competition. National income -Gross domestic product. Gross national product- measurement of national income - business cycle- factors influencing international trade - balance of payments - disequilibrium

Introduction to Operations Research: Objectives and Business Applications of Operations Research, Models: Introduction, Linear Programming Problem (LPP) Formulation, Graphical Method, Simplex Method, Dual LPP, Basic Concepts of Sensitivity Analysis.

Transportation Models: Northwest Corner Method (NWC), Least Cost Method (LCM), Vogels Approximation Method, Test for optimality-MODI Method. Assignment Model- Hungarian Method

Network Models: Critical Path Method (CPM), Program Evaluation Review Technique (PERT), Crashing, Resource Smoothing, Resource Leveling.

Queuing Theory: M/M/1 Queue (System with Single Server), M/M/2 (System with Two Servers), Monte Carlo Simulation, Applications in Queuing and Inventory.

Decision Theory: Decision Making under Risk and Uncertainty, Game Theory, Decision Tree, OR Software.

Syllabus for Assistant Professor (Management)

Total: 100 Marks

(Each Unit carries 10 Marks)

Unit - I

Management – Concept, Process, Theories and Approaches, Management Roles and Skills

Functions – Planning, Organizing, Staffing, Coordinating and Controlling Communication – Types, Process and Barriers.

Decision Making – Concept, Process, Techniques and Tools

Organisation Structure and Design – Types, Authority, Responsibility, Centralisation, Decentralisation and Span of Control

Managerial Economics – Concept & Importance

Demand analysis – Utility Analysis, Indifference Curve, Elasticity & Forecasting

Market Structures – Market Classification & Price Determination

National Income – Concept, Types and

Measurement Inflation – Concept, Types and

Measurement Business Ethics & CSR

Ethical Issues & Dilemma

Corporate Governance

Value Based Organisation

Unit – II

Organisational Behaviour – Significance & Theories

Individual Behaviour – Personality, Perception, Values, Attitude, Learning and Motivation

Group Behaviour – Team Building, Leadership, Group Dynamics

Interpersonal Behaviour & Transactional Analysis

Organizational Culture & Climate

Work Force Diversity & Cross Culture Organisational Behaviour

Emotions and Stress Management

Organisational Justice and Whistle Blowing

Human Resource Management – Concept, Perspectives, Influences and Recent Trends

Human Resource Planning, Recruitment and Selection, Induction, Training and Development

Job Analysis, Job Evaluation and Compensation Management

Unit – III

Strategic Role of Human Resource Management

Competency Mapping & Balanced Scoreboard

Career Planning and Development

Performance Management and Appraisal

Organization Development, Change & OD Interventions

Talent Management & Skill Development

Employee Engagement & Work Life Balance

Industrial Relations: Disputes & Grievance Management, Labour Welfare and Social Security

Trade Union & Collective Bargaining

International Human Resource Management – HR Challenge of International Business

Green HRM

Unit- IV

Accounting Principles and Standards, Preparation of Financial Statements

Financial Statement Analysis – Ratio Analysis, Funds Flow and Cash Flow Analysis, DuPont Analysis

Preparation of Cost Sheet, Marginal Costing, Cost Volume Profit Analysis

Standard Costing & Variance Analysis

Financial Management, Concept & Functions

Capital Structure – Theories, Cost of Capital, Sources and Finance

Budgeting and Budgetary Control, Types and Process, Zero base Budgeting

Leverages – Operating, Financial and Combined Leverages, EBIT–EPS Analysis, Financial Breakeven Point & Indifference Level.

Unit -V

Value & Returns – Time Preference for Money, Valuation of Bonds and Shares, Risk and Returns;

Capital Budgeting – Nature of Investment, Evaluation, Comparison of Methods; Risk and Uncertainly Analysis

Dividend – Theories and Determination

Mergers and Acquisition – Corporate Restructuring, Value Creation, Merger

Negotiations, Leveraged Buyouts, Takeover

Portfolio Management – CAPM, APT

Derivatives – Options, Option Payoffs, Option Pricing, Forward Contracts & Future Contracts

Working Capital Management – Determinants, Cash, Inventory, Receivables and Payables Management, Factoring

International Financial Management, Foreign exchange market

Unit - VI

Strategic Management – Concept, Process, Decision & Types

Strategic Analysis – External Analysis, PEST, Porter's Approach to industry analysis, Internal Analysis – Resource Based Approach, Value Chain Analysis

Strategy Formulation – SWOT Analysis, Corporate Strategy – Growth, Stability, Retrenchment, Integration and Diversification, Business Portfolio Analysis - BCG, GE Business Model, Ansoff's Product Market Growth Matrix

Strategy Implementation – Challenges of Change, Developing Programs Mckinsey 7s Framework

Marketing – Concept, Orientation, Trends and Tasks, Customer Value and Satisfaction Market Segmentation, Positioning and Targeting

Product and Pricing Decision – Product Mix, Product Life Cycle, New Product development, Pricing – Types and Strategies

Place and promotion decision – Marketing channels and value networks, VMS, IMC, Advertising and Sales promotion

Unit -VII

Consumer and Industrial Buying Behaviour: Theories and Models of Consumer Behaviour

Brand Management – Role of Brands, Brand Equity, Equity Models, Developing a Branding Strategy; Brand Name Decisions, Brand Extensions and Loyalty

Logistics and Supply Chain Management, Drivers, Value creation, Supply Chain Design, Designing and Managing Sales Force, Personal Selling

Service Marketing – Managing Service Quality and Brands, Marketing Strategies of Service Firms

Customer Relationship Marketing – Relationship Building, Strategies, Values and Process

Retail Marketing – Recent Trends in India, Types of Retail Outlets.

Emerging Trends in Marketing – Concept of e-Marketing, Direct Marketing, Digital Marketing and Green Marketing

International Marketing – Entry Mode Decisions, Planning Marketing Mix for International Markets

Unit -VIII

Statistics for Management: Concept, Measures Of Central Tendency and Dispersion, Probability Distribution – Binominal, Poison, Normal and Exponential Data Collection & Questionnaire Design

Sampling – Concept, Process and Techniques

Hypothesis Testing – Procedure; T, Z, F, Chi-square tests

Correlation and Regression Analysis

Operations Management – Role and Scope

Facility Location and Layout – Site Selection and Analysis, Layout – Design and Process

Enterprise Resource Planning – ERP Modules, ERP implementation

Scheduling; Loading, Sequencing and Monitoring

Quality Management and Statistical Quality Control, Quality Circles, Total Quality

Management – KAIZEN, Benchmarking, Six Sigma; ISO 9000 Series Standards

Operation Research – Transportation, Queuing Decision Theory, PERT / CPM

Unit -IX

International Business – Managing Business in Globalization Era; Theories of International Trade; Balance of payment

Foreign Direct Investment – Benefits and Costs

Multilateral regulation of Trade and Investment under WTO

International Trade Procedures and Documentation; EXIM

Policies Role of International Financial Institutions – IMF and
World Bank

Information Technology – Use of Computers in Management Applications;
MIS, DSS

Artificial Intelligence and Big Data

Data Warehousing, Data Mining and Knowledge Management – Concepts
Managing Technological Change

Unit - X

Entrepreneurship Development – Concept, Types, Theories and
Process, Developing Entrepreneurial Competencies

Intrapreneurship – Concept and Process

Women Entrepreneurship and Rural Entrepreneurship

Innovations in Business – Types of Innovations, Creating and
Identifying Opportunities, Screening of Business Ideas

Business Plan and Feasibility Analysis – Concept and Process of
Technical, Market and Financial Analysis

Micro and Small Scale Industries in India; Role of Government in Promoting

SSI Sickness in Small Industries – Reasons and Rehabilitation

Institutional Finance to Small Industries – Financial Institutions,
Commercial Banks, Cooperative Banks, Micro Finance.

**Syllabus for the Post of Assistant Professor - Communicative
English**

Total Marks: 100

(Each Unit carries 10 Marks)

Unit –I : Drama

Unit –II : Poetry

Unit –III : Fiction, short story

Unit –IV : Non-Fictional Prose

NOTE: The first four units must also be tested through comprehension passages to assess critical reading, critical thinking and writing skills. These four units will cover all literatures in English.

Unit –V : Language: Basic concepts, theories and pedagogy. English in Use.

Unit –VI : English in India: history, evolution and futures

Unit –VII : Cultural Studies

Unit –VIII : Literary Criticism

Unit –IX : Literary Theory post World War II

Unit –X : Research Methods and Materials in English

SYLLABUS FOR THE POST OF CLERK

Total Marks: 100

Proficiency in Basics of Accounting, General Accounting Principles, Accounting Concepts and Conventions, Bills of exchange, Preparation of Financial Statements of Non -Profit Organisations, Rectification of Errors, Capital and Revenue Transaction, Auditing-Nature, Scope and Significance of Audit engagement, Audit Programme, Audit Working Papers, Audit Note Book, Audit Evidence and Audit Report, Internal Check, Internal Control, Internal Audit, Bank reconciliation.

Accounting Package - Tally ERP 9

Tally ERP 9- Proficiency in Accounts only (except inventory)

Features of Tally ERP.9, Creation, Modification and Deletion of Company, Groups-Predefined Groups in Tally ERP.9, Ledgers - Predefined ledgers in Tally. ERP9, Accounting Vouchers - Predefined vouchers, Financial statement of Non- Trading Organizations, Cost centre- Creation and Allocation, Export/Import of Data, Testing skills of the candidate in posting Accounting entries in Tally, Bank Reconciliation in Tally.

GST - Basic Fundamentals of GST, Functions, Advantages, GSTN - Functions, GST Rate Slab, CGST, SGST, IGST, TDS certificate, TDS Rate, TDS return, Income Tax-Rate Slab, EPF/ESI Rate Slab.

General Knowledge, Current Affairs, General English,
Mental Ability & Reasoning

Updated on 23-01-2021

Syllabus for the post of Confidential Assistant

Total marks : 100

English, General Knowledge , Current Affairs

Syllabus of Selection Test to the Post of Grade II (b) Technical Assistant

Total Marks: 100

Components in a computer, peripheral devices and troubleshooting- CPU, Mother Board, Ports, HDMI VGA, Add on cards, Peripheral devices. Input/output devices, Servers and clients, Server Management, Client Server Technology, Peer to Peer connectivity

LAN, Wi-Fi network and Troubleshooting - NIC, Router, Switch, Modem. Hub. Network cabling and Connectors - Thick coaxial cable. Thin coaxial cable, Fibre optic cable. Twisted pair cables, Ethernet cabling, RJ 45 connector. Coaxial cable connectors. BNC connectors. Crimping, Radio NICs. Access points Configuring, Repeaters. Antennae

Operating System management, Internet, e-Office and accessing data from Government websites. Protocols, Website Management, e-tendering process in Government organisations. Components of Office Automation Suites like MS-OFFICE - MS-WORD, MS-EXCEL, MS-ACCESS, MS-POWERPOINT. HTML, Server Management. Ability to create computer programs in a distributed networking environment

Security Devices Management and Biometric System - CCTV Trouble shooting. Types of CCTV cameras, DVR types. Cables used in CCTV Networks. Interfacing with computer system. Remote access of cameras. Biometric System - Components, Trouble shooting, interfacing with computer system, Remote access of Biometric system.