

SYLLABUS FOR WRITTEN TEST FOR PERMANENT POSTS			
SL NO	NAME OF POST	Medium of Test	SYLLABUS
1	Asst.Personnel Officer	English	Personnel Management with special emphasis on the topics of manpower sourcing, training & development, human resource information system (HRIS), Factories Act, Industrial Disputes Act, Employees Provident Fund Act, Employees State Insurance Act, Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Maternity Benefit Act, Trade Unions Act, Employees Compensation Act, Industrial Employment Standing Orders Act and Contract Labour (Regulation and Abolition) Act, Kerala Co-operative Societies Act & Rules, Gratuity Act & Rules and from the topics of General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
2	Marketing Organiser	English	Consumer behaviour - customer satisfaction, Managing customers, Managing Retailers, wholesalers, customer complaint redressal (case study), Logistic Management, Managing FMCG products, Qualities of a sales person, Current market scenario, Sales / Market promotion activities, Supply chain management, Basic accounting principles, Kerala and Indian Dairy Scenario and from the topics of General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
3	Jr.Supervisor (P&I)	English	Co-operative Principles, Kerala Co-operative Societies Act & Rules, Preparation of final account of milk Societies and Auditing, FSSA standards, Accounting knowledge at Graduate level, Kerala and Indian Dairy scenario, Basics of Dairy Technology like handling and shelf life of milk and from the topics of General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
4	Technician (Gr.II) - Boiler	English	Working and management of a steam boiler, Economizer, APH, procedure before starting fires and when raising steam, prevention of scale or other deposits on heating surfaces, periodical inspection of boilers, hydraulic test and steam test, precautions and safety measures in a boiler room, water lodging in steam pipes and the precautions, electrical controls in boiler, IBR RulesTypes of Boilers, different type of metals, System of Units, British, metric and SI units of length, area, volume capacity, weight, time, angle, their conversions, different types of loads, stress, strain, modulus of elasticity, ultimate strength, work energy and power, their units and applied problems, tools and machineries, safety equipments and their uses, , Thermodynamics and from the topics of General Knowledge, General Arithmetic, Logical Reasoning and Basic computer skills in MS Office / Open Office.
5	Technician (Gr.II) - MRAC	English	Basics of refrigeration, basic electricity, types of motors, wiring, earthing, fuse ratings, vapour compression and absorption in refrigeration systems, window A/C and split A/C, centralized A/C systems, compressors, condensers, cooling towers, expansion valves and solinoid valves, types of refrigerators, leak detection, insulation materials, deep freezers, blast coolers, plate heat exchangers, diesel generators, basics of electrical machines and from the topics of General Knowledge, General Arithmetic, Logical Reasoning and Basic computer skills in MS Office / Open Office.

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