

SR. ASSISTANT

Pattern of Question paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

Standard of examination: As expected from an average graduate of Indian University without any specialized study. The question paper shall be different for the posts of Sr. Assistant, Jr. Assistant, Sr. Personal Assistant & Personal Assistant. The question paper shall be both in English and Hindi except section pertaining to English knowledge, which shall be in English.

There shall be no negative marking for the wrong answers.

SYLLABUS

GENERAL AWARENESS

Questions are to be designed to test the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected from an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, etc. It will also include questions on India and its neighbouring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science & Scientific Research, National/International Organizations/Institutions etc.

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities shall cover Number system including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratios and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables and Graphs etc.

JUNIOR ASSISTANT

Pattern of Question paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

Standard of examination: As expected from an average graduate of Indian University without any specialized study. The question paper shall be different for the posts of Sr. Assistant, Jr. Assistant, Sr. Personal Assistant & Personal Assistant. The question paper shall be both in English and Hindi except section pertaining to English knowledge, which shall be in English.

There shall be no negative marking for the wrong answers.

SYLLABUS

GENERAL AWARENESS

Questions are to be designed to test the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected from an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, etc. It will also include questions on India and its neighbouring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science & Scientific Research, National/International Organizations/Institutions etc.

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

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SR. PERSONAL ASSISTANT

The difficulty level for the posts of Sr. Assistant and Sr. Personal Assistant shall be higher than that for the posts of Jr. Assistant & Personal Assistant

Pattern of Question Paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
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- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

Standard of Examination: As expected from an average graduate of Indian University without any specialized study. The question paper shall be different for the posts of Sr. Assistant, Jr. Assistant, Sr. Personal Assistant & Personal Assistant. The question paper shall be both in English and Hindi except section pertaining to English knowledge, which shall be in English.

There shall be no negative marking for the wrong answers.

SYLLABUS

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ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

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PERSONAL ASSISTANT

Pattern of Question Paper:

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DEPUTY DIRECTOR (GEN.)

Pattern of Question Paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
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- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

Standard of Examination: As expected from a well informed above average graduate of Indian University without any specialized study. The question paper shall be different for all the posts of Deputy Director(Gen.), Assistant Director (Gen.) & Programme Officer (General). The question paper shall be both in English and Hindi except section pertaining to English knowledge, which shall be in English.

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ASSISTANT DIRECTOR (GEN.)

Pattern of Question Paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

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PROGRAMME OFFICER (GENERAL)

Pattern of Question Paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

Standard of Examination: As expected from a well informed above average graduate of Indian University without any specialized study. The question paper shall be different for all the posts of Deputy Director(Gen.), Assistant Director (Gen.) & Programme Officer (General). The question paper shall be both in English and Hindi except section pertaining to English knowledge, which shall be in English.

There shall be no negative marking for the wrong answers.

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DEPUTY DIRECTOR (FINANCE)

Pattern of Question paper:

- Section A of field of Finance, Accounts, Audit, Project Appraisal comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

Standard of examination: As expected from a well informed above average graduate having MBA with specialization in Finance/Post graduation in Commerce/ Chartered Accountant/Cost Accountant. The question paper shall be different for both the posts of Deputy Director (Finance) and Assistant Director (Finance).

There shall be no negative marking for the wrong answers.

SYLLABUS

FIELD OF SPECIALISATION

- Legal Framework
 - National Cooperative Development Corporation Act, 1962
 - Multi State Cooperative Societies Act, 2002
- Accounts & Audit
 - Principles of Book Keeping & Financial Accounting
 - Preparation, Interpretation and Analysis of Financial Statements
 - Accounting Standards, Generally Accepted Accounting Principles.
 - Audit Concepts
 - Audit Standards.
- Financial Management
 - Cooperative Management – Concepts & Principles.
 - Scope of Financial Management – Risk & Return Relationship
 - Discounted Cash Flow
 - Securities and Valuation
 - Project Financing Concepts
 - Capital Structure Decision, Leverage & Cost of Capital
 - Strategic Financial Decisions
 - Derivatives and Risk Management
 - Capital Markets and their Operations/Market Borrowing – Investment Rules.
 - Ethics, Fraud Detection
 - Ratio Analysis.
 - Concept of Sickness
 - Financial Institutions – Different Products.
- Cost Accounting
 - Cost Concepts
 - Product Costing
 - Costing Methods
 - Marginal Costing/Breakeven Analysis
 - Standard Costing
 - Inter Firm Comparison
 - Responsibility Accounting – Cost, Revenue & Profit Centers
 - Short Run and Long Run Decision Analysis
- Statistical Methods: Measures of Central Tendency, Data Interpretation
- The Income Tax Act, 1961
- GST Acts, 2017

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities shall cover Number system including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratios and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables and Graphs etc.

ASSISTANT DIRECTOR (FINANCE)

Pattern of Question Paper:

- Section A of field of Finance, Accounts, Audit, Project Appraisal comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

Standard of examination: As expected from a well informed above average graduate having MBA with specialization in Finance/Post graduation in Commerce/ Chartered Accountant/Cost Accountant. The question paper shall be different for both the posts of Deputy Director (Finance) and Assistant Director (Finance).

There shall be no negative marking for the wrong answers.

SYLLABUS

FIELD OF SPECIALISATION

- a. **Legal Framework**
 - National Cooperative Development Corporation Act, 1962
 - Multi State Cooperative Societies Act, 2002
- b. **Accounts & Audit**
 - Principles of Book Keeping & Financial Accounting
 - Preparation, Interpretation and Analysis of Financial Statements
 - Accounting Standards, Generally Accepted Accounting Principles.
 - Audit Concepts
 - Audit Standards.
- c. **Financial Management**
 - Cooperative Management – Concepts & Principles.
 - Scope of Financial Management – Risk & Return Relationship
 - Discounted Cash Flow
 - Securities and Valuation
 - Project Financing Concepts
 - Capital Structure Decision, Leverage & Cost of Capital
 - Strategic Financial Decisions
 - Derivatives and Risk Management
 - Capital Markets and their Operations/Market Borrowing – Investment Rules.
 - Ethics, Fraud Detection
 - Ratio Analysis.
 - Concept of Sickness
 - Financial Institutions – Different Products.
- d. **Cost Accounting**
 - Cost Concepts
 - Product Costing
 - Costing Methods
 - Marginal Costing/Breakeven Analysis
 - Standard Costing
 - Inter Firm Comparison
 - Responsibility Accounting – Cost, Revenue & Profit Centers
 - Short Run and Long Run Decision Analysis
- e. **Statistical Methods: Measures of Central Tendency, Data Interpretation**
- f. **The Income Tax Act, 1961**
- g. **GST Acts, 2017**

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities shall cover Number system including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratios and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables and Graphs etc.

ASSISTANT DIRECTOR (LEGAL)

Pattern of Question Paper:

- Section A of field of Law with specified emphasis in matters relating to legal/ financial documentation, mortgages, guarantees, hypothecation, recovery suits/claims, litigation in different Courts of Law/Tribunals etc. comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

Standard of Examination: As expected from a well informed above average graduate of Law from a recognized Indian University.

There shall be no negative marking for the wrong answers.

SYLLABUS

FIELD OF SPECIALISATION

1. National Cooperative Development Corporation Act, 1962
2. Multi State Cooperative Societies Act, 2002
3. The Indian Contract Act, 1872
4. The Transfer of Property Act, 1882
5. SARFAESI Act, 2002
6. The Recovery of Debts due to Banks & Financial Institutions Act, 1993 (DRT Act)
7. The Registration Act, 1908
8. Limitation Act, 1963
9. Arbitration & Reconciliation Act, 1996
10. Negotiable Instruments Act, 1881
11. Constitution of India (Basic concepts, Writs, Fundamental Rights, Jurisdiction of Courts)
12. The Income Tax Act, 1961
13. GST Acts, 2017
14. Administrative Law (Rule of Law, Delegation, Autonomous Bodies, Natural Justice).
15. The Indian Stamp Act, 1899
16. Interpretation of Statutes
17. Drafting/Execution of Legal Security documents, handling of recovery cases in Debt Recovery Tribunals and other courts, issue of legal notices, investigation of Title Deeds of properties, etc.

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

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ASSISTANT DIRECTOR (TEXTILE)

Pattern of Question paper:

- Section A of field of Textile Engineering comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

Standard of examination: As expected from a well informed above average graduate of Textile Engineering from a recognized Indian University.

There shall be no negative marking for the wrong answers.

SYLLABUS

FIELD OF SPECIALISATION

S.No Topics to be covered in syllabus

- a) Classification of Textile fibres, Physical & chemical properties of textile fibres and application of different types of textile fibres
- b) Principles of ring spinning, open end spinning, airjet spinning and friction spinning
- c) Production of core spun, compact spun & fancy yarns
- d) Synthetic fibre spinning and post spinning operations
- e) Principles & types of shedding, picking and beat-up mechanism
- f) Principles of shuttleless weft insertion system, circular & multiphase weaving
- g) Basic woven fabric construction and its derivatives
- h) Testing of fibres, yarns and fabrics
- i) Statistical analysis of test results – Mean, SD, CV%, confidence limits etc
- j) Dyeing of fibers, yarn & fabric using various dyes
- k) Knitting – Principles of warp & weft knitting, Yarn quality requirements
- l) Garments – Pattern making, spreading, cutting & marker efficiency
- m) Application of Non wovens & Technical textiles
- n) Textile management tools like TQM, 5S, Kaizen etc
- o) Energy conservation in textile production process
- p) Textile mechanics – Spinning, Post spinning and weaving
- q) Labour and machine productivity, Work load & Work assignment
- r) Industrial engineering – work study and method study
- s) Latest developments in spinning, weaving, processing and garmenting
- t) Project formulation – Product mix and balancing of machinery, project components, space requirement, infrastructure availability, financial workings etc
- u) Textile costing – spinning, weaving and garmenting
- v) Textile industry - Pollution control measures and control
- w) Current scenario of textile industry

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

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ASSISTANT DIRECTOR (SUGAR)

Pattern of Question Paper:

- Section A of field of Sugar Engineering comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

Standard of Examination: As expected from a well informed above average graduate of Sugar Engineering from a recognized Indian University.

There shall be no negative marking for the wrong answers.

SYLLABUS

FIELD OF SPECIALISATION

- a) Sugarcane, physical & chemical properties of sugarcane, cultivation of sugarcane and plant protection measures of sugarcane
- b) Various equipments used in sugar manufacturing industry
- c) Milling control
- d) Boiling house control
- e) Specifications of various equipments used in sugar industry
- f) Chemical process of sugar manufacturing alongwith various parameters
- g) Testing procedures of sugarcane juice, bagasse, molasses, press-mud and sugar
- h) Various drives used in sugar industry
- i) General design considerations, material of constructions of different equipments used in sugar industry and its properties, Methods of fabrication.
- j) Application of Thermal engineering in sugar industry
- k) Instrumentation used in automation of sugar industry
- l) Use and application of sugar by-products with special emphasis on Alcohol, co-generation, particle board and paper
- m) Co-generation- Basic principle of Co-generation and factors affecting the Co-generation capacity
- n) Benefits and technical implication of use of high pressure boiler and turbine in the sugar industry
- o) Alcohol and its chemical properties, Various equipments used in ethanol production and its chemical process.
- p) Energy conservation in sugar industry
- q) Pollution Control measures for sugar industry
- r) Current scenario of sugar industry

ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

GENERAL INTELLIGENCE AND REASONING ABILITY

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PROGRAMME OFFICER (OFFICIAL LANGUAGE)

Pattern of Question Paper for the post of Programme Officer (Official Language) will be made available shortly.

SYLLABUS

FIELD OF SPECIALISATION

Terminology (English & Hindi)

Questions in this component shall be designed to test the candidates understanding, correct usage and knowledge of English & Hindi Languages 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.

Translation (English to Hindi) & (Hindi to English)

This component shall contain passages for translation – one passage for translation from Hindi to English and one passage for translation from English to Hindi. The other questions in the component shall test the candidates translation skills, his/her knowledge of the Hindi & English languages, including familiarity with Parliamentary expressions, language used in Parliamentary debates and discussions and his/her knowledge of the general phrases/terminologies etc. The paper shall also test his/her ability to write the two languages correctly, precisely and effectively.

English & Hindi Knowledge

This paper will test the skills and abilities of the candidate in English & Hindi Languages and shall involve paragraph writing and précis writing.

GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall 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 shall 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.

ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities shall cover Number system including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratios and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables and Graphs etc.