

SCHEME AND SYLLABUS FOR THE POST OF FINANCE OFFICER THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Finance Officer	(Objective)	3 Hrs.	160	160	<p>(A). WRITTEN EXAMINATION:</p> <p>PART – I (LANGUAGE PROFICIENCY TEST) (20 MARKS)</p> <p>1. General English (10)</p> <p>2. General Hindi (10)</p> <p>PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (30 MARKS)</p> <p>1. General Knowledge (10)</p> <p>2. Logical Reasoning (10)</p> <p>3. Computer Literacy (10)</p> <p>PART – III (FINANCIAL ADMINISTRATION) (110 MARKS)</p> <p>1. Maintenance of Cash Book (5)</p> <p>2. Preparation of bank Reconciliation statement (5)</p> <p>3. Posting of ledger Accounts (5)</p> <p>4. Preparation of Trial balance and final Accounts (5)</p> <p>5. Principles of Auditing (10)</p> <p>6. General Financial Rules:- Related to purchase of general stores/ services and award of contract etc. & Income Tax & Service Tax (25)</p> <p>7. Fundamental Rules and Supplementary Rules (20)</p> <p>8. CCS (Pension) Rules & New Pension Scheme (10)</p> <p>9. TA Rules & LTC Rules (5)</p> <p>10. Medical Attendance Rules (5)</p> <p>11. Provident Fund Rules (5)</p> <p>12. Delegation of Financial powers (10)</p> <p>(B) SKILL TEST: (Qualifying In Nature) (100 Marks) (MS WORD, MS EXCEL, MS ACCESS, MS POWER POINT, INTERNET AND TALLY ACCOUNTING).</p> <p>(C) INTERVIEW(60 Marks)</p>
		(Practical)				

NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

2. Marks obtained in Part -I will be reckoned for shortlisting the candidates for evaluation of Part II & Part III. Part II & Part III of Question Paper of the candidates securing minimum 03 marks each in General English & General Hindi and Total 09 marks in aggregate in Part –I, will be evaluated.
3. The skill test will be qualifying in nature. The candidates are required to qualify the skill test by securing minimum 40% marks. The marks of skill test will not be added in final merit.
4. The final merit list will be prepared on the basis of marks obtained in Part II & Part III and Interview (30+110+60=200). The ratio of weightage of written examination (Part II &III) and Interview will be 70:30.

SCHEME AND SYLLABUS FOR THE POST OF PRINCIPAL THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Principal	(Objective)	3 Hrs.	160	160	<p>A. WRITTEN EXAMINATION:</p> <p>PART I (LANGUAGE PROFICIENCY TEST) 20 MARKS</p> <ol style="list-style-type: none"> 1. General English (10) 2. General Hindi (10) <p>PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (40 MARKS)</p> <ol style="list-style-type: none"> 1. General Knowledge & Contemporary Issues (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude Test (10) <p>PART III</p> <ol style="list-style-type: none"> 1. ACADEMIC (30) <ol style="list-style-type: none"> a. Child Development and Pedagogy (10) <ol style="list-style-type: none"> (i) Development of Child Development, Growth & Maturation – Concept & Nature, Principles of development, Factors influencing Development – Methods and Approaches of Child Development – observation, Interview, Case study, Experimental, Cross sectional and longitudinal, Development tasks and Hazards. (ii) Understanding Learning Concept, Nature of Learning – input- process- outcome, Factors of Learning – Personal and Environmental, Approaches to Learning and their applicability – Behaviourism (skinner, Pavlov, Thorndike) Constructivism (piaget, Vygotsky), Gestalt (Kohler, Koffka) and Observational (Bandura), Dimensions of Learning – Cognitive, Affective and Performance, Motivation and Sustenance – its role in learning, Memory & Forgetting, Transfer of Learning.

(iii) Pedagogical Concerns

Teaching and its relationship with learning and learner, Learners in Contexts: Situation learner in the socio-political and cultural context.

Managing behavior problems, Guidance & Counseling, Punishment and its legal implications, Rights of a child, Time Management, Distinction between Assessment for Learning & Assessment of Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.

2. PERSPECTIVES IN EDUCATION AND SCHOOL ORGANIZATION (10)

(i) Acts/ Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.

(ii) National Curriculum Framework, 2005: Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and classroom Environment and Systemic Reforms.

(iii) School Organization: Institutional Planning, principal as a leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Co-curricular Activities, Office Management, Resources required for a good school, Organizational Climate, Evaluation, Job satisfaction of the staff.

						<p>3. TEACHING METHODOLOGY (10)</p> <p>(i) Curriculum: Meaning, Principles, types of curriculum organization, approaches.</p> <p>(ii) Planning: Instructional Plan- Year Plan, Unit Plan, Lesson Plan</p> <p>(iii) Instructional material and resources: Text Books, Work books, Supplementary material AV aids, Laboratories, Library, Clubs- Museums- Community, Information and Communication Technology.</p> <p>(iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic Achievement Test.</p> <p>ADMINISTRATION AND FINANCE (70)</p> <p>(i) CCS (CCA) Rules</p> <p>(ii) CCS (Conduct) Rules</p> <p>(iii) Fundamental & Supplementary Rules.</p> <p>(iv) Travelling Allowance Rules.</p> <p>(v) Leave Travel Concession Rules.</p> <p>(vi) Medical Attendance Rules.</p> <p>(vii) Pension Rules & New Pension Scheme.</p> <p>(viii) General Financial Rules- Purchase procedure.</p> <p>(ix) Income Tax & Service Tax</p> <p>(B) INTERVIEW(60 Marks)</p>
--	--	--	--	--	--	--

NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

2. Marks obtained in Part -I will be reckoned for shortlisting the candidates for evaluation of Part II & Part III. Part II & Part III of Question Paper of the candidates securing minimum 03 marks each in General English & General Hindi and Total 09 marks in aggregate in Part –I, will be evaluated.
3. The final merit list will be prepared on the basis of marks obtained in Part II & Part III and Interview (40+100+60=200). The ratio of weightage of written examination (Part II & III) and Interview will be 70:30.

SCHEME AND SYLLABUS FOR THE POST OF HINDI TRANSLATOR THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
1.	Hindi Translator	(Objective)	2Hrs.	110	110	Objective:	(A). WRITTEN EXAMINATION: PART-I (LANGUAGE PROFICIENCY TEST) 70 MARKS 1. General English (35) 2. General Hindi (35) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (40 MARKS) 1. General Knowledge (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude (10)
		Skill Test	2 Hrs.	04	100	Descriptive	Translation from Hindi to English and English to Hindi (B). INTERVIEW(90 MARKS)

NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.

2. The final merit list will be prepared on the basis of marks obtained in Part I, II & Skill Test and Interview (70+40+100+90=300). The ratio of weightage of written examination and Interview will be 70:30.

SCHEME AND SYLLABUS FOR THE POST OF LOWER DIVISION CLERK THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
1.	LDC	(Objective)	2Hrs.	100	100	Objective	(A). WRITTEN EXAMINATION: PART-I. (LANGUAGE PROFICIENCY TEST) 40 MARKS 1. General English (20) 2. General Hindi (20) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (60 MARKS) 1. General Knowledge (15) 2. Logical Reasoning (15) 3. Computer Literacy (15) 4. Quantitative Aptitude (15)
		Practical			50	Typing Test	Typing Test only on computer English – 35 w.p.m, Hindi – 30 w.p.m.
		Computer Proficiency Test			100	Skill Test	Computer skill test MS-Word, MS-Excel, MS- Access, MS- Power Point and Internet.

- NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.
2. The practical/computer proficiency test will be qualifying in nature. The candidates are required to qualify the Typing Test and must secure minimum 40% marks in the Skill Test. The marks of practical/computer proficiency test will not be added in final merit.
 3. The final merit list will be prepared on the basis of marks obtained in Written Examination (Part I & II).

SCHEME AND SYLLABUS FOR THE POST OF STENOGRAPHER GRADE II THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
1.	Stenographer Gr. II	(Objective)	2 Hrs.	100	100	Objective	(A). WRITTEN EXAMINATION: PART-I (LANGUAGE PROFICIENCY TEST) 40 MARKS 1. General English (20) 2. General Hindi (20) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (60 MARKS) 1. General Knowledge (15) 2. Logical Reasoning (15) 3. Computer Literacy (15) 4. Quantitative Aptitude (15))
		Practical			50	Shorthand	Shorthand speed 80 w.p.m.
					50	Typing Test	Typing Test only on computer English/Hindi – 40/35 w.p.m.
					100	Computer Proficiency Test	MS-Word, MS- Excel, MS- Access, MS- Power Point and Internet.

- NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.
2. The skill test will be qualifying in nature. The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test. The marks of skill test will not be added in final merit.
 3. The final merit list will be prepared on the basis of marks obtained in WRITTEN EXAMINATION (Part I & II).

SCHEME AND SYLLABUS FOR THE POST OF TECHNICAL OFFICER THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Technical Officer	NIL	NIL	NIL	NIL	There may or may not be written examination for the post of Technical Officer depending upon the number of applications received. In case, sufficient number of applicants are not available, the selection will be based on the interview only.