

SYLLABUS FOR THE POST OF PROGRAMME MANAGER, PROGRAMME OFFICER, MANAGER/COORDINATOR, SOCIAL WORKER, OFFICE INCHARGE (SUPERINTENDENT)

(The Level of question papers will be different)

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

(English Language and Comprehension): Questions in this component will be designed to test the candidate's understanding and knowledge of English Language

and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

MANAGEMENT

I. Managerial Function: Concept and Foundations of Management, Evolution of Management Thoughts; Managerial Functions – Planning, Organizing, Controlling; Decision making; Role of Manager, Managerial skills; Communication, its role and process, barriers and effective communication Entrepreneurship; Entrepreneurial competencies Entrepreneurial process, Entrepreneur, Ownership structures; Management of innovation ; Managing in a global environment, Flexible Systems Management; Social responsibility and managerial ethics. Corporate governance and the ethical value system, culture and individual ethics, environmental protection and fair trade practice, transparency, disclosures and corporate social responsibility; Process and customer orientation; Managerial processes on direct and indirect value chain.

II. Organisational Behaviour and Design: Conceptual model of organization behaviour; The individual processes – personality, values and attitude, perception and formation, motivation, learning and reinforcement. Theories of motivation, work stress and stress management; The dynamics of organization behaviour – power and politics, conflict and negotiation, leadership process and styles, communication; The Organizational Processes - decision making, job design; Classical, Neoclassical and Contingency approaches to organizational design; Organizational theory and design - organizational culture, managing cultural diversity, learning organization; organizational change and development ; Knowledge Based Enterprise – systems and processes; Networked and virtual organizations.

III. Human Resource Management: HR challenges; HRM functions; The future challenges of HRM; Strategic Management of human resources; Human resource planning; Job analysis; Job evaluation; Recruitment and selection; Training and development; Promotion and transfer; Performance management; Performance Appraisal System methods; Compensation management and benefits; Employee morale and productivity; Management of organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; International human resource management; Industrial Relations; Grievance mechanism system; Workers participation in management.

IV. Quantitative Techniques in Decision Making : Functions and their managerial applications, Concept of derivatives of functions and finding maxima and minima, Descriptive statistics – tabular, graphical and numerical methods, introduction to probability, discrete and continuous probability distributions, inferential statistics, sampling distributions, central limit theorem, hypothesis testing for differences between means and proportions, inference about population variances, Chi-square and ANOVA, simple correlation and regression, time series and forecasting, decision theory, index numbers; Linear programming – problem formulation, simplex method and graphical solution, sensitivity analysis. Transportation and Assignment problems, PERT and CPM and managerial applications.

HUMAN BEHAVIOUR

- Historical Socio-Economic background of the emergence of sociology.
 - Social Forces in the Development of Sociology;
 - Society, Community, Association and Organization.
 - Status and Role: Values and Norms.
 - Family, Marriage and Kinship
 - Economy; Religion
 - Socialization and Social Change
 - Social Conflict; Social Control
 - Emergence of Social Movements in India
 - Reform, revival, revolution and Social movements
 - Transformation and decline of Social movements.
 - Traditional Social movements in India
 - Peasant movement, Nationalist movement
 - New Social movements in India
- a) Dalit movement b) Women movement