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Syllabus For Professional Test

Post Code -01 Marketing and logistics Operation

1) Identify market segment, targeting and positioning: Market segmentation, pattern procedure, Evaluation of the market segment, Market targeting.
2) Formulating Marketing strategies- differentiation strategies, product life cycle strategies, new product development, developing competitive advantage.
3) Product and process design - The product development process, analyzing a process.
4) Overview of logistics – Introduction, nature, concepts evolution, strategic logistics planning process, components of logistics, functions of logistics mgmt.
5) Supply chain management – nature and concept, value chain, framework of supply chain, outsourcing and 3PL, 4pl, bullwhip effect.
6) Demand Management and customer service- Demand management, Traditional forecasting, collaborative planning, forecasting and replenishment, channels of distribution, order management.
7) Procurement and supply Chain Management – Introduction, Inbound logistics, materials management, electronic procurement, types of e-commerce models
8) Inventory control & management- inventory management, Inventory cost, managing inventory.
9) Warehouse Management System - Warehouse decision- the nature and importance of warehousing, role of warehouse in logistics system, material handling, packaging, bar coding, importance of packaging.
10) Transportation system management – role of transportation selection decision, modes of transport, intermodal transportation, documentation,- domestic.
11) Materials, Purchasing and stores Management.

Post Code -02 Executive IT

1. Data Base Management System (DBMS) : RDBMS,Normalization ,Overview of SQL queries, E- R Diagrams, Transaction Management, Database Administration, Back up & Replication, Open source, Propriety
2. Networking:- Types of Networking, Internet, LAN, WAN (Leased line/ MPLS), VPN (SSL & IPSEC)
3. IT Infrastructure Management: Tools for management of network, server, Storage etc., Tools for management of Firewall, router, IPS etc
6. Software Engineering: Software development life Cycle (SDLC), Software Development
7. Web Technologies: HTML Tags, XML, Network security
8. Fundamental of ERP & Mobility
9. Computer Organization + Hardware (Microprocessor)
10. Programming Language

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**Post Code -03 Finance & Accounts**

1. Advanced Accounting:
   - Accounting standard and guidance: Guidance Notes on various accounting aspects issued by the ICAI.
   - Cash and Fund Flow Statement.
   - Final Accounts
   - Company accounts and shares & Debentures.

2. Management Accounting and Financial Management:
   - Memorandum of understanding and Financial Management & Control.
   - Dividend decision: divided policy; its determinants.
   - Tools of Financial Analysis and planning; Ratio analysis to evaluate performance and financial health application of ratio analysis in financial decision making.
   - Relationship of finance to accounting and audit and organization of finance function.


4. Auditing: Techniques of Auditing planning and audit, Audit Programs, Audit process and various Audit Types, Audit of PSU companies, Audit Committees and corporate Governance, Cost Audit, Internal audit, Special audit procedures, witnessing physical verification of assets.

5. Cost Accounting: Cost Concept in decision making, relevant cost, differential cost, Incremental Cost and opportunity Cost, Standard Costing and variance analysis Budgetary Control; Flexible Budgets, Zero Based budgets, Management information system.

6. Direct Taxes Rates regarding TDS, Procedure for claiming TDS refund, AS-26 etc., Computation of tax liability, Deduction from gross total income and tax liability, Filling of TDS return, Advance payment of Tax, Penalty and prosecutions, Deferred Tax, Refund of excess payments etc.


**Post code -04 Executive (Civil)**

1. Building Material
   - Timber: Different types and species of structural timber, density-moisture relationship, strength in different directions, defects, influence of defects on permissible stress, preservation, dry and wet rots, codal provisions for design, Plywood.
   - Bricks: Types, Indian Standard classification, absorption, saturation factor, strength in masonry, influence of mortar strength on masonry strength.
   - Cement: Compounds of, different types, setting times, strength.
   - Cement Mortar: Ingredients, proportions, water demand, mortars for plastering and masonry.
   - Concrete: Importance of W/C Ratio, strength, ingredients including admixtures, workability, testing for strength, elasticity, non-destructive testing, mix design methods.
(2) Design of steel Structures

(3) Design of Concrete and Masonry Structures
Limit state design for bending, shear, axial compression and combined forces. Codal provisions for slabs, beams, walls and footings. Working stress method of design of R.C. members.

Principles of pre-stressed concrete design, materials, methods of pre-stressing, losses. Design of simple members and determinate structures. Introduction to pre-stressing of indeterminate structures. Design of brick masonry as per I.S. Codes.

(4) Construction Practice, Planning and Management

Construction, Planning and Management: Bar chart, linked bar chart, work-break down structures, Activity-on-arrow diagrams. Critical path, probabilistic activity durations; Event based networks. PERT network; Time-cost study, crashing; Resource allocation.

(5) Water Supply Engineering:
Sources of supply, yields, design of intakes and conductors; Estimation of demand; Water quality standards; Control of water-borne diseases; Primary and secondary treatment, detailing and maintenance of treatment units; Conveyance and distribution systems of treated water, leakages and control; Rural water supply; Institutional and industrial water supply.

(6) (A) Soil Mechanics:
Properties of soils, classification and inter-relationship; Compaction behavior, methods of compaction and their choice; Permeability and seepage, flow nets, Inverted filters; Compressibility and consolidation; Shearing resistance, stresses and failure; soil testing in laboratory and in-situation. Stress path and applications; Earth pressure theories, stress distribution in soil; soil exploration, samplers, load tests, penetration tests.

(b) Foundation Engineering:
Types of foundations, Selection criteria, bearing capacity, settlement, laboratory and field test; Types of piles and their design and layout. Foundations on expansive soils, swelling and its prevention, foundation on swelling soils.

(7) Surveying:
Classification of surveys, scales, accuracy; Measurement of distances-direct and indirect methods; optical and electronic devices; Measurement of directions, prismatic compass, local attraction; Theodolites-types; Measurement of elevations-Spirit and trigonometric leveling; Relief representation; Contours; Digital elevation modeling concept; Establishment of control by triangulations and traversing measurements and adjustment of observations, computation of coordinates; Field astronomy, Concept of global positioning system; Map preparation by plane tabling and by photogrammetry; Remote-sensing concepts, map substitutes.
Post Code -05 Executive (Electrical)


Post code -06 Executive (HR)

1) **Introduction of HRM:** Concept and Scope of HRM, Function, Global HRM
2) **Acquiring and Deploying Human Resources:** Job Analysis, Human Resource Planning, Recruitment and Selection, Placement, Induction & Orientation.
3) **Human Resource Development:** Performance Appraisal, Training, Management Development, Career Planning & Development, Transfer, Promotion, Retention and retrenchment Management, change and organization Development.
4) **Compensation:** Job evaluation, Wage and salary Administration, Incentive, Bonus, Fringe Benefits.
5) **Human Relations:** Motivation, Communication, Leadership style, Redressing employee grievances, Discipline, counseling, Group, perception.