

Syllabus for Jr. Engineer (Civil)	F.M-200 Marks Duration-2 hrs
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Part-I CORE SUBJECTS: 120 Marks**(a) Hydraulics**

Hydrostatics, Kinematics of fluid flow, pumps.

(b) Survey

Introduction to surveying. Linear measurements, chaining, chain surveying, angular measurement, chain and compass surveying, computation of area, plane table surveying, leveling, contouring, principles of theodolite surveying, theodolite traversing, tachometry, curves, setting out works, modern surveying method.

(c) Civil Engineering materials

Stone, Bricks, clay products and refractory materials, cement, sand, gravel, morrum and fly ash, mortar and concrete, timber, paint, varnish and distemper, iron and steel, bituminous materials, plastics, heat proofing and acoustic materials.

(d) Construction Technology

Introduction to construction technology, site investigation, foundations, walls, damp proofing, arches and lintels, doors and windows, floors, roofs, stairs, surface finishes, general idea of seismic planning and design of building, construction machineries.

(e) Structural Analysis

Trusses and frames, slope and deflection, fixed beam, continuous beam, slope deflection method, moment distribution method, three hinged arches.

(f) Transportation Engineering

Introduction to transportation engineering, road geometric, road material, road pavements, hill roads, road drainage, road maintenance, construction equipments, traffic studies, landscaping and arboriculture, introduction to railways transporting, permanent way, track materials, geometric for broad gauge, points and crossing, laying and maintenance of track, introduction to bridges, bridge site investigation, hydrology and planning, bridge foundation, bridge substructure and approaches, permanent bridges, culvert and cause ways, introduction to docks and harbours, break waters, docks, introduction to airport engineering, components of an airport, tunnel engineering.

(g) Irrigation Engineering

Introduction to irrigation engineering, hydrology, water requirement of crops, flow irrigation, diversion head works, regulatory works, cross drainage works, dams, water logging and drainage, ground water hydrology.

(h) Estimating

Introduction to estimating, detailed estimate of building as per PWD specification/standards, analysis of rates, administrative setups of engineering organizations, details estimate of culverts and bridges, estimate of irrigation structures, detailed estimate of roads, PWD accounts works.

(i) Structural Design

Introduction to design and detailing, working stress method of design, limit state method (LSM) of design, limit state of collapse of singly reinforced members in bending, limit state of collapse in shear (Design of shear by LSM), bond anchorage, development lengths and slicing (LSM), beams (LSM) two way slabs (LSM), axially loaded short columns (LSM), ductile detailing or reinforced concrete structure subjected to seismic force, Design of steel and timber structures (limit state), structural steel fasteners and connections, design of tension members, design of compression members, design of column bases and foundations, design of steel beams, design of timber structures, stair case (RCC-LSM), design of footings (RCC-LS)

PART –II GENERAL SUBJECTS: 80 MARKS

General Awareness & General Science:-15 Marks

In this category, there shall be a series of matching questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with head quarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Odia:- 15marks

- Dhvani and sabda.
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms, Synonyms and Antonyms.

English Language :-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage (400-450wordsinlength) with a variety of comprehension questions.

Computer Fundamentals -15 Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet, Function and Formulas.
- Editing of Cells, Basics of Email.
- Sending/receiving of Emails and their related functions.
- Opening and Closing Documents.
- Elements of Word Processing.
- Search Engines.
- Formatting the Text and its presentation features.
- Services on the Internet.
- Internet.
- Web Browsing Software.
- Web sites, Blogs, MS Excel.

Mathematics-MCQ Types-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.
- Cubes and Cube Roots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership.
- Ratio & Proportion.
- Algebra.
- Trigonometry.Geometry.
- Statistics.

Reasoning and Mental Ability- 10Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series, Arithmetical Reasoning.



SYLLABUS FOR ASST. MANAGER (FINANCE)	F.M-200 MARKS Duration -2hrs
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CORE SUBJECTS : 120 Marks

Financial Accounting	<ul style="list-style-type: none"> ○ Fundamental Terminology: Meaning, Nature, Functions & Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital, Bills Receivable & Payable, etc., The Golden rules of Accounting, Double Entry System. ○ Accounting Principles: Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts & Conventions & their usages. ○ Process of Accounting: Journal Entries, Ledger Posting, Preparation of Trial Balance, Different Types of Errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure, Inventory Valuation Methods like FIFO & LIFO. ○ Financial Statement Preparation: Balance Sheet, Statement of Profit & Loss, Cash flow Statement & Statement of Changes in Equity.
Cost Accounting	<ul style="list-style-type: none"> ○ Basic Terminology: Meaning, Object, & Scope of Cost Accounting, Difference between Costing & Cost Accounting. ○ Key Components: Materials, Labour, Overhead, Cost Sheet, Cost Centre, Profit Centre, Reordering Level, Allocation & Apportionment of Expenditure, Absorption, Different Types of Costing Methods & Techniques. ○ Budgeting & Budgetary Control: Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget.
Corporate Laws	<ul style="list-style-type: none"> ○ Introduction: Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation ○ Management: Classification of Directors, Types of Directors, Managing Directors Women Directors, Independent Directors, Functional Directors, Power & Duties, Meetings of Shareholders & Board, Types of meeting, Different Types of Board Committees. ○ Dividend & Audit Aspect: Provision relating to the payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report.
Income Tax & GST:	<ul style="list-style-type: none"> ○ Income Tax: Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates, Advance Tax, TDS & TCS, Form 16 & 26 AS. ○ GST: Concept of GST, Input Tax Credit & Cascading Effect of Tax, CGST, SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filing of Returns & Assessment.
Financial Management	<ul style="list-style-type: none"> ○ Key Ideas: Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximization Vs. Wealth Maximization. ○ Sources of Finance: Short Term & Long Term source of Finance, Capital Structure, Risk & Return Analysis, Bank Guarantee & Letter of Credit. ○ Working Capital: Concept & Significance, Determining Working Capital requirement, Financing Working capital needs.



General Subjects :80 Marks		Marks
General Awareness	<ul style="list-style-type: none"> • Current National and International Events. • General Knowledge like History/ Polity/ Geography of Odisha & India. • Scientific Invention & use of Science in everyday life. • Science and Technology. • Issues of environment, Ecology, Bio-diversity& Climate Change. • Books and Authors. • Major Financial & Economic News. • Current events in Financial World. • Recent credit and monetary policies. • Union Budget 2022. • Important Government Schemes on capital & money market. • Organizations- RBI, SEBI, IMF, World Bank & Others. 	15
Odia	<ul style="list-style-type: none"> • Dhvani and sabda. • Parts of speech (Noun Adjectives, verb). • Derivation of words. • Formation of words (using prefix and suffix). • Idioms ,synonym& Antonyms. 	10
English	<ul style="list-style-type: none"> • Verbs, Tenses, Active and Passive voice, Subject-verb agreement. • Connectors, Types of sentences, Direct and indirect speech, Comparison. • Articles, Noun, Pronoun, Prepositions. • Unseen Passage (400-450wordsinlength)with a variety of comprehension question. • Synonyms and Antonyms. 	15
Computer	<ul style="list-style-type: none"> • URL, HTTP, FTP • Chat, Video conferencing, e-Banking, etc. • Elements of Spread Sheet. • Function and Formulas. • Editing of Cells. • Basics of Email. • Sending/receiving of Emails and their related functions. • Opening and Closing Documents. • Elements of Word Processing. • Search Engines. • Formatting the Text and its presentation features. • Services on the Internet. • Internet. • Web Browsing Software. • Web sites, Blogs. • MS Excel. • Communication. 	15
Mathematics-	<ul style="list-style-type: none"> • Number System , HCF and LCM, Squares and Square Roots. • Cubes and Cube Roots. • Percentage and Averages. • Simple interest & Compound Interest Profit. • Loss & Discount, Partnership. 	15

Reasoning and Mental Ability	<ul style="list-style-type: none">• Ratio & Proportion.• Algebra.• Geometry, Trigonometry.• Statistics.• Analogies.• Similarities.• Problem Solving.• Relationship Concepts.• Space Visualization.• Arithmetical Number Series.• Arithmetical Reasoning.	10
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Part –I Core Subject Marketing Management 120 Marks**Marketing:**

Meaning and Definitions; Marketing interface with other functional areas; Marketing Environment – Micro and Macro -1. The microenvironment – The company, Suppliers, Marketing intermediaries, Competitors and market structures, Publics and Customers 2. The macro environment– Demographic, Economic, Natural, Technological, Political and Legal, Social and Cultural environment Marketing Mix- Product, Price, Place and Promotion; Expanded Marketing Mix- People, Process and Physical.

Market Segmentation:

Perceptual Mapping; Bases for Segmentation, Segmenting Consumer Markets; Market Targeting, Product Positioning, Positioning Strategies, Demand Measurement and Sales Forecasting Methods.

Marketing Research:

Nature and scope of marketing research; Marketing research process; Primary and secondary data sources; Contact methods – personal interview, telephone interview, e-mail questionnaire and postal questionnaire; Specific marketing research techniques: group discussions, focus groups and consumer panels; Application of marketing research in various areas of marketing; Report writing.

Consumer Markets:

Factors Affecting Consumer Behavior. Cultural factors, Social factors, Personal factors, Psychological factors – Stages in the Adoption Process, Industrial Markets – Characteristics Decisions Involved in Product, Branding, Packaging, Product Line and Product Mix Decisions. New Product development, Product Life Cycle – Introduction stage, Growth stage, Maturity stage and Decline stage.

Pricing:

Significance and importance of Price in Marketing; Pricing Decisions- Factors influencing pricing decisions, Methods of pricing.

Distribution Management:

Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling.

Promotion Mix:

Determining advertising budget; Types of Media and their advantages and disadvantages. Media selection; Measuring advertising effectiveness;

Personal Selling:

Role and Importance of Personal selling; Steps in the selling process.

Sales Promotion:

Sales promotion tools: off – self offers, price promotions, premium promotions, prize promotions.

Consumer Behavior Decision Making:

Problem recognition, Information Search, Evaluation of alternatives. Purchase decision and Post-purchase behavior.

Services:

Meaning of services, unique characteristics of services, Difference between services and tangible products; Classification of services.

Part II- General Studies and General Abilities: 80 Marks**General Knowledge: - 15 Marks**

In this category, there shall be a series of matching questions of different categories like

- Current Affairs International Relations and
- General Science; India's achievements in Science and Technology.
- Environmental issues and Disaster Management.
- Economy of India and Odisha.
- Geography of India with a focus on Odisha.
- Indian Constitution and Polity with a focus on local self-Government.
- Society, Culture, Heritage, Arts and Literature of Odisha.
- Policies of Odisha State.
- History of Modern India with a focus on Indian National Movement.
- History of Odisha.
- Logical Reasoning, Analytical Ability and Data Interpretation.

Odia:- 15 Marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences ,Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage(400-450wordsinlength) with a variety of comprehension question.

Computer Fundamentals &Management:-15 Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet.
- Function and Formulas.
- Editing of Cells.
- Basics of Email.

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Mathematics-MCQ Types:-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.
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- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability:- 10 Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.



Part-I CORE SUBJECTS: 120 Marks

Plant propagation and Nursery management :importance of plant propagation sexual &asexual method of plant propagation advantage, disadvantages, detail about grafting, layering budding, cutting, tissue culture, propagation through specialized plant part, incompatibility, poly embryony, apomixes, pathenocarpy, root stocks, anatomical studies on rooting, scion, graft union use of PGR, propagation method of horticultural crops plant propagating structure, media preparation, nursery act registration insect pest and disease control of nursery plants. Hi-tech nurseries.

Fruitcrops:Importanceoffruitsclassificationoffruits,areaproduction, export marketing, storage, fruit growing zones of fruit crops. agro-climatic zones &suitable fruits for tropical, subtropical & waste land areas. Soil, climate, varieties planting. Cultural practices, Irrigation, nutrition, weed management plant protection, harvesting yield storage, processing, Physiological disorders, insect, pest diseases management. Post-harvest technology, training, pruning, unfruitfulness of fruits of important fruit crops such as mango, banana, citrus fruits. Pine-apple, Guava, citrus, Papaya, Sapota, Bel, Ber, Jackfruit, Pomegranate, Litchi, Jamun, Custard apple. amlaetc.

Plantation crops: Importance scope, area, production, marketing processing and cultivation practices of important plantation crops like coconut, areca nut, Oil palm, Palmyrah palm, Cocoa, coffee, tea rubber, date palm in relation to soil climate, varieties, plant protection, soil and water management processing packaging, grading value addition.

Vegetable crops: Area production, importance productivity, export value addition off season cultivation. Green house cultivation, organic farming, seed production, certification value addition storage of vegetable and cultivation of important, tropical, subtropical, temperate, under exploited, perennial vegetable crops in relation to soil climate, varieties, hybrid, seed rate, spacing, fertilizer dose physiological disorders, plant protection, harvesting storage, processing important varieties vegetable garden etc.

Related subjects: Precision farming protected cultivation, drip and sprinkler irrigation. Fertigation, post harvesting technology of horticultural crops nutrient management. INM, important insect, pest and diseases of horticultural crops, water management, soil management, use of PGR. organic farming and certification,leaf analysis, genetic Engineering, bio-control, different cropping pattern, crop rotation, farming system research, weed management water management, soil management, seed production, organic farming, protected cultivation. Respiration, transpiration, Photosynthesis, biotic & a biotic stress, management, dormancy, growth and development, horticulture entrepreneurship.

Agro meteorology: Agroclimate zones ofIndia & Odisha, Agro- ecology for horticulture crops weather and climate, weather parameters and crop environment, Weather forecasting, Climate change, vulnerability and risks. Climate resilience and climates mart practices.

Soil and Nutrition: Soil of Odisha problematic soils and their management, essential plant nutrients, crop growth, manures and fertilizers, integrated nutrient management for horticulture crop nutrient use efficiency.

Water management: Water resources of Odisha, Irrigation development, soil plant water relation, water requirement and irrigation efficiencies, irrigation scheduling, methods & irrigation, micro irrigation & water use efficiencies, Irrigation water quality, stress management.

Weed management: Weeds competition & all allopathy, crop weed association, weed prevention eradication and control, integrated weed management, herbicides and their uses selectivity and environmental impacts.

Dry land farming: Rained and dry land horticulture, drought management, Contingent planning, soil moisture conservation, water harvesting & recycling, watershed management ,conservation farming/horticulture.

Integrated Farming System: Farming system and horticulture, integrated farming system models (Horticultural based), farm machineries & equipment for horticulture, tillage implements.

Seed technology: Seed quality, seed dormancy, seed production certification storage etc.

Economic: Cost of cultivation of horticultural crops, Entrepreneurship in horticulture, Agribusiness Management, marketing.

Statistics: Basic statistical principles, data collection completion and presentation.

Plant Protection: IPM, biological control, important insect pest, diseases and nematodes of horticultural crops.

General Subjects :80 Marks

General Awareness & General Science-15 Marks

In this category, there shall be a series of matching questions of different categories like:

- Matching Historical events with dates ,personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with headquarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Odia:-15marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
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- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

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- Articles, Noun, Pronoun, Prepositions.
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Computer:-15 Marks

- Basic Knowledge about computer.
- Ms Word ,Ms Excel, and Ms PowerPoint.

Mathematics-MCQ Types-10 Marks

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- Simple interest & Compound Interest Profit.
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- Partnership.
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- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability- 10Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.



Syllabus for Plantation Supervisor	F.M- 200 Marks Duration-2 hrs
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Core Subjects 120 Marks

Plant propagation and Nurserymanagement :importance of plant propagation sexual &asexual method of plantpropagation advantage, disadvantages, detail about grafting, layering budding, cutting, tissue culture, propagation through specialized plant part, incompatibility, polyembryony, apomixes, pathenocarpy, root stocks, anatomical studies on rooting, scion, graft union use of PGR, propagation method of horticultural crops plant propagating structure, media preparation, nursery act registration insect pest and disease control of nursery plants. Hi-tech nurseries.

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Plantation crops: Importance scope, area, production, marketing processing and cultivation practices of important plantation crops like coconut, areca nut, Oil palm, Palmyrah palm, Cocoa, coffee, tea rubber, date palm in relation to soil climate, varieties, plant protection, soil and water management processing packaging, grading value addition.

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Agro meteorology: Agroclimate zones of India & Odisha, Agro- ecology for horticulture crops weather and climate, weather parameters and crop environment, Weather forecasting, Climate change, vulnerability and risks. Climate resilience and climates mart practices.

Soil and Nutrition: Soil of Odisha problematic soils and their management, essential plant nutrients, crop



growth, manures and fertilizers, integrated nutrient management for horticulture crop nutrient use efficiency.

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Integrated Farming System: Farming system and horticulture, integrated farming system models (Horticulture based), farm machineries & equipment for horticulture, tillage implements.

Seed technology: Seed quality, seed dormancy, seed production certification storage etc.

Economic: Cost of cultivation o horticultural crops, Entrepreneurship in horticulture, Agribusiness Management, marketing.

Statistics: Basic statistical principles, data collection completion and presentation.

Plant Protection: IPM, biological control, important insect pest,diseases and nematodes of horticultural crops.

General Subjects: 80 Marks

General Awareness & General Science:-15 Marks

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Odia:- 15marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

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- Unseen Passage (400-450 words in length) with a variety of comprehension questions.

Computer Fundamentals & Management:-15 Marks

- Basic Knowledge about computer.
- Ms Word ,Ms Excel, and Ms PowerPoint
- Principle of management
- Organisation Behavior

Mathematics:-10 Marks

- Number System ,HCF and LCM, Squares and Square Roots.



- Cubes and CubeRoots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership
- Ratio & Proportion.
- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability: - 10Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.



1. Arithmetic: -50 marks.

- Simplification.
- Distance
- Compound Interest.
- Problems on Ages.
- Fundamental Arithmetical operations.
- Simple Interest.
- Discounts.
- Verbal and Figure Classification.
- Analogy.
- Problem Solving.
- Percentages.
- Number Systems.
- L. C.F. and L.C.M.
- Boats and Streams.
- Simple Interest.
- Profit and Loss.
- Time and Work.
- Arrangements.
- Alphabet Series.
- Logical Sequence of Words.
- Arithmetical Reasoning.
- Relationship Concepts.
- Verbal and Figure Classification.
- Figure Classification.
- Average.
- Ratio and Proportion.
- Mensuration.

2. General Studies and General Abilities: - 50 Marks

In this category, there shall be a series of matching questions of different categories like

- Indian Polity.
- General Science.
- Books and Their Authors.
- Current Government Schemes.
- Current Events.
- Science Discoveries.
- Sports Events.
- Popular Books of India.
- Indian Authors with their books.
- General Science.
- Indian History.
- Current affairs - National & International.



- GK Capsules of Current Month.
- Indian Culture & Heritage.
- Geographical Knowledge.
- Punjab General Knowledge.
- Countries & Capitals.

3. Reasoning & Mental ability:-25Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.

4. English (Written Test):-25 Marks

- Idioms and Phrases.
- Synonyms.
- Antonyms.
- Spelling Test.
- Fill in the blanks.
- Passage Completion.
- Spotting Errors.
- Sentence Improvement.
- Prepositions.
- Joining Sentences.
- Substitution.
- Para Completion.
- Sentence Completion.
- Active and Passive Voice.
- Sentence Arrangement.
- Error Correction.
- Transformation.

5. Computer (written Test): - 30Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet.
- Function and Formulas.
- WWW and Web Browsers.
- Editing of Cells.
- Basics of Email.

- Sending/receiving of Emails and their related functions.
- Opening and Closing Documents.
- Elements of Word Processing.
- Search Engines.
- Formatting the Text and its presentation features.
- Services on the Internet.
- Internet.
- Web Browsing Software.
- Text Creation.
- Web sites, Blogs.
- MS Excel.
- Word Processing Basics.
- Communication.
- Auto Cad.

6. Odia: -20 Marks

- Grammar.
- Composition.
- Comprehension of an unseen prose passage.
Five short questions to be asked.

Skill Test

- WINDOWS Operating system

To test some of the following basic system operations on file/folder(s).
Create, Rename, Copy/Cut/Paste, Delete Using clipboard.

- Ms Word.
- M.S. Power point, M.S. Excel, Auto cad.



Syllabus for Jr. Accountant	F.M- 100Marks Duration-2 hrs
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Part –I CoreSubject 60 Marks

Financial Accounting	<ul style="list-style-type: none"> ○ Fundamental Terminology: Meaning, Nature, Functions & Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital, Bills Receivable & Payable, etc., The Golden rules of Accounting, Double Entry System. ○ Accounting Principles: Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts & Conventions & their usages. ○ Process of Accounting: Journal Entries, Ledger Posting, Preparation of Trial Balance, Different Types of Errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure, Inventory Valuation Methods like FIFO & LIFO. ○ Financial Statement Preparation: Balance Sheet, Statement of Profit & Loss, Cash flow Statement & Statement of Changes in Equity.
Cost Accounting	<ul style="list-style-type: none"> ○ Basic Terminology: Meaning, Object, & Scope of Cost Accounting, Difference between Costing & Cost Accounting. ○ Key Components: Materials, Labour, Overhead, Cost Sheet, Cost Centre, Profit Centre, Reordering Level, Allocation & Apportionment of Expenditure, Absorption, Different Types of Costing Methods & Techniques. ○ Budgeting & Budgetary Control: Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget.
Corporate Laws	<ul style="list-style-type: none"> ○ Introduction: Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation ○ Management: Classification of Directors, Types of Directors, Managing Directors Women Directors, Independent Directors, Functional Directors, Power & Duties, Meetings of Shareholders & Board, Types of meeting, Different Types of Board Committees. ○ Dividend & Audit Aspect: Provision relating to the payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report.
Income Tax & GST:	<ul style="list-style-type: none"> ○ Income Tax: Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates, Advance Tax, TDS & TCS, Form 16 & 26 AS. ○ GST: Concept of GST, Input Tax Credit & Cascading Effect of Tax, CGST, SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filing of Returns & Assessment.
Financial Management	<ul style="list-style-type: none"> ○ Key Ideas: Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximization Vs. Wealth Maximization. ○ Sources of Finance: Short Term & Long Term source of Finance, Capital



	<p>Structure, Risk & Return Analysis, Bank Guarantee & Letter of Credit.</p> <ul style="list-style-type: none"> ○ Working Capital: Concept & Significance, Determining Working Capital requirement, Financing Working capital needs. 	
General Subjects : 40 Marks		Marks
General Awareness	<ul style="list-style-type: none"> ● Current National and International Events ● General Knowledge like History/ Polity/ Geography of Odisha & India ● Scientific Invention & use of Science in everyday life ● Science and Technology ● Issues of environment, Ecology, Bio-diversity & Climate Change ● Books and Authors ● Major Financial & Economic News ● Current events in Financial World ● Recent credit and monetary policies ● Union Budget 2022 ● Important Government Schemes on capital & money market ● Organizations- RBI, SEBI, IMF, World Bank & Others 	8
Computer	<ul style="list-style-type: none"> ● URL, HTTP, FTP ● Chat, Video conferencing, e-Banking, etc ● Elements of Spread Sheet ● Function and Formulas ● Editing of Cells ● Basics of Email ● Sending/receiving of Emails and their related functions ● Opening and Closing Documents ● Elements of Word Processing ● Search Engines ● Formatting the Text and its presentation features ● Services on the Internet ● Internet ● Web Browsing Software ● Web sites, Blogs ● MS Excel ● Word Processing Basics ● Communication 	8
Quantitative Aptitude	<ul style="list-style-type: none"> ● Ratio and Proportion ● Time and Work ● Speed and Distance ● Square roots ● Percentages and Averages ● Profit, Loss and Discount ● Probability 	8
English	<ul style="list-style-type: none"> ● Grammar ● Fill in the blanks with articles 	8



	<ul style="list-style-type: none"> • Verb • Agreement of the verb with subject • Adverb • Preposition • Tenses • Conjunction • One word substitution • Synonyms & Antonyms • Correct the sentence 	
Odia	<ul style="list-style-type: none"> • Dhvani and sabda • Parts of speech (Noun Adjectives, verb) • Derivation of words • Formation of words (using prefix and suffix) • Idioms • Synonyms and Antonyms 	8



Syllabus for Plantation Assistant	F.M-100 Marks Duration-2 hrs
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		No. of Questions			Remarks
General English	Subtopic	Easy	Moderate	Total	
	Grammar fill in the blanks, Articles	05	10	15	Total Mark 15 (1 mark each)
	Grammar fill in the blanks: Verbs				
	Grammar fill in the blanks: prepositions				
	Grammar Tenses				
	Vocabulary: Antonyms				
	Vocabulary: Noun, Pronoun				
	Vocabulary: Sentence completion				
	Vocabulary: Spellings				
	Vocabulary: synonyms				
	Total No. of questions				
		No. of Questions			Remarks
Odia	Subtopic	Easy	Moderate	Total	
	Dhwani and sabda	05	10	15	Total Mark 15 (1 mark each)
	Parts of speech (Noun Adjectives, verb)				
	Derivation of words				
	Formation of words (using prefix and suffix)				
	Idioms, Synonyms and Antonyms				
	Total No. of questions	05	10	15	
		No. of Questions			Remarks
General Knowledge	Subtopic	Easy	Moderate	Total	
	Current Affairs	08	17	25	Total Mark 25 (1 mark each)
	Science & Technology				
	Indian Geography				
	Indian History				
	Biology				
	Environmental Science				
	Ecology				
	Total No. of questions	08	17	25	
		No. of Questions			Remarks
Quantitative Aptitude	Subtopic	Easy	Moderate	Total	
	Percentages	05	10	15	Total Mark 15 (1 mark each)
	Time and Work				
	Time and Distance				
	Profit and Loss				
	Simplification				
	Averages				
	Problems on Ages				
	Total No. of questions				
		No. of Questions			Remarks
Logical Reasoning	Subtopic	Easy	Moderate	Total	
	Analogies	05	10	15	Total Mark 15 (1 mark each)
	Similarities				
	Problem Solving				
	Relationship Concepts				
	Space Visualization				
	Arithmetical Number Series				
	Arithmetical Reasoning				
	Total No. of questions				
Computer	Basic Knowledge about computer. MsWord ,Ms Excel,Ms PowerPoint	05	10	15	Total Marks 15(1mark each)

Syllabus for Jr. Office Assist.-cum-computer Operator	F.M-100 Marks Duration-2 hrs
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		Marks
General English	Subtopic	20
	Grammar fill in the blanks, Articles	
	Grammar fill in the blanks: Verbs	
	Grammar fill in the blanks: prepositions	
	Grammar Tenses	
	Vocabulary: Antonyms	
	Vocabulary: Noun, Pronoun	
	Vocabulary: Sentence completion	
	Vocabulary: Spellings	
	Vocabulary: synonyms	
Odia	Subtopic	15
	Dhwani and sabda	
	Parts of speech (Noun Adjectives, verb)	
	Derivation of words	
	Formation of words (using prefix and suffix)	
	Idioms	
	Synonyms and Antonyms	
General Knowledge	Subtopic	15
	Current Affairs	
	Science & Technology	
	Indian Geography	
	Indian History	
Quantitative Aptitude	Subtopic	10
	Percentages	
	Time and Work	
	Time and Distance	
	Profit and Loss	
	Simplification	
	Averages	
	Problems on Ages	
Logical Reasoning	Subtopic	15
	Analogies	
	Similarities	
	Problem Solving	
	Relationship Concepts	
	Space Visualization	
	Arithmetical Number Series	
	Arithetical Reasoning	
Computer	Subtopic	25
	Basic knowledge	
	URL, HTTP, FTP	
	Chat, Video conferencing, e-Banking, etc	
	Elements of Spread Sheet	
	Function and Formulas	

	WWW and Web Browsers	
	Editing of Cells	
	Basics of Email	
	Sending/receiving of Emails and their related functions	
	Opening and Closing Documents	
	Elements of Word Processing	
	Search Engines	
	Formatting the Text and its presentation features	
	Services on the Internet, Internet	
	Web Browsing Software	
	Text Creation	
	Web sites, Blogs	
	MS Office	
	Word Processing Basics	
	Communication	



		Marks
General English	Subtopic	20
	Grammar fill in the blanks, Articles	
	Grammar fill in the blanks: Verbs	
	Grammar fill in the blanks: prepositions	
	Grammar Tenses	
	Vocabulary: Antonyms	
	Vocabulary: Noun, Pronoun	
	Vocabulary: Sentence completion	
	Vocabulary: Spellings	
	Vocabulary: synonyms	
Odia	Subtopic	20
	Dhwani and sabda	
	Parts of speech (Noun Adjectives, verb)	
	Derivation of words	
	Formation of words (using prefix and suffix)	
	Idioms	
	Synonyms and Antonyms	
General Knowledge	Subtopic	15
	Current Affairs	
	Science & Technology	
	Indian Geography	
	Indian History	
Quantitative Aptitude	Subtopic	15
	Percentages	
	Time and Work	
	Time and Distance	
	Profit and Loss	
	Simplification	
	Averages	
	Problems on Ages	
Logical Reasoning	Subtopic	10
	Analogies	
	Similarities	
	Problem Solving	
	Relationship Concepts	
	Space Visualization	
	Arithmetical Number Series	
	Arithmetical Reasoning	
Computer	Subtopic	20
	Basic knowledge.	
	URL, HTTP, FTP.	

	Chat, Video conferencing, e-Banking, etc	
	Elements of Spread Sheet	
	Function and Formulas	
	WWW and Web Browsers	
	Editing of Cells	
	Basics of Email	
	Sending/receiving of Emails and their related functions	
	Opening and Closing Documents	
	Elements of Word Processing	
	Search Engines	
	Formatting the Text and its presentation features	
	Services on the Internet, Internet	
	Web Browsing Software	
	Text Creation	
	Web sites, Blogs	
	MS Office	
	Word Processing Basics	
	Communication	

Skil Tests for PA to MD

- a. Short hand ,Type(DTP).
- b. WINDOWS Operating system.
To test some of the following basic system operations on file/folder(s).
Create, Rename, Copy/Cut/Paste, Delete Using clipboard.
MS WORD, M.S. POWER POINT, M.S. EXCEL.



1 .Arithmetic:- 20 Marks

The questions in this paper will be of objective type with multiple choices of answers to be answered in CBT mode. The questions would be such as to test candidate' s ability to work out Fractions, Decimals, Percentage, Average, Simple and Compound interest, Rates and Taxes, Insurance, Profit and Loss, Partnership, Problems on Time and Work and Time and Distance, Ratio & Proportion, Statistics and Mensuration etc. of the High School standard.

2. Computer: - 20Marks

- Basic Knowledge about computer.
- MS WORD.
- M.S. EXCEL.
- M.S. POWER POINT.
- Auto Cad.
- Internet Communication.

3. Odia: - 20 Marks

- Dhvani and sabda.
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Synonyms and Antonyms.
- Idioms.
- Composition.
- Comprehension of an unseen prose passage.

4. English Language:-20Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage(400-450wordsinlength) with a variety of comprehension questions.

5. General Knowledge: -20 Marks

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with headquarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Skill Test

- WINDOWS Operating system
To test some of the following basic system operations on file/folder(s)
Create, Rename, Copy/Cut/Paste, Delete Using clipboard
- MS WORD.
- M.S. POWER POINT.
- M.S. EXCEL.
- Auto cad.