



ADVERTISEMENT FOR RECRUITMENT OF DIFFERENT POSTS IN OSCDC LTD

No. 2521 /OSCDC

Date:19.07.2022

OSCDC Ltd a Bronze category State PSU in Agriculture Sector in the State was incorporated under The Companies Act, 1956 on 6th April, 1979 for development of cashew in the State of Odisha

The Corporation intends to fill up the Executives /Non-Executive posts under different disciplines. Applications are invited through the website www.oscdc.nic.in for recruitment to the aforesaid posts.

Details of posts to be filled up Scale of pay & conditions of service are mentioned as follows:-

The vacancies are against the sanctioned regular posts. However, the candidates shall initially be appointed on contractual basis as per GA Department Notification No. 32010 /Gen dated 12.11.2013 and No. 4591 /Gen Dated 15.02.2014 for a period of 6 (Six) years from the date of joining the post of contractual appointment with consolidated monthly remuneration equal to the corresponding scale of pay at the rate prescribed in the table below appended to the Odisha Group-B & Group-C posts (Contractual Appointment) amendment Rules 2021. On date of successful completion of 6 (Six) years, they shall be deemed to have been regularly appointed. A formal order of regular appointment shall be issued by the appointing Authority. On regular appointment they shall be entitled to draw the time scale of pay & with D.A. and other allowances as applicable to other regular Corporation employees. Upper age limit in case of SC/ST/SEBC/Women/PWD shall be relaxed as per norms of Govt. of Odisha and in case of departmental candidates fulfilling the eligibility criteria may apply considering their initial date of joining in the Corporation towards qualifying age limit for participation in the recruitment process as per the decision taken by the Board.

Sl. No.	Name of the Post & Group	Corresponding Pay Level under ORSP Rules 2017	Monthly Remuneration for initial year	Basic Qualification	Experience	Maximum Age (in year) as on 30.06.2022	Total Vacancy	Category of Posts			
								UR	SEBC	SC	ST
1	2	3	4	5	6	7	8	9	10	11	12
1	Jr. Engineer (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Diploma in Civil Engineering.	--	21-38	1	1	-	-	-
2	Asst. Manager(Finance) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Inter CA/M.com	2 years experience computerized accounts works in Tally system.	25-38	1	1	-	-	-
3	Asst. Manager(Marketing) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. with MBA in Marketing and must possesses knowledge in computer operation.	2 years experience in Agri business.	25-38	1	1	-	-	-
4	Asst. Manager(Technical) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. (Ag.) /B.Sc (Hort)	2 years experience.	25-38	3	2	-	-	1
5	Plantation Supervisor (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. (Ag.) / B.Sc (Hort)	--	21-38	15	8 (03-w)	2 (01-w)	1	4 (01-w)

6	Revenue Inspector (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Graduate in any discipline with certificate course in land survey/ Topographical survey & land information system/ Digital land survey & Mapping certified by any state / Central University or Institute like Indian Institute of Spatial Science.	--	21-38	2	2	-	-	-
7	Jr. Accountant (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	B.Com desirable Inter CA/ICWA.	2 years computerized accounts works in Tally system.	21-38	7	4 (01-w)	1	1	1
8	Plantation Assistant (Group-C)	Pay matrix Level-4, Cell-1 Rs.19,900/- Rs 63200/-	Rs.13,300/-	(+2) Science/ Diploma in Agro Science & allied subjects.	--	18-38	20	10 (03-w)	3 (01-w)	1	6 (02-w)
9	Jr. Office Asst. cum-Computer operator (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	Graduate with PGDCA.	2 years experience computerized office works.	21-38	5	3 (01-w)	-	1	1
10	Personal Assistant (PA) to Managing Director (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	Graduate with PGDCA (100 wpm in shorthand and 50 wpm in computer typing.	2 years experience in office works.	21-38	1	1	-	-	-
11	Amin (Group-C)	Pay matrix Level-3, Cell-1 Rs.18,000/- Rs 56900/-	Rs.13,100/-	+2 in any discipline with certificate course in land survey/Topographical survey & land information system/Digital land survey & Mapping certified by any state/Central University or Institute like Indian Institute of Spatial Science	--	21-38	2	2	-	-	-
Total							58	35	6	4	13

- The details of Syllabus and other criteria for the above posts are mentioned in the website (<https://oscdc.nic.in>).
- The online application portal for online application by the interested eligible candidates shall be made Go-live from 29.07.2022 at 10.00 AM onwards which will be available in OSCDC website (<https://oscdc.nic.in>).
- OSCDC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.
- Candidates are requested to visit Corporation website <https://oscdc.nic.in> at regular intervals for any notification, news, updates etc. relating to this recruitment.

IMPORTANT DATES	
Starting date of On-line Application Form	29.07.2022(10:00 AM) onwards
Closing Date of On-line Application Form	26.08.2022(Till 11:59 PM)

MANAGING DIRECTOR

GENERAL ELIGIBILITY CRITERIA:-

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

- i) The candidate must be a citizen of India.
- ii) Be able to speak, read & write Odia
- iii) Be of good moral character & conduct.
- iv) Be of good mental condition and bodily health and free from any physical defect likely to interface with the discharge of his duties in the service.
- v) If married, must not have more than one spouse living.
- vi) Candidate must have passed in Odia as a language subject equivalent to class VII.

Not fulfilling any of the eligibility criteria shall render the applicant's candidate invalid and rejected.

The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted. The effective date for maximum age is 30th June 2022.

RESERVATION:-

- i. Reservation of posts including reservation for women will be as per the ORV and other applicable Acts and rules of Government of Odisha.
- ii. Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.
- iii. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- iv. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- v. Candidates belonging to SEBC category shall submit their SEBC Certificate validated / renewed by the Competent Authority on or after 09.04.2019 failing which they shall be treated as unreserved category candidates.
- vi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of" Caste Certificate obtained by virtue of marriage i.e. showing "wife of" is not acceptable.
- vii. OBC Certificates will not be accepted in lieu of SEBC Certificate.
- viii. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

SELECTION PROCEDURE:-

- i. The selection process involves Computer Based Recruitment Examination (CBRE)
- ii. Computer Skill Test (qualifying) (If applicable mentioned in syllabus).
- iii. The final merit will be drawn on the basis of performance in CBRE AND COMPUTER SKILL TEST (If applicable) and the selected candidates will be called for Document Verification. Successful candidates in verification of documents will be issued Offer letters. The candidate will be allowed to join the post subject to the condition that he is found medically fit.
- iv. The Syllabus for the Computer Based Recruitment Examination for each category of posts is provided at **Annexure-I**
- v. There shall be no negative marking.

- vi. Candidates who qualify in CBRE for the posts will be shortlisted and Computer Skill Test in 1:3 ratio in categories mentioned in the syllabus will be made after which the document verification shall be carried out for final merit list.
- vii. The merit list will be drawn purely on the basis of Performance in the CBRE and Skill Test (Wherever applicable).
- viii. In case of equality of marks secured, the candidate having preferred qualification for the post shall be considered first. Further in case of tie candidates of higher age shall be considered.
- ix. The offer of appointment shall be issued to the selected candidates on the basis of merit.
- x. The candidates belonging to SC/ST/SEBC Category are required to upload the self-declaration towards caste and residence proof as per the format as mentioned at **Annexure-II**.
- xi. The candidates belonging to Un-Reserved Category are required to upload the self-declaration towards residence proof as per format as mentioned at **Annexure-III**.

APPLICATION FEE AND MODE OF PAYMENT	
Unreserved / SEBC Category	SC / ST/ PWD
Rs. 500/-	Nil

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.500/- (Rupees Five hundred) only and candidates belonging to a Scheduled Caste (SC) / Scheduled Tribe (ST) & PWD candidates are exempted to submit any fee .
- ii. For On-line Payment mode (Through Debit / Credit Card / Net Banking): In case of On-line payment mode, an applicant will be redirected to payment gateway page. After completing the On-line Payment, she / he shall take hard copy of the application form along with Fee Receipt. She/he shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.
- iii. Application fee once paid shall not be refunded in any case.
- iv. The candidate has to retain the print out / hard copy of the online application for future reference.

CENTRE OF EXAMINATION:-

- i) The Computer Based Recruitment Examination (CBRE) will be held at Bhubaneswar / Cuttack.
- ii) The request for change of Centre shall NOT be entertained. Allotment of the test Centre is at the discretion of the OSCDC Ltd. Management.
- iii) OSCDC Ltd reserves the right to change the Centre of Examination without mentioning any reason thereof at any stage of recruitment.

GENERAL INFORMATION & INSTRUCTIONS:-

- i. Only the online applications are invited from the candidates for admission to the Computer Based Recruitment Examination. No other mode of application is allowed.
- ii. If a candidate found guilty of seeking support for her/his candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice

during the course of the selection or otherwise, shall, in addition to rendering herself/himself liable to criminal prosecution be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any future recruitment or selection to be conducted by OSCDC Ltd.

- iii. Any Application found to be incomplete in any respect is liable for rejection. No correspondence shall be entertained in this regard.
- iv. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right on an applicant to claim appointment.
- v. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of Bhubaneswar Court/High Court of Odisha.
- vi. Candidates working in State / Central Government / PSUs/ Autonomous Bodies of Govt. shall apply online. However, he/she must produce a No Objection Certificate (NOC) from her/his employer at the time of Certificate Verification.
- vii. Final selection of the candidates shall be subject to medical fitness.
- viii. While applying for the above posts, the applicant shall ensure that she / he fulfill the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that she / he has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming (s) / are detected even after appointment, her/his services are liable to be terminated without any notice.
- ix. Candidates, who fulfill the prescribed eligibility criteria, on the effective date, may apply for the post.
- x. OSCDC Ltd. reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

DOMICILE STATUS OF THE CANDIDATE:-

Residents of the state of Odisha (candidates who are native to Odisha) only can apply for the above posts. Candidates belonging to other states are not eligible to apply for the posts.

HOW TO APPLY:-

General Instructions	
1.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: a. Valid e-mail ID & Mobile Number. b. Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process. c. Scanned signature. d. Required certificates and documents as mentioned in the Advertisement. e. Please ensure that email sent to this mailbox is not redirected to your junk / spam folder.
2.	Category and Sub-category [General (UR)/SC/ST/SEBC] once filled by candidate in the on-line application Form will not be changed and no benefit of other category will be admissible.
3.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited. i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ) documents are available on the official website of <u>OSCDC Ltd.</u> ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique Registration Number and to use it for future

- correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. Uploading of Documents & Photo:

Candidates are required to keep the following documents ready before initiating the On-line Application Form:

- a) Caste certificate, if belong to SC/ST/SEBC category.
- b) 10th Pass Certification.
- c) Educational Qualification Passed Certificate / Graduation whichever is applicable.
- d) Essential Qualification Final Mark Sheet.
- e) Certificate having passed in Odia examination.
- f) PWD certificate, if applicable.

Note: Size of documents to be uploaded shall be 100KB to 200KB and in PDF format. The uploaded documents must be clearly Identifiable / visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

- v. Candidate shall upload the scanned copy of original documents.
- vi. Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg)

	File Size	Dimension
Photograph	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 35 KB	3.5 cm X 1.5cm

Note: Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

- vii. Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted, the candidate has to submit the same at the time of verification of documents.
- viii. Certificate of Admission / Admit Card for the Computer Based Online Test for the eligible candidates will be uploaded in the website of OSCDC prior to the date of examination.
- ix. The candidates are required to download their Admit Card from the website of OSCDC and produce the same for Admission to the examination Hall / Centre. No separate correspondence will be entertained in this regard.

Note: 1. All the important notification & updates regarding this recruitment shall be hosted in the OSCDC Ltd website only and accordingly all applicants are advised to visit the website regularly.

- 2. In order to avoid last minute rush, the candidates are advised to apply early enough. OSCDC Ltd will not be responsible for network issues or any other problem in submission of online Application.

- 3. Candidates should be aware of FAKE websites put-up by unscrupulous elements/ touts.

IMPORTANT DATES	
Opening Date of Online submission of application	29.07.2022
Closing date of online submission of application	26.08.2022

MANAGING DIRECTOR

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 sigly 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 (400-450 words in length) 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	○ 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	○ 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	○ 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:	○ 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, Filling of Returns & Assessment.
Financial Management	○ 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	• 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	• Dhvani and sabda. • Parts of speech (Noun Adjectives, verb). • Derivation of words. • Formation of words (using prefix and suffix). • Idioms ,synonym& Antonyms.	10
English	• 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	• 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-	• 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	• Ratio & Proportion. • Algebra. • Geometry, Trigonometry. • Statistics. • Analogies. • Similarities. • Problem Solving. • Relationship Concepts. • Space Visualization. • Arithmetical Number Series. • Arithmetical Reasoning.	10
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SYLLABUS FOR ASST. MANAGER (MARKETING)	F.M-200 Marks Duration -2 Hrs
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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.

- 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.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability:- 10 Marks

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

SYLLABUS FOR ASST. MANAGER (TECHNICAL)	F.M-200 Marks Duration-2 hrs
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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.
- 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 (400-450 words in length) with a variety of comprehension questions.

Computer:-15 Marks

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

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.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability- 10 Marks

- 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, pathenocarp, 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, exportmarketing, storage, fruit growing zones offruit 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, Physiologicaldisorders,insect,pestdiseasesmanagement. 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,Custardapple.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, pestand 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 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.

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 & allelopathy, crop weed association, weed prevention eradication and control, integrated weed management, herbicides and their uses selectivity and environmental impacts.

Dry land farming: Rainfed 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 (Horticulture 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.
- 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 (400-450 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.

Syllabus for Revenue Inspector (RI)	FM -200 Marks Duration 2 Hrs
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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	○ 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	○ 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	○ 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:	○ 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	○ 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 : 40 Marks		Marks
General Awareness	• 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	• 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	• Ratio and Proportion • Time and Work • Speed and Distance • Square roots • Percentages and Averages • Profit, Loss and Discount • Probability	8
English	• Grammar • Fill in the blanks with articles	8

	• Verb • Agreement of the verb with subject • Adverb • Preposition • Tenses • Conjunction • One word substitution • Synonyms & Antonyms • Correct the sentence	
Odia	• Dhwani and sabda • Parts of speech (Noun Adjectives, verb) • Derivation of words • Formation of words (using prefix and suffix) • Idioms • Synonyms and Antonyms	8

<u>Syllabus for Plantation Assistant</u>	F.M-100 Marks Duration-2 hrs
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General English	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	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	05	10	15	
Odia	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	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	
General Knowledge	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	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	
Quantitative Aptitude	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	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	05	10	15	
Logical Reasoning	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	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	05	10	15	
Computer	Basic Knowledge about computer. MsWord ,Ms Excel,Ms PowerPoint	05	10	15	Total Marks 15(1mark each)

<u>Syllabus for Jr. Office Assist.-cum-computer Operator</u>	F.M-100 Marks Duration-2 hrs
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General English	Subtopic	Marks
		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	

<u>Syllabus for Personal Assistant to Managing Director.</u>	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	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	

Skill 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.

Syllabus for Amin	F.M -100 Marks Duration-2 hrs
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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.

SELF DECLARATION FORM FOR CASTE/ RESIDENT PROOF

I Smt./Ms./Sri _____ Daughter/Son of _____ Age (as per advertisement)
 _____ Years _____ months _____ days, Caste (ST/SC/SEBC) _____ Resident of Village
 _____ P.O. _____ P.S. _____ Town (NAC /Municipality/ Municipal
 Corporation) _____ Tahasil _____ District _____ Odisha, PIN Code _____ , do
 hereby declare that the information given above is true to the best of my knowledge and belief .I am well aware
 of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all
 the benefits, if any, availed by me shall be summarily withdrawn.

Date:

Place:

Signature of the applicant

(Name of the applicant)

NOTE:

- a. The certificates towards proof of caste & resident etc shall be called for verification during the document verification process before the final selection.
- b. The resident certificate must have been issued on or after 08.02.2017.
- c. In case of SEBC category, the certificate must have been issued on or after 08.02.2019.
- d. OBC certificate in place of SEBC certificate will not be accepted.

SELF DECLARATION FORM FOR RESIDENT PROOF

I Smt./Ms./Sri _____ Daughter/Son of _____ Age(as per advertisement) _____ Years _____ months _____ days, Resident _____ of Village _____ P.O. _____ P.S. _____ Town(NAC/Municipality/Municipal Corporation) _____ Tahasil _____ Distrc _____ Odisha, PIN Code _____, do hereby declare that the information given above is true to the best of my knowledge and belief .I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all the benefits, if any, availed by me shall be summarily withdrawn.

Date:

Place:

Signature of the applicant

(Name of the applicant)

NOTE:

- a. The certificates towards proof of caste & resident etc shall be called for verification during the document verification process before the final selection.
- b. The resident certificate must have been issued on or after 08.02.2017.