

# **SYLLABUS FOR THE POST OF JUNIOR EXECUTIVE (COMMON CADRE)**

## **ADVERTISEMENT No: 03/2023**

**Total Questions: 150**

**Duration: Two Hours**

### **1. General Intelligence & Reasoning (40 Questions) :**

It would include questions of both verbal and non-verbal type. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching. Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

### **2. General Awareness (35 Questions) :**

Questions to test the candidates' general awareness of the environment around them and its application to society. Questions also to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

### **3. English Comprehension (35 Questions) :**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Close Passage, Comprehension Passage. To test comprehension, paragraphs will be given and questions based on those will be asked. At least one paragraph should be based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

### **4. Quantitative Aptitude (40 Questions) :**

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

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (FIRE SERVICES)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 50%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 50%

1. Applied Chemistry
2. Applied Mechanics
3. Strength of Materials
4. Fire services Hydraulics
5. Pumping Machinery & Accessories
6. Fire prevention & Protection
7. Fire Fighting Equipments
8. Fixed Fire Fighting Installations
9. Structural Fires & Building Fire Safety
10. Rescue Equipment & Techniques
11. Communication & Detection System
12. Heavy Vehicle & Automobile Engg.
13. Heat Combustion & Explosives
14. Special Fire Hazards
15. Electrical Fires
16. Aircraft Fires
17. Hazardous Materials
18. Fire Codes 7 Standards

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (FINANCE)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

1. Financial Accounting/Corporate Accounting
2. Business Laws/Corporate Laws with Emphasis on Companies Act, 2013
3. Business Organization and Management
4. Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes
5. Cost Accounting
6. Financial Management with emphasis on evaluation of projects, fund raising options, working capital management, risk mitigation, strategies in general
7. Auditing with special emphasis on accounting standards
8. E-commerce
9. Financial Markets, institutions and financial services
10. Fundamentals of investment
11. Working knowledge of accounting software like Enterprise Resource Planning (ERP) and Microsoft Office

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (LAW)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

- a) The Constitution of India
- b) Contract Act
- c) Arbitration & Conciliation Act
- d) Transfer of Property Act
- e) Limitations Act
- f) All Labour Laws/ Labour Codes
- g) Code of Civil Procedure
- h) Administrative Law
- i) AAI Act
- j) Aircraft Act
- k) Partnership Act
- l) Companies Act, 2013
- m) Insolvency & Bankruptcy Code
- n) Law relating to tenders
- o) Public International Law in comparison to Law of India