

Syllabus for CBT (Stage I) : Advertisement No DR-03/2021 dated 30 Sep 2021

Name of Post - Assistant Director (Pay Level 10)

Cadre: Admin, Finance & Legal

Scheme of examination:

Exam Format - Computer Based Test (Stage-1) will be of 180-minute duration with 120 MCQ questions. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Subject and Syllabus	No. Of Questions
General Aptitude	
General Intelligence: would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	10
General Awareness: Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of current events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not require a special study of any discipline.	10
English language Comprehension: Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, one word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar-noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of 'a' 'an' and 'the', idioms and phrases etc, Parts of speech.	10
Computer Literacy	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, power point) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp, FB, Twitter etc). Would be tested.	10
Indian and International Food Laws (An Overview)	
<ul style="list-style-type: none">• Food Safety and Standards Act of India, 2006: Provision, definitions and different sections of the Act and implementation.• FSS Rules and Regulations• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety-(i) Overview of CODEX Alimentarius Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA JMPR):WTO agreements (SPS/TBT):• Important national and international accreditation bodies	10

<p>FSSAI -Role, Functions, Initiatives (A General Understanding)</p> <ul style="list-style-type: none"> • Genesis and Evolution of FSSAI • Structure and Functions of Food Authority • Over view of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit • Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives) • Training and capacity building • Role of State Food Authorities 	<p>10</p>
<p>Candidates will be required to attempt either of the sections (Section A or Section B)</p> <p>Section A Administrative and Financial Functioning</p> <ul style="list-style-type: none"> • Office Procedure & Office Management • General Financial Rules-2017 • FR & SR, Medical Attendance Rules, Travelling Allowances Rules, LTC Rules, Joining Time Rules • CCS (CCA) Rules, 1965, CCS (Conduct) Rules, 1964 • CCS (Pension) Rules 1972, Provident Fund Rules & New Pension Scheme • Reservation Policy • Constitutional framework of government, Union Government and Administration, Parliamentary procedures, budget process, RTI Act etc. • Receipt and Payment Rules, 1983 • Government Accounting Rules • Grievance Redressal Mechanism in Central Government <p align="center">OR</p> <p>Section B Constitutional Law</p> <ul style="list-style-type: none"> • Features and general principles of Constitutional Law, Part III, IV and IV A of the Constitution of India, Judiciary at Federal and State Levels, Conduct of Government Business, Executive power of the Union and the States, 1st Part XIII dealing with trade, commerce and intercourse within the territory of India, Centre State relations, Legislature at Union, State and Local Levels. <p>Administrative Law</p> <ul style="list-style-type: none"> • Principles of Natural Justice, Rule of Law, Quasi-Judicial, quasi – administrative and administrative bodies: powers, functions and discretions, Delegated Legislation, Executive control and supervision of autonomous bodies, Difference between Inquisitorial and Adversarial system, Ombudsman, Lokayukta and Lokpal etc. <p>Procedural Law</p> <ul style="list-style-type: none"> • Code of Civil Procedure, 1908 including Procedure relating to summoning, examination etc. of witnesses etc. Temporary Injunction and interim relief, Law of Evidence including Presumption and conclusive proof, Criminal Procedure Code, 1973, Penal Laws including Indian Penal Code, Law of Arbitration and Conciliation, Mediation, Alternate Dispute Resolution – concept, purpose/prospects. <p>Multi-disciplinary and Contemporary Legal Issues</p> <ul style="list-style-type: none"> • Intellectual Property regime, Trademarks etc, Valuation issues in intellectual properties, Law and Economics – use and knowledge of basic economic principles in appreciation of the competition law, Major statutes governing environmental law, Competition law and common man, Consumer Protection Act and the Competition Act, International Competition Law framework: OECD, ICN, WTO, UN etc, Basic principles of statutory interpretation, IT and cyber laws; concept, purpose/prospects. <p>Law of Contract, Law of Partnership, Corporate Law (Overall Understanding)</p>	<p>60</p>

Name of Post – Assistant Director (Tech) (Pay Level-10)

Scheme of examination:

Exam Format

Computer Based Test (Stage-1) will be of 180-minute duration with 120 MCQ questions. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Subject and Syllabus	No. Of Questions
Part A- General Aptitude and Computer Literacy	
<u>General Intelligence</u> : would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and difference, space visualization, problems solving, analysis, judgement, decision making visual memory, discriminating relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series.	10
<u>General Awareness:</u> Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of currents events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not require a special study of any discipline.	10
<u>English language Comprehension:</u> Would test the candidates understanding of the English language its vocabulary, grammar etc. would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of 'a 'an" and 'the', idioms And phrases etc, Parts of speech.	10
<u>Computer Literacy:</u> Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, power point) including basic commands, Google Doc, emails, digital signature, Commonly use social media handles (Whatsapp, FB, Twitter, etc) would be tested.	10
Part B – Fictional Knowledge	
Indian and International Food Laws (An Overview)	
<ul style="list-style-type: none">• Food Safety and Standards Act of India, 2006 Provision, definitions and different sections of the Act and implementation.• FSS Rules and Regulations• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety- (i) Overview of CODEX Alimentarius. Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA, JMPR): WTO agreements (SPS/TBT).• Important national and international accreditation bodies	20

<p>FSSAI-Role, Functions, Initiatives (A General Understanding)</p> <ul style="list-style-type: none">• Genesis and Evolution of FSSAI• Structure and Functions of Food Authority• Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit etc.• Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives)• Training and capacity building• Role of State Food Authorities	<p>20</p>
<p>Principles of Food Preservation, Processing and Packaging</p> <ul style="list-style-type: none">• Food Processing Operations, Principles, Good Manufacturing Practices• Overview of food preservation methods and their under lying principles including novel and emerging methods/principles• Overview of food packaging methods and principles including novel packaging materials/techniques <p>Principles and Basics of Food Chemistry and their role in Human Nutrition</p> <ul style="list-style-type: none">• Structure and functions of macro-and micronutrients• Role of macro and micronutrients in human nutrition• Over view of food additives with respect to their technological functions• Over view of anti-nutritional factors and their removal from foods• Over view of enzymes as food processing aids• Over view of nutraceuticals and functions foods• Overview of food contaminants and adulterants and their effects on human health• Food allergens and allergen city• Importance of diet in alleviating health risks, especially non-communicable diseases <p>Food Microbiology & General principles of Food Hygiene</p> <ul style="list-style-type: none">• General principles of food microbiology and over view of food borne pathogens• Over view of sources of microorganisms in food chain (raw materials, water, air, equipment etc.) and microbiological quality of foods• Microbial food spoilage and Food borne diseases• General principles and techniques in microbiological examination of foods• Overview of beneficial microorganisms and their role in food processing and human nutrition• General principles of food safety management systems including traceability and recall – sanitation, HACCP, Good production and processing practices (GMP,GAP,GHP, GLP, BAP, etc.) <p>General concepts of Food Analysis and Testing</p> <ul style="list-style-type: none">• Fundamentals of field level and laboratory sampling with reference to importance of statistical tools.• Over view of basic/classical methods of food analysis• Over view of modern analytical techniques including mass spectrometry and molecular techniques.• Principles of Quality assurance and Quality control with reference to food analysis and testing.	<p>40</p>

Name of Post – Deputy Manager (Pay level-10)

Scheme of examination:

Exam Format - Computer Based Test (Stage-1) will be of 180-minute duration with 120 MCQ questions. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Subject and Syllabus	No of questions
GENERAL APTITUDE	
General Intelligence: would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	10
General Awareness: Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of currents events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not required a special study of any discipline.	10
COMPUTER LITERACY	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, power point) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp, FB, Twitter etc) would be tested.	10
FSSAI -Role, Functions, Initiatives (A General Understanding)	
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Each Section shall have 20 questions. Out of six sections, candidates to attempt questions from four Sections. Section-A Communication theories; Concept and Process; Corporate Communication Section-B Media Laws, Ethics and Regulations, Section-C Writing for traditional media (newspapers, magazines, radio, television etc.) and new media (website, blogs, twitter, Facebook etc.); Section-D Advertising Principles and Concepts, Section-E Media Planning, Campaign planning; Advertising, Section-F Marketing and PR Research.	80