

Pattern & syllabus of Online Test

Post : Engineers (TO-D & SO-D)

Pattern : The Online test will have **100 questions** to be answered in **two hours** duration.

Each correct answer will carry (03) marks whereas each wrong answer will attract (-1) marks. No marks will be allotted to un-attempted questions.

Syllabus : **50% Common Engineering & 50% core Engineering Subjects.**

Post : Medical Officers (GDMO)

Pattern: The Online test will have **100 questions** to be answered in **two hours** duration.

Each correct answer will carry (03) marks whereas each wrong answer will attract (-1) marks. No marks will be allotted to un-attempted questions.

Syllabus: **Core subjects of MBBS.**

PATTERN & SYLLABUS OF WRITTEN / ONLINE TEST

**FOR THE POSTS OF DY. MANAGERS IN HR, F&A, C&MM, HOSPITALITY SERVICES,
PUBLIC RELATIONS, SECURITY AND DY. LAW OFFICER (DLO)**

PATTERN OF TEST

The Written / Online test will comprise of two parts

Part - I : (Management Aptitude Test) - Will consists of questions related to Quantitative Aptitude, Reasoning (Verbal & Non verbal), English Language, Data interpretation and General Awareness and

Part - II : (Functional Knowledge Test) - Will consists of questions related to relevant professional discipline / qualification.

The Written / Online test will consist of 120 questions (Part -I 50 Questions + Part - II 70 Questions) of 1 mark each to be answered in 2 hours duration. There will be a negative marking of 0.25 marks for each wrong answer.

Minimum qualifying marks for Written / Online Test is **40% for Unreserved** (General) candidates and **30% for reserved category** candidates. Candidates, please note that scoring minimum cut off marks to qualify in Written / Online Test doesn't mean that he /she is short listed for interview.

Depending upon the number of vacancies; only those candidates who rank sufficiently high in the order of merit based on the total marks scored in Written / Online Test shall be short-listed and called for personal interview in the ratio of **maximum 1:5**; if the number of **advertised vacancies are less than 10** and in the ratio of **maximum 1:4**; if the number of **advertised vacancies are more than 10**.

However, NPCIL reserves its right to shortlist and call the candidates for personal interview otherwise than in the above ratio at its sole discretion; if sufficient number of candidates is not available for interview; by lowering the cut off marks prescribed for Written / Online Test.

Post : Dy. Manager (HR)

PART - II (Functional Knowledge Test) Syllabus: Human Resource

Topics
1. Human Resource Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
2. Principles and Practices of Management
3. HRM concepts and functions, Performance appraisal, Career planning, Succession Planning
4. Training and Development, Management Development
5. Compensation Management
6. Organizational Behavior: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
7. Industrial Relations : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary action
8. Trade Unions : Meaning, objectives, functions, theories, trade union movement in India, trade union leadership, inter and intra union rivalry, role of different parties, Bi-partitism, Tri-partitism
9. Labour Legislation: Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948 Industrial Disputes Act, 1947 Trade Union Act, 1926 Payment of Gratuity Act, 1972 Contract Labour (Abolition) / Regulation Act Workmen's Compensations Act, 1923 Payment of Wages Act, 1936 Minimum Wages Act, 1948 Industrial Employment Standing Orders Act Maternity Benefit Act, 1961 Employees Provident Fund & Misc Provisions Act Employees State Insurance Act

Post : Dy. Manager (F&A)

PART - II (Functional Knowledge Test) Syllabus: Finance & Accounts

1. Double entry Bookkeeping and principles.
2. Maintenance of Book of Accounts prescribed by the Companies Act 2013 - Schedule 3.
3. Accounting Standards.
4. Principles & Knowledge of Income Tax, VAT, CST, Service Tax, Central Excise & Custom Duties.
5. Principles involved in raising of Finance and connected Ratios.
6. Statutory & Internal Audit.
7. Purchase procedures applicable for PSUs and Inventory Control for Material Management.
8. Principles of Costing / elements of cost analysis.
9. Budget & budgetary control.
10. Sources and capital structure for infrastructure projects.
11. Working Capital Management and Liquidity Management for cash flow preparation.
12. Debt Market and roll of intermediaries in debt issues.
13. Servicing of Investors.
14. Application of Computers for the above purpose.

Post : Dy. Manager (C&MM)

Part -II : Functional Knowledge Test Syllabus: Contracts & Material Management

- (1) Business Economics
- (2) Accounting & Finance
- (3) Legal aspects of contracts - Sale of Goods Act, Indian Contracts Act, etc.
- (4) Type of contracts
- (5) Concept of applicable taxes and duties for procurement of goods and services viz. Excise Duty, Central Sales Tax / Value Added Tax, Service Tax, Income Tax, Octroi and Entry Tax and relevant tax provisions applicable for purchase contracts.
- (6) Evaluation of Tenders, Award of contract.
- (7) Contract securities - Bank Guarantees / Corporate Guarantees / Indemnity Bonds.
- (8) Concept of audit and its importance.
- (9) Project Planning & Schedule.
- (10) Concept and basic principles of e-procurement / e-Tendering / e-auction / Reverse auction.
- (11) Dispute resolution mechanism available in India.
- (12) Consequences of breach of contract and remedies available to Purchaser.
- (13) Export-Import policy and procedures, legal framework of export-import, customs classification.
- (14) Inco-terms.
- (15) Customs clearance - Sea, Air, Post procedure and documentation.
- (16) Inventory control - ABC analysis, General principles of provisioning and procurement of common user items, fixing of minimum, maximum and re-order levels.
- (17) Material handling; Handling of compressed gases, inflammable, toxic substances, chemicals and hazardous materials, strategic items etc.
- (18) Emerging trends in Material Management.
- (19) Third Party Logistics and Supply Chain Management.
- (20) Vendor Development, Vendor Registration and Evaluation of performance of suppliers.

Post : Dy. Manager (Hospitality Services)

Part -II : Functional Knowledge Test Syllabus: Hospitality Services

1. Food Preparation / Production
2. Food Standards & Sanitation
3. Menu Planning
4. Fundamentals of nutrition
5. Dining Room Operations
6. Purchasing and Storage
7. Hospitality - Supervision & Operations
8. Computer Fundamentals
9. Hospitality Law & Risk Management
10. Restaurant Layout & Equipments
11. Front Office Operations
12. Wines, Spirits & Beverages Management
13. Hospitality Promotions
14. Fundamentals of Event Management

Post : Dy. Manager (Public Relations)

Part -II: Functional Knowledge Test Syllabus: Public Relations

Sl. No.	Topics
01.	Communication & Journalism - Basic Concepts, Types of communication, Mass communication in India, Role of media in society, Demographic and sociological impact of media, Mass campaign for specific issues - social concerns, environment, human rights, gender equality.
02.	Indian Constitution and Freedom of Press, Media Management, Professional organizations in Media, Media Laws in India, Press Commissions, Press Councils, International News Agencies, India's position and approach to International communication issues, Ethics and Journalism
03.	Communication and theories of social change, Development initiatives - State, Market and NGO Sector, Participatory approaches and community media
04.	Conflict related to media coverage and representations, Mac-Bride commission recommendations, Convergence of media - Problems and options
05.	Radio, TV and Internet as a media of communication, Advertising, Public relations, Public opinion, Propaganda

Post : Dy. Manager (Security)

Part -II : Functional Knowledge Test Syllabus: Security

Sl. No.	Topics
01.	Relevant Provisions of IPC : Relevant provisions of IPC with relation to theft, molestation, criminal trespass, physical assault, rash driving, public nuisance, unlawful assembly and house breaking.
02.	Relevant Provisions of CrPC : Bailable and non-bailable offences, Complaint reporting, cognizable and non-cognizable offences, Investigations, Inquiry and Trial, FIR Procedures, Police Custody & Jail.
03.	Various Provisions of: The Flag Code of India, Prevention of insults to National Honour Act, 1971, Foreigners Act, 1946.
04.	Physical Security, Security of materials, Handling of Security Gadgets & other Security Aspects - Perimeter barriers, Protective Lighting, Alarm Systems, Locks and Access Control Systems, Threat vulnerability & risk assessment, Mitigation planning, First Aid, Road Safety, Traffic / Parking Management, Accident Prevention, Accident Reporting & escalation, Fire Safety & handling of fire hazards, Disaster Management, Evacuation Drills, Mob handling
05.	Operational Excellence - Intelligence gathering and surveillance, Security Survey, Security Management, Security operations & equipment, Equipment inventory, Electronic security systems & security gadgets, Mobile Patrolling, Crowd control, Event security management, Identifying and handling suspicious signs.

Post : Dy. Law Officer (DLO)

Part -II : Functional Knowledge Test Syllabus: Law

Topics
1. <u>Constitutional law of India</u> : Preamble, Fundamental rights and duties, directive principles of state policy, Judiciary, Executive, Union State Legislative Relations, Emergency provisions, Amendment of the constitution, Writ jurisdiction
2. <u>Legal Theory</u> : Nature and sources of Law, Positivism, Natural law theory, sociological jurisprudence, Theories of punishment, Rights and duties, Concepts of possession and ownership
3. <u>Public International Law</u> : Nature of International Law and its relationship with Municipal Law, Recognition of States & Governments, Settlement of International Disputes, Human Rights
4. <u>Family Law</u> : Concepts of family law, Sources of Family law in India, Marriage and Dissolution of Marriage, Divorce, Maintenance, Matrimonial Remedies, Uniform civil code
5. <u>Law of Contracts</u> - General Principles : Essentials of a valid contract, offer, acceptance and consideration, capacity to contract - Minor's contract, Elements vitiating contract - mistake, fraud, misrepresentation, public policy, coercion, undue influence, frustration of contract, Remedies for breach of contract - Damages.
6. <u>Laws of Torts</u> - Foundation of Tortious Liability, General Defences to an action of Tort, Vicarious liability, Remoteness of Damages, Contributory Negligence, Absolute and Strict Liability.
7. <u>Laws of Crimes</u> - General Principles : Nature and Definition of offence, General Exceptions, Common Intention and Common Object, Criminal Attempt, Conspiracy and Abetment, Offences against women
8. <u>Labour Laws</u> - Concepts, Industrial Disputes, Trade Unions - Rights and Immunities of Registered Trade Unions, Registration and its advances, Method of settlement of industrial disputes, Strikes and lockouts, Instrument of collective bargaining, Retrenchment, Lay offs, Closures and arbitration proceedings.
9. <u>Environmental laws</u> - Environmental pollution, legislative measures for prevention and control of environmental pollution in India - Air and Water Pollution and General protection of environment, International development for protection of Environmental Pollution, Remedies for Environmental Protection - Civil, Criminal and Constitutional, Importance of Forest and Wildlife in protecting environment, Environmental impact assessment and control of hazardous wastes.
10. <u>Business Legislations</u> : Partnership Act - nature and essentials of partnership, mutual rights and liabilities of partners, advantages of registration of firms, The sale of goods act, Negotiable Instruments Act, Company Law - Role of Directors, Doctrines of Indoor Management and Ultra Vires, Law pertaining to land acquisitions, Global Trade Regimes under International Law