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Annexure - 'A'

**Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra**

Syllabus for the posts of Assistant Manager

In deference to the Advertisement Notification No. 07/2023 dated 15.09.2023, the syllabus for Written Test (Objective Type) for the post of Assistant Manager is as under:

S. No	Subjects	Marks assigned
1	Management Related Topics	30
2	General English	15
3	General Awareness	10
4	Numerical and Mental Ability Test	15
5	Computer Applications	10
Total		80
Interview		20
G/Total		100

MANAGEMENT RELATED TOPICS

30 Marks

- (i) Corporate Social Responsibility (CSR)
- (ii) Henry Fayol's 14 Principles
- (iii) Product Life Cycle
- (iv) Functions of Managers
- (v) Forward Integration / Backward Integration
- (vi) Supply Chain Management
- (vii) Pricing Strategies
- (viii) SWOT analysis
- (ix) Types of Business Communication
- (x) Barriers in Business Communication
- (xi) Basic Concept of Equity and Debt
- (xii) Basic Statistics - Measures of Central Tendency, Arithmetic mean, median and mode
- (xiii) Type of Economies
- (xiv) Economies of scale
- (xv) Critical Path Method (CPM)/PERT
- (xvi) Theory of Demand and Supply
- (xvii) Theories of Motivation
- (xviii) Theories of Leadership
- (xix) Types of Budget
- (xx) Supply Chain Management
- (xxi) Theory of Demand and Supply

GENERAL ENGLISH

15 Marks

- (i) Tenses
- (ii) Comprehension
- (iii) Editing / Proof Reading.
- (iv) Rearranging of jumbled sentences
- (v) Narration
- (vi) Modals
- (vii) Articles
- (viii) Paragraph writing with blanks to be filled in with the following
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms/Homophones etc.
- (ix) Clauses
- (x) Punctuation
- (xi) Synonyms and antonyms
- (xii) Idioms and phrases.
- (xiii) Uses of Prepositions
- (xiv) Active & Passive Voice
- (xv) Error Spotting
- (xvi) Sentence Correction
- (xvii) Spelling Correction

GENERAL AWARENESS

10 Marks

- (i) Indian History with special reference to Freedom struggle
- (ii) Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- (iii) First in world (Adventure, Sports, Discoveries)
- (iv) First in India (Adventure, Sports, Discoveries)
- (v) Popular Personalities (Politics, Scientific discoveries, Geographical, Sports, History)
- (vi) The Newspaper world – (Current Dailies & Weeklies of India)
- (vii) Languages & Culture
- (viii) Science & Technology
- (ix) International Organisations- UNO, WHO, WTO, IMF, UNESCO, UNCTAD etc.
- (x) Important Regional Organizations and Blocs- BRICS, OPEC, ASEAN, SAARC, BIMSTEC, G-20, G-7 etc.
- (xi) Sustainable Development Goals
- (xii) Communicable Diseases- cure and prevention
- (xiii) NCDC- COVID-19 - SOPs, Advisories, Guidelines etc
- (xiv) World famous Awards
- (xv) The world of Sports
- (xvi) Agriculture in economic development; Industrialization and economic development.

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- (xvii) Foreign Trade & Balance of payments
- (xviii) New economic reforms
- (xix) Inflation, Monetary Policy, Fiscal Policy, Capital Markets, Role of RBI, Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- (xx) India's Atomic Research Programme,
- (xxi) Thermal / Nuclear/ Hydro Power Plants in India.
- (xxii) Current Events of National and International importance
- (xxiii) Political & Physical divisions of India
- (xxiv) Indian Culture, Heritage and Freedom Struggle/Movement.
- (xxv) Demography- Census, its feature and functions.
- (xxvi) Important Rivers & Lakes in India.
- (xxvii) Weather, Climate, Crops, Means of Transport of India.
- (xxviii) J&K UT
 - a) Popular names of personalities and their achievements/ Contribution.
 - b) Weather, Climate, Crops, Means of Transport.
 - c) J&K History, Economy and Culture
 - d) Flora and Fauna of J&K
 - e) Rivers and Lakes.
 - f) Important Tourist Destinations.
 - g) J&K Panchayati Raj Act, 1989 (as amended upto December, 2020), 73rd & 74th Constitutional amendments.
 - h) J&K Reorganisation Act, 2019
 - i) Shri Mata Vaishno Devi Shrine Board related information.

NUMERICAL AND MENTAL ABILITY TEST

15 Marks

Basic Arithmetic:

- (i) Number System
- (ii) Square Roots
- (iii) Basic algebra
- (iv) Percentage
- (v) Average
- (vi) Profit & Loss
- (vii) Discount
- (viii) Time & Distance
- (ix) Ratio & Proportion
- (x) Time & Work
- (xi) Simple & Compound Interest

Mental Ability:

- (i) Number series.
- (ii) Letter series.
- (iii) Coding decoding.

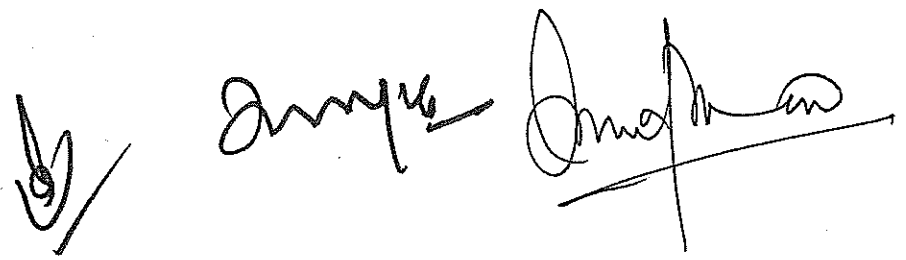
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- (iv) Direction sense.
- (v) Blood relations.
- (vi) Mathematical reasoning.
- (vii) Speed, Distance and Time.
- (viii) Statements and conclusions.
- (ix) Logical Reasoning.
- (x) Mental Reasoning.

COMPUTER APPLICATIONS

10 Marks

- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input & output devices
- (iv) Operating system
- (v) M.S Word, M.S Excel, M.S Access, M.S Powerpoint Presentation & PDF
- (vi) E-mail & Internet
- (vii) Concept of Computer Virus & Latest Anti Virus
- (viii) Role of Information Technology in Governance

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