

## INDICATIVE SYLLABUS FOR CBT

### POST- MANAGEMENT TRAINEE(HR)

- Human Resource Management
- Human Resource Planning
- Recruitment & Selection
- Human Resource Development: Strategies and Systems
- Performance Management & Appraisal
- Competency Mapping
- Training and Development
- Management of Compensations and Benefits
- Rewards & Recognition
- Human Capital Management & HR Audit
  
- Organizational Structure Design/Development and Change
- Management Process and Organizational Behavior
- Management of Change and Organization Effectiveness
- Managing Interpersonal and Group Processes
- Emotional Intelligence and Managerial Effectiveness
- Transactional Analysis
- Corporate Communication
  
- Industrial Relations & Trade Unions
- Labour Laws
- Conflict Management
- Collective Bargaining and Negotiations process
- Grievance Management
- Contemporary IR
  
- Management Science
- Business Policy and Strategic Analysis
- Corporate Evolution and Strategic Management
- Cross Cultural and Global Management
- International Business Environment
- Business Ethics, Corporate Governance & Social Responsibility
- Understanding Society and Social Structure
  
- Computer Applications in Business
- Management Information Systems
- Human Resource Information System
- Total Quality Management



**INDICATIVE SYLLABUS FOR CBT**

**POST- MANAGEMENT TRAINEE (FINANCE)**

**01. Financial Accounting**

- 01.1. Accounting Standards
- 01.2. Corporate Accounts
- 01.3. Indirect & Direct - Tax Management
- 01.4. Auditing
- 01.5. Corporate & Industrial Laws

**02. Cost & Management Accounting**

- 02.1. Costing Techniques
- 02.2. Cost Audit
- 02.3. Project Planning, Financing, Analysis and Management
- 02.4. Quantitative Techniques
- 02.5. Operation & Project Management Control

**03. Financial Management**

- 03.1. Management Science
- 03.2. International Financial Management
- 03.3. Risk Management
- 03.4. Capital Market Analysis
- 03.5. Financial Derivatives
- 03.6. Security Analysis and Investment Management

**04. General**

- 04.1. Managerial Economics
- 04.2. Management Information Systems
- 04.3. Computer Applications in Business
- 04.4. Management Control System



**INDICATIVE SYLLABUS FOR CBT**

**POST- MANAGEMENT TRAINEE(LEGAL)**

1	<b>CONSTITUTIONAL LAW</b>	<ol style="list-style-type: none"><li>1. PREAMBLE, FUNDAMENTAL RIGHTS AND DUTIES, DIRECTIVE PRINCIPLES OF STATE POLICY.</li><li>2. UNION AND STATE EXECUTIVE AND THEIR INTERRELATIONSHIP</li><li>3. UNION AND STATE LEGISLATURE AND DISTRIBUTION OF LEGISLATIVE POWERS 4: JUDICIARY</li><li>4. EMERGENCY PROVISIONS</li><li>5. TEMPORARY, TRANSITIONAL AND SPECIAL PROVISIONS IN RESPECT OF CERTAIN STATES</li><li>6. ELECTION COMMISSION OF INDIA</li><li>7. NATURE, SCOPE AND IMPORTANCE OF ADMINISTRATIVE LAW</li><li>8. PRINCIPLE OF NATURAL JUSTICE</li><li>9. JUDICIAL REVIEW OF ADMINISTRATIVE ACTIONS – GROUNDS.</li></ol>
2	<b>LAW OF PROPERTY</b>	<ol style="list-style-type: none"><li>1. CONCEPT OF PROPERTY AND TRANSFER</li><li>2. GENERAL PRINCIPLES OF TRANSFER OF PROPERTY</li><li>3. SALE OF IMMOVABLE PROPERTY</li><li>4. MORTGAGE OF IMMOVABLE PROPERTY</li><li>5. LEASE OF IMMOVABLE PROPERTY</li><li>6. EASEMENTS AND EASEMENTARY RIGHTS</li></ol>
3	<b>BNS, 2023</b>	<ol style="list-style-type: none"><li>1. GENERAL PRINCIPLES OF CRIMINAL LIABILITY – ACTUS REUS AND MENS REA, INDIVIDUAL AND GROUP LIABILITY AND CONSTRUCTIVE LIABILITY</li><li>2. STAGES OF CRIME AND INCHOATE CRIMES - ABETMENT, CRIMINAL CONSPIRACY AND ATTEMPT</li><li>3. GENERAL EXCEPTIONS</li><li>4. OFFENCES AGAINST HUMAN BODY</li><li>5. OFFENCES AGAINST STATE AND TERRORISM</li><li>6. OFFENCES AGAINST PROPERTY</li><li>7. OFFENCES AGAINST WOMEN AND CHILDREN</li><li>8. DRUG TRAFFICKING AND COUNTERFEITING</li></ol>
4	<b>LAW OF TORTS AND CONSUMER PROTECTION</b>	<ol style="list-style-type: none"><li>1. NATURE AND DEFINITION OF TORT</li><li>2. GENERAL PRINCIPLES OF TORTIOUS LIABILITY</li><li>3. GENERAL DEFENSES</li><li>4. SPECIFIC TORTS – NEGLIGENCE, NUISANCE, TRESPASS AND DEFAMATION</li><li>5. REMOTENESS OF DAMAGES</li><li>6. STRICT AND ABSOLUTE LIABILITY</li><li>7. TORTIOUS LIABILITY OF THE STATE</li><li>8. THE CONSUMER PROTECTION ACT 1986 - DEFINITIONS, CONSUMER RIGHTS AND REDRESSAL MECHANISM</li><li>9. THE MOTOR VEHICLES ACT, 1988 - NO FAULT LIABILITY, THIRD PARTY INSURANCE AND CLAIMS TRIBUNAL</li><li>10. THE COMPETITION ACT, 2002 - PROHIBITION OF CERTAIN AGREEMENTS, ABUSE OF DOMINANT POSITION AND REGULATION OF COMBINATIONS.</li></ol>
5	<b>PROCEDURAL LAW</b>	<ol style="list-style-type: none"><li>1. CIVIL PROCEDURE CODE, 1908</li><li>2. BSA, 2023</li><li>3. BNSS, 2023</li></ol>

6	<b>COMMERCIAL LAW</b>	<ol style="list-style-type: none"> <li>1. ESSENTIAL ELEMENTS OF CONTRACT AND E-CONTRACT</li> <li>2. BREACH OF CONTRACT, FRUSTRATION OF CONTRACT, VOID AND VOIDABLE AGREEMENTS</li> <li>3. STANDARD FORM OF CONTRACT AND QUASI-CONTRACT</li> <li>4. SPECIFIC CONTRACTS - BAILMENT, PLEDGE, INDEMNITY, GUARANTEE AND AGENCY</li> <li>5. SALE OF GOODS ACT, 1930</li> <li>6. PARTNERSHIP AND LIMITED LIABILITY PARTNERSHIP</li> <li>7. NEGOTIABLE INSTRUMENTS ACT, 1881</li> <li>8. COMPANY LAW – INCORPORATION OF A COMPANY, PROSPECTUS, SHARES AND DEBENTURES</li> <li>9. COMPANY LAW – DIRECTORS AND MEETINGS</li> <li>10. CORPORATE SOCIAL RESPONSIBILITY</li> </ol>
7	<b>LABOUR AND INDUSTRIAL LAWS</b>	<ol style="list-style-type: none"> <li>1. FACTORIES ACT, 1948</li> <li>2. PAYMENT OF WAGES ACT, 1936</li> <li>3. EMPLOYEES' STATE INSURANCE ACT, 1948</li> <li>4. EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952</li> <li>5. PAYMENT OF BONUS ACT, 1965</li> <li>6. PAYMENT OF GRATUITY ACT, 1972</li> <li>7. WORKMEN'S COMPENSATION ACT, 1923</li> <li>8. CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970</li> <li>9. MATERNITY BENEFIT ACT, 1961</li> <li>10. INDUSTRIAL DISPUTES ACT, 1947</li> <li>11. INDIAN TRADE UNION ACT, 1926</li> <li>12. APPRENTICES ACT, 1961</li> </ol>
8	<b>MISCELLANIOUS LAWS</b>	<ol style="list-style-type: none"> <li>1. ELECTRICITY ACT, 2003</li> <li>2. LIMITATION ACT, 1963</li> <li>3. ARBITRATION AND CONCILLATION ACT, 1996</li> <li>4. RIGHT TO INFORMATION ACT, 2005</li> <li>5. HINDU SUCCESSION ACT, 1956</li> <li>6. INDIAN SUCCESSION ACT, 1956</li> </ol>



INDICATIVE SYLLABUS FOR CBT

POST- MANAGEMENT TRAINEE(SECRETARIAL)

**A. Core subject**

- Companies Act, 2013 and the rules and regulations framed there under.
- Corporate Governance under Companies Act, 2013 w.r.t. Board and Committee Meetings, General Meetings, Secretarial Standards issued by Institute of Company Secretaries of India, CSR, different types of audits.
- Insolvency and Bankruptcy Code, 2016
- Corporate Restructuring including mergers and amalgamations, demergers, various strategies of Corporate restructuring
- Concepts on Primary market, Secondary markets and Market Intermediaries.
- SEBI laws with respect to issue and listing of securities, Acquisition of shares and takeovers, insider trading, Corporate Governance etc.
- Listing Obligations and Disclosure Requirements under SEBI laws and Securities Contracts (Regulations) Act, 1956

**B. Commercial laws**

- Contract Act, 1872, Specific Relief Act, 1963, Limitation Act, 1963, Indian Stamp Act, 1899, Registration Act, 1908, Transfer of Property Act, 1882, Arbitration and Conciliation Act, 1996, Negotiable Instrument Act, 1881, MSME Act, 2006, Competition Act, 2002, IPR Laws

**C. General Laws**

- Basics of Constitution of India, Writ Jurisdiction of Supreme Court / High Court, Right to Information Act, 2005,

**D. Labour Laws**

- Basics of Factories Act, 1948, Industrial Disputes Act, 1947, Contract Labour (Regulation and Abolition) Act, 1970, Law relating to wages, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, EPF & MP ACT 1952, ESI Act, 1948, New Labour Code.



## INDICATIVE SYLLABUS FOR CBT

### POST- MANAGEMENT TRAINEE (PR)

1. Communication process, theories and models. Types of mass communication; Media and Society-Media and Social change; problems barriers, diffusion and adoption theories.
2. Development communication, scope, issues, contents, effects problems, relevance, use of multi-media, etc. Strategies-adaptation to rural India.
3. Newspaper Reporting and writing-Types of reporting; techniques; investigative, advocacy, depth; specialised reporting; Courts and Crime; writing for specialised newspapers and magazines; sourcing, data gathering etc.
4. Principles of editing, design and layout, production and printing methods-current trends in newspapers and magazines;
5. Broadcasting system in India; scope and nature; low cost media, relative advantage, and satellite communication. Role of radio and TV in multi-lingual society-kinds of radio and TV programmes, impact of Radio and TV-Audience participation.
6. Basic communication research, types of research, basic applied, policy research, Impact studies, Research methods, stages of research; research tools and sampling.
7. Comparative history of media-Press & Broadcasting highlights of the history of Indian Press, Press in Indian Languages, Media Laws, Constitution of India, Press Council and Codes of Ethics.
8. Public Relations, Place of PR in communication, PR process and campaign planning, etc. Public Opinion and propaganda.
9. Organization and functions of public relation departments in private and public sector organizations, characteristics of the PR man, various publics, internal and external.
10. PR planning, press relations, industrial relations, consumer, community, government, company relations, PR and the management.
11. Tools of public relations: press releases, newsletter, brochure, house journals, advertising, exhibitions, annual reports. PR and corporate image; public relations in central and state government in India.
12. Role of PR in developing countries, role of multimedia publicity; Rural PR.
13. Trends, issues, contents-Environmental analysis and policy surveys, PR and Opinion research.



**INDICATIVE SYLLABUS FOR CBT**  
**POST: DIPLOMA ENGINEER TRAINEES (ELECTRICAL)**

**Electrical Basics**

1. Fundamentals
2. Magnetic circuit
3. A.C. Theory
4. Generation of Elect. Power
5. Conversion of Electrical Energy
6. Wiring and Power Billing
7. Measuring Instruments
8. Introduction to renewable power generation

**Electrical Engineering Material**

1. Conducting materials
2. Semiconducting materials
3. Insulating materials
4. Dielectric materials
5. Magnetic materials
6. Material for special purposes

**DC/AC Machine & Transformer**

1. Dc Generators
2. Dc motros
3. Single phase transformer
4. Auto transformer
5. Three phase transformer
6. Induction motor
7. Alternator
8. Synchronous Motor
9. Single Phase induction motor
10. AC commutator motors
11. Special Electric Machine
12. Three phase transformers

**Analog Circuits/ Electronics**

1. P-n junction diode
2. Special semiconductor devices
3. Rectifier circuits & filters
4. Transistors
5. Transistor circuits
6. Transistor amplifiers & oscillators
7. Field effect transistor
8. Operational amplifiers

**Electrical Measurements & Measuring Instruments**

1. Measuring instruments
2. Analog ammeters and voltmeters
3. Wattmeter and measurement of power
4. Energy meters and measurement of energy
5. Measurement of speed, frequency and power factor
6. Instrument transformer
7. Measurement of resistance
8. Measurement of inductance and capacitance
9. Digital instruments

**Control System**

1. Signal flow graph
2. Time response of the system
3. Analysis of stability
4. Frequency response of system
5. Niquiest plot

**Digital Electronics**

1. Number Systems and Codes
2. Logic Gates
3. Boolean Algebra
4. Combinational Circuits
5. Sequential Circuits
6. Logic Families
7. Counters
8. Registers
9. Digital to analog converters
10. Analog to Digital Converters
11. Display Devices

**Generation, Transmission & distribution of Electrical Power.**

1. Generation of electricity
2. Transmission of electric power
3. Overhead line
4. Performance of short & medium lines
5. EHV transmission
6. Distribution System
7. Underground cable
8. Economic Aspects
9. Types of tariff
10. Substation

**Circuit and Network Theory**

1. Circuit elements and laws
2. Magnetic circuits
3. Network analysis
4. Network theorems
5. Ac circuit and resonance
6. Coupled circuits
7. Transients
8. Two-port network
9. Filters

**Microprocessor**

1. Introduction to microprocessor & Microcontroller
2. 8085A microprocessor Architecture
3. Instruction set of Intel 8085A
4. 8085 A programming
5. Memory and I/O Interfacing
6. Peripheral Interface
7. Interfacing DAC & ADC
8. Application of 8085 A

**Power Electronics & Drives**

1. Thyristor
2. Firing Circuits For Thyristor
3. Phase Controlled Rectifier
4. Inverter
5. Chopper
6. Cyclo Converter
7. Power Semiconductor Devices
8. Thyristor Applications
9. A.C & D.C Drives

**INDICATIVE SYLLABUS FOR CBT**  
**Post- DIPLOMA ENGINEER TRAINEE (CIVIL)**

<p><b>Civil Engineering Materials</b> Stone, Bricks Clay Products and Refractory Materials Cement Sand Gravel Mortar And Fly Ash Mortar and Concrete Timber Paint Varnish and Distemper Iron and Steel Bituminous Materials Plastics Heat Proofing And Acoustic Materials. <b>Construction Technology</b> 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 Design of Building Construction Machineries. <b>Structural Analysis: -</b> Trusses and Frames Slope and Deflection Fixed Beam Continuous Beam Slope Deflection Method Moment Distribution Method Three Hinged Arches. <b>Transportation Engineering</b> Introduction to Transportation Engineering Road Geometric Road Materials Road Pavements Hill Roads Road Drainage Road Maintenance Construction Equipments Traffic Studies Landscaping and Arboriculture Introduction to Railways Transportation Permanent Way Track Materials Geometric for Broad Gauge Points and Crossings Laying and Maintenance of Track Introduction to Bridges Bridge Site Investigation Hydrology and Planning Bridge Foundation Bridge Substructure and Approaches Permanent Bridges Culvert and Causeway Introduction to Docks and Harbors Break Waters Docks Introduction to Airport Engineering Components of An Airport Tunnel Engineering.</p>	<p><b>Irrigation Engineering</b> 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. <b>Estimating:-</b> Introduction to Estimating Detailed Estimate of Building as Per Pwd Specifications and Standards Analysis of Rates Administrative Setups of Engineering Organizations Detailed Estimate of Culverts and Bridges Estimate of Irrigation Structures Detailed Estimate of Roads Pwd Accounts Works. <b>Structural Design</b> Introduction to Design and Detailing Working Stress Method of Design Limit State Method (Lsm) Of Design Limit State of Collapse of Singly Reinforced Members In Bending Limit State of Collapse In Shear Bond Anchorage Development Lengths and Slicing (Lsm) Beams (Lsm) Two Way Slabs (Lsm) Axially Loaded Short Columns (Lsm) Ductile Detailing of Reinforced Concrete Structures Design of Steel Design of 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-lsm) <b>Construction Management</b> Introduction to Construction Management Construction Planning Materials Management Site Management Construction Organization Labor Management Equipment Management Quality Control Monitoring Progress in Construction Works Safety Management in Construction Works <b>Advanced Construction Technology</b> Concrete Mixed Design Handling and Transporting of Concrete Earthquake Resistant Construction Building Services Construction and Earth Moving Equipment.</p>
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