REVISED SYLLABUS FOR THE WRITTEN TEST FOR THE POST OF SENIOR PRODUCER

DOMAIN SPECIFIC (80 %)

1. Equipment for 3 Camera Setup Studio Recording & Transmission
2. ENG Recording & Special Process
3. Script for Educational Video and Social Media
4. Video film Production Planning including Panel Discussion
5. Story Board for Video Production
6. AR/VR Open Source Tools
7. Narration Recording
8. Media Research
9. Media Influence/ Impact

Computer Awareness (10%)

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

English Language Proficiency (10%) : English language broadly covering the following:

- Synonyms, Antonyms
- Sentence Correction & Error Detection
- Fill in the blanks, Tenses & Active/Passive Voice
- Direct and Indirect speech
- Idioms
- Vocabulary, Punctuation, Comprehension
- Translation from/to Hindi/English

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REVISED SYLLABUS FOR THE POST OF ESTATE OFFICER

Post Specific (80%)

Construction Material and Building Construction: Practical aspect of building Stones Bricks & Tiles, Cement, Timber and Wood Based Products, Paints and Varnishes, Metals. Building and their classification functional components and requirements of a building loads on a structure, Foundations, Walls, Brick Masonry, Stone Masonry, Wall, Arches and Lintels, Mortar & Concrete, Doors, Windows and Ventilators, Roof, Floors, Stairs, Damp Proofing and Water Proofing, Plastering and Pointing, Earthquakes and Earthquake resistant structures etc., Civil Engineering Drawings and Measurements.

Concrete And Structures: Properties of Concrete, Concrete Mix Design, chemicals and minerals Admixtures, ordinary and special concrete, Concrete Operation, Placement, Compaction and Curing of concrete, Non Destructive Tests.

Reinforced Concrete Structures: Reinforcement, RCC Beams, RCC Slabs, Reinforced Brick Works and Columns, Column & Wall Footing, IS code specifications

Steel Structures: Practical aspect of structural Steel Sections, Bolted & welded Connections, Roof Trusses, IS code specifications

Transportation Engineering: Practical Aspect of Material, Rigid & Flexible Pavements, road Drainage and Maintenance, Footpath maintenance

Estimation And Costing: Estimation and Types of estimation, Analysis of Rates, Building and Road Work Estimation and Valuation, Tendering Process and CPWD norms.

Water Supply & Waste Water Engineering: Quality & Quantity of Water, Water Treatment, Laying of Pipes, Building Water Supply, Sewerage System, Laying and Construction of Sewers, Sewage Characteristics, Sewerage Disposal & Treatment, Building Drainage.

Construction and Maintenance Management: Construction Planning, Scheduling & management, Site Organization, Construction Labour, Control of Progress, Practical Aspect of Inspection and Quality Control during construction, site selection, foundation etc. Accidents and Safety in Construction, Public Work Accounts

Town Planning: Land use planning, building bye-laws, NBC -2016

Infrastructure – Green Building: Griha Standards, Water Supply: Rain Water Harvesting, Percolating well, Water Conservation System, etc., Sanitary Engineering: Grey water recycling/portable & small scale sewage Treatment Plant (STP) and dual flushing system. Solid Waste management: Dustbin Provision (Dry & Wet Waste segregation), Organic Waste Convertor; Solar energy and Energy efficient Buildings.

Basic Knowledge of Refrigeration and Air Conditioning: Basic concepts and principles of refrigeration: Refrigeration methods. Air refrigeration cycle, vapour compression cycle, simple vapour absorption cycle, their applications and limitations. Refrigerants: Important properties of refrigerants, properties and applications ofcommonly used refrigerants such as R11, R12, R22, NH_3 etc

Cont'd.....

Basic knowledge of Electrical Engg.: DC Circuits – Ohm's law, Kirchhoff's law, Electromagnetic induction – Faraday's laws, Single phase and Three phase circuits, Real and Reactive Power, Power factor, Measurement of electrical quantities like voltage, current, power and energy and frequency. AC machines – induction motors, synchronous generators, synchronous speed, frequency of generated voltage, Domestic wiring, service mains, meter board and distribution board, fuse and miniature circuit breakers. Precaution against electric shock.

Computer awareness (10%)

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

English Language Proficiency (10%)

- Synonyms, Antonyms
- Sentence Correction & Error Detection
- Fill in the blanks, Tenses & Active/Passive Voice
- Direct and Indirect speech
- Idioms
- Vocabulary, Punctuation, Comprehension
- Translation from/to Hindi/English

REVISED SYLLABUS FOR THE POST OF SENIOR LIBRARY INFORMATION ASSISTANT

POST SPECIFIC COMPONENT (70%) (Unit I to IV)

UNIT I -Reference & Information Sources and Services

1. Sources of Information - Primary, Secondary and Tertiary
2. Reference Service, Reference Sources, Electronic Resources, Bibliography, Bibliographic Control, Abstracting Services, and Indexing Services.
3. Information retrieval systems: Components, IR tools, Information Analysis, repackaging and consolidation.
4. Indexing: Principles / general theory of indexing. Content Analysis.
5. Indexing Languages, Types, Characteristics.
6. Databases: Bibliographic, Full text, Multimedia; Open Access Databases.
7. National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, INFLIBNET, DELNET, ERNET, National Knowledge Network (NKN).
8. International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, ERIC, Patent Information System (PIS).

UNIT II -Classification & Cataloguing

1. Various types and kinds of Library resources
2. Library Classification Schemes – DDC, UDC and CC.
3. Library Cataloguing Codes: CCC and AACR - II.
4. Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.
5. OPAC. Web Based Catalogues. Use of the Internet in Cataloguing, OCLC and WorldCat.
6. Standards of Bibliographic Record Formats and Description – MARC 21, RDA, FRBR.

UNIT III -Library and Information Centres Management

1. Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Maintenance and Stock Verification. Budgeting Methods

UNIT IV -Library Automation, Digital Library and Library Resources

1. Library Automation and Library Management System Software- Proprietary and Open Source
2. Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.
3. Digitization Hardware, Software, Digital Library: Genesis, Characteristics, DOI.
4. Institutional Repositories – various software platforms
5. Library SAAS tools – off-campus/remote access, writing support tools, research support tools
6. Electronic journals, databases
7. Bibliometric analysis tools – Scopus, SciVal, Web of Science, etc.
8. Open-source software for website creation, library resources marketing and promotion, A-Z listing, Web-scale discovery tools, federated searching, VU Find integration etc.
9. Basics of Copyright, IPR, Plagiarism detection, Ethical practices in scholarly activities

UNIT V -Computer Awareness (20%)

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

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UNIT VI -English Language Proficiency (10%) English language broadly covering the following:

- Synonyms, Antonyms
- Sentence Correction & Error Detection
- Fill in the blanks, Tenses & Active/Passive Voice
- Direct and Indirect speech
- Idioms
- Vocabulary, Punctuation, Comprehension
- Translation from/to Hindi/English

REVISED SYLLABUS FOR WRITTEN TEST FOR THE POST OF STENOGRAPHER

General Knowledge and Current Affairs - National and International level (20%)

- Political Issues
- Environmental Issues
- Current affairs
- Science & Technology
- Economic Issues
- History of India with special reference to Indian freedom struggle
- Sports
- Cinema
- Literature

Mental ability, Reasoning and Mathematical skills (35%)

Verbal Reasoning :

- Analogy
- Classification
- Coding/decoding
- Series
- Direction test
- Mathematical operations
- Odd one out

Non-Verbal Reasoning :

- Analogy
- Classification
- Series

Mathematical skills 10^{th} level:

- Simplification
- LCM and HCF
- Time and Distance
- Profit and Loss
- Simple & Compound Interest
- Time and Work
- Percentages & Averages
- Ratio and Proportion
- Problems on Numbers & Ages
- Statistics
- Data Interpretation
- Mensuration

Computer Awareness (20%)

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

ENGLISH Language Proficiency– 10^{th} Level: (25%)

- Synonyms, Antonyms
- Sentence Correction & Error Detection
- Fill in the blanks, Tenses & Active/Passive Voice
- Direct and Indirect speech
- Idioms
- Vocabulary, Punctuation, Comprehension
- Translation from/to Hindi/English

S.T.A.D.O

REVISED SYLLABUS FOR WRITTEN TEST FOR THE POST OF JSA

General Knowledge and Current Affairs - National and International level (20%)

- Political Issues
- Environmental Issues
- Current affairs
- Science & Technology
- Economic Issues
- History of India with special reference to Indian freedom struggle
- Sports
- Cinema
- Literature

Mental ability, Reasoning and Mathematical skills (35%)

Verbal Reasoning :

- Analogy
- Classification
- Coding/decoding
- Series
- Direction test
- Mathematical operations
- Odd one out

Non-Verbal Reasoning :

- Analogy
- Classification
- Series

Mathematical skills10th level:

- Simplification
- LCM and HCF
- Time and Distance
- Profit and Loss
- Simple & Compound Interest
- Time and Work
- Percentages & Averages
- Ratio and Proportion
- Problems on Numbers & Ages
- Statistics
- Data Interpretation
- Mensuration

Computer Awareness (20%)

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

ENGLISH Language Proficiency– 10th Level: (25%)

- Synonyms, Antonyms
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Sr ADO