

SCHOOL TEACHER (ENGLISH) SYLLABUS 2018

General Awareness

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology : Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement, Adverbs, The Preposition Conjunction and Interjection, Correction of Sentences, Punctuation.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम-भिन्नार्थक शब्द, विराम-चिह्न, संधि।

Computer:-

Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection.

About Haryana**History**

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation ,Fair & festival, Artist, Language, Dresses and Ornaments

Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana.

Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

PRIMARY TEACHER SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

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Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

INSTRUCTOR (DRESS DESIGNING) SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge:

Textile Art & Craft, Sketching, Pattern making, Drawing & rendering, Basic of Designing, Computer Aided Designing, Textiles & Costumes of India, Men Women & kids apparel designing, Apparel merchandising, Textile finishing, Quality control, Textile Testing, standard & Specification, Marketing & Advertising.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

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TRAINING ASSISTANT (K V K FARM) SYLLABUS 2018

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Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

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Agriculture

Principal of Agricultural Economy, Agriculture Finance and Cooperation, Production Economy and Farm Management, Agricultural Marketing, Trade and Prices, Fundamentals of Agribusiness Management , Principal of Soil and Water Engineering, Farm Power and Machinery, Protected cultivation structuring and Agro Processing, General Entomology, Crop Pests and their Management Sericulture, Agricultural Microbiology

Agronomy: Principles of Agronomy and Agricultural Meteorology, Field Crops, Weed Management, Irrigation Water Management, Vegetables and Ornamental Horticulture.

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SENIOR TECHNICAL ASSISTANT SYLLABUS 2018

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Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System.

Sports :- Various Event & Activities, Famous personalities & prizes related to sports.

For STA's in Agriculture Discipline

Principal of Agricultural Economy, Agriculture Finance and Cooperation, Production Economy and Farm Management, Agricultural Marketing, Trade and Prices, Fundamentals of Agribusiness Management, Principal of Soil and Water Engineering, Farm Power and Machinery, Protected cultivation structuring and Agro Processing, General Entomology, Crop Pests and their Management Sericulture, Agricultural Microbiology

Agronomy: Principles of Agronomy and Agricultural Meteorology, Field Crops, Weed Management, Irrigation Water Management, Vegetables and Ornamental Horticulture.

For STA's in Agricultural Engineering Discipline

Measurement of force, torque, speed, displacement, acceleration, Soil tillage; forces acting on a tillage tool; hitch systems; traction; Equipment for primary and secondary tillage, sowing, planting, fertilizer application, inter-cultivation, plant protection, mowing, harvesting, threshing and transport; Machine performance parameters- field capacity, efficiency, application rate and losses; cost analysis, Principles of I.C. engines; engine components; engine systems – fuel, cooling, lubrication, ignition, electrical, intake and exhaust; selection, operation, maintenance and repair of I.C. engines; power efficiencies and measurement; calculation of power, torque, fuel consumption, Tractors: type, selection, maintenance and repair; tractor clutches and brakes; power transmission systems, differential, final drives and power take-off.

Hydrological cycle; analysis of precipitation data; runoff; hydrograph analysis, stream flow measurement; flood routing; Mechanics of soil erosion, soil erosion types; wind and water erosion; factors affecting erosion; soil loss estimation; erosion control measures ; terraces and bunds; vegetative waterways; gully control structures, drop, drop inlet and chute spillways; earthen dams; water harvesting structures, farm ponds, watershed management.

Soil-water-plant relationship, water requirement of crops; irrigation scheduling; irrigation efficiencies; design of irrigation channels; measurement of soil moisture, irrigation water and infiltration; surface, sprinkler and drip methods of irrigation. Drainage coefficient; surface and sub-surface drainage systems; leaching requirement and salinity control; Confined and unconfined aquifers, well hydraulics; groundwater recharge: pumps: types, characteristics & power requirement. Steady state heat transfer in conduction, convection and radiation; heat exchangers; mass transfer; Pasteurization and sterilization; preservation by cooling and freezing; refrigeration and cold storage; Psychrometry – properties of air-vapour mixture; concentration and drying of liquid foods – evaporators, tray, drum and spray dryers. Mechanics and energy requirement in size reduction of granular solids; particle size analysis for comminuted solids; size separation by screening; Processing of seeds, spices, fruits and vegetables; By-product utilization from processing industries. Controlled and modified atmosphere storage;

Solar Energy: sun and its characteristics, flat plate and concentrating collectors, different solar thermal devices, natural and forced convection solar drying system and green house. Solar photovoltaic system. Wind Energy: availability, lift and drag, coefficient of performance, conversion, effect of density, frequency variances, angle of attack, wind speed and types of wind mill rotors. Bio-energy: characteristics of biomass, pyrolysis of biomass to produce solid, liquid and gaseous fuels, biomass cookstoves and briquetting/pelletization. Biogas: biogas generation, biogas plants, uses of biogas, purification and bottling, power generation from biogas and handling of bio-digested slurry.

COMPUTER PROGRAMMER SYLLABUS 2018

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Economics: Budget, Indian economy including Banking.

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Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection, Programming using various language, knowledge of short cut key.

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SENIOR TECHNICIAN (VIDEO PRODUCTION) SYLLABUS 2018

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Subject Knowledge:

Basic of Production:-F-stops-stops, Depth of frame, Aspect Ratio, Short Size, Frame path, Cinematography, Still photography, Production designing & planning & music, Script writing, Editing, Sound, Digital Effects, Mixing, Basic camera operation & shot composition, Editing Software used for video editing & picture editing.

Reasoning

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Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

ASSISTANT HOSTEL WARDEN SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge:

Abbreviation and Glossary in Hotel Management & Catering, Front operation, House Keeping, Menu Planning & food Production. Methods of Food preservation & Hygiene, Safety & Security of Guest, Employment Laws, First Aid procedure for different accidents.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotones etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि ।

Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection, Programming using various language, knowledge of short cut key.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation, Fair & festival, Artist, Language, Dresses and Ornaments, Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana.

Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

Home Science

Resource Management, Food :Preservation, Food and Nutrition, Human Development, Fabrics and apparel Communication Skills, Catering facilities Clothing and Textiles, Ethics.

CHIEF MECHANIC SYLLABUS 2018

General Awareness

Geography: Solar System, weather and climate of India, Biggest tallest and longest in India, Indian State and Capital, River.

Indian Culture: Indian Dances, Fair and Festivals, Dresses of various states.

Economics: Indian Govt. Scheme, Ministers and Departments.

Common: Awards and Honours, sports, Tournaments and Games. Transport System in India.

Subject Knowledge

Tools and Equipments used for vehicle repair, Knowledge relation to Tools and Equipments to be used in workshop.

Reasoning

Arrangement, coding-decoding, Blood relations, Logical Matching,

Mathematics

Simplification, Number Series, Squares & Cubes & Roots, Time and work, Percentage, Average, Simple interest.

Science

Units & Dimensions, Body Part & Disease, Nutrients and sources, Gravitation, Acid, Base & PH of Compound.

English

One Word, Errors, Article, Grammar, Fill in the blanks.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि ।

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana.

Culture of Haryana: - folk dance & music, Ornaments ,Dress, Formation of Haryana: - Capital, Districts, Tehsils.

Chief Ministers of Haryana, Cabinet Ministers of Haryana, Legislature of Haryana, Parliament Constituency,

Sports persons from Haryana, Famous personalities of Haryana, Important monuments in Haryana.

PHARMACIST SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge:

Pharmaceutical chemistry, Pharmaceutics, Pharmaceutical Microbiology, Anatomy, Physiology & Health Education, Path physiology of common disease, clinical pharmacy & drug Interaction, Pharmacognosy, Pharmacology.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि।

Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection, Programming using various language, knowledge of short cut key.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation, Fair & festival, Artist, Language, Dresses and Ornaments, Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

MESS SUPERVISOR SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge:

Abbreviation and Glossary in Hotel Management & Catering, Methods of Food preservation & Hygiene, First Aid procedure for different accidents.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि ।

Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection, Programming using various language, knowledge of short cut key.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation, Fair & festival, Artist, Language, Dresses and Ornaments, Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

GAME ORGANIZER SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि ।

Computer:- Computer Introduction, classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection.

Sports & Activities:- Reputed Institutes of Physical Education, Sports.

Various Games: Cups & Trophies, Tournaments, Awards and Rewards related to Game. General Information related to Olympics, Commonwealth games, Asian games & sports events. Famous sports personality of India and World, Terms related to sports, First Aid & safety during sports activity, Dimensions of various sports grounds, Types of tournaments and drawing of fixture, Various Food and nutrition value.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation, Fair & festival, Artist, Language, Dresses and Ornaments
Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activities, Famous personalities & prizes related to sports.

EDITORIAL ASSISTANT SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge

Introduction of computer, classification of computer, basic components and terminology, software hardware, internet, desktop publishing, PageMaker, graphic designing software, Photoshop, cural draw, Quark express, MS Office, design and layout, proof reading, colour theory, mass communication, public relation branding.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि।

Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection.

Sports & Activities:- Reputed Institutes of Physical Education, Sports.

Various Games: Cups & Trophies, Tournamemts,Awards and Rewards related to Game. General Information related to Olympics, Common wealth games, Asian games & sports events. Famous sports personality of India and World, Terms related to sports, First Aid & safety during sports activity, Dimensions of various sports grounds, Types of tournaments and drawing of fixture, Various Food and nutrition value.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation ,Fair & festival,Artist,Language,Dresses and Ornaments
Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

GRAPHIC DESIGNER SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Subject Knowledge

Introduction of computer, classification of computer, basic components and terminology, software hardware, internet, desktop publishing, PageMaker, graphic designing software, Photoshop, cural draw, Quark express, MS Office, design and layout, proof reading, colour theory, mass communication, public relation branding.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि।

Computer:- Computer Introduction , classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection.

Sports & Activities:- Reputed Institutes of Physical Education, Sports.

Various Games: Cups & Trophies, Tournamemts,Awards and Rewards related to Game. General Information related to Olympics, Common wealth games, Asian games & sports events. Famous sports personality of India and World, Terms related to sports, First Aid & safety during sports activity, Dimensions of various sports grounds, Types of tournaments and drawing of fixture, Various Food and nutrition value.

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation ,Fair & festival,Artist,Language,Dresses and Ornaments
Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

JEEP/CAR DRIVER SYLLABUS 2018

General Awareness

Geography: Solar System, weather and climate of India, Biggest tallest and longest in India, Indian State and Capital, River.

Indian Culture: Indian Dances, Fair and Festivals, Dresses of various states.

Economics: Indian Govt. Scheme, Ministers and Departments.

Common: Awards and Honours, sports, Tournaments and Games. Transport System in India.

Subject Knowledge

First Aid, Traffic sign and symbols, knowledge of state-way and Major Highway, Tools and Equipments used for vehicle repair.

Reasoning

Arrangement, coding-decoding, Blood relations, Logical Matching,

Mathematics

Simplification, Number Series, Squares & Cubes & Roots, Time and work, Percentage, Average, Simple interest.

Science

Units & Dimensions, Body Part & Disease, Nutrients and sources, Gravitation, Acid, Base & PH of Compound.

English

One Word, Errors, Article, Grammar, Fill in the blanks.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि ।

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana.

Culture of Haryana: - folk dance & music, Ornaments ,Dress, Formation of Haryana: - Capital, Districts, Tehsils.

Chief Ministers of Haryana, Cabinet Ministers of Haryana, Legislature of Haryana, Parliament Constituency,

Sports persons from Haryana, Famous personalities of Haryana, Important monuments in Haryana.

HEAVY VEHICLE DRIVER SYLLABUS 2018

General Awareness

Geography: Solar System, weather and climate of India, Biggest tallest and longest in India, Indian State and Capital, River.

Indian Culture: Indian Dances, Fair and Festivals, Dresses of various states.

Economics: Indian Govt. Scheme, Ministers and Departments.

Common: Awards and Honours, sports, Tournaments and Games. Transport System in India.

Subject Knowledge

First Aid, Traffic sign and symbols, knowledge of state-way and Major Highway, Tools and Equipments used for vehicle repair, Tools and Equipments used for in workshop.

Reasoning

Arrangement, coding-decoding, Blood relations, Logical Matching,

Mathematics

Simplification, Number Series, Squares & Cubes & Roots, Time and work, Percentage, Average, Simple interest.

Science

Units & Dimensions, Body Part & Disease, Nutrients and sources, Gravitation, Acid, Base & PH of Compound.

English

One Word, Errors, Article, Grammar, Fill in the blanks.

हिन्दी:—मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि।

About Haryana

History

Indus Valley civilization in Haryana, Rulers who conquered Haryana.

Culture of Haryana: - folk dance & music, Ornaments, Dress, Formation of Haryana: - Capital, Districts, Tehsils.

Chief Ministers of Haryana, Cabinet Ministers of Haryana, Legislature of Haryana, Parliament Constituency, Sports persons from Haryana, Famous personalities of Haryana, Important monuments in Haryana.

CLERK SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

हिन्दी:—

मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम—भिन्नार्थक शब्द, विराम—चिह्न, संधि।

Computer:- Computer Introduction, classification, Basic Components & terminology, Software /Hardware, Computer networking & virus, Internet & type of Connection, Knowledge of short cut commands.

About Haryana**History**

Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: - folk dance & music, Formation ,Fair & festival, Artist, Language, Dresses and Ornaments, Census, Districts & Tehsil.

Geographical features of Haryana:- Rivers, Canals & Dams, Climate

Crops, Flora & Fauna, Wildlife: - National Parks, Wildlife Sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, Important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana :- Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports :- Various Event & Activates ,Famous personalities & prizes related to sports.

STENO-TYPIST SYLLABUS 2018

Geography: Continents & Oceans, Solar System, weather & Climate of India. Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian economy including Banking.

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, envoys, Battles.

Miscellaneous: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking, seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM. Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit and Loss, Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name. Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Diseases & affected body parts, Various invention related to Health and Medicines.

English

Antonym & Synonym, One Word, Substitution, Idioms, Phrases, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement.

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PHOTOGRAPHER SYLLABUS 2018

Geography: Continents & Oceans, solar System, weather & Climate of India. Census 2011, Transport system of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian Languages, Dance, Indian customs & traditions

Economics: Budget, Indian economy including banking

Politics: Ministers and Departments, International Organizations and their Headquarters, Indian Constitution Recent news Items (past 6 months)

History: Modern India, Freedom struggle, important dates, places, foreign travelling ,envoys, battles.

Miscellaneous: Different Indian Prizes, Awarded Honours, Sports tournaments, Capital and Currency

Subject Knowledge:

Basic of Production" F stops-stops, Depth of frame, Aspect Ratio, Short Size, Frame Path, Cinematography, Still photography, production designing & planning & music, script writing , Editing, sound, Digital effects, mixing, basic camera operation & shot composition, editing software, used for video editing & picture editing.

Reasoning

Series, Arrangement, coding -decoding, Logical, Numbers, Blood relations, Logical Matching, Syllogism, Arithmetic, Direction and Distance, Order and ranking , seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM, Time and work, Ration and proportion. Age related problems, percentage, Average. Profit and loss, simple interest

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotones etc, important invention related to chemistry, metal and non-metal, alloys there uses. Chemical substance and there familiar name. Acid Base & ph of components.

Physics: Units & Dimensions, Force and Law of motion, work and Energy, Gravitation, Sound light and electricity, Scientific equipments and Inventions of instruments.

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Computer

Computer Introduction, classification, Basic components & terminology, Software/Hardware Computer networking & virus, Internet & type of connection, Programming using various language, knowledge of short cut key.

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Geographical Features of Haryana: Rivers, Canals & Dams, Climate Crops, flora & Fauna, Wildlife sanctuaries, Important monuments in Haryana. Administrative structure of Haryana, important Institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana: Budget, industry and their places, Agriculture & irrigation, Transport System.

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LIBRARY ASSISTANT SYLLABUS 2018

• **General Awareness**

- **Geography:** Solar System, weather and climate of India, biggest tallest and longest in India, Indian State and Capital, River
- **Indian Culture:** Indian Dances, Fair and Festivals, Dresses of various states
- **Economics:** Indian Govt. Scheme, Ministers and Departments
- **Common:** Awards and Honours, sports, Tournaments and Games, Transport System in India

• **Subject Knowledge:**

Concept of Library in Society

- Library and its types: Public, Academic, and Special- their distinguishing features and functions
- Development of libraries with special reference to India
- Different types of libraries

2. Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities

3. Laws relating to Libraries and Information Centers

- Library Legislation in India: Need and essential features
- Copyright Act and Delivery of Books (Public Libraries) Act
- Librarianship as a Profession
- Professional ethics

4. Professional Association, Public Relations, Extension Activities and Resource Sharing

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

5. Library Classification

- Library Classification: Definition, Need and Purpose
- Terminology of Classification
- Modes of Formation of Subjects
- Notation: Need, Type and Quality
- Call Number: Class Number, Book Number and Collection Number
- Standard Schemes of Library Classification: main features of latest editions of DDC.
- Current Trends: Web Dewey, OCLC Classify and other sources of readymade class numbers.

6. Reference and Information Sources

- Documentary Sources of Information: Print, Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Internet as a Source of Information.

7. Types and Evaluation of Reference Sources

- Different types of reference books and Criteria for evaluation of Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources, and Reference Sources for Current Events and Ready Reference Sources.

8. Bibliographical Sources

- Information Sources and their categories. Introduction to periodicals, books, research reports, encyclopedias, dictionaries, yearbooks, directories, bibliographies, indexing and abstracting sources
- Search strategy: Manual
- Library and information services: Reference service- face to face and digital, OPAC and database search, library portal, information literacy instruction, etc.
- Introduction to Network based services.

9. Community Information Services (CIS)

- Community Information Services-Definition, Need, Features and objectives
- Libraries as community information centers and their role in social development
- User Groups and their information needs
- Community Information sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources
- Social Media as a means of information communication.

10. Government Initiatives for Social Development

- Role of NGOs in the Community Information
- E-Governance: Meaning, scope and purposes
- E-Governance Initiatives in India
- Right to information: Concept and RTI Act, 2005 (Introduction only)

11. Growth and Development of Information Literacy

- Information Literacy: concept, definition, need and importance
- Types of Information Literacy – Technology Literacy, Media Literacy, Computer
- Literacy & Digital Literacy
- Models of Information Literacy: SCONUL
- Partners of Information Literacy: UNESCO, IFLA
- Information Literacy Standards and Guidelines : ALA, ACRL

12. Information Literacy and Libraries

- Role of libraries in Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries
- Information Literacy and LIS Education

13. Library Environment

- Organization, Management and Administration: A Conceptual Framework.
- Library Organizational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers
- Human resource management

14. Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

15. Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section, Periodicals Section, Circulation Section and Reference Section

16. Maintenance, Building and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding *etc.*

17. Information Users and their Information Needs

- Categories of Information Users
- Information Needs: Definition and Characteristics
- Information Seeking Behavior: Models
- User Studies: Methods and Techniques
- Information Literacy and User Education: Concepts and Methods

18. Information Services and Products

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.
- Reference Process: Reference Question; Interview; Search Strategy and Reference Service

19. Information Systems and their Services

- Overview of National, International and Commercial Information Systems and Networks.
- Introduction to the Background, their Services and Products: DELNET, INFLIBNET, AGRIS and OCLC

20. Computer Hardware

- The Evolution of Computers
- Characteristics of Computers
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
- Computer Architecture: Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

21. Software Concept

- System and Application Software with reference to KOHA
- Cloud computing and RFID in libraries
- Operating Systems: Single and Multiuser
- Basics Features of MS Windows and Linux
- Application Software: Concept and Types
- Programming Language: Concept and Types

22. Communication Technology (Networking)

- Computer Networks: Concept, Need and Purpose.
- Common Network Devices: Hubs and Switches, Repeaters, Bridges, Routers and Modems.
- Network Media: Wires and Cables, Ethernet, Wireless (Satellite).
- Network Types: PAN, SAN, LAN, MAN and WAN.
- Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh.
- Network Protocols and Standards

23. Bibliographic Description

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue
- Latest trends of catalogue- MARC, ISBD, CCF and RDF
- Union Catalogue: World cat and Agricat

24. Electronic Resources

- Concept, need, characteristics, benefits and drawbacks
- E-Resource life cycle and Types of e-resources

25. Collection Development

- Collection building process: formulating policy, budgeting, evaluation of e-resources,
- Subscription models: licenses and Negotiation
- Consortia: concept, need, purpose & limitations; E-shodhsindhu, CeRA, Krishikosh, *etc.*
- Preservation and Perpetual Access.

26. Access Management

- Access management of e-resources, channels
- Authentication and Authorization
- User training and awareness
- Citation database: Scopus, Web of Science and ICI

- **Reasoning**

Arrangement, coding-decoding, Blood relations, Logical Matching

- **Mathematics:**

Simplification, number Series, Squares and Cubes & Roots, Time and work, Percentage, Average, simple interest

- **Science:**

Units & Dimensions, Body Part & Disease, Nutrients and sources, Gravitation, Acid, Base & PH of Compound

- **English:**

One word Errors, Article, Grammar, Fill in the blanks

- **Hindi:**

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- **About Haryana:**

- **History:**

Indus Valley civilization in Haryana, Rulers who conquered Haryana

- **Culture of Haryana:**

Folk dance & music, ornaments, Dress, Formation of Haryana: Capital, Districts, Tehsils

Chief Ministers of Haryana, Cabinet Ministers of Haryana, Legislature of Haryana, Parliament Constituency

Sports persons from Haryana, Famous personalities of Haryana, Important monuments in Haryana

LIBRARY ATTENDANT SYLLABUS 2018

- **General Awareness**
- **Geography:** Solar System, weather and climate of India, biggest tallest and longest in India, Indian State and Capital, River
- **Indian Culture:** Indian Dances, Fair and Festivals, Dresses of various states
- **Economics:** Indian Govt. Scheme, Ministers and Departments
- **Common:** Awards and Honours, sports, Tournaments and Games, Transport System in India
- **Subject Knowledge:**
 1. **Concept of Library in Society**
 - Concept of library in society: its objectives, functions and role of library in the development of society.
 - Types of Libraries: Public, Academic, Special, National - their role, functions and objectives
 - Laws of Library Science and their implications for reference services
 - Development of libraries in India after independence
 - Library legislation: Introduction, objectives, functions and factors governing library legislation
 - Qualities and qualifications of reference librarian
 - Types of reference and information services
 - Library Orientation
 - Ready reference service
 - Long range reference service
 2. **Types and Evaluation of Reference Sources**
 - Different types of reference books and Criteria for evaluation of Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources, and Reference Sources for Current Events and Ready Reference Sources.
 3. **Bibliographical Sources and reference services**
 - Information Sources and their categories. Introduction to periodicals, books, research reports, encyclopedias, dictionaries, yearbooks, directories, bibliographies, indexing and abstracting sources
 - Search strategy: to retrieve information from library holdings
 - Library and information services: Reference service- face to face and digital, OPAC and database search, library portal, information literacy instruction, etc.
 - Introduction to Network based services
 4. **Library classification**
 - Library classification: Definition, need and functions
 - Main features of DDC,
 - Knowledge classification and book classification.

- Notation: Definition, Need of notation, Purpose, Functions, Types and Qualities of good notation
- Library catalogue: definition, need and functions
- Types of library catalogue
- Classified Catalogue and dictionary catalogue: Difference between classified catalogue and dictionary catalogue

5. Information Technology – its concept and scope

- Computers for information storage, information seeking, information processing and information transmission
- Elements of computer system, computer hardware and software; data-numeric data, alpha numeric data; contents of a program, processing
- Computer organization, block diagram of a computer, CPU, memory, Input devices; keyboard, mouse etc; output devices; VDU and Printer, Scanner, Plotter
- Electrical requirements, inter-connections between units, connectors and cables
- Secondary storage; magnetic disks – tracks and sectors, optical disk (CD and DVD Memory), Primary and secondary memory: RAM, ROM, PROM, etc., Capacity; device controllers, serial port, parallel port, system bus.
- Exercises on file opening and closing; memory management; device management and input – output (I/O) management with respect of windows
- Installation concept and precautions to be observed while installing the system and software
- Special features, various commands of MS office
- About the internet – server types, connectivity (TCP/IP, shell); applications of internet like: e-mail and browsing
- Various Browsers like WWW (World wide web); hyperlinks; HTTP (Hyper Text Transfer Protocol); FTP (File Transfer Protocol)
- Basics of Networking – LAN,WAN, Topologies
- RFID in Libraries and LMS with reference to KOHA

6. Information sources and organisations

- Library and documentation activities of important Indian libraries
- Role of professional International and National bodies in the development of library and information service like: IFLA, UNESCO; ILA
- Role of National Information Organization like: NISCAIR, DESIDOC, INFLIBNET and DELNET
- Marketing of library services and products: its role in promoting use of library

- Information Sources; Primary, Secondary and Territory
- Information services Current Awareness Service, Selective dissemination of information, Indexing services Information Needs of users
- Compilation of Bibliography
- Classification Schemes – its types, importance and awareness of various types of classification schemes: D.D.C

7. **Concept of Management : Principles and functions of management**

- Application of Management: Principles in libraries and information centres
- Library authorities, committees; their roles and functions; place of library in an organisation. Organisational policy for library and information services
- Perspectives in library organisation. Organising a library and information centres into various units
- Acquisition of reading materials: Organising a section/unit for acquiring reading materials, functions and procedures in book ordering. Accessioning
- Technical work in a library: Organising a section/unit for technical work, functions and procedures of the unit, classification, cataloguing, indexing. Authority files
- Principles of Book selection
- Kinds of Documents – print and electronic
- Book Selection Policy
- Circulation Work: Registration of new members, charging and discharging system and Library rules
- Serials Management: Organising a section/unit for acquisition, recording and display of serials (periodicals, journals, magazines).
- Maintenance and Binding Work: Organising reading materials on the shelves and its maintenance, shelf rectification, binding work
- Stock Verification and Rectification: need, purpose and methods, weeding out of books, writing-off of books
- Preservation of Books and Non-books Serials: Need and methods

8. **Use of Internet for library housekeeping activities**

- Use for Acquisition – Finding bibliographic information about documents, booklists and publishers'/booksellers', catalogues available via the Internet
- Use of technical services – Searching various library and union catalogues and OPACS available via the internet
- Use of reference and information services-Basic information about email and web-based reference and information services e.g.
- Creating free web-based email addresses for library/information centre and managing these for public relation activities

• **Reasoning**

Arrangement, coding-decoding, Blood relations, Logical Matching

- **Mathematics:**

Simplification, number Series, Squares and Cubes & Roots, Time and work, Percentage, Average, simple interest

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Chief Ministers of Haryana, Cabinet Ministers of Haryana, Legislature of Haryana, Parliament Constituency

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LABORATORY ASSISTANT SYLLABUS 2018

Geography: Continent & Oceans, Solar System, weather & Climate of India Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

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Economics: Budget, Indian Economy including Banking.

Politics: Ministers and departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

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Misc: Different Indian Prizes, Awarded honours Sports tournaments, Capital and Currency.

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Technical Syllabus**PHYSICS**

Introduction and Measurement, Description of Motion in one Dimension, Laws of Motion, Work Energy and Power, Rotational Motion, Gravitation, Properties of Matter, Heat and Thermodynamics, Oscillations, Waves, Electrostatics, Current Electricity, Electromagnetic Waves (Quantitative Treatment), Wave Optics, Ray Optics and Optical Instruments, Atoms and Nuclei, Solids and Semiconductor Devices

CHEMISTRY

Atoms, Molecules and Chemical Arithmetic, Elements, their Occurrence and Extraction, States of Matter, Atomic Structures, chemical families periodic properties, Bonding and Molecular Structure, Carbon and its Compounds, Redox Reactions, Chemistry of Non-metals, Chemistry of Non-metals II, Chemistry of Lighter Metals, Chemistry of Heavier Metals, Structure and Shapes of Hydrocarbons, Preparation and Properties of Hydrocarbons, Atomic Structure and Chemical Bonding, The Solid State, Solutions, Electro-Chemistry, Chemical Kinetics, Organic Chemistry based on Functional Groups I, Organic Chemistry based on Functional Groups II, Organic Chemistry based on Functional Groups III, Chemistry of Representative elements, Coordination Chemistry, Nuclear Chemistry, Synthetic and Natural polymers, Surface Chemistry, Bio Molecules

BIOLOGY

The Living World, Organism and Environment, Multicellularity : Structure and Function – Plant life, Multicellularity : Structure and Function – Animal Life, Continuity of Life, Origin and Evaluation of Life, Application of Biology

TECHNICAL ASSISTANT SYLLABUS 2018

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Sports: Various Event & Activates, Famous personalities & prizes related to sports.

Technical Syllabus

Crop Production

Agriculture and Its importance in national economy, Different branches of agriculture and crop production, Importance of Soil and Soil types, Soil pH. soil structure, soil organisms, Elements necessary for plant growth, Tillage and Farm Equipments, Objectives, tilth, minimum tillage, Kinds of tillage; preparatory, Interculture, weeding, harrowing and earthing, Types of farming (co-operative farming, joint farming, intensive farming, Extensive farming, mixed farming and Dry farming etc.).

Manures and Fertilizers:

- (a) Classification (organic and inorganic).
- (b) Characteristics, uses and application of different nitrogenous, Phosphatic and potassic fertilizers.

Irrigation and Drainage

- (c) Importance of Irrigation and Drainage.
- (d) Sources of Irrigation water (rain, canal, tanks, rivers, wells, tube wells, etc.).
- (e) Common water lifts.
- (f) Methods of irrigation and drainage.

Weed control

- (g) Principles of weed control.
- (h) Methods of weed control (Mechanical, Chemical and Biological).

Crops :

- (i) Economic classification (Cereals, pulses, oil-seeds, fodder, fibre crops, commercial crops).
- (j) Quality of good seed, technique of quality seed production in general.
- (k) Seed bed preparation, improved varieties, method of sowing, seed-rate, method and time of fertilizer application irrigation, interculture and weed control, common pest and diseases and their control, harvesting threshing and storage of paddy, wheat, maize, sorghum, pearl millet, gram, barseem, mustard, cotton, sugarcane, Jute, potato and tobacco.

Crop Improvement:

Definitions of Genetics and Plant Breeding. Objectives and Importance of Plant Breeding and Genetics. Cell and its structure. Cell division and meiosis and their significance, Mode of pollination and flower structure, Linkage and crossing over. Sex-linked inheritance , Elaboration of Mendel's laws of inheritance. Reasons for the success of Mendel in his experiments. Absence of linkage in Mendel's experiments.

Plant Protection:

Diseases and insect pests of field crops and horticultural crops, Principles of Plant disease management, classification of fungicides, symptoms of plant diseases, biological control of plant diseases, groups of insecticides, store grain pests, Apiculture, integrated pest management, biological control of insect pests, disease and insect resistance varieties.

Microbial Cell structure, Micro-organism-Algae Bacteria Fungi, Actinomycetes and viruses; Fermentation., organic, matter decompositions

Horticulture1. **Introduction:**

Importance, Planting-systems, training, pruning intercropping, wind-break, protection from frost sunburn, Propagation-seed cutting, budding layering gootee, grafting, Cultivation-Mango-Papaya, Banana Guava and Citrus.

Vegetable Gardenings

Kitchen gardening, Cultivation of Radish, Carrot, Cauli-Flower, Onion, Brinjal, Tomato and potato, Curcubits and leafy Vegetables.

Ornamental Gardening:**Fruit and Vegetable Preservation**

METEOROLOGICAL OBSERVER SYLLABUS 2018

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Economics: Budget, Indian Economy including Banking.

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History: Modern India, Freedom struggle, important dates, places, foreign travelling, Envoys Battles.

Misc: Different Indian Prizes, Awarded honours, Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching Syllogism, Arithmetic, Direction and Distance, Order and ranking and seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM, Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit & Loss and Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotones etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name, Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

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Technical Syllabus

I. General Awareness including Computer Science, Agriculture, Maths, Science & English

• **General Awareness:**

General physical, geographical, topographical, economic and climatic features of India. Current events. Matters of everyday observation and experience on scientific aspects and reasoning. History of India, Haryana and their cultural heritage. Freedom movement of India, the salient features of Indian constitution. The economic and social aspects of the country and its people.

• **Computer Science:**

Basics of computers: design of computers, and overview of communication technologies. Computer Systems: characteristics of a computer, components of a computer system – CPU, memory, storage devices. Memory: primary (RAM and ROM) and secondary memory. Storage devices: hard disk, CD ROM, DVD, pen/flash drive, memory stick, keyboard, mouse, monitor, printer, scanner, web camera. Types of software: system software (operating systems), application software, mobile applications. Operating systems: kernel, device drivers, and file systems (very basic idea). Computer networking:

wired/wireless communication, common protocols: Wi-Fi, Bluetooth, cloud computers (private/public).
Multimedia: images, audio, video.

- **Agriculture:**

Agriculture and Its importance in national economy. Different branches of agriculture and crop production. Importance of Soil and Soil types. Soil pH. soil structure, soil organisms. Elements necessary for plant growth. Types of farming (co-operative farming, joint farming, intensive farming, Extensive farming, mixed farming and Dry farming etc.). Cultivation of important rabi, kharif, horticultural & vegetable crops of Haryana Importance of Irrigation and Drainage. Sources of Irrigation water (rain, canal, tanks, rivers, wells, tube wells, etc. Importance of weather parameters in agriculture.

- **Maths:**

Basic topics in mathematics. Sets and Binary operation. Complex numbers. Quadratic equations. Sequences and series. Permutations and combinations. Mean, median and mode of grouped data. Cumulative frequency graph. Classical definition of probability.

- **Science:**

Basic topics in physics and chemistry. Chemical equation, Balanced chemical equation, implications of a balanced chemical equation, types of chemical reactions: combination, decomposition, displacement, double displacement, precipitation, neutralization, oxidation and reduction. 'Living Being'. Basic concept of nutrition, respiration, transport and excretion in plants and animals.

Introduction and Measurement. Description of Motion in one. Dimension. Reflection of light by curved surfaces; Images formed by spherical mirrors, centre of curvature, principal axis, principal focus, focal length, mirror formula.

Electric current, potential difference and electric current. Ohm's law; Resistance, Resistivity, Factors on which the resistance of a conductor depends. Series combination of resistors, parallel combination of resistors and its applications in daily life. Heating effect of electric current and its applications in daily life.

- **English:**

English grammar, vocabulary, spellings, synonyms and antonyms, comprehensive, correct and incorrect usages etc.

ii. Geography and Environment Science

- **Geography:**

Geographical coordinates (latitude, longitude, altitude), equator, Tropic of Cancer, Standard Meridian, weather and climate, major seasons in India, factors influencing the climate; monsoon- its characteristics, rainfall and temperature distribution; climate and human life, climate change, global warming and impact of different sectors.

- **Environment Science:**

Sources of energy: Different forms of energy, conventional and non-conventional sources of energy: Fossil fuels, solar energy; biogas; wind, water and tidal energy; Nuclear energy. Renewable versus non-renewable sources of Energy.

Eco-system, Environmental problems, Ozone depletion, waste production and their solutions. Biodegradable and non-biodegradable substances.

Management of natural resources: Conservation and judicious use of natural resources. Forest and wild life; Coal and Petroleum conservation. Examples of people's participation for conservation of natural resources. Big dams: advantages and limitations; alternatives, if any. Water harvesting. Sustainability of natural resources.

MECHANIC (REF. AND AC) SYLLABUS 2018 -

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Technical Syllabus

- Importance of the trade in domestic, industrial and commercial fields. Industrial safety and fire fighting, occupational health and safety.
- Basic fitting, welding, sheet metal work.
- AC induction motors with different phases.
- Transformer with different phase and inverter controls EER motors.
- Concept of Semi conductor, Rectifier, Transistor, FET, Mosfet, Bipolar Transistors, IGBT, IC, Thermister, Transducer. Concept of microprocessor, PLC, Regulated Power supplies, SMPS.
- Laws of Thermodynamics, Gas laws, Carnot cycle and reverse Carnot cycle.
- Methods of Refrigeration-Ice refrigeration, Dry ice, Steam jet, Gas Throttling, Liquid Gas, Air refrigeration, Vapour absorption, Vapour compression, Thermo electric, magnetic, Thermo acoustic, Pulse tube, Vortex tube.
- Types of refrigeration systems and cycles.
- Types of compressor used in domestic appliances reciprocation rotary Scroll screw etc.
- Evaporator types, construction, working, DX chiller, Flooded, Types and application.
- Basic concepts of Tribology Lubricants and Lubrication in RAC compressors, properties of lubricants.

- Thermal insulation types, Selection of insulating material, Duct insulation and properties of insulating materials.
- Conventional refrigerator, frost free refrigerator, water cooler, Deep freezer.
- Window AC, Split AC description advantage and application.
- Refrigeration in commercial plants.
- Automobile AC, Function of individual components. Refrigerants used and retrofitting of old car/Mobile AC's.

MECHANIC (INSTRUMENTS) SYLLABUS 2018

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Technical Syllabus

- Planning to make job as per specification with use of different types of basic fitting operation e.g. – marking, hacksawing, Chiseling, Filing, Drilling, Taping etc. and check dimensional accuracy using precision instruments.
- Tube joints execution, assembly of ferrules with different skills - cutting treading, flaring, bending, joining and leakage testing.
- Test various electrical passive and active components using proper measuring instruments and compare the data using standard parameters.
- Identify, test and use of various types of switches, E.M. relays, circuit breaker and construct electrical circuits.
- Characteristics of resonance circuits.
- Testing and performance evaluation of AC, DC motors, generators and transformer.
- Calibration of MI instruments, electro dynamometer instruments, induction type and special instruments – voltage tester, continuity tester, rotation tester, phase sequence indicator, synchronizing, frequency meter, thermocouple type ammeter.
- Construction, testing and analysis of circuit functioning.
- Fault detection and troubleshooting of SMPS, UPS, Inverter, Converter and thyristor family.
- Construction and testing of different circuits using operational amplifiers and result execution.

- Installation and calibration of instruments for motion, speed, acceleration and vibration.
- Maintenance, servicing and calibration and installation of variable DP flow meters/Head flow meters, variable area flow meters, positive displacement meters for fluid flow measurement.
- Operation, maintenance, troubleshooting and calibration of devices for solid flow measurement system and verify the result within standard.
- Installation, servicing, calibration and Performance evaluation of temperature indicators, transmitters and various types of pyrometers.
- Various types ON-OFF and PID controllers' maintenance and performance testing.
- Identification of Modules of PLC, its function with digital I/OS field devices to the I/O module of PLC and software, hardware installation and configure PLC for operation.
- Constructional feature and function of hydraulic pump and hydraulic power system, accumulator, hydraulic hoses and fitting, hydraulic components. Testing of hydraulic control circuit.
- Constructional feature, operation, maintenance, service and calibration of analytical instruments.

MECHANIC (FITTER) SYLLABUS 2018

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Technical Syllabus

- Importance of safety and general precautions in industry/shop floor. Use of PPEs and 5S at workplace.
- Linear measurement units, instruments and care of instruments.
- Bench vice construction, types, uses, care and maintenance, vice clamps, hacksaw frames and blades, specification, description, types and their uses. Files specifications, material grades, file elements and uses.
- Measuring standard and different types of measuring tools/instruments.
- Marking media use and maintenance.
- Surface plate, V block, angle plate, parallel block, types of file, type of key and key puller uses and specifications.
- Physical and mechanical properties of engineering metal.
- Type of saw and machines used for metal sections cutting.
- Micrometer types, usage and care/calibration.
- Types of Vernier Calipers, least count, usage and care.
- Drilling processes, types of drilling machines.
- Metal forging, forging tools and forging shop operations.

- Metallurgical and metal working processes e.g. heat treatment
- Marking and measuring tools, wing compass, Prick punch, tin man's square tools etc
- Metal joints selection and application, tolerance for various joints.
- Solders composition and their heating media, flux types.
- Riveted joints, rivet types and selection for various works, riveting tools and method of riveting.

TURNER SYLLABUS 2018

Geography: Continent & Oceans, Solar System, weather & Climate of India Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian Economy including Banking.

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Technical Syllabus

- Importance of safety and general precautions in industry/shop floor. Use of PPEs and 5S at workplace.
- Engineering materials classification. Difference between metal and non metal. Steel section specification as per BIS. Steel standards - Indian and international standards.
- Metal and alloys, difference between Ferrous and non-ferrous metals. Properties of metals influencing machinability.
- Type of Iron Ore, Heat treatment of steel and heat treatment processes.
- Threads, multi-start threads, pitch and lead, Gear ration.
- Cutting speed, feed, Machining time and depth of cut and calculation.
- Insert type tools – Holder construction, clamping types, for turning, boring, external grooving, internal grooving and drilling tools.
- Grinder and application, dial test indicator application to measure parallelism and concentricity.
- Different type of attachment on lathe and functions.
- Measuring instruments e.g. Screw pitch gauge, Screw thread Micrometer etc. and uses.
- Limit gauges e.g. Sine Bar, Slip Gauges etc. types and uses.

- Power transmission – Belt, rope, chain gear drive. Material used for belts, type of belts drive, velocity ratio.
- Types and uses for Jig and Fixture.
- Digital outside Micrometer and Dial Caliper application, construction and uses.
- Limit and system of limits, Fit and tolerance as per BIS : 919, types and symbols.
- Production type lathes, Bearing construction type and uses. Type of comparator gauges.
- Total Quality Management, machine capability studies.
- N.C. and C.N.C. machine along with fundamental of part programming.
- CNC turning, productivity, cycle time, machine hour rate, Insert grade, Tool wear, types of tool wear, tool life.
- Threading, tool nose radius compensation, Understanding and troubleshooting machine problems.
- Tool setting on lathe.

AUTO ELECTRICIAN SYLLABUS 2018

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मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम-भिन्नार्थक शब्द, विराम-चिह्न, संधि।

About Haryana:

History: Indus Valley civilization in Haryana, Rulers who conquered Haryana, Battles/wars fought in Haryana, Role of Haryana in the Freedom Movement of India.

Culture of Haryana: Folk dance & Music, Formation, Fair & festival, Artist, Language, Dresses and Ornaments, Census, Districts & Tehsil.

Geographical features of Haryana: Rivers, Canals & Dams and Climate.

Crops, Flora & Fauna, Wildlife: National Parks, Wildlife Sanctuaries, Important monuments in Haryana, Administrative structure of Haryana, important institution & office Bearers, Various welfare scheme & campaign of Haryana.

Economy of Haryana: Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

Sports: Various Event & Activates, Famous personalities & prizes related to sports.

Technical Syllabus 2018

- Importance of safety and general precautions in industry/shop floor. Use of PPEs and 5S at workplace. Safe disposal of used engine oil.
- Hand and power tools - Marking, cleaning tools, surface plate, steel rule, measuring tape, try square, calipers, chisel-flat, cross cut, hammers, allen key, bend vice and C-clamps.
- System of measurement – Description, uses and care of micrometer, vernier caliper, dial bore gauge, feeler gauge.
- Study of Fasteners e.g. screws, nuts, studs and bolts, locking devices. Function of Gasket and oil seals.
- Type and specification of cutting tools.
- Limits, Fits and Tolerances.
- Drilling machine description, type and function.
- Reamers, Taps and dies description, type and function.
- Types of Sheet metal sheets, sheet metal operation, sheet metal joint and type of joints.

- Electricity principles, ground connections, Ohm's Law, Voltage, Current, Resistance, Power, Energy. Voltmeter, ammeter, Ohmmeter, Conductors and Insulators, Wires, Shielding,
- Fuses and circuit breakers, Ballast resistor, cable color codes and sizes, Resistors in Series circuits, Parallel circuits and Series-parallel circuits, capacitors and its application, capacitors in series and parallel.
- Thermo-electric energy, Thermistors, Thermo couples, Electrochemical energy, Photo-voltaic energy, Piezo-electric energy, Electromagnetic induction, relays, Solenoids, Primary and secondary windings, Transformers.
- Types of welding, Principle of Arc welding, power source, electrodes, welding parameters, penetration.
- Heat treatment process in sheet metals.
- Hydraulic law, Pascal law, pressure, force, viscosity, pressure, types of gear pumps.

MECHANIC (TURNER) SYLLABUS 2018

Geography: Continent & Oceans, Solar System, weather & Climate of India Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture: Indian languages, Dance, Indian customs & traditions.

Economics: Budget, Indian Economy including Banking.

Politics: Ministers and departments, International Organizations and their Headquarters, Indian Constitution, Recent News items (Past 6 months).

History: Modern India, Freedom struggle, important dates, places, foreign travelling, Envoys Battles.

Misc: Different Indian Prizes, Awarded honours Sports tournaments, Capital and Currency.

Reasoning

Series, Arrangement, coding-decoding, Logical, Numbers, Blood relations, Logical Matching Syllogism, Arithmetic, Direction and Distance, Order and ranking and seating arrangement.

Mathematics

Simplification, Number Series, Fractions, Squares, Cubes & Roots, HCF, LCM, Time and work, Ratio and Proportion, Age related problems, Percentage, Average, Profit & Loss and Simple interest.

Science

Chemistry: Atoms and Molecules, Atomic number, Isobars, Isotopes etc, Important invention related to Chemistry, Metal and Non-Metal, Alloys their uses. Chemical substance and their familiar name, Acid Base & pH of components.

Physics: Units & Dimensions, Force and Law of motion, Work and Energy, Gravitation, Sound, light and electricity, Scientific equipments and Inventions of instruments.

Biology: Important Facts related to Biology, Human Body and various systems, Various nutrients their sources and disease caused by deficiency, Disease & affected body parts, Various invention related to Health and Medicines.

English: Antonym & Synonym, One Word, Substitution, Idioms, Errors, Finding, preposition, Fill in the blanks, Comprehensive Passage, Phrase, Replacement, Articles, Verb sentences, Nouns, Direct & Indirect speech and Gerund & Present participle.

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Economy of Haryana: Budget, Industry and their Places, Agriculture & Irrigation, Transport System, Mineral resources, Energy & Electricity.

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Technical Syllabus

- Importance of safety and general precautions in industry/shop floor. Use of PPEs and 5S at workplace.
- Engineering materials classification. Difference between metal and non metal. Steel section specification as per BIS. Steel standards - Indian and international standards.
- Metal and alloys, difference between Ferrous and non-ferrous metals. Properties of metals influencing machinability.
- Type of Iron Ore, Heat treatment of steel and heat treatment processes.
- Threads, multi-start threads, pitch and lead, Gear ration.
- Cutting speed, feed, Machining time and depth of cut and calculation.
- Insert type tools – Holder construction, clamping types, for turning, boring, external grooving, internal grooving and drilling tools.
- Grinder and application, dial test indicator application to measure parallelism and concentricity.
- Different type of attachment on lathe and functions.
- Measuring instruments e.g. Screw pitch gauge, Screw thread Micrometer etc. and uses.
- Limit gauges e.g. Sine Bar, Slip Gauges etc. types and uses.
- Power transmission – Belt, rope, chain gear drive. Material used for belts, type of belts drive, velocity ratio.

- Types and uses for Jig and Fixture.
- Digital outside Micrometer and Dial Caliper application, construction and uses.
- Limit and system of limits, Fit and tolerance as per BIS : 919, types and symbols.
- Production type lathes, Bearing construction type and uses. Type of comparator gauges.
- Total Quality Management, machine capability studies.
- N.C. and C.N.C. machine along with fundamental of part programming.
- CNC turning, productivity, cycle time, machine hour rate, Insert grade, Tool wear, types of tool wear, tool life.
- Threading, tool nose radius compensation, Understanding and troubleshooting machine problems.
- Tool setting on lathe.

Section Officer /Junior Engineer(Civil)

Subject knowledge

Building materials-Estimating, Costing , and Valuation – Surveying –Soil Mechanics – Hydraulics – Irrigation Engineering – Transportation Engineering – Environmental Engineering, Structural Engineering : - Theory of Structures – Concrete Technology – RCC Design, Steel Design.

- **General Awareness**

Geography: Solar system, weather and climate of India, biggest tallest and longest in India, Indian State and Capital River

Indian culture, Indian Dances, Fair and festivals dresses of various states

Economics: Indian Govt Scheme, Ministers and departments

Common :- Awards and honours, sports tournaments and games, transport system in India

- **Mathematics**

Simplification number series squares & cubes & roots, time and work, percentage, average, simple interest

- **Reasoning**

Arrangement, coding-decoding, Blood relations, Logical Matching

English

Antonym and synonym, One word substitution, idioms, errors, prepositions, comprehensive passage, phrase, replacement, articles, verb sentences, nouns, direct and indirect speech, gerund and present participle, fill in the blanks

Hindi

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- **Geographical feature of Haryana**

Rivers, Canals and Dams & Climate.

- **Crops, Flora and Fauna, Wildlife:** National Parks, Wild Life Sanctuaries and important monuments in Haryana, Administrative structure of Haryana, important institution & office bearers, various welfare scheme & campaign of Haryana.

- **Economy of Haryana:** Budget, Industry and their Places, Agriculture & Irrigation Transport System, Mineral resources, Energy & Electricity.

- **Sports:** Various Event & Activities, Famous personalities & prizes related to sports.

Section Officer (Horticulture)

Subject knowledge

- Scope and strategies for growth of floriculture and landscaping in State.
- Knowledge of ornamental plants viz. annuals, bulbous plants, house plants, shrubs, creeper, trees etc.
- Knowledge of commercial flowers and their varieties.
- Nursery raising of ornamental plants and seed production of annuals.
- Layout of lawns and its maintenance.
- Training and pruning of shrubs and trees
- Planning and layout of gardens, garden designs.
- Propagation of ornamental plants, practices in cultural aspects.
- Flower arrangement & indoor decoration, bonsai plants, harvesting, grading and packing of flowers.

General Awareness

Geography: Solar system, weather and climate of India, biggest tallest and longest in India, Indian State and Capital River

Indian culture, Indian Dances, Fair and festivals dresses of various states

Economics: Indian Govt Scheme, Ministers and departments

Common :- Awards and honours, sports tournaments and games, transport system in India

- **Mathematics**

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English

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Surveyor

Technical Syllabus

1. Importance of safety, general safety precautions-Introduction to Trade. Uses of different instruments & equipments used by Surveyor, their types and uses. Lettering using stencils.
 2. Geometrical construction-lines, angles, triangles, quadrilaterals and circles.
 3. Classification of survey. Accuracy and speed in field & office work. Common terms used and definitions. Conventional signs and symbols. Use of legends.
 4. Field book-types, methods of entry of check lines-its importance.
 5. Types of offset and their limit, town survey traversing with chain, procedure in plotting.
 6. Care & maintenance of chain & accessories. Types of obstacles in chaining and methods of overcoming them.
 7. Use of magnetic needles in survey, types of compass, description, constructional features & uses of compasses, their adjustments-Measurement of directions.
- **General Awareness**
 Geography: Solar system, weather and climate of India, biggest tallest and longest in India, Indian State and Capital River
 Indian culture, Indian Dances, Fair and festivals dresses of various states
 Economics: Indian Govt Scheme, Ministers and departments
 Common :- Awards and honours, sports tournaments and games, transport system in India
 - **Mathematics**
 Simplification number series squares & cubes & roots, time and work, percentage, average, simple interest
 - **Reasoning**
 Arrangement, coding-decoding, Blood relations, Logical Matching

English

Antonym and synonym, One word substitution, idioms, errors, prepositions, comprehensive passage, phrase, replacement, articles, verb sentences, nouns, direct and indirect speech, gerund and present participle, fill in the blanks

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- Sports:** Various Event & Activities, Famous personalities & prizes related to sports.

Road Roller Driver

- **Subject knowledge:-** First Aid, Traffic sign and symbols knowledge of state-way and Major Highway, Tools and Equipments used for vehicle repair,. Tools and Equipments used in workshop.
- **General Awareness :-**
 Geography: Solar system, weather and climate of India, biggest tallest and longest in India, Indian State and Capital River
 Indian culture, Indian Dances, Fair and festivals dresses of various states
 Economics: Indian Govt. Scheme, Ministers and departments
 Common :- Awards and honours, sports tournaments and games, transport system in India.
- **Reasoning**
 Arrangement, coding-decoding, Blood relations, Logical Matching
- **Mathematics**
 Simplification, number series, squares & cubes & roots, time and work, percentage, average, simple interest
- **Science**
 Units & dimensions, body part & Disease, nutrients and sources, Gravitation, Acid, Base & PH of Compound
- **English**
 One word, errors, article, grammar, fill in the blanks
- **Hindi**
 मुहावरे और लोकोक्तियाँ, अनेक शब्दों के लिए एक शब्द, पर्यायवाची, विलोम, उपसर्ग, प्रत्यय, समास, लिंग, वचन, श्रुतिसम-भिन्नार्थक शब्द, विराम –चिह्न, संधि।

Tubewell Electrician

Technical syllabus

- Importance of safety and general precautions in industry/shop floor. Use of PPEs and 5S at workplace.
 - Linear measurement units, instruments and care of instruments.
 - Bench vice construction, types, uses, care and maintenance, vice-clamps, hacksaw frames and blades, specification, description, types and their uses. Files specifications, material grades, file elements and uses.
 - Measuring standard and different types of measuring tools/instruments.
 - Marking media use and maintenance.
 - Surface plate, V block, angle plate, parallel block, types of file, type of key and key puller uses and specifications.
 - Physical and mechanical properties of engineering metal.
 - Type of saw and machines used for metal sections cutting.
 - Micrometer types, usage and care/calibration.
 - Types of Vernier Calipers, least count, usage and care
 - Drilling processes, types of drilling machines.
 - Metal forging, forging tools and forging shop operations.
 - Metallurgical and metal working processes e.g. heat treatment.
 - Marking and measuring tools, wing compass, Prick punch, tin man's square tools etc.
 - Metal joints selection and application, tolerance for various joints.
 - Solders composition and their heating media, flux types.
 - Riveted joints, rivet types and selection for various works, riveting tools and method of riveting.
- **General Awareness**
 Geography: Continent & Oceans, Solar system, weather and climate of India, Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.
 Culture; Indian languages, Dance, Indian customs & traditions
 Economics: Budget, Indian Economy including Banking.
 Politics : Ministers and departments, International Organizations and their Headquarters, Indian Constitution, Recent News items(Past 6 months)
 History : Modern India, Freedom struggle, important dates, places, foreign travelling, Envoy Battles.
 Misc. Different Indian Prizes, Awarded honours Sports Tournaments, Capital and Currency.
 - **Reasoning**
 Series, Arrangement, coding-decoding, Blood relations, Logical, Numbers, Blood relations, Logical Matching, syllogism, Arithmetic, Direction & Distance, order and ranking and seating arrangement.

- **Mathematics**

Simplification number series fractions, squares, cubes & roots, HCF, LCM, time and work, ratio and proportion, age related problems, percentage, average, profit and loss & simple interest.

- **English**

Antonym and synonym, One word substitution, idioms, errors, prepositions, comprehensive passage, phrase, replacement, articles, verb sentences, nouns, direct and indirect speech, gerund and present participle, fill in the blanks

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Saw Operator

Technical Syllabus:

1. Introduction about carpentry work involved in building construction. Types of doorframes, door shutters- description, sizes, uses, advantages and disadvantages etc. Fittings used in door. Types of panels used in panel shutter, glazed shutter
2. Description of Saw, types, sizes, setting, sharpening, uses, etc.
3. Types of The chisels ,description , sizes, uses. Grinding, sharpening & honing etc.
4. Classification of joint (framing, Angle broadening and the lengthening) .
5. Marking tools: Types, specification, use, care and maintenance of tools: Steel rule, squares, scribe, divider, calipers, and other tools. Marking table, marking block etc. description, specification, uses etc.
6. Use of bench vice and clamps. Types of drill bits, counter sinking tool, counter boring tool, taps and dies used in fitting work. Types of nuts, bolts, washers, machine screws etc.

- **General Awareness**

Geography: Continent & Oceans, Solar system, weather and climate of India, Census 2011, Transport System of India, Indian State & Capital, Indian rivers & Dam Projects.

Culture; Indian languages, Dance, Indian customs & traditions

Economics: Budget, Indian Economy including Banking.

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- **Mathematics**

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