

SYLLABUS FOR THE POST OF: PPRT

General Questions based on the following objectives:

- Understanding the Learner
- Understanding Teaching Learning
 - The role of teacher
 - The role of learner
 - Nature of teacher-student relationship
 - Choice of teaching methods
 - Classroom environment
- Knowledge about Foundational Literacy and Numeracy, Language Proficiency,
- Skills required to deal with the beginners
- Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc.

SYLLABUS FOR THE POST OF: PRT

- **English:** Reading Comprehension, Word Power, Articles, Narrations, Prepositions, Punctuations, Comprehension, Fill in the Blanks. Adverb, Error Correction, Sentence Rearrangement, Vocabulary, Antonyms, Synonyms, Idioms, Verbs, Tenses, adjectives, modal, Voice, Subject-Verb Agreement
- Hindi: भाषा, संज्ञा, सर्वनाम एवं सर्वनाम, विशेषण, क्रिया, अव्यय, वचन, लिंग, उपसर्ग एवं प्रत्यय, वाक्य निर्माण, पर्यायवाची, विपरीपार्थक, अनेकार्थक, समानार्थी शब्द, विराम चिन्हों की पहचान एवं उपयोग, मुहावरे एवं लोकोक्तियाँ, अलंकार, सन्धि, तत्सम, तद्भव, देशज एवं विदेशी शब्द, समास, पठन कौशल, शब्द सामर्थ्य
- General Knowledge & Current Affairs Awards, Books & their authors, Sports, History- Ancient, Medieval & Modern, Geography, Current Affairs, Polity, Population Census, Indian Art & Culture, Misc.
- **Reasoning Ability:** Mirror Image, Directions, Puzzles, and Seating Arrangement, Syllogism, Data Sufficiency, Coding-decoding, Blood Relation, Order and Ranking, Alpha Numeric Symbol Series, Logical Reasoning
- **Computer Literacy:** Abbreviations, Basic Computer Terminology & Shortcuts, Web Technology, Database Management Systems, Browsers, and Search Engines, Internet, General Concept of Social Networking, Computer Memory or Storage Devices, Computer Software & Hardware, History and Evaluation of Computers, Generations, and Types of Computers, Operating Systems.
- **Mathematics:** Geometry; Shapes & Spatial Understanding, Solid Around Us, Numbers: Developing A Sense Of Number, Counting And Operations Of Numbers, Addition And Subtraction, Multiplication, Division, Mental Arithmetic, Fractional Numbers, Money, Measurement, Length, weight, Capacity (Volume), Time, Data Handling, Patterns.

SYLLABUS FOR THE POST OF: TGT

TGT Subjects :(Hindi, English, Science, Mathematics, Social Studies, Computer)

Common Portion of the Syllabus for all the posts:

Perspectives on Education and Leadership

- Understanding the Learner
- Classroom environment
- Knowledge about Foundational Literacy and Numeracy, Language Proficiency,
- Skills required to deal with the beginners
- Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc.

For the Specific Posts:

Hindi : भाषा, संज्ञा एवं संज्ञा के भेद, सर्वनाम एवं सर्वनाम के भेद, विशेषण एवं विशेषण के भेद क्रिया एवं क्रिया के भेद, वचन, लिंग, उपसर्ग एवं प्रत्यय, वाक्य निर्माण (सरल, संयुक्त एवं मिश्रित वाक्य), पर्यायवाची, विपरीपार्थक, अनेकार्थक, समानार्थी शब्द, मुहावरे एवं लोकोक्तियाँ, अलंकार, सन्धि, तत्सम, तद्भव, देशज एवं विदेशी शब्द, समास, पद परिचय, पठन कौशल, शब्द सामर्थ्य, सूचना लेखन, पत्र लेखन, लेख, रिपोर्ट, विषय-क्रिया सामंजस्य, कथन, सक्रिय-निष्क्रिय आवाज, निर्धारक, उपवाक्य.

English:

Modals, Narration, Pronoun, Adverb, Adjective, Verb, Preposition, Tenses, Punctuation, Idioms & phrases, Antonym & Synonyms, Word Power, Discursive Passages and Case-Based Passages, Notice Writing, Letter Writing, Article, Report, Subject-verb Concord, Active-Passive Voice, Determiners, Clauses.

Mathematics:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class VI to X.

Science:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class VI to X.

Social Science:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class VI to X.

Computer:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class VI to X.

SYLLABUS FOR THE POST OF: PGT

Common Portion of the Syllabus for all the posts:

Perspectives on Education and Leadership

- Understanding the Learner
- Classroom environment
- Knowledge about Foundational Literacy and Numeracy, Language Proficiency,
- Skills required to deal with the beginners
- Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc.

English:

- Tenses, Idioms & phrases, Antonym & Synonyms, Active-Passive Voice, Determiners, Clauses. Word Power, Narration
- Discursive Passages and Case-Based Passages
- Notice Writing, Letter Writing, Article, Report, Subject-verb Concord

Physics:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Chemistry:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Commerce:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Maths:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Computer Science:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Biology:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class XI & XII.

Political Science:

Entire Syllabus for the subject as prescribed by the NCERT, in the domain of Class VI to X.

SYLLABUS FOR THE POST OF: ACCOUNTANT

- Financial statements of Not-for-Profit Organisations
- Financial statements of Business Organisations
- Bank Reconciliation Statement
- Cashbook
- Source Documents (Vouchers)
- Employee Provident Fund
- Employees State Insurance
- Tax Deducted at Source (TDS)
- Stock and Inventory
- Tally Prime
- Depreciation
- Budget

SYLLABUS FOR THE POST OF: RECEPTIONIST/L.D.C.

- File Keeping: Process of file preparing , File Numbering, File Cataloguing
- Letter writing: Writing Formal Letters, Informal Letters, Official Letters, D.O. Letters
- Note Sheets: Meaning, importance, format and use of Note Sheet
- Full Forms: Full forms of the abbreviations used in the Official works
- Translation: English to Hindi and Hindi To English.
- Knowledge of Official work
- Procedure of Office Work.
- Knowledge of Microsoft Office(Word, Excel and PowerPoint)

SYLLABUS FOR THE POST OF: LAB ATTENDANT

- Knowledge of processes in the area of General Science under following categories:
 1. Physics
 2. Chemistry
 3. Biology
- Knowledge of basic laboratory techniques and symbols.
- Do's and Don'ts to be followed in the laboratory.
- Laboratory Management