

CORRIGENDUM

(Employment Notification No.05/2026)

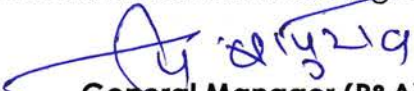
Recruitment of Management Trainees (MT) and Assistant Officers (AO)

In reference to above Employment Notification, under para 5 (Scheme of Examination), the number of answer choices per question for the online Computer Based Test (CBT), may be read as 4 (four) instead of 5 (five).

All other terms & conditions of the employment notification shall remain unchanged.

Place: Delhi

Date: 06.10.2026



General Manager (P&A)

SYLLABUS FOR MANAGEMENT TRAINEE (TECHNICAL)

PART – I : PROFESSIONAL KNOWLEDGE

1. Electrical Engineering

- Electrical circuits (AC/DC), network theorems
- Electrical machines (DC, Induction, Synchronous motors)
- Transformers, substations, switchgear & protection
- Power distribution & industrial electrical systems
- Measurement & instrumentation
- Maintenance practices and fault diagnosis
- Electric drives, VFDs & motor control systems
- Industrial power systems for container handling equipment (RTG/RMG, EOT cranes)
- Energy management & regenerative braking systems

2. Electronics & Control Systems

- Semiconductor devices & amplifiers
- Digital electronics & logic circuits
- Microprocessors & basic industrial automation (PLC – introductory)
- Industrial electronics & control circuits
- Instrumentation & calibration basics
- Power electronics (inverters, converters, rectifiers, IGBT/MOSFET applications)
- PLC/SCADA systems in port & terminal automation
- CAN bus systems & control architecture in EV trucks
- Maintenance practices and fault diagnosis

3. Mechanical Engineering

- IC engines & DG sets (operation & maintenance)
- Transmission systems (gears, couplings, belt/chain drives)
- Hydraulics & pneumatics
- Refrigeration & air conditioning systems
- Cranes & material handling equipment
- Maintenance engineering & condition monitoring
- Electrical container handling equipment – hoist, trolley & gantry mechanisms
- EV truck architecture & traction systems
- Battery systems (Lithium-ion), BMS & EV charging infrastructure

PART-II : Computer Knowledge

- Computer fundamentals & operating systems
- MIS reporting & basic data management
- Enterprise Resource Planning(ERP)/Computerized Maintenance Management System (CMMS) & Supervisory Control & Data Acquisition SCADA (introductory level)
- Internet usage & cyber security basics

PART – III : MANAGEMENT & SUPERVISORY APTITUDE

- Principles of management
- Maintenance planning & inventory control
- Project management basics (PERT/CPM – introductory)
- Industrial safety & statutory compliance

- Team supervision & decision-making
- Technical report writing & documentation
- Asset lifecycle management & reliability engineering
- Risk assessment, high-voltage safety & EV battery safety management
- Energy efficiency & cost optimization in electrified equipment

PART – IV : GENERAL APTITUDE

(a) General Knowledge & Current Affairs

Industry, Shipping, Port, Power sector, EV technology & national developments.

(b) Reasoning & Analytical Ability

Logical reasoning, data interpretation, problem-solving.

(c) Quantitative Ability

Arithmetic, basic statistics, engineering numericals.

(d) English & Business Communication

Comprehension, grammar, official correspondence.

SYLLABUS FOR Astt. Officer (TECHNICAL)

PART – I : PROFESSIONAL KNOWLEDGE

1. Electrical Engineering

- Basic electrical circuits (AC/DC fundamentals)
- Electrical machines – DC & induction motors (working & applications)
- Transformers – basic construction & operation
- Switchgear (MCB, MCCB), relays & basic protection
- Electrical measurements & instruments
- Basic fault finding and maintenance

2. Electronics

- Basic electronics (diodes, transistors, rectifiers)
- Amplifiers & simple electronic circuits
- Digital fundamentals (logic gates, counters – basic level)
- Industrial control circuits (introductory)
- Basic troubleshooting of electronic equipment

3. Mechanical Engineering

- IC engines – working principles
- DG sets – basic operation
- Transmission systems (belts, chains, gears, couplings)
- Hydraulics & air compressors (basic working)
- Refrigeration & air conditioning – fundamentals
- Cranes & material handling equipment – operation & safety
- Preventive maintenance basics

PART-II : Computer Knowledge

- Basic computer fundamentals
- MS Word & Excel (data entry & simple formulas)
- Email & internet usage
- Basic ERP/maintenance software data entry
- Cyber safety basics

PART – III : GENERAL APTITUDE

(a) General Knowledge

Current affairs & industrial awareness (basic level).

(b) Reasoning Ability

Logical reasoning, basic analytical problems.

(c) Quantitative Ability

Arithmetic, percentages, ratios, basic numericals.

(d) English Language

Basic comprehension, grammar and official communication.

Syllabus for Management Trainee (MIS)

Part-I

Professional Knowledge

- Hardware & Networking Technologies
- Network & Data Security
- Internet Technologies
- Programming Languages (C++, SQL, JAVA, Python, etc.)
- Database Theory and Concepts
- Cyber Security
 - ✓ Concepts, Modalities & Industry Best Practices
 - ✓ Data protection & Privacy basics
 - ✓ Common Cyber threats
- Artificial Intelligence, Machine Learning & Generative AI
 - ✓ Technology, Concept & Modalities
 - ✓ Real time & Enterprise use cases
 - ✓ Role of Data
 - ✓ Chatbots & Natural Language Processing (NLP) basics
 - ✓ Using AI tools & APIs Concepts
- ERP, CRM & HRMS – Concepts
- Cloud Computing – Concepts & Modalities
- Disaster Recovery and Business Continuity – Concepts & Modalities
- Web Application Development basics
- REST API Concepts

Part-II

General Knowledge/ Current Affairs

Part-III

Reasoning

Part-IV

Analytical Ability

Part-V

English Language

Syllabus for the post of Asstt. Officer (MIS)

Part-I

Professional Knowledge

- Hardware & Networking Technologies
- Network & Data Security
- Operating Systems –
 - ✓ Basic Concepts/ Knowledge of the Operating System like Unix, Linux, Windows, Mac
- Basic Concepts of RDBMS and Database Theory
 - ✓ SQL
 - ✓ PL/SQL
 - ✓ Programing Concept – C++ & JAVA
- Front end Application concepts of latest versions
 - ✓ Java
 - ✓ D2K
 - ✓ Web Application Development basics
- Back end Application concepts of latest versions
 - ✓ Oracle
 - ✓ SQL Server
- Internet Concepts & Internet Technologies
 - ✓ TCP/IP, HTTP, HTTPS, HTML
 - ✓ ASP
 - ✓ FTP
- Artificial Intelligence & Machine Learning
 - ✓ Technology, Concept & Modalities
 - ✓ Role of Data
 - ✓ Basic concepts of AI, Chatbots & Natural Language Processing (NLP)
 - ✓ Usage of AI in Logistics sector and Warehousing

Part-II

General Knowledge/ Current Affairs

Part-III

Reasoning

Part-IV

Analytical Ability

Part-V

English Language

Syllabus for the post of Management Trainee (P&A)

SECTION-I

Professional Knowledge

1. Organizational structure, design and HR Planning;
2. Corporate evolution and strategic management;
3. Management process and organizational behaviour;
4. Organizational changes and intervention strategies;
5. Human Resource Management – strategies and systems;
6. Recruitment, Selection, Training and development;
7. Managing inter-personnel and group process;
8. Industrial Relation and Labour Laws;
9. Compensation Management;
10. International HR and Cross-Cultural Management;
11. Economic analysis;
12. Financial Accounting;
13. I.T and Business applications.

SECTION-II

General Knowledge

Questions on General knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Tele communications, History of India and Geography.

SECTION-III

Quantitative Aptitude

Question related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry. Questions are generally covered in Metric Syllabus.

SECTION-IV

English Language

The candidate's comprehension and understanding of general English shall be tested through simple exercise, common errors, synonyms, antonyms etc.

SECTION-V

Reasoning

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

Syllabus for the post of Assistant Officer (C&O)

Section-I

Professional Knowledge

1. Exim Business
2. Domestic Business
3. Marketing and business growth
4. Prospects and challenges of containerisation
5. Warehouse and storage
6. Various modes of transport
7. Rail and road operations for Port and hinterland connectivity
8. Role of MMLPs, ICDs and CFSs for facilitating containerised movement
9. Role and significance of customer relationship and satisfaction.

Section-II

General Knowledge

Questions on General Knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Tele communications. History of India and Geography.

Section-III

Quantitative Aptitude

Question related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry, Questions are generally covered in Metric Syllabus.

Section-IV

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Section-V

Reasoning

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Syllabus for the post of Management Trainee (C&O)

Section-I

Professional Knowledge

1. Multimodal Transport
2. Maritime Shipping & Logistics
3. Inland Waterways Transport
4. Dry, bulk and liquid cargo handling and management
5. Food & Agri cargo, Iron and steel
6. Material handling to facilitate containerisation, storage, warehousing, e-commerce and Cold chain.
7. Role and development of MMLPs/ICDs/CFSs
8. Sustainable and green logistics
9. Digital transformation, automation, AI & Cyber Security
10. Role of customer centricity in logistics

Section-II

General Knowledge

Questions on General Knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Tele communications. History of India and Geography.

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Section-V

Reasoning

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

Syllabus for the post Management Trainee (Civil)

SECTION-I

Professional Knowledge

1. BUILDING MATERIAL

- a) **Timber:** Different types and species of structural timber, density-moisture relationship, strength in different directions, defects, influence of defects on permissible stress, preservation, dry and wet rots, plywood, code provision for design.
- b) **Bricks:** Types, Indian standard classification, absorption, saturation factor, strength in masonry, influence of mortar strength and masonry strength.
- c) **Cement:** Compounds, different types, setting times, strength.
- d) **Cement Mortar:** Ingredients, properties, water demands, mortar for plastering and masonry.
- e) **Concrete:** Importance of W/C ratio strength, ingredients including admixtures, workability, testing, elasticity, non-destructive testing mix design method.

2. SOLID MECHANICS:

Elastic constants, stress, plane stress, Mohr's circle of stress, strains, plain strain, Mohr's circle of strain, combined stress. Elastic theories of Failure, simple and shear bending, Torsion of circular and rectangular section and simple members,

3. STRUCTURAL ANALYSIS:

Analysis of determinate structures-different methods including graphical methods. Analysis of indeterminate skeletal frames -moment distribution, slope deflection, stiffness and force methods, energy methods. Muller-Breslau principle and application. Plastic analysis of indeterminate beams and simple frames-shape factors.

4. DESIGN OF STEEL STRUCTURES

Principle of working stress method. Design of connections of simple members. Built up sections and frames. Design of Industrial roofs. Principles of ultimate load design. Design of members and frames.

5. DESIGN OF CONCRETE AND MASONRY STRUCTURES

Limit state design for bending, shear, axial compression and combined forces, Code provisions for slabs, beams, walls and footings. Working stress method of design of R.C. members.

Principles of prestressed concrete design, material, method of prestressing losses. Design of simple members and determinate structures. Introductions to prestressing of indeterminate structures. Design of brick masonry as per I.S. Codes.

6. CONSTRUCTION PRACTICE, PLANNING AND MANAGEMENT

- a) **Concreting Equipment:** Weight batcher, Mixer, vibrator, batching plant, concrete pump. Cranes, hoists, lifting equipment.
- b) **Earthwork Equipment:** Power shovel, hoe, dozer, dumper, trailer and tractors, rollers, sheep foot rollers, pump.

Cont'd on Page.2.

Syllabus for the post Management Trainee (Civil)

c) Construction, planning and Management: Bar chart, linked bar chart, work break down structures, Activity-on-arrow diagrams. Critical path, probabilistic activity durations; Event-based networks, PERT network: Time-cost study, crashing, Resource allocation.

7. (a) FLUID MECHANICS, OPEN CHANNEL, PIPE FLOW:

Fluid properties, pressure, thrust, Buoyancy, Flow Kinematics, integration, of flow equation, Flow measurement, Relative motion, Moment of momentum, Viscosity, Boundary layer and control, Drag, Lift, Dimensional analysis, Modeling, Cavitations, Flow oscillations, Momentum and Energy principles, in open channel flow, Flow control, Hydraulic jumps, Flow section and properties, Normal flow, Gradually varied flow, Flow development and losses in pipe flows, Measurement, Siphons, Surges and Water hammer, Delivery of Power Pipe networks.

(b) HYDRAULIC MACHINES AND HYDROPOWER:

Centrifugal pumps, performance parameters, scaling, pumps in parallel, Reciprocating pumps, air vessels, performance parameters;

8. (a) HYDROLOGY:

Hydrological cycle, precipitation and related data analysis, PMP, unit and synthetic hydrographs, Evaporation and transpiration, floods and their management, PMG, streams and their gauging, River morphology. Routing of floods, Capacity of reservoirs.

(b) WATER RESOURCES ENGINEERING:

Water resources of the globe: Multipurpose uses of Water, Soil Plant water relationships, irrigation systems, water demand assessment, storage and their yields, ground water yield and well Hydraulics, Water logging, drainage design, Irrigation revenue, Design of rigid boundary canals, Lacey' and Tractive force concepts in canal design, lining of canals; Sediment transport in canals; Non-Overflow and overflow sections of gravity dams and their design, Energy dissipaters and tail water rating, Design of head works, distribution work, falls, cross-drainage work, outlets, River training.

9. ENVIRONMENT ENGINEERING

(a) WATER SUPPLY ENGINEERING:

Sources of supply, yield, design of intakes and conductors, Estimation of demand, Water quality standards, control of water born diseases. Primary and secondary treatment, detailing and maintenance of treatment units. Conveyance and distribution, systems of treated water, leakage and control, Rural water supply, Institutional and Industrial water supply.

Cont'd on Page.3.

Syllabus for the post Management Trainee (Civil)

(b) WASTE WATER ENGINEERING:

Urban rain water disposal, system of sewage collection and disposal, Design of sewers and sewerages systems, pumping, characteristics of sewage and its treatment, Disposal of products of sewage treatment, stream flow rejuvenation, Institutional and industrial sewage management, plumbing system, Rural and semi-urban sanitation.

(c) SOLID WASTE MANAGEMENT:

Sources, classification, collection and disposal, Design and Management of landfills.

(d) AIR AND NOISE POLLUTION AND ECOLOGY:

Sources and effects of air pollution, monitoring of Air pollution, Noise-pollution and standards; Ecological Chain and balance, Environmental assessment.

10. (a) SOIL MECHANICS:

Properties of soils, classification and interrelationship, compaction behaviour, method of compaction and their choice, Permeability and seepage, flow nets, Inverter filters, compressibility and consolidation, shearing resistance, stresses and failure, SO testing in laboratory and in-situ, Stress path and applications, Earth pressure theories, stress distribution in soil, soil exploration, samplers, load tests, penetration tests.

(b) FOUNDATION ENGINEERING:

Type of foundations, Selection criteria, bearing capacity, settlement, laboratory and field test, Types of piles and their design and layout, Foundations on expansive soils, swelling and its prevention, foundation on swelling soils.

11. (a) SURVEYING:

Classification of surveys, scales, accuracy, Measurement of distances-direct and indirect methods, optical and electronic devices, Measurement of directions, prismatic compass, local attraction, Theodolites-types Measurement of elevations, Spirit and trigonometric leveling, Relief representation, contours, Digital elevation modeling concept, Establishment of control by triangulations and traversing measurements, and adjustment of observations, computation of coordinates, field astronomy, concept of global positioning system, Map preparation by plane tabling and by photogrammetry, Remote sensing concepts, map substitutes.

(b) TRANSPORTATION ENGINEERING

Planning of highway systems, alignment and geometric design, horizontal and vertical curves, grade separation, Materials and construction methods for different surfaces and maintenance, Principles of pavement design, Drainage.

Cont'd on Page.4.

Syllabus for the post Management Trainee (Civil)

Traffic surveys, intersections, signaling, Mass transit systems, accessibility, networking. Planning of railway systems, terminology and designs, relating to gauge, track controls, transits, rolling stock, tractive power and track modernization, Maintenance Appurtenant works, Containerization.

SECTION-II

General Knowledge

Questions on General knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Tele communications, History of India and Geography.

SECTION-III

Quantitative Aptitude

Question related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry. Questions are generally covered in Metric Syllabus.

SECTION-IV

English Language

The candidate's comprehension and understanding of general English shall be tested through simple exercise, common errors, synonyms, antonyms etc.

SECTION-V

Reasoning

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

Syllabus for the post Asst. Officer (Civil)

SECTION-I

Professional Knowledge

1. BUILDING MATERIAL

a) Timber : Different types and species of structural timber, density-moisture relationship, strength in different directions, defects, influence of defects on permissible stress, preservation, dry and wet rots, plywood.

b) Bricks : Types, Indian standard classification, absorption, saturation factor, strength in masonry, influence of mortar strength and masonry strength.

c) Cement : Compounds, different types, setting times, strength.

d) Cement Mortar : Ingredients, properties, water demands, mortar for plastering and masonry.

e) Concrete : Importance of W/C ratio strength, ingredients including admixtures, workability, testing, elasticity, non-destructive testing mix design method.

2. SOLID MECHANICS

Elastic constants, stress, plane stress, Mohr's circle of stress, strains, plain strain, elementary on Mohr's circle of strain. Elastic theories of Failure, simple and shear bending.

3. STRUCTURAL ANALYSIS

Analysis of determinate structures- different methods-moment distribution, slope deflection, stiffness and force methods.

4. DESIGN OF STEEL STRUCTURES

Principle of working stress method. Design of connections of simple members. Built up sections and frames. Design of Industrial roofs. Principles of ultimate load design. Design of members and frames.

5. DESIGN OF CONCRETE AND MASONRY STRUCTURES

Elementary, shear, axial compression and combined forces, Code provisions for slabs, beams, walls and footings.

Principles of prestressed concrete design, material, method of prestressing losses. Design of simple members and determinate structures.

6. CONSTRUCTION PRACTICE, PLANNING AND MANAGEMENT

a) Concrete Equipment : Weight batcher, Mixer, vibrator, batching plant, concrete pump. Cranes, hoists, lifting equipment.

b) Earthwork Equipment : Power shovel, hoe, dozer, dumper, trailer and tractors, rollers, sheep foot rollers, pumps.

c) Construction, planning and Management : Bar chart, linked bar chart, work break down structures, Activity-on-arrow diagrams. Critical path, probabilistic activity durations; Event-based networks, PERT network; Time-cost study, crashing ; Resource allocation.

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Syllabus for the post Asstt. Officer (Civil)

7. (a) FLUID MECHANICS, OPEN CHANNEL, PIPE FLOW:

Fluid properties, pressure, thrust, Buoyancy. Moment of momentum, Viscosity, Dimensional analysis, Momentum and Energy principles, in open channel flow, Flow control, Flow section and properties, Normal flow, Gradually varied flow, Flow development and losses in pipe flows, Measurement, Siphons, Surges and Water hammer, Delivery of Power Pipe networks.

(b) HYDRAULIC MACHINES AND HYDROPOWER :

Centrifugal pumps, performance parameters, scaling, pumps in parallel, Reciprocating pumps, air vessels, performance parameters;

8. (a) HYDROLOGY: Hydrological cycle, precipitation and related data analysis, PMP, Evaporation and transpiration, floods and their management, PMG, streams and their gauging. Rooting of floods, Capacity of reservoirs.

(b) WATER RESOURCES ENGINEERING:

Water resources of the globe: Multipurpose uses of Water, Soil Plant water relationships, irrigation systems, water demand assessment, storage and their yields, ground water yield and well Hydraulics, Water logging, drainage design, Irrigation revenue, Design of rigid boundary canals, Lacey' and Tractive force concepts in canal design, lining of canals; Sediment transport in canals; Non-Overflow and overflow sections of gravity dams and their design, Energy dissipaters and tail water rating, distribution work, falls, cross-drainage work, outlets.

9. ENVIRONMENT ENGINEERING:

(a) WATER SUPPLY ENGINEERING :

Sources of supply, yield, Estimation of demand, Water quality standards, control of water born diseases. Primary and secondary treatment, detailing and maintenance of treatment units. Conveyance and distribution, systems of treated water, leakage and control, Rural water supply, Institutional and Industrial water supply.

(b) WASTE WATER ENGINEERING :

Urban rain water disposal, system of sewage collection and disposal, Design of sewers and sewerages systems, pumping, characteristics of sewage and its treatment, Disposal of products of sewage treatment, stream flow rejuvenation, Institutional and industrial sewage management, plumbing system, Rural and semi-urban sanitation.

(c) SOLID WASTE MANAGEMENT :

Sources, classification, collection and disposal.

(d) AIR AND NOISE POLLUTION AND ECOLOGY :

Sources and effects of air pollution, monitoring of Air pollution, Noise-pollution and standards.

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Syllabus for the post Asstt. Officer (Civil)

10. a) SOIL MECHANICS :

Properties of soils, classification and interrelationship, compaction behaviour, method of compaction and their choice, Permeability and seepage, flow nets, Inverter filters, compressibility and consolidation, shearing resistance, stresses and failure, Earth pressure theories, stress distribution in soil, soil exploration, samplers, load tests, penetration tests.

(b) FOUNDATION ENGINEERING:

Type of foundations, Selection criteria, bearing capacity, settlement, laboratory and field test, Types of piles and their design and layout, Foundations on expansive soils, swelling and its prevention, foundation on swelling soils.

11. (a) SURVEYING

Classification of surveys, scales, accuracy, Measurement of distances-direct and indirect methods, optical and electronic devices, Measurement of directions, prismatic compass, local attraction, Theodolites-types Measurement of elevations, Spirit and trigonometric leveling, Relief representation, contours, Digital elevation modeling concept, Establishment of control by triangulations and traversing measurements, and adjustment of observations, computation of coordinates, field astronomy, concept of global positioning system, Map preparation by plane tabling and by photogrammetry, Remote sensing concepts, map substitutes.

(b) TRANSPORTATION ENGINEERING

Planning of highway systems, alignment and geometric design, horizontal and vertical curves, grade separation, Materials and construction methods for different surfaces and maintenance, Principles of pavement design, Drainage.

Traffic surveys, intersections, signaling, Mass transit systems, accessibility, networking. Planning of railway systems, terminology and designs, relating to gauge, track controls, transits, rolling stock, tractive power and track modernization, Maintenance Appurtenant works, Containerization.

SECTION-II

General Knowledge

Questions on General knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Tele communications, History of India and Geography.

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Syllabus for the post Asstt. Officer (Civil)

SECTION-III

Quantitative Aptitude

Question related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry. Questions are generally covered in Metric Syllabus.

SECTION-IV

English Language

The candidate's comprehension and understanding of general English shall be tested through simple exercise, common errors, synonyms, antonyms etc.

SECTION-V

Reasoning

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

SYLLABUS FOR THE POST OF MANAGEMENT TRAINEE (ACCOUNTS)

SECTION-I: PROFESSIONAL KNOWLEDGE

1. Financial Accounting

- Accounting Concepts, Conventions and Practices.
- Indian Accounting Standards (Ind-AS), Overview & Applications, Preparation of Company Accounts and Interpretation of Financial Statements.
- Mergers, acquisitions, de-merger and its Accounting.
- Accounting for investment in subsidiary/holding Company/Associates.
- Consolidation of financial statements.
- Corporate Financial restructuring.
- Consolidated Profit & Loss, Balance Sheet and Cash Flow Statement for Group of Companies, disclosure requirements.
- Schedule II & III of the Companies Act on Depreciation and Financial Statements.
- Accounting in ERP environment.

2. Direct & Indirect Taxation

- Various provisions under direct tax laws for all assessees, heads of income, tax computation, TDS, tax deductions, advance tax, returns, assessments, refunds, appeals, set off and carry forward of losses, etc. under Income Tax Act, 2025.
- Various provisions related to indirect tax levy and collection, GST Laws, Input Credit, Customs, excise laws in the country, including provisions for tax rates, assessments, returns, Appeals, e-way bills, etc.
- Practical problems and case studies in direct & indirect taxes.

3. Cost & Management Accounting

- Cost accounting concepts and methods, marginal, absorption & activity based costing, budgeting, variance analysis, standard costing, practical issues in cost and performance management, recent trends and practices in cost & management accounting.
- The benefits of just-in-time production, total quality management and theory of constraints.
- Kaizen costing, learning curves and their use in predicting product/service costs.
- Break even analysis, including multi-product break-even analysis and profit/volume charts, contribution/ sales ratio, margin of safety, etc.
- Absorption/Activity based and standard costing, life cycle costing and implications for marketing strategies.
- Value chain and supply chain management, decision trees for multi-stage decision, Balance Score Card and EVA.

4. Financial Management

- Financial Management overview, capital structure decisions, theories and planning, working capital management, cost of capital, source of funding, dividend decision, capital budgeting, project management, etc.
- Treasury function, setting corporate objectives and funds management.
- Financial analysis & planning, Funds flow and cash flow and ratio analysis.
- Concept and nature of leverages - operating risk and financial risk and combined leverage.
- Risk Management, Security Analysis, Corporate Valuations, Cost volume Profit analysis, Securitization & Mutual Funds and portfolio management.
- Cyber Security awareness in Finance.

5. Auditing & Assurance

- Provisions of the Companies Act, 2013 and the Income-tax Act, 2025 on Audits.
- Auditing Standards, Auditors' appointment, remuneration, removal, reports, CARO, rights of statutory auditors, duties of statutory auditors, joint auditors, branch audits.
- CAG and other Audits in PSUs. Corporate Governance - Nature and scope of internal auditing, financial versus operational audit; concept of efficiency audit, propriety audit, compliance audit, etc.
- Internal control - Planning, processes, nature and scope, Internal Audit and investigation of fraud and Audit under ERP environment.
- Budgetary control, inventory control and management information systems. Productivity, environment and Inventory Audit.

6. Industrial and Other Laws

Understanding of various Industrial and Labour Laws, Wage Code, Contract Act, LLP, RTI Act, Competition Commission Act, Negotiable Instrument Act, Sale of Goods Act, etc.

7. Various Regulations

Understanding of SEBI Regulations, RBI Regulations and Foreign Exchange Laws. Fiscal and monetary policies, EXIM and foreign trade policies.

SECTION-II: GENERAL KNOWLEDGE

Questions on General knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Telecommunications, History of India and Geography.

SECTION-III: QUANTITATIVE APTITUDE

Questions related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry. Questions are generally covered in Matric Syllabus.

SECTION-IV: ENGLISH LANGUAGE

The candidate's comprehension and understanding of general English shall be tested through simple exercise, common errors, synonyms, antonyms etc.

SECTION-V: REASONING

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

SYLLABUS FOR THE POST OF ASSISTANT OFFICER (ACCOUNTS)

SECTION-I: PROFESSIONAL KNOWLEDGE

1. Core Accounting & Financial Reporting

i. Accounting Framework:

- Basic Accounting concepts & principles;
- Accounting Standards (AS) - overview & application;
- Schedule III presentation requirements.

ii. Financial Statements: Preparation of

- Balance Sheet,
- Statement of Profit & Loss,
- Cash Flow Statement (Indirect Method),
- Statement of Changes in Equity,
- Consolidation - basic concepts,
- Notes to accounts & disclosures.

2. Cost & Management Accounting

- Cost concepts & classification
- Cost Accounting Systems
- Overheads - Absorption costing method and Activity based costing
- Budgetary control & variance analysis
- Standard costing, Job Costing, Service Costing
- Marginal costing & CVP analysis
- Working capital management
- Capital budgeting techniques (NPV, IRR, Payback and ARR)
- Project appraisal & evaluation

3. Direct & Indirect Taxation

i. Direct Tax (Income Tax Act, 2025), covering:

- Basic provisions
- Heads of income
- Advance Tax, TDS & TCS provisions
- Income Tax Computation, deductions from Gross Total Income
- Clubbing of Income, Set Off and Carry forward of losses

ii. GST, covering:

- Levy & collection
- Input Tax Credit
- Time & place of supply
- Reverse charge, GST returns & reconciliation
- E-way bill

4. Corporate and Other Laws

i. Companies Act, 2013:

- Books of accounts,
- Financial statements,
- CSR provisions,
- Audit & auditors,
- Board reporting requirements.

ii. Limited Liability Partnership Act, 2008

iii. The Foreign Exchange Management Act, 1999

5. Audit & Internal Control

- Internal control systems
- Internal audit
- Statutory audit - basic concepts
- CAG audit in PSUs
- Risk management framework
- IFC (Internal Financial Controls)

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6. Banking, Treasury & Financial Management

- Banking operations & instruments
- Understanding of Fiscal and Monetary policy
- Treasury management
- Fund flow & cash management
- Borrowings & debt servicing

7. Information Systems & Digital Accounting

- Accounting in ERP environment (SAP/Oracle/Tally)
- Computerised accounting systems
- MS Excel for finance (formulas, pivot tables, financial modelling basics)
- Cyber security awareness in finance

SECTION-II: GENERAL KNOWLEDGE

Questions on General knowledge of current events and of such matter of everyday observations and experience in their scientific aspects as may be expected of an educated person. Questions will also be included on events and developments in Telecommunications, History of India and Geography.

SECTION-III: QUANTITATIVE APTITUDE

Questions related to Arithmetic, percentage, profit & loss, interest including compound interest, elementary algebra and Geometry. Questions are generally covered in Matric Syllabus.

SECTION-IV: ENGLISH LANGUAGE

The candidate's comprehension and understanding of general English shall be tested through simple exercise, common errors, synonyms, antonyms etc.

SECTION-V: REASONING

Questions related to general reasoning, ability to analyse natural items on conceptual basis.

SYLLABUS FOR MANAGEMENT TRAINEE (ACCOUNTS)/COMPLIANCE

SECTION-I: PROFESSIONAL KNOWLEDGE

The professional part to cover the following areas:

1. Jurisprudence and General Laws:

- Understanding of Constitution of India, laws relating to civil procedures, evidence and limitations.
- Laws related to Arbitration and Mediation, Stamping, RTI, Information Technology, competition laws, Contract Act, Sale of Goods and Negotiable Instruments.

2. Company Law Principles and Concepts:

- Basic principles, concepts and procedures under the Company law in India.
- Various provisions of the Companies Act 2013 and Rules thereunder.
- Under the Companies Act provisions related to Directors, KMPs, share capital, shareholders, members, charges, distribution of profit, auditing, merger and amalgamation, General Meetings, Board and Committee meetings, Minutes of Meetings, Related Party transactions, IEPF Rules, unclaimed/unpaid dividends, Loans and Investments by Companies, contracts in which Directors are interested.
- Provisions under Secretarial standards related to Board and Shareholders meetings.

3. Industrial and labour laws:

- Broad understanding of various labour laws in the country.
- Various provisions applicable under Codes on Wages, Industrial Relations, Social Security and Occupational Safety, Health and Working Conditions.

4. Principles and Concepts in Accounting and Financial Management:

- Basic principles of Accountant in Companies.
- Provisions under companies Act for books for accounts, preparation of financial statements, including consolidated financial statements.
- Accounting for joint ventures and subsidiaries
- Accounting of share capital, debentures, ESOP, buy back.
- Ratio analysis, funds flow and working capital management.
- Cost of capital, financial and operating leverages, Capital budgeting techniques, valuation of companies.
- Cost benefit and Profit analysis.

5. Capital market and Securities laws:

- Understanding of Capital Markets functioning and Related Laws.
- Understanding of Securities Contract Regulations Act, SEBI Act and Regulations, Depository Laws, Insider Trading & fair disclosure Regulations, etc.
- Laws Related to Market Intermediaries & Issue of Securities (debt and equities)
- Practical Issues Under SEBI (LODR) Regulations, Public Issues, Prospectus, Listing of Shares, Rights Issues, Bonus and Buy Back of Securities, etc.

6. Economic Commercial and Intellectual Property Laws:

- Laws for foreign exchange management and RBI regulations.
- Understanding of provisions under laws in respect of foreign contributions, foreign investments, prevention of money laundering, patent, trade mark, copyrights.

7. Direct and Indirect Taxation:

- Various provisions and practical issues under Direct Tax Laws as applicable to individuals, companies, LLPs and Firms.
- The laws and compliances under GST and Custom laws.
- The applicable rate of taxes, returns, assessments and appeals under the Direct and Indirect Tax Laws.

Cont'd on Page.2.

8. Governance and Sustainability:

- Understanding of corporate governance principles as applicable to the Companies.
- Applicable provisions on BRSR reporting, CSR compliances, Risk Management frame work, ESG rating, DPE guidelines, etc.

9. Audit, Compliance Management and Due Diligence:

- Various kinds of audits under SEBI Regulations & Companies Act.
- Internal, Statutory, C&AG, Secretarial and Forensic Audits. Peer review audit of PCS.
- Various compliances involved under Labour Laws, Cyber security laws, Insolvency and Bankruptcy laws.
- Raising deposits, corporate restructuring, Liquidation and Winding up related compliances.
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