



1. Advertise no: SVSU/2020/Estt. /NT C&D/010

(a) Name of Post:

Accountant, Game Organizer, EPBAX Assistant, Law Assistant, Hostel Supervisor, Translator, Staff Nurse,

Format for test:

Section	A	B
Details	Domain Knowledge	GK/English/Reasoning
Marks	70	30
No. Of Question	70	30



SYLLABUS FOR THE POST OF ACCOUNTANT

Section A

70 Marks

- Unit I** **Cost Accounting;** Introduction, Cost Sheet, Standard Costing-1, Standard Costing-2, Allocation & Absorption
- Unit II** **Business Organization and Management-** Foundation of Indian Business Spectrum of Business Activities, Manufacturing and service sectors. India's experience of liberalization and globalization, Technological innovations and skill development. 'Make in India' Movement. Social Multinational Corporations and Indian transnational companies. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.
- Unit III** **Management Accounting;** FINANCIAL STATEMENTS, Analysis And Interpretation Of Financial Statements – Nature, Objectives, Tools – Methods – Comparative Statements, Common Size Statement And Trend Analysis, Ratio Analysis – Interpretation, Benefits And Limitations - Classification Of Ratios – Liquidity, Profitability, Turnover, Capital Structure And Leverage, Funds Flow And Cash Flow Statements, Budgets And Budgetary Control, Meaning, Objectives, Merits And Demerits, Types Of Budgets, Production, Cash And Flexible Budgets, Marginal Costing (Excluding Decision Making) Absorption Costing And Marginal Costing.
- Unit IV** **Computerized Accounting;** Overview of Computerized Accounting System, Accounting Application of Electronic Spreadsheet, Using Computerized Accounting System, Database Management System (DBMS).
- Unit V** **Accountancy;** Accounting for Not-for-Profit Organizations, Partnership Firms and Companies, Financial Statement Analysis.

Section: B

30 Marks

- Unit A** General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc
- Unit B** Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C** Computer Appreciation & Application Test Practical Test on computer based problem:
- Introduction to Computer



- Introduction to Windows
- Word Processing
- Spread-Sheet
- PowerPoint
- Internet
- www and Web Browser
- Introduction to E-mail

Unit D Questions on Reasoning

Unit E Questions on analytical Ability



SYLLABUS FOR THE POST OF GAME ORGANIZER

Section-A

70 Marks

Domain Knowledge

History of Sports and Physical Education in India.

- Olympic Movement.
- Sports, Tournaments, Personalities.
- Emerging Trends in sports.
- Policies and schemes – Ministry of Sports and Youth Affairs, Sports Authority of India.
- Physical Activity and Hypokinetic Disease.
- World Anti-doping Agency (WADA)
- National Anti-Doping Agency (NADA)
- Information and Communication Technology.
- Basic Legal Awareness.

History and Foundation of Physical Education.

- Anatomy and Physiology.
- kinesiology and correctives in physical education.
- Sports Psychology.
- Sports Medicine rehabilitation in sports.
- Health Education and Nutrition.
- Sports training and rules of games & Sports.
- Research & Statistics.
- Measurements and evaluation in Physical Education & sports.
- Management in Physical Education & Sports.



Section-B

30 Marks

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability



SYLLABUS FOR THE POST OF EPBAX ASSISTANT

Section-A

UNIT-I

70 Marks

The elements of Communication, The importance of communication through English at the present time. The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers,

Knowledge of Electrical Units such as Volt, Ampere, Ohm and Watt; Wavelength, frequency and their relationship; Elementary knowledge of radio frequency propagation, and night frequencies, skip distances, fading, ground shadow and its effect on communication,

Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, switching on-Starting and shutting down of computer.

EPBAX System and Telephone techniques, Basic theory of Telecommunication system

Section-B

30 Marks

- | | |
|--------|---|
| Unit A | General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc |
| Unit B | Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. |
| Unit C | English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc |
| Unit D | Questions on Reasoning |
| Unit E | Questions on analytical Ability |



SYLLABUS FOR THE POST OF LAW ASSISTANT

Section-A

70 Marks

Unit A Aptitude of Law

CPC, Indian contract Act, Indian Evidence Act, IPC, Cr.PC, Sales and goods act Constitutional Law, Administrative Law, Taxation Law, Corporate Law, Business Law, International Law, Labour Law, Real Estate Law, Intellectual property /Patent Law, Apprenticeship Act-1961, Prevention of Corruption Act, CVC Act.

Unit B (Indian Universities and their Administration)

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

Unit C The candidates are expected to have the knowledge of the following rules:

- The Universities Act, Statutes and Ordinances.
- The Recruitment Rules (Non-Teaching Employees).
- State Civil Services Rule-2016
- General Financial Rules
- Budget and Accounts.
- The Right to Information Act, 2005.

Section-B

Marks- 30

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc



- Unit D Questions on Reasoning
Unit E Questions on analytical Ability

SYLLABUS FOR THE POST OF HOSTEL SUPERVISOR

Section-A

70 Marks

Domain Knowledge

Cooking Food, Methods of Cooking, Fuels Used, Food Hazards and Risks, Departmental Organization and Staffing, Necessary, Procurement of Raw Material, Methods of Purchase, Storage-Dry and Cold, Cost Control, Food Costs, Sales Control, Food Safety & Quality, Menu Planning, Fire Prevention and Fire Fighting Systems in building/ Supplementary Accommodation, Waste Disposal, Manpower Planning, Maintenance, Electricity & Water Systems, Property Management Systems Accommodation Operations & Management, Room Cleaning, Pests & their Control, Cleaning Equipment's and agents, Budget & Budgetary Controls. Records & Registers, Registration, Handling & Coordinating with students, Employee Training & Development, SOP's for Operations.

Section-B

30 Marks

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability



SYLLABUS FOR THE POST OF TRANSLATOR

Section-A

70 Marks

OBJECTIVE

Section-I

30 Marks

Hindi Grammer:

- 1- 'kCn jpuK % lfu/k ,oa lfu/k foPNsn] lek] milxZ] izR;; A
- 2- 'kCn izdkj % ¼d½ rRle] v)ZrRle] rn~Hko] ns'kt] fons'kh A
¼[k½ laKk] loZuke] fo'ks"k.k] fØ;k] vO;; ¼fØ;k fo'ks"k.k]
IEcU/k lwpd] foLe;cks/kd fuikr½
- 3- 'kCn Kku % i;kZ;okph] foykse] 'kCn ;qXeksa dk vFkZ Hksn] okD;ka'k ds fy,
lkFkZd 'kCn] leJqr fHkUukFkZd 'kCn] lekukFkhZ 'kCnksa dk foosd]
mi;qDr 'kCn p;u] IEcU/kokph 'kCnkokyhA
- 4- 'kCn 'kqf) A
- 5- O;kdjf.kd dksfV;kj % ijlxZ] fyax] opu] iq:"k] dky] o`fUk i{k okP;
- 6- okD; jpuk A
- 7- okD; 'kqf) A
- 8- fojke fpàks a dk iz;ksx A
- 9- eqgkojs @ yksdksfDr;ksj A
- 10- ikfjHkkf"kd 'kCnkoyh % iz'kklfud] fof/kd ¼fo'ks"kr%½ A

Topics covered in English Language Preparation:

- Fill in the Blanks, Error Recognition, Articles, Verbs,
- Preposition, Spelling Test, Vocabulary, Grammar,
- Synonyms, Sentence Structure, Antonyms, Sentence Completion, Correct use of words, Phrases and Idioms

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Section-II

40 Marks

Translation and Essay Descriptive Paper

Two passages for translation-one passage for translation from **Hindi to English** and one passage for translation from **English to Hindi**.

An Essay each in Hindi and English

Therefore, topics covered in Translation and Essay Exam will be:

- (i) Paragraph Translation from Hindi to English
- (ii) Paragraph Translation from English to Hindi
- (iii) Essay in English
- (iv) Essay in Hindi

Note: The level of the paper will be consistent with the educational qualifications prescribed.

Section-B

30 Marks

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|--------|---|
| Unit A | General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc |
| Unit B | Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. |
| Unit C | English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc |
| Unit D | Questions on Reasoning |
| Unit E | Questions on analytical Ability |



SYLLABUS FOR THE POST OF STAFF NURSE

Section-A

70 Marks

Domain Knowledge

Anatomy, Physiology, Nutrition, Biochemistry, Nursing Foundations, Psychology, Microbiology, Sociology, Pharmacology, Pathology, Genetics, Medical-Surgical Nursing, (Adult including Geriatrics), Community Health Nursing, Child Health Nursing, Mental Health Nursing, Midwifery and Obstetrical Nursing, Nursing Research & Statistics, Management of Nursing Services and Education

Section-B

30 Marks

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability



Name of Post:

Assistant, Personal Secretary, Senior Scale Stenographer and Driver

Format for test:

Section	A	B
Details	Domain	Skill Test
Marks	50	50
No. Of Question	50	50

SYLLABUS FOR THE POST OF ASSISTANT

Section- A

50 Marks

Syllabus for Aptitude Test

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science and technology, environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability

Section- B

50 Marks

Skill Test (Part II) shall be of 50 marks.

Computer Appreciation & Application Test Practical Test on computer based problem: **30 Marks**

- Introduction to Computer
- Introduction to Windows
- Word Processing
- Spread-Sheet
- PowerPoint
- Internet



- www and Web Browser
- Introduction to E-mail

Typing Test:

20 Marks

The typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.



SYLLABUS FOR THE POST OF PERSONAL SECRETARY

Section- A

50 Marks

Syllabus for Aptitude Test

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science and technology, environment, General awareness of Haryana etc
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability

Section- B

50 Marks

Skill Test (Part II) shall be of 50 marks.

Computer Appreciation & Application Test Practical Test on computer based problem: **30 Marks**

- Introduction to Computer
- Introduction to Windows
- Word Processing
- Spread-Sheet
- PowerPoint
- Internet
- www and Web Browser
- Introduction to E-mail

Typing Test :

20 Marks

The typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.



SYLLABUS THE POST OF SENIOR SCALE STENOGRAPHER

Section-A

Syllabus for Aptitude Test

50 Marks

- Unit A General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment, General awareness of Haryana etc.
- Unit B Questions on Mathematics of matriculation standard- Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc.
- Unit C English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc
- Unit D Questions on Reasoning
- Unit E Questions on analytical Ability

Section-B

50 Marks

Skill Test (Part II) shall be of 50 marks.

Computer Appreciation & Application Test Practical Test on computer based problem: **20 Marks**

- Introduction to Computer
- Introduction to Windows
- Word Processing
- Spread-Sheet
- PowerPoint
- Internet
- www and Web Browser
- Introduction to E-mail

Steno and short hand Test:

30 Marks



SYLLABUS FOR SELECTION TO THE POST OF DRIVER

Section-A

50 MARKS

There will be questions on General Awareness, General Intelligence, Elementary Maths and General English, Hindi and General awareness of Haryana. Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

Section-B

50 Marks

Skill Test: This test will assess the candidate's driving skills and test his/her knowledge of motor driving, motor mechanics and traffic rules & regulations.