

**Syllabus for Computer Based Written Test for various Non-Executive Posts in
S-7 & S-5 Grade w.r.t Advt. no GAIL/OPEN/SRD/1/2024**

1. Senior Superintendent (Hindi)

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ Knowledge of Official Language policy and OL act 1963 and provisions thereof➤ OL rules 1976 and various provisions and rules framed under it➤ Comprehension in Hindi & English➤ Administrative terminology (Hindi & English)➤ Hindi literature➤ Hindi grammar
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">- General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

2. Senior Accountant

	#	Syllabus
Part I (75 Questions)	➤ Accountancy	<ul style="list-style-type: none"> ○ Accounting concepts and conventions ○ Property Plant & Equipment's (IndAS16) ○ Depreciation, Depletion and Amortization (Concepts & Methods) ○ Inventory Valuation (IndAs2) ○ Capital and Revenue expenditure/receipts ○ Bank Reconciliation Statement & Rectification of Errors ○ Lease/Hire Purchase Accounting (IndAS 116) ○ Revenue Recognition (IndAs 115) ○ Impairment of Assets (IndAs36) ○ Cash Flow Statements (IndAs7) ○ Events after Reporting Period(IndAs10) ○ Ind-AS: An overview and compliance (IndAs1,8,37,)
	➤ Basic of Mercantile Law	<ul style="list-style-type: none"> ○ Contract Act, 1872 ○ Sale of Goods act, 1930 ○ Negotiable Instruments Act, 1881 ○ Payment of Gratuity Act, 1972
	➤ Company's Act 2013	<ul style="list-style-type: none"> ○ Accounts & Audit ○ Schedule II (Depreciation) ○ Schedule-III (Financial Statements) ○ CSR provision
	➤ Income Tax Act 1961	<ul style="list-style-type: none"> ○ Income Tax- Basic Concepts, Residential Status ○ Exempted Income and Income Tax Deductions (Chapter-VI A of Income Tax 1961) ○ Heads of Income (concepts & key provisions) ○ Provision relating to TDS & Forms to be filed with Income Tax Department
	➤ Goods & Services Act & Indirect Tax	<ul style="list-style-type: none"> ○ Fundamental Concepts of GST (Basic Concepts, Composition Levy and Registration, Returns and Assessment) ○ GST Input Tax credit provisions/ Documentations ○ Customs Act & Rules
	➤ Cost accounting & Management Accounting	<ul style="list-style-type: none"> ○ Cost Accounting basic–Material, Labour & Overhead ○ Fixed Cost & Variable Cost ○ Marginal & Relevant /Incremental Costing, Decision Making, Absorption Costing, Activity Based Costing ○ Methods of Costing ○ Budget and Budgetary Control ○ Variance Analysis
➤ Financial Management	<ul style="list-style-type: none"> ○ Basic Concepts ○ Financial Ratio Analysis ○ Capital Budgeting 	

		○ Cost of Capital & Working Capital Management
	➤ Computer (MS – Office)and financial packages proficiency	
Part II	-General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)	
(25 Questions)		

3. Senior Superintendent (HR)

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ General Management & School of Management thoughts➤ Broad Functions of Personnel Management/ HRM (Function; Org. Structure; Manpower Planning; Recruitment & Selection; Wage & Salary Administration; Grievance Handling➤ Broad Functions of HRD (PMS; Training & Development; Workers Education Programmes; Training Effectiveness)➤ Organizational Behaviour & Organizational Development➤ Industrial Relations & Trade Unions (Participative Management)➤ Labour Laws (Objective; Principles; Evolution of Labour Law in India; Details on Factories Act 1948; ESI Act 1948; Employee Provident Fund & Miscellaneous Provisions Act 1952; Payment of Gratuity Act 1972; Employee Compensation Act 1923; Maternity Benefit Act 1961; Min. Wages Act 1948; Payment of Wages Act 1936 ; Contract Labour (Regulation & Abolition) Act, 1970; Industrial Disputes Act 1947; The Industrial Employment (Standing Orders) Act, 1946; Payment of Bonus Act 1965 etc.)➤ Disciplinary Proceedings➤ Information Technology (IT) and use of applications in HR (ERP; HR Analytics etc.)➤ Business Communication; Record Management; Data analysis & Interpretation
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">➤ General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

4. Senior Chemist

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ Polymer chemistry➤ Inorganic chemistry➤ Physical chemistry➤ Organic chemistry➤ Water chemistry➤ Environmental Chemistry➤ Analytical chemistry➤ Principle of chromatography➤ Testing equipment in Labs➤ Classification of elements
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">➤ General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

5. Foreman (Electrical)

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ Basic Physics & Ohm's Law, Kirchhoff's law etc.➤ Electrical Insulation➤ Electrical circuits➤ Electrical machines-Transformers, Generators, AC & DC Motors etc.➤ Electrical Power system➤ Electrical measurements and measuring instruments➤ Electrical Protection system➤ HT & LT Switch gear Panel & it's accessories➤ Winding technique➤ Wiring and lighting➤ Electrical earthing system➤ Battery Banks system➤ Electrical Wiring and Jointing➤ Safety Systems in Industry<ul style="list-style-type: none">• Work Permit System• Safety Equipment• Personal Protective Equipment (PPE)
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">➤ General Aptitude Test(Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

6. Foreman(Instrumentation)

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ Electrical Insulation➤ Basics of circuits and Measurement systems➤ Transducers, mechanical measurement and industrial instrumentation➤ Electrical and electronic measurements➤ Control system and process control including control valves, pressure safety valves etc.➤ Measuring instruments - Pressure gauges, temperature gauges, flow meters, level gauges, pressure transmitters, temperature transmitters etc.➤ Calibration of instruments➤ Instrument tubings➤ Loop checking➤ P & ID diagrams➤ Electrical Wiring and Jointing➤ Safety Systems in Industry<ul style="list-style-type: none">• Work Permit System• Safety Equipment• Personal Protective Equipment (PPE)
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">➤ General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

7. Foreman(Mechanical)

#	Syllabus
<u>Part I</u> (75 Questions)	<ul style="list-style-type: none">➤ Measurement systems like Vernier Callipers, Micrometers, Wire Gauge➤ Cutting & Threading➤ Scrapping and Abrasive Operations➤ Pipe Joints–Flanged or welding➤ Machining➤ Fire Fighting Equipment➤ Hydraulic Machines (Practical aspects)➤ Pumps, Compressors, Turbines (Practical Aspects)➤ Workshop technology➤ Engineering Materials➤ Welding Science➤ Safety Systems in Industry<ul style="list-style-type: none">• Work Permit System• Safety Equipment• Personal Protective Equipment (PPE)
<u>Part II</u> (25 Questions)	<ul style="list-style-type: none">➤ General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics]