

Indicative Syllabus for CBT Examination

Syllabus for Deputy Manager (Application Developer)-

1. Object Oriented Programming Concepts
2. Data structures
3. Fundamental database concepts
4. Server & client side development and their frame work
5. Software development framework concepts
6. OS concepts including Embedded systems
7. Web development technologies
8. C# / Java / Javascript/ ASP.NET/ PHP fundamentals

Syllabus for Deputy Manager (Cyber Security)-

1. Cyber security fundamentals – design & analysis
2. Cyber Security related issues. – Malware analysis, Phishing, Password & authentication, physical security, social media use, removal media
3. Hardware & Network Security Tools and Technologies (Firewall, IDS/IPS etc.)
4. Data Privacy and Data Security
5. Mobile & Web application security
6. IT Audit concepts
7. Cyber security management, compliance and governance.
8. Cyber Law in India

Syllabus for Deputy Manager (Open Source Application Developer)-

1. Object Oriented Programming Concepts
2. Data structures
3. Fundamental database concepts
4. Software Engineering
5. Server & client side development and their frame work
6. Issues relating to opens source software
7. Open source Licenses – Types & comparison
8. MySQL/ MariaDB/ PostgreSQL/ NoSQL/ MongoDB/ MS SQL/ Oracle fundamentals

Syllabus for Assistant Manager (Finance & Accounts)-

Subject	Syllabus
Basic Accounting Concept & Standards	Conceptual clarity on basic Accounting concepts like Going concern, Accrual etc. Good understanding of Ind AS.
Preparation of Accounts, Costing & Budgetary Control	Preparation of Accounts in computerized environment and analysis of financial statement including ratio analysis
	Understanding of Costing Techniques like Marginal Costing, absorption costing, etc. Cost Audit of Companies
Banking/Treasury Management & Capital Budgeting	Understanding of various Investment avenues available in market
	Method of raising Debt from market including Working Capital Management
	Various Capital Budgeting Techniques used for evaluation of projects
Taxation	Income Tax including the filing of the return, TDS, Advance Tax, etc.
	Goods & Services Tax
Auditing	Auditing concepts and methods including new areas like Risk based Audit
	Internal & External Audit of Companies (Statutory Audit, C&AG Audit, Internal Audit, Cost Audit)
Commercial Laws/Mercantile Law	The Indian Contract Act, 1872
	Companies Act, 2013
	The Sale of Goods Act, 1930
	Negotiable Instrument Act, 1881
	Payment of Gratuity Act, Bonus Act etc.
	Understanding of changes in New Labour code

Syllabus for Assistant Manager (HR)-

1. Human Resource Planning
2. Recruitment & Selection
3. Human Resource Development: Strategies and Systems
4. Performance Management & Appraisal
5. Competency Mapping
6. Training and Development
7. Management of Compensations and Benefits
8. Rewards & Recognition
9. Organizational Structure Design and Change
10. Organizational Behavior
11. Management of Change and Organization Effectiveness
12. Managing Interpersonal Relations and Group Processes
13. Emotional Intelligence and Managerial Effectiveness
14. Transactional Analysis
15. Industrial Relations & Trade Unions
16. Labour Laws
17. Conflict Management
18. Collective Bargaining and Negotiations process
19. Grievance Management
20. Management Science
21. Business Policy and Strategic Analysis
22. Corporate Evolution and Strategic Management
23. Cross Cultural and Global Management
24. International Business Environment
25. Business Ethics, Corporate Governance & Social Responsibility
26. Understanding Society and Social Structure
27. Managerial Economics
28. Assessment & Development Centre
29. Financial Management and Accounting
30. Marketing Management
31. Quantitative Methods & Research Methodology
32. Production and Operations Management
33. Marketing Research
34. Computer Applications in Business
35. Management Information Systems
36. Human Resource Information System
37. Total Quality Management

Syllabus for Assistant Manager (Materials)-

1. Production Function
2. Micro Economics, applied to plant and industrial undertaking
3. Process Planning
4. Manufacturing Schedule
5. Replacement Analysis
6. Purchasing or Procurement
7. Purchase Organization
8. Buying Techniques
9. Quantity and Quality Standards
10. The Purchasing Procedure
11. Accounting
12. Stores, Material Control & Scrap Disposal
13. Receipts and Issue of Materials
14. Store Records
15. Codification of Material
16. Physical Verification of Stores
17. Inventory Control
18. Inventory Classification
19. Inventory Management
20. Objectives of Inventory Control
21. Functions of Inventories
22. Economic Order Quantity
23. Inventory Models
24. ABC Analysis
25. Material Requirements Planning
26. Manufacturing Resources Planning
27. Operation Cycle

Syllabus for Assistant Manager (IT)-

1. Operating System
2. Data Structure
3. Object Oriented Programming
4. Database Management Systems
5. Compiler Design/language Processor
6. Computer Organization
7. Microprocessor and Computer Hardware
8. Computer Network
9. Software Engineering
10. Web Technology
11. Data Warehousing and Data Mining
12. Computer and Network Security

Syllabus for Assistant Manager (Legal)-

1. Companies Act, 2013
2. The Arbitration and Conciliation Act , 1996 with major amendments
3. The Indian Contract Act, 1872
4. Transfer of Property Act, 1882
5. The Code of Civil Procedure, 1908
6. The Constitution of India
7. The Industrial Disputes Act, 1947
8. The Factories Act, 1948
9. The Payment of Wages Act, 1936
10. The Minimum Wages Act, 1948
11. The Contract Labour (Regulation & Abolition) Act, 1970
12. The Employees Provident Fund & Miscellaneous Provisions Act, 1952
13. The Employees compensation Act, 1923
14. The Employees state Insurance Act, 1948
15. Maternity benefit Act, 1961
16. The Payment of Gratuity Act, 1972
17. The Payment of Bonus Act, 1965
18. Rules of Drafting and Conveyancing
19. The Trade Union Act, 1926
20. Industrial Employment (Standing Orders) Act, 1946
21. Micro, Small and Medium Enterprises Development Act, 2006
22. The Administrative Tribunals Act, 1985
23. Consumer Protection Act, 2019
24. Bhartiya Nyaya Sanhita (BNS), 2023
25. Bhartiya Nagarik Suraksha Sanhita (BNSS), 2023
26. Bharatiya Sakshya Adhinyam (BSA), 2023