

**II. Syllabus for Professional Knowledge test (wherever applicable) with weightage out of 50 Questions for Professional Knowledge Test (This is only a Broad/Indicative syllabus and it may slightly change in the examination):**

**Management Trainee (General) (Post Code: 1)**

**a) Human Resource Management & IR (20)**

- i. Management Of Industrial Relations & Labour Legislation
- ii. Recruitment and Selection
- iii. Employee Discipline
- iv. Organisation Behaviour, Organizational Change And Intervention Strategies
- v. Trade Unions
- vi. Compensation Management & Performance Management
- vii. Human Resource Development: Strategies And Systems
- viii. Manpower Planning
- ix. Management Of Training And Development
- x. Interpersonal Processes And Counselling Skills For Managers
- xi. Change & Conflict Management
- xii. Dispute resolution and Grievance Management

**b) Marketing Management (15)**

- i. Marketing: Concept
- ii. Marketing of Services
- iii. Advertising and Brand Management
- iv. Segmentation and Positioning
- v. Rural and Social Marketing
- vi. Promotion Management and B2B Marketing
- vii. Customer Relationship Management
- viii. Consumer Behaviour
- ix. Marketing Research
- x. Internet as a Tool of Marketing
- xi. Pricing Theories

**c) Supply Chain Management (15)**

- i. Supply Chain Management: Concept
- ii. Total Quality Management
- iii. Logistics Management: National and International
- iv. Retail Management
- v. Transportation Management
- vi. Service Operations Management
- vii. Business Process Reengineering
- viii. Role of IT in Supply Chain Management
- ix. Emerging Issues in Supply Chain Management
- x. Aggregate Planning
- xi. Designing Supply Chain Network
- xii. Warehousing and Inventory Planning and Management
- xiii. Contract Management

**Syllabus for Management Trainee (Technical) (Post Code: 2)**

- i. Basic Agriculture (15) – Principles of Crop Production, Crop Protection, Post-harvest care, Grain Protection, Agriculture Extension, Horticulture, Animal Husbandry, Distribution & Economic Scenario.
- ii. Biotechnology (10) – Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, Recent trends
- iii. Entomology (15) – Basic Entomology, Economic Entomology, Beneficial & harmful Insects, IPM, Storage Entomology, Vertebrate Pests, Taxonomy
- iv. Chemistry (10) – Physical Chemistry, Inorganic Chemistry, Organic Chemistry.

**Syllabus for Assistant Engineer (Civil) (Post Code: 3)**

**a) Structural Engineering(15)**

- i. Engineering Mechanics
- ii. Solid Mechanics
- iii. Structural Analysis
- iv. Construction Materials and Management
- v. Concrete Structures
- vi. Steel Structures

**b) Geotechnical Engineering & Geomatics Engineering (15)**

- i. Soil Mechanics
- ii. Foundation Engineering
- iii. Principles of surveying
- iv. Maps
- v. Distance and angle measurement
- vi. Traversing and triangulation survey
- vii. Horizontal and vertical curves
- viii. Basics of GIS and GPS

**c) Water Resources Engineering(7)**

- i. Fluid Mechanics
- ii. Hydraulics
- iii. Hydrology
- iv. Irrigation

**d) Environmental Engineering(8)**

- i. Water and Waste Water
- ii. Air Pollution
- iii. Municipal Solid Wastes
- iv. Noise Pollution

**e) Transportation Engineering(5)**

- i. Transportation Infrastructure
- ii. Highway Pavements
- iii. Traffic Engineering

**Syllabus for Accountant (Post Code: 4)**

**a) Financial Accounting (15)**

- i. Accounting Standards
- ii. Accounting Process and Principles
- iii. Preparation of bank reconciliation statement
- iv. Rectification of errors
- v. Receipts and payment accounts
- vi. Single entry system
- vii. Amalgamation, Absorption and Reconstruction of Companies
- viii. Preparation and Presentation of company final accounts
- ix. Insurance Claims
- x. E-Banking, RTGS, NEFT etc.

**b) Cost Accounting (10)**

- i. Nature and functions of Cost Accounting
- ii. Cost Concepts
- iii. Methods of Costing
- iv. Techniques of cost control and cost reduction

**c) Taxation (15)**

- i. Income Tax: Concept and various provisions as per Act
- ii. Set off and carry forward of loss
- iii. Deductions from Gross Total Income
- iv. Salient features/ provisions related to VAT and Service Tax.

**d) Auditing (10)**

- i. Auditing: Concept
- ii. Company Audit
- iii. Audit reports and Audit Certificates
- iv. Vouching
- v. Internal Control
- vi. Audit of Banking/ Insurance/ Non-Profit Organisation/ Charitable Societies/ Trust/ Organisations

## Syllabus for Junior Technical Assistant (Post Code: 7)

- i. **Basic Agriculture(15)** - Crop Production, Animal Husbandry, Plant Protection, Agriculture Extension, Horticulture, Agriculture Economics
- ii. **Botany (10)** – Cell Biology: Tissue, Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration, Circulation, Movement etc.
- iii. **Zoology (10)** – Animal Cell & Tissue, Organ System, Heredity & Variation, Animal Classification, Micro Organisms, Insects & Rodents
- iv. **Chemistry & Physics (15)** – Chemical bonding, Organic Chemistry, Inorganic Chemistry, Chemistry in daily life, Motion, Force & Energy, Electricity, Magnetism, Light & Sound, Thermodynamics, Measurement.

Candidates should note that the level of examination for the post of Stenographer will be up to Matric Level.

CWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an **Information Handout**, which will be made available for the candidates to download along with the call letters from the authorised CWC website [www.cewacor.nic.in](http://www.cewacor.nic.in).

Please note that candidates will not be permitted to appear for the online examination without the following documents:

1. Valid Call Letter for the respective date and session of Examination
2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
3. Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 / 120 minutes according to the posts, the candidates may be required to be at the venue for up to 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.

### d) Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth ( $1/4^{\text{th}}$ ) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

### e) Examination Centres

- (i) The examination will be conducted online in venues across centres in India. The tentative list of Examination centres is available in Annexure I.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) CWC, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) CWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and CWC will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by CWC.

## V. CUTOFF SCORE

Name of the post	Minimum Marks for online test	Maximum ratio in order of merit for Interview/ Document Verification/ Skill Test
Management Trainee (General), Management Trainee (Technical), Accountant, Superintendent	General: 40% OBC: 35%	1:5
Junior Superintendent, Junior Technical Assistant	SC/ST/PWD/ Ex-Servicemen: 30%	1:2
Stenographer		1:10

Each candidate will be required to obtain a minimum total score, as explained above, to be considered to be shortlisted for Interview/ document verification/ skill test. Prior to the completion of the Interview/ document verification/ skill test process, scores obtained in the online examination will not be shared with the candidates shortlisted for such process. However, the scores of unsuccessful candidates will be shared at the time of declaration of result of online test.