

Date: 14/10/2026

NOTICE

Sub- Syllabus for Supervisors and Non-Supervisors posts on contract (regular scale) basis.

Ref.- Vacancy Notice No. 33/2026 dated 10/09/2026.

The CBT Pattern/ Syllabus for Post Code (Co1-C10) is mentioned as under:

S. No.	Section	Description	No. of Questions	Syllabus
i.	A	Reasoning (common for all Post Codes, i.e. Co1-C10)	20	- Verbal Reasoning. - Non-Verbal Reasoning. - Analytical Reasoning (Statement, Argument, Assumption, Conclusion, Course of Action, Syllogism, Cause and Effects etc.).
ii.	B	General Knowledge/ Current Affairs (common for all Post Codes, i.e. Co1-C10)	20	- Indian History. - Geography. - Science. - Indian Polity. - Economics. - Current Affairs (National and International).
iii.	C	Subject Knowledge	60	Detailed syllabus against each Post Code is mentioned below.

Subject Knowledge Syllabus

Supervisor-I (Information Technology) [Post Code-Co1]
- Computer Organisation and Architecture. - Programming Fundamentals. - Data Structures and Algorithms. - Operating Systems (OS). - Database Management Systems (DBMS). - Computer Networks and Cyber Security. - Cloud and DevOps. - Web Technologies and APIs. - Software Engineering Concepts. - Artificial Intelligence and Machine Learning.

Supervisor-I (Information Technology) (Full Stack Developer) [Post Code-Co2]
- Computer Organisation and Architecture. - Programming Fundamentals. - Data Structures and Algorithms.

- Operating Systems (OS).
- Computer Networks and Cyber Security.
- Cloud and DevOps.
- Web Technologies and APIs.
- Software Engineering Concepts.
- Good knowledge of Front-end design, back-end logic of web applications.
- Good understanding of Database, deployment and development workflows.

Supervisor-I (Information Technology) (Full Stack Developer) (ITMS) [Post Code-Co3]

- Computer Organisation and Architecture.
- Programming Fundamentals.
- Data Structures and Algorithms.
- Operating Systems (OS).
- Computer Networks and Cyber Security.
- Cloud and DevOps.
- Web Technologies and APIs.
- Software Engineering Concepts.
- Transport or mobility solutions.
- Good knowledge of Front-end design, back-end logic of web applications.
- Good understanding of Database, deployment and development workflows.

Supervisor-I (Information Technology) (AFC & NCMC) (ITMS) [Post Code-Co4]

- Computer Organisation and Architecture.
- Programming Fundamentals.
- Data Structures and Algorithms.
- Operating Systems (OS).
- Computer Networks and Cyber Security.
- Web Technologies and APIs.
- Software Engineering Concepts.
- Knowledge of NCMC specifications (NPCI framework), EVM payment protocols and AFC architecture.
- Familiarity with payment gateways, EMV standards and transaction settlement.

Supervisor-I (Corporate Hospitality) [Post Code-Co5]

i. Organizing Meetings, Incentives, Conferences & Exhibitions (MICE)

- Scope, evolution and importance of MICE in Tourism & Hospitality.
- Planning & organizing meetings and role of Meeting/ Event Planners.
- Definition & Differences between Conference & Convention and planning processes of both- pre-event, during-event & post-event.
- Definition, types & managing exhibitions.
- Licenses and permits required for MICE events.
- Post-COVID changes in the MICE industry.

ii. Official Protocols

- Definition, objectives and importance of Protocol.
- Definition and Significance of Order of Precedence.

- Seating arrangements at Meetings, Banquets, and Ceremonies.
- Usage and placement of National Flags.
- Planning Stakeholder visits, Inaugurations, Award ceremonies, etc.
- Invitations, RSVPs, and Dress Code.

iii. Hospitality Services – F&B arrangements

- Definition and scope of corporate hospitality.
- Corporate Events and F&B planning stages: pre-event, during event & post-event.
- Types of F&B Services in Corporate Hospitality- Sit-down, Buffet, Gala Dinners, Working Lunches, Packed meals, Off-site catering etc.
- Types of Menus & Menu Planning.
- Challenges of In-house catering vis a vis Outsourced Catering.
- HACCP principles in corporate catering.
- Food safety laws and FSSAI compliance.
- Importance of F&B in enhancing corporate relationships.

iv. Event & Stakeholder Engagement

- Importance of stakeholder engagement in events.
- Identifying internal and external stakeholders.
- Communication planning and engagement strategy.
- Event briefings, updates, and follow-up strategies.
- Personalization techniques in corporate events.
- Pre-event and post-event surveys and feedback tools.
- Legal and Ethical Considerations- Data Privacy, ethical gifting, compliance of codes of conduct etc.

v. Facility Management Services – Kitchens, Lounges, Cafeterias, Guest Houses, Clubs

- Definition and scope of facility management services.
- Types of institutional and commercial kitchens; Respective layouts and plannings.
- Layout and space planning for cafeterias.
- Types of lounges (corporate, VIP, airport, executive).
- Guest house vs. Hotel: key differences.
- Club Membership handling and guest policies.
- SOPs for daily operations.
- AMC (Annual Maintenance Contracts) and vendor management.
- CAFM (Computer-Aided Facility Management) tools.
- Fire safety and Emergency protocols.

vi. Official Communications

- Official Language Act.
- Use of memos, circulars, office orders, and notices.
- Barriers to effective communication in public organizations.
- Written Communication in Government/ PSUs- DO (Demi -Official letters, office notes, memos, minutes of meeting, official emails, report writing etc.

. vii. Corporate Travel including domestic and international travel arrangements, logistics, VISA etc.

- Definition and scope of corporate/ business travel.
- Components of a corporate travel itinerary- Pre-departure briefings, travel kits etc.
- VISA documentation and types: business, work, transit, Schengen, etc.
- International & Domestic Travel Arrangements- Booking of air, rail, road transport, Hotel Reservations, Meal plans, Airport transfers etc.
- Travel Logistics and Coordination- Airport meet & assist services, Local transportation arrangements (car rentals, shuttles), etc.

- Significance and types of travel insurance in international travel: medical, baggage, trip cancellation etc.

Supervisor-I (Corporate Communications) [Post Code-Co6]

i. Media & Communication Fundamentals

- Basics of mass communication and journalism.
- Key communication models and theories (Shannon-Weaver, Lasswell, etc.).
- Types of media – Print, Electronic, Radio, Digital, and Social.
- Role of corporate communication and PR in public sector.

ii. Corporate Communication Concepts

- Internal vs. External Communication.
- Stakeholder communication (Media, Employees, Investors, Public, Govt., etc.).
- Reputation and crisis management basics.
- Event communication and planning.
- Employer branding and employee engagement strategies.

iii. Writing & Content Development

- Press release drafting.
- Speech and message writing (e.g., for senior executives).
- Newsletter/ Blog/ Social media content writing.
- Headline writing, key messaging, and narrative building.
- Proofreading and editing fundamentals.

iv. Media Relations & PR Strategy

- Media landscape in India (national & regional media houses).
- Press conference/ media interaction planning.
- Basics of PR campaigns and measuring effectiveness.
- Influencer and digital PR understanding.
- Government and public affairs communication.

v. Digital & Social Media Communication

- Corporate use of platforms like LinkedIn, Twitter, Instagram, etc.
- Content planning and calendar creation.
- Understanding analytics & performance metrics (reach, impressions, engagement, etc.).
- Crisis communication in digital age.
- SEO and content optimization basics.

vi. Current Affairs & Industry Awareness

- Awareness of recent developments in corporate/ public sector communication.
- Key industry case studies (e.g., reputation management, crisis handling, campaign success stories).
- Role of communication in nation-building and infrastructure projects (for contextual relevance).

vii. Ethics & Laws in Communication

- Code of conduct in media and corporate communication.
- Basic knowledge of media laws, IP, and defamation.
- Transparency, truthfulness, and accountability in messaging.

Supervisor-I (Electrical) [Post Code-Co7]
i. Electrical Machines - Transformers. - DC Machines. - AC Machines. - Induction Motors. - Synchronous Machines. ii. Power Systems - Generation. - Transmission and Distribution. - Switchgear and Protection. iii. Basic Electronics and Measurement - Semiconductors. - Digital Electronics. - Measurements. iv. Circuit Theory and Basic Electrical Engineering - Network Theorems. - AC Fundamentals. - Magnetic Circuits.

Supervisor-I (Civil) [Post Code-Co8]
- Building Materials. - Estimating, Costing, and Valuation. - Surveying. - Theory of Structures/ SOM. - Concrete Technology and RCC/ Steel Design. - Hydraulics and Fluid Mechanics. - Irrigation Engineering. - Transportation Engineering. - Environmental Engineering.

Junior Maintainer (Electrical) [Post Code-Co9]
- Safety, Tools and Basic Electricity. - Wiring Systems and Earthing. - Magnetism, Cells and AC/ DC Theory. - Electrical Machines and Transformers. - Power Generation, Transmission and Basic Electronics.

Junior Maintainer (Fitter) [Post Code-C10]
- Safety and Environment. - Hand and Marking Tools. - Precision Measuring Instruments. - Fasteners and Fits.

- Cutting Tools and Operations.
- Turning and Machine Tools.
- Heat Treatment and Metals.
- Assembly, Maintenance and Hydraulics.

2. The admit card for CBT will also be sent separately on the registered email of the candidate.

Career Cell
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