

# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK, MADHYA PRADESH

## SCHEME & SYLLABUS FOR THE WRITTEN TEST

Scheme of the Examinations for Group B & C Posts in Krishi Vigyan Kendra, IGNTU, Anuppur, Madhya Pradesh, Advertisement No- IGNTU/Rec.Cell/2022/KVK-01, Dated-28.11.2022

1. **Farm Manager**- Total 100 marks MCQs (General Aptitude-50 marks & Subject Knowledge-50 marks)

Section	Subject	Marks (No. of Questions)
<b>Multiple Choice Questions (MCQs) Section 1 to 5 (General Aptitude), Section 6 (Subject Knowledge)</b>		
Section – 1	General Awareness	10 Marks [10 Questions]
Section – 2	Reasoning and General Intelligence	10 Marks [10 Questions]
Section – 3	Mathematical Abilities	10 Marks [10 Questions]
Section – 4	Computer Knowledge (Fundamental & MS Office)	10 Marks [10 Questions]
Section – 5	Hindi or English Language	10 Marks [10 Questions]
Section-6	Agriculture, Horticulture, Forestry, Agricultural Engineering and Agronomy	50 Marks [50 Questions]
<b>Total</b>		<b>100 Question = 100 Marks Duration 120 Minutes</b>

2. **Programme Assistant (Computer)**- Total 100 marks MCQs (General Aptitude-50 marks & Subject Knowledge-50 marks)

Section	Subject	Marks (No. of Questions)
<b>Multiple Choice Questions (MCQs) Section 1 to 5 (General Aptitude), Section 6 (Subject Knowledge)</b>		
Section – 1	General Awareness	10 Marks [10 Questions]
Section – 2	Reasoning and General Intelligence	10 Marks [10 Questions]
Section – 3	Mathematical Abilities	10 Marks [10 Questions]
Section – 4	Computer Knowledge (Fundamental & MS Office)	10 Marks [10 Questions]
Section – 5	Hindi or English Language	10 Marks [10 Questions]
Section-6	Knowledge of computer , Internet with special reference to knowledge of Word Processing, Programming, Web Page Designing & Maintenance, ERP, Digitalization, e-Governance, Data Analysis Packages. Database Management System	50 Marks [50 Questions]
<b>Total</b>		<b>100 Question = 100 Marks Duration 120 Minutes</b>

3. **Programme Assistant (Lab Technician)** Total 100 marks MCQs (General Aptitude-50 marks & Subject Knowledge-50 marks)

Section	Subject	Marks (No. of Questions)
<b>Multiple Choice Questions (MCQs) Section 1 to 5 (General Aptitude), Section 6 (Subject Knowledge)</b>		
Section – 1	General Awareness	10 Marks [10 Questions]
Section – 2	Reasoning and General Intelligence	10 Marks [10 Questions]
Section – 3	Mathematical Abilities	10 Marks [10 Questions]
Section – 4	Computer Knowledge (Fundamental & MS Office)	10 Marks [10 Questions]
Section – 5	Hindi or English Language	10 Marks [10 Questions]
Section-6	Knowledge from all the spheres of Science, Knowledge of Equipment and Instruments of Laboratory, Recent Development in Laboratory Practices, SOPs	50 Marks [50 Questions]
<b>Total</b>		<b>100 Question = 100 Marks Duration 120 Minutes</b>

4. **Assistant-** Total 100 marks MCQs (General Aptitude-50 marks & Subject Knowledge-50 marks)

Section	Subject	Marks (No. of Questions)
<b>Multiple Choice Questions (MCQs) Section 1 to 5 (General Aptitude), Section 6 (Subject Knowledge)</b>		
Section – 1	General Awareness	10 Marks [10 Questions]
Section – 2	Reasoning and General Intelligence	10 Marks [10 Questions]
Section – 3	Mathematical Abilities	10 Marks [10 Questions]
Section – 4	Computer Knowledge (Fundamental & MS Office)	10 Marks [10 Questions]
Section – 5	Hindi or English Language	10 Marks [10 Questions]
Section-6	Knowledge on Office Procedure i.e. CSMOP, FRSR, NPS, GFR, GeM, Administration & Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, Central Rules & Regulations, CCS Rules, Leave rules, ACP/MACP, Financial Accounting, IGNTU Act, Statute, Ordinance, Noting and Drafting in both English and Hindi	50 Marks [50 Questions]
<b>Total</b>		<b>100 Question = 100 Marks Duration 120 Minutes</b>

5. **Driver-** Total 100 marks MCQs on Subject Knowledge

Section	Subject	Marks (No. of Questions)
Section-1	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, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/ hose pipes etc.	100 Marks [100 Questions]
<b>Total</b>		<b>100 Question = 100 Marks Duration 120 Minutes</b>

**Syllabus of General Aptitude (MCQs)-50 marks**

**General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions especially pertaining to Indian History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

**Reasoning & General Intelligence:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**Mathematical Abilities:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**Computer Knowledge:** Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

**Hindi or English Knowledge:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

**Candidates are advised to visit the University website on regular basis for any update on the schedule of the examinations.**