

**SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)**  
**FOR THE POST OF ASSISTANT DIRECTOR OF EDUCATION**  
**UNDER**  
**DIRECTORATE OF EDUCATION**  
**(Advt No. 03 Year 2020)**

**I. General English including Grammar - 10 marks**

**II. General Knowledge, Current Affairs and Events of National and International Importance - 10 marks**

**III. Logical Reasoning and Analytical Ability - 25 marks**

**IV. Core: - 30 marks**

**I. Leadership**

Characteristics of good leaders, Leadership styles, Effective Leadership Traits, Leader-Member Exchange (LMX) Theory, Team Leadership, Psychodynamic Approach to Leadership

**II. Educational Leadership**

Distributed Leadership, Teacher Leadership, Situational Leadership, Contingency Theory and Educational Leadership, Skills of Educational Leaders, Traits of Educational Leaders, Styles of Educational Leadership

**III. Management**

Concept and Foundations of Management; Managerial Functions – Planning, Organizing, Controlling; Decision making; Role of Manager, Managerial skills; Organizational Behaviour and Design, Human Resource Management, Management Information System, Quantitative Techniques in Decision Making

**IV. Educational Management**

Educational Administration and Management: Concept and Scope, Management Process, Theories of Management (Classical, Neo-Classical and Modern) and their implications for Education, Administrative Structure of Education at different levels, Educational Planning - Approaches to Educational Planning - Institutional Planning: Concept and Scope - process, procedure, techniques, Types of planning:

strategic planning, operational planning in educational organizations, ICT and Educational Management

#### **V. Communication**

Characteristics of the ideal communicator; Basic communication skills: empathy, active-listening, assertiveness, rapport; Models of verbal and non-verbal communication; Ways to combat anxiety: cognitive and relaxation techniques; Vocal expression; Gestures

#### **VI. Teamwork**

Importance of teamwork; Advantages and disadvantages of teamwork; Traditional vs. virtuoso teams; Shared objectives vs. personal motivation; Strategies to develop the team's mission, vision, values, and objectives; forming effective and balanced teams; Team Identity

#### **VII. Indian Education System**

Topics related to the Indian Education System

**Note:**

**Duration for C.B.R.T : 75 Minutes**

**Maximum Marks for C.B.R.T : 75 Marks**

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