

SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)
FOR THE POST OF ASSISTANT DIRECTOR OF EDUCATION
UNDER
DIRECTORATE OF EDUCATION
(Advt No. 09 Year 2021)

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 : 90 Minutes

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

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