

SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)
FOR THE POST OF HEAD OF DEPARTMENT(EXAMINATIONS)
UNDER
DIRECTORATE OF TECHNICAL EDUCATION
(Advt No. 02 Year 2023)

I. General English including Grammar - 05 marks

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

III. Logical Reasoning and Analytical Ability - 10 marks

IV. Core: - 50 marks

1. Awareness with respect to Policies & Regulations:

- Knowledge of educational policies, regulations, and reforms related to technical education.
- Latest trends and advancements in the field of technical education.

2. Educational Administration and Management:

- Principles and practices of educational administration and management.
- Organizational structure, governance, and functioning of polytechnic institutions.
- Budgeting, financial management, and resource allocation in educational institutions.
- Human resource management, including recruitment, training, and performance evaluation.
- Quality assurance and accreditation processes in technical education.

3. Examination Systems and Processes:

- Examination policies, guidelines, and regulations.
- Types of examination schemes and formats.
- Evaluation methodologies, grading systems and moderation processes.
- Techniques for conducting fair, transparent, and secure examinations.
- Use of technology in examination processes, such as computer-based testing.

4. Assessment and Evaluation:

- Principles and practices of assessment and evaluation in technical education.
- Assessment tools: question papers, rubrics, and marking schemes.
- Data analysis and reports to be generated for performance analysis.
- Methods of ensuring validity, reliability, and fairness in assessment practices.

5. Academic Regulations and Policies:

- Academic regulations and policies governing polytechnic institutions.
- Examination rules, procedures, and disciplinary actions.
- Academic integrity, plagiarism, and ethical considerations in examinations.
- Legal and regulatory frameworks related to technical education.

6. Interpersonal Skills:

- Interpersonal and leadership skills requirement for managing examination-related activities.
- Conflict resolution and problem-solving skills.
- Stakeholder engagement and management.

Note:

Duration for C.B.R.T : 90 Minutes

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

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