

SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)
FOR THE POST OF ASSISTANT DISTRICT EDUCATIONAL INSPECTORS/
TEACHER GRADE –I (SECRETARIAT PRACTICE)
UNDER
DIRECTORATE OF EDUCATION
(Advt No. 04 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

PART-I(30 Marks)

Unit 1: Introduction to Company and Corporate Secretary

Introduction to Company - Definition of Company, Characteristic, Kinds of Companies
Corporate Secretary - Definition, Qualifications and qualities of Secretary and Duties of Secretary, Types of secretaries, Appointment, Functions, Dismissal, Company. **Relevant Acts and Rules** - Secretaries Act, 1980 (Overview), Company Secretaries Regulations, 1982 (Overview). **Board of Directors** - Directors, Kinds of Directors, Requirement of Woman Director and Importance of Independent Director, Director Identification Number and its significance, Qualification and Disqualification- Retirement; Secretarial Standards SS-1 to SS-10 (Overview).

Unit 2: Office Communication and Correspondence

Office & Business Correspondence - Meaning and objectives, Types of Office Correspondence, Importance of Office Correspondence, Centralized and Decentralized Correspondence, Business letters- Importance & Functions, Principles of Drafting Business letters, Structure of Business Letters, Letters on Trade Enquiry, Quotation, Placing Orders, Complaint letters, Status Enquiry Letters, Drafting Resume, Job Application, Appointment Order, Duty Joining Report and Letter of Resignation **Banking & Government Correspondence** - Account Opening Letters, Credit letters & Guarantee Documents, Standing Instructions for Payment, Request for Bank Overdraft, General Government Letters, Memorandum, Circulars & Notifications, Press release and Advertisements & Tenders.

Unit 3: Secretarial Services

Secretarial Services - Professional and Personal Quality of a Secretary, Duties and Responsibility of a Personal Secretary ; Handling of Office Machines and Equipment's, Planning for Travel Arrangements for Officers on Official works.; **Organizing Meetings**- Types of Company meeting, Secretarial Duties – Before, During and after company meeting – Annual General Meeting, Extra-Ordinary General Meeting, Board Meeting, Notices, agenda, Chairman, **Quorum & Proxy** - Concept and Statutory Provisions, Motion, Resolution, Minutes – Concept, Types Voting, Minutes – Concept, Methods.

Unit 4: Role of a Secretary in the Capital Formation.

Meaning of issue of shares at par, premium and discount, at bid price; Meaning of Initial public offer, bonus issue, rights issue, Employee stock option scheme and private placement.

Issue of shares – procedure, Allotment, conditions for valid allotment, **Transfer and Transmission of shares** – Meaning, provisions, procedure; **Issue of share certificate and share warrant** – Meaning, provisions, and procedure.

Unit 5: Office Management

Office - Introduction of Modern Office, Lay Out and Management, Elements of the Office Management, Environment of an Office, Interior, Security of the Office, Knowledge of Stationery Items and Maintenance. **Planning and Controlling of Office Functions** - Planning of Office System and Routines, Work Flow, Need of Office System and Routine, Difference between office system and routine. **Personnel Management** - Definition and Importance, Selection of the Employees, Training, Remuneration, Supervisions & development of proper working environment, Employee Welfare. **Time Management**- Definition, Importance of Time, setting priorities. **Stress Management** - Definition, Causes of Stress, Positive and Negative stress, overcome of stress in the Office. **Conflict Management** - Introduction, Causes and Cure.

PART-II (20 Marks)

I: The Teacher In The Emerging Indian Society

- Relationship between Philosophy and Education
- Educational Provisions in the Constitution of India
- Naturalism, Pragmatism, Humanism
- Socialization and Education - The role of family, peer group, school and the media of communication
- Education and Social Stratification
 - Inequalities of educational opportunity: religion, caste, class and gender
 - Social determinants of educability
 - The role of education in mobility
 - Education and Social Change

II: Psychology of the Learner and Learning

- The role of heredity and environment in development.
- Cognitive Development (Piaget)
- Characteristics of Adolescence (physical, mental/cognitive, emotional, social).
- Gardner's theory of multiple intelligences,
- Dealing with Individual Differences
 - Children with learning disabilities
 - Emotionally disturbed children
 - Gifted students
 - Fostering creativity in students

Information Processing (Sensory register, STM and LTM)

- Classroom implications of the Information Processing Theory
- Forgetting and causes of forgetting
- Constructivist view of learning
- Critical thinking
- Transfer of learning
- Classroom implications of the Cognitive Learning Theory
- Intrinsic and Extrinsic Motivation
- Classroom climate and group dynamics

III: Evaluation and Assessment

- Concept and Function of Educational Evaluation
 - Basic types of Evaluation
 - Placement, Formative Diagnostic, Summative Evaluation
- Phases of Evaluation
 - Collecting evidence...- Forming judgements - Taking decisions
- Taxonomy of Educational Objectives
 - Various steps of setting a question paper: Blue print, preparation of test items, review of test items, scoring key
- Need for grading
 - Direct grading versus indirect grading
 - Absolute grading versus relative grading
- Continuous Internal Assessment - Need, Areas, Advantages
- Portfolio Assessment

IV: Educational Technology

- Components of an Instructional System
- Application of Systems Approach to planning lessons and instructional Material.
 - Communication – meaning, modes and functions
 - Communication Process (Communication cycle)
- Barriers to communication and overcoming these barriers
- Kinds of Communication
 - Verbal communication - improving listening and speaking skills
 - Non verbal Communication - Art, Forms, Symbols, Appearances and Body language (Touch, Facial expression, Eye contact).
 - Improving non-verbal communication

Dale's cone of experiences

Computer assisted learning

-Subject specific software and its uses

-General educational software e.g. encyclopaedia

- Computers for simulation, drill/practice, educational games and tutorials

- Computer aided evaluation
- Advantages and Limitations in the use of computers

Note:

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

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

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