

Sr. No	Name of the Post	Qualification	Experience	Syllabus for Phase B Exam
1)	AGM (Marketing & Promotion)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>And</b></p> <p><b>MBA in Marketing/Promotions/Mass Media &amp; Communications/ Advertisement OR Post Graduate Degree in Marketing/Promotions/Mass Media &amp; Communications/ Advertisement OR Post Graduate Diploma (two years) in Marketing/Promotions/Mass Media &amp; Communications/Advertisement</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 5 Years post qualifications experience (Combined or separate) in the field of Marketing/ Promotion/Business Development/Advertisement in Government/ Local Bodies/Government Undertaking/ Board/ Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization.	<ul style="list-style-type: none"> <li>• Marketing Management</li> <li>• Business Environment</li> <li>• Quantitative Techniques in Management</li> <li>• Consumer Behaviour</li> <li>• Advertising Management</li> <li>• Managerial Communication</li> <li>• Strategic Management</li> <li>• Product and Brand Management</li> <li>• Industrial Marketing</li> <li>• Integrated Marketing Communication</li> <li>• Management Control Systems</li> <li>• Service Marketing and CRM</li> </ul>
2)	Deputy Engineer	<b>A Bachelor's Degree in Civil</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.	Have about 3 Years post qualifications experience (Combined or separate) in the field of Construction & Allied activity in Government/Local Bodies/Government Undertaking/ Board/ Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization;	<ul style="list-style-type: none"> <li>• Building Materials</li> <li>• Surveying</li> <li>• Soil Mechanism</li> <li>• Hydraulics</li> <li>• Concrete Technology</li> <li>• RCC Design</li> </ul>

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3)	AGM (Finance)	<p><b>A bachelor's degree in B. Com/BBA Hons. in Finance</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA in Finance OR Chartered Accountant/ICWA OR Post Graduate Degree in Finance/ Accounts OR Post Graduate Diploma (Two Years) in Finance/ Accounts</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 5 Years post qualifications experience (Combined or separate) in the field of Finance/Accounts in Government/Local Bodies/ Government Undertaking/Board/Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization.	<ul style="list-style-type: none"> <li>• Financial Accounting /Corporate Accounting</li> <li>• Business Laws/Corporate Laws with emphasis on Companies Act 2013</li> <li>• Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes</li> <li>• Cost Accounting</li> <li>• Auditing with special emphasis on accounting standards</li> <li>• Preparation of salary and staff related payment</li> <li>• Processing the proposal of procurement (Capital/Revenue Nature) Opening of LC/Payment of Engineering/works bills</li> <li>• Working knowledge of Tendering procedures</li> <li>• Knowledge of Tally</li> <li>• Ind AS /latest changes in Ind AS, Lease Accounting</li> <li>• Deferred Revenue, Expenditure-Its nature &amp; treatment in accounts.</li> <li>• Treatment of Govt. grant in Accounts</li> <li>• Deferred tax assets/Liabilities</li> <li>• Prior period items and its treatment in accounts.</li> <li>• Rules applicable to MSME sector</li> <li>• Escrow Account, LC/revolving LC</li> <li>• IDC/capitalization of expenses</li> <li>• Corporate Governance, Important Co. Act terms</li> <li>• GST Questions</li> </ul>

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4)	AGM (Skill)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956;  <b>And</b></p> <p><b>MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma (Two years) in business Administration or Management</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 5 Years post qualifications experience (Combined or separate) in the field of Skill Development/Human Resource/ Marketing in Government/ Local Bodies/Government Undertaking/ Board/Corporation/ Limited Company established under the companies Act, 2013/University/ Register Non-Government Organization.	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Human Resource Planning</li> <li>• Recruitment &amp; Selection</li> <li>• Human Resource Development: Strategies and Systems</li> <li>• Performance Management &amp; Appraisal</li> <li>• Training and Development</li> <li>• Rewards &amp; Recognition</li> <li>• Management Process and Organizational Behaviour</li> <li>• Management of Change and Organization Effectiveness</li> <li>• Managing Interpersonal and Group Processes</li> <li>• Emotional Intelligence and Managerial Effectiveness</li> <li>• Conflict Management</li> <li>• Grievance Management</li> <li>• Cross Cultural and Global Management</li> <li>• Business Ethics, Corporate Governance &amp; Social Responsibility</li> <li>• Understanding Society and Social Structure</li> <li>• Managerial Economics</li> </ul>

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5)	AGM (Event)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA in Event Management/Post Graduate Degree in Event Management/Post Graduate Diploma (1 year) in Event Management</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 5 Years post qualifications experience (Combined or separate) in the field of Event Management in Government/ Local Bodies/ Government Undertaking/ Board /Corporation/Limited Company established under the companies Act, 2013/University/ Register Non-Government Organization; and	<ul style="list-style-type: none"> <li>• Safety and fire fighting practice</li> <li>• Time Management</li> <li>• Stress Management</li> <li>• Listening comprehension and Public speaking</li> <li>• Planning, Scheduling and Organising</li> <li>• Team Building &amp; Work Distribution</li> <li>• Conduction of the Event</li> <li>• Event Planning</li> <li>• Costing &amp; Budgeting</li> <li>• Business Communication</li> <li>• Hospitality &amp; F&amp;B</li> <li>• Team Management</li> <li>• Public Relations</li> <li>• Sponsorship &amp; Endorsement</li> <li>• Event Design &amp; Themes</li> </ul>

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6)	DM (Finance)	<p><b>A Bachelor's degree in B.Com/BBA Hons. in Finance</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA in Finance OR Chartered Accountant/ICWA OR Post Graduate Degree in Finance/ Accounts OR Post Graduate Diploma (Two Years) in Finance/ Accounts</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of Finance/ Accounts in Government/ Local Bodies/ Government Undertaking/Board/ Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization	<ul style="list-style-type: none"> <li>● Financial Accounting /Corporate Accounting</li> <li>● Business Laws/Corporate Laws with emphasis on Companies Act 2013</li> <li>● Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes</li> <li>● Cost Accounting</li> <li>● Auditing with special emphasis on accounting standards</li> <li>● Preparation of salary and staff related payment</li> <li>● Processing the proposal of procurement (Capital/Revenue Nature) Opening of LC/Payment of Engineering/works bills</li> <li>● Working knowledge of Tendering procedures</li> <li>● Knowledge of Tally</li> <li>● Ind AS /latest changes in Ind AS, Lease Accounting</li> <li>● Deferred Revenue, Expenditure-Its nature &amp; treatment in accounts.</li> <li>● Treatment of Govt. grant in Accounts</li> <li>● Deferred tax assets/Liabilities</li> <li>● Prior period items and its treatment in accounts.</li> <li>● Rules applicable to MSME sector</li> <li>● Escrow Account, LC/revolving LC</li> <li>● IDC/capitalization of expenses</li> <li>● Corporate Governance, Important Co. Act terms</li> <li>● GST Questions</li> </ul>

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7)	DM (HR/Admin)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma (Two years) in business Administration or Management</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of Human Resource/ Administration in Government/Local Bodies/ Government Undertaking/Board/ Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization;	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Human Resource Planning</li> <li>• Recruitment &amp; Selection</li> <li>• Human Resource Development: Strategies and Systems</li> <li>• Performance Management &amp; Appraisal</li> <li>• Training and Development</li> <li>• Rewards &amp; Recognition</li> <li>• Organizational Structure Design and Change</li> <li>• Management Process and Organizational Behavior</li> <li>• Management of Change and Organization Effectiveness</li> <li>• Managing Interpersonal and Group Processes</li> <li>• Emotional Intelligence and Managerial Effectiveness</li> <li>• Labour Laws</li> <li>• Conflict Management</li> <li>• Grievance Management</li> <li>• Cross Cultural and Global Management</li> <li>• Business Ethics, Corporate Governance &amp; Social Responsibility</li> <li>• Understanding Society and Social Structure</li> <li>• Managerial Economics</li> </ul>

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8)	DM (Investment)	<p><b>A Bachelor's degree in B.Com/BBA Hons. in Finance</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA in Finance OR Chartered Accountant/ICWA OR Post Graduate Degree in Finance/ Accounts OR Post Graduate Diploma (Two Years) in Finance/ Accounts</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of Finance/Accounts/ Investment/ Process & Policy Development in Government/Local Bodies/ Government Undertaking/ Board/Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization;	<ul style="list-style-type: none"> <li>• Financial Accounting /Corporate Accounting</li> <li>• Business Laws/Corporate Laws with emphasis on Companies Act 2013</li> <li>• Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes</li> <li>• Cost Accounting Financial Management with emphasis on evaluation of Projects, fund raising options, working capital management, risk mitigation, strategies in general</li> <li>• Auditing with special emphasis on accounting standards</li> <li>• Fundamentals of investment</li> <li>• Processing the proposal of procurement (Capital/Revenue Nature) Opening of LC/Payment of Engineering/works bills</li> <li>• Knowledge of SAP</li> <li>• Ind AS /latest changes in Ind AS, Lease Accounting</li> <li>• Deferred Revenue, Expenditure-Its nature &amp; treatment in accounts.</li> <li>• Treatment of Govt. grant in Accounts.</li> <li>• Deferred tax assets/Liabilities</li> <li>• Prior period items and its treatment in accounts.</li> <li>• Rules applicable to MSME sector</li> <li>• Escrow Account, LC/revolving LC</li> <li>• Banking/ Financial market terms like MIBOR, MIFOR, REPO Rates etc.</li> <li>• IDC/capitalization of expenses</li> <li>• Corporate Governance, Important Co. Act terms</li> <li>• GST Questions</li> </ul>

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9)	DM (Skill)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>And</b></p> <p><b>MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma (Two years) in business Administration or Management</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of Skill Development/ Human Resource/ Marketing in Government/Local Bodies/ Government Undertaking/ Board/Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization.	<ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Human Resource Planning</li> <li>• Recruitment &amp; Selection</li> <li>• Human Resource Development: Strategies and Systems</li> <li>• Performance Management &amp; Appraisal</li> <li>• Training and Development</li> <li>• Rewards &amp; Recognition</li> <li>• Management Process and Organizational Behavior</li> <li>• Management of Change and Organization Effectiveness</li> <li>• Managing Interpersonal and Group Processes</li> <li>• Emotional Intelligence and Managerial Effectiveness</li> <li>• Conflict Management</li> <li>• Grievance Management</li> <li>• Cross Cultural and Global Management</li> <li>• Business Ethics, Corporate Governance &amp; Social Responsibility</li> <li>• Understanding Society and Social Structure</li> <li>• Managerial Economics</li> </ul>



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10)	DM (PPP)	<p><b>A Bachelor's degree in any discipline</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MBA/Post Graduate Degree in business Administration or Management/ Post Graduate Diploma (Two years) in business Administration or Management</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of Administration/ Finance in Government/ Local Bodies/ Government Undertaking/Board/ Corporation/Limited Company established under the companies Act, 2013/ University/Register Non-Government Organization.	<ul style="list-style-type: none"> <li>• Concept &amp; Definition</li> <li>• Origin &amp; Evaluation</li> <li>• Types of PPP Model</li> <li>• Service Contract &amp; Management Contract</li> <li>• Turnkey Contract</li> <li>• Afterimage / Lease</li> <li>• Concessions</li> <li>• Private Finance Initiative</li> <li>• Operation and Maintenance</li> <li>• Types of BOT Model</li> <li>• Selection of PPP Model</li> <li>• Phases for implementation of PPP Projects</li> <li>• Where PPP can be suitable</li> <li>• Parties involved in PPP Projects</li> <li>• Government Funding</li> </ul>

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11)	DM (IT)	<p><b>BCA or equivalent degree in ICT (Information and Communications Technology)</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; <b>and</b></p> <p><b>MCA</b> from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956.</p>	Have about 3 Years post qualifications experience (Combined or separate) in the field of ICT (Information and Communications Technology) in Government/Local Bodies/ Government Undertaking/ Board/ Corporation/Limited Company established under the companies Act, 2013/University/Register Non-Government Organization;	<ul style="list-style-type: none"> <li>• Operating Systems</li> <li>• Multimedia Systems</li> <li>• Data and Database Management Systems</li> <li>• Web-Based Application Development</li> <li>• Computer Lab and Practical Work</li> <li>• Object-Oriented Analysis and Design</li> <li>• Computer Communication Networks</li> <li>• Management Support System</li> <li>• Network Programming</li> <li>• Data and File Structure</li> <li>• Programming Fundamentals</li> <li>• Oral and Wireless Communication</li> <li>• Business Programme Lab</li> </ul>