## 10. SCHEME OF EXAMINATION:

**10.1 For the Post of Administrative Officer/ Accounts Officer/ Purchase & Stores Officer (Post Code No. SCL 2601, SCL 2602, SCL 2603) : - Computer Based Test & Personal Interview**

**10.1.1 Computer Based Test (Objective type- Multiple Choice Questions (MCQ)):-**

| Part | Subject | No of Questions | Maximum Marks | Total Duration (120 minutes) | Marking scheme |
|---|---|---|---|---|---|
| Part- A | General English | 25 | 25 | 60 Minutes (compensatory time for eligible PwBD candidates) | 1 mark for each right answer and minus (-) 0.25 mark for each wrong answer. |
| | Quantitative Aptitude | 25 | 25 | | |
| | General Intelligence and Logical Ability | 25 | 25 | | |
| | General Knowledge/ Current Affairs | 25 | 25 | | |
| Part- B | Curriculum Based Test | 100 | 100 | 60 Minutes (compensatory time for eligible PwBD candidates) | 1 mark for each right answer and minus (-) 0.25 mark for each wrong answer. |

Qualifying marks:-

i. 50% each in part A & part B together for UR category
ii. 40% each in part A & part B together for PwBD categories against notified reserved vacancies.

**10.1.2 Personal Interview:-**

a) Based on performance in the Computer Based Test, candidates will be shortlisted for interview in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the written test alone does not automatically entitle a candidate to be called for an interview.

b) Qualifying marks:-

i. 50% marks for UR category
ii. 40% marks for PwBD category against notified reserved vacancies.

c) In case, sufficient numbers of PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

(**Weightage of Computer Based Test marks & personal interview marks is 60:40 for panel generation**).

**10.2 For Post of Junior Personal Assistant (Post Code No. SCL 2604) : - Computer Based test & Skill test**

**10.2.1 Computer Based Test (Objective type- Multiple Choice Questions (MCQ)):-**

| Part | Subject | No of Questions | Maximum Marks | Total Duration (60 minutes) | Marking scheme |
|---|---|---|---|---|---|
| Part- A | General English | 25 | 25 | 60 Minutes (compensatory time extra as applicable for PwBD candidates) | 01 mark for each right answer and minus (-) 0.25 mark for each wrong answer. |
| | Quantitative Aptitude | 25 | 25 | | |
| | General Intelligence and Logical Ability | 25 | 25 | | |
| | General Knowledge/ Current Affairs | 25 | 25 | | |

Qualifying marks:-

1. 50% marks for UR category
2. 45% each for OBC(NCL) categories against notified reserved vacancies
3. 40% each for SC/PwBD/ESM categories against notified reserved vacancies.

**Note:** Selection will be based on Computer Based test marks only subject to qualifying in skill test.

**10.2.2 Skill test (Stenography):**

a) Shorthand test for 800 words @ 80 words per minute (Time: 10 minutes).

b) The passage is to be transcribed on Computer (Time: 50 minutes for English and 65 minutes for Hindi, with compensation time as applicable to PwBD candidates)

c) Short-hand dictation work, i.e strokes etc, need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

d) Criteria for Evaluation of Transcripts of Stenography Tests:-

1. Full mistakes: The following mistakes are treated as full mistakes:-
   - i. Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
   - ii. Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
   - iii. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. Half mistakes: The following mistakes are treated as half mistakes:-
   - i. Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored.If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
   - ii. Using singular or plural noun and vice versa.
   - iii. Use of small letter at the beginning of a sentence.

NOTE :-

a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.

c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.

d) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

e) Mistakes:
   i. 10% mistakes (maximum) for UR category;
   ii. 12% mistakes (maximum) for reserved categories, against notified reserved vacancies.

f) Based on performance in the Computer Based Test, candidates will be shortlisted for Skill Test in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the Computer Based Test alone does not automatically entitle a candidate to be called for skill test.

g) In case, sufficient numbers of OBC(NCL)/SC/ESM/PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

**10.3 For the Post of Technical Assistant & Technician 'B' (Post Code No. SCL 2605-(01 to 11), SCL 2606-(01 to 12)) : - CBT & Skill Test**

**10.3.1 <u>Computer Based Test</u> (Objective type- Multiple Choice Questions (MCQ)):-**

| Part | Subject | No of Questions | Maximum Marks | Total Duration (120 minutes) | Marking scheme |
|---|---|---|---|---|---|
| Part- A | General English | 25 | 25 | 60 Minutes (compensatory time extra as applicable for PwBD candidates) | 01 mark for each right answer and minus (-) 0.25 mark for each wrong answer. |
| | Quantitative Aptitude | 25 | 25 | | |
| | General Intelligence and Logical Ability | 25 | 25 | | |
| | General Knowledge/ Current Affairs | 25 | 25 | | |
| Part- B | Curriculum Based Test (Trade-wise) | 100 | 100 | 60 Minutes (compensatory time extra as applicable for PwBD candidates) | 01 mark for each right answer and minus (-) 0.25 mark for each wrong answer. |

Qualifying marks:

1. 50% each in part A & part B together for UR category.
2. 45% each in part A & part B together for OBC(NCL)/EWS categories against notified reserved vacancies.
3. 40% each in part A & part B together for SC/ST/PwBD/ESM categories against notified reserved vacancies.

**Note:** Selection will be based on Computer Based test marks only subject to qualifying in skill test.

**10.3.2 <u>Skill Test (Curriculum Based):-</u>**

a) Based on marks scored in the Computer Based Test, candidates will be short-listed for Skill Test (Trade-wise). The Skill Test(Trade-wise) will be purely on 'go-no-go' basis and marks obtained in Skill Test(Trade-wise) will not be considered for selection. The final selection will be based on the marks obtained in the Computer Based Test, from amongst the candidates who qualify in the Skill Test(Trade-wise). Empanelment shall be done in the order of marks obtained in the Computer Based Test, subject to qualifying Skill Test(Trade-wise).

b) Qualifying marks:-
   i. 50% marks for UR category
   ii. 45% each for OBC(NCL)/EWS categories against notified reserved vacancies
   iii. 40% each for SC/ST/PwBD/ESM categories against notified reserved vacancies.

c) Based on performance in the Computer Based Test, candidates will be shortlisted for Skill Test in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the Computer Based Test alone does not automatically entitle a candidate to be called for skill test.
In case, sufficient numbers of OBC(NCL)/SC/ST/ESM/PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

## 11. SELECTION PROCESS:

11.1 The eligibility criteria prescribed is the MINIMUM requirement and the possession of the same does not automatically make candidates eligible for Computer Based test. **The computer based test (CBT) will be conducted at metropolitan cities viz., New Delhi, Chandigarh, Chennai, Bengaluru, Mumbai, Ahmedabad, Hyderabad and Kolkata. Skill Test / Personal Interview will be conducted for the screened-in / shortlisted candidates in S.A.S Nagar (Mohali) / Chandigarh Only.** SCL will endeavour to accommodate the candidates in centres opted by them. However, SCL reserves the right to cancel/change the test venue and re-allot the candidates to any other test centre depending on the number of candidates. The final selection of candidates for appointment to the notified position will be subject to meeting the advertised eligibility criteria, the merit in CBT and interview wherever applicable.

### 11.2 RESOLUTION OF TIE CASES:

In the event of tie in scores of candidates in the examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

a. Marks scored in Part-B of Examination.
b. Marks scored in Part-A of Examination.
c. Date of birth, with older candidate placed higher.
d. Alphabetical order in which the names of the candidates appear

11.3 A Common Merit List will be prepared and the offer of appointment would be issued to the candidates in order of Merit.

11.4 Calculation of marks will be done up to 5 decimal places.

## 12 INDICATIVE SYLLABUS FOR COMPUTER BASED TEST

| **Part A** |
|---|
| **Syllabus For the Post of Administrative Officer/ Accounts Officer/ Purchase & Stores Officer / Junior Personal Assistant / Technical Assistant /Technician 'B'.**<br>**[ Post Code No. SCL 2601, SCL 2602, SCL 2603, SCL 2604, SCL 2605- (01 to 11), SCL 2606- (01 to 12) ] :-** |
| **General Intelligence & Logical Ability**: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern- folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence etc. |

**General Knowledge/ Current Affairs**: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research etc.

**Quantitative Aptitude**: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart etc.

**General English**: Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

## Part B

**1. Syllabus For the Post of Administrative Officer / Accounts Officer / Purchase & Stores Officer (Post Code No. 2601, 2602, 2603) :-**

**Administrative Officer (For Post Code No. 2601) :-**

1. Human Resources Management: Basic principles of human resources management including recruitment, appraisal, organisation behaviour, motivation, leadership, training and development.
2. Office Management: Office procedures, records management, filing system, noting and drafting, Manual of Office Procedure.
3. Government Rules: CCS conduct rules, Leave Rules, Pension Rules Travelling Allowance Rules, LTC Rules, CCS (CCA) Rules, 1965, Seniority Rules, Promotion Rules, Quarter Allotment Rules, Pay Fixation, Confirmation and Probation, Counting of Past services.
4. Constitution of India including Reservations in Govt. Service.
5. Code on Social Security, 2020.
6. Industrial Relations Code, 2020.
7. Apprentices Act, 1961.
8. Code on Wages, 2019.
9. Occupational Safety, Health and Working Conditions Code, 2020.
10. Official Secrets Act, 1923.
11. Emotional Intelligence and Managerial Effectiveness
12. Organizational Structure Design and Change
13. General Financial Rules-2017 as amended from time to time.

14. Fundamental Rules & Supplementary Rules
15. Medical Attendance Rules & CGHS
16. Provident Fund Rules, NPS
17. Legal proceedings
18. Employee Grievance Management System
19. Right to Information Act 2005
20. Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
21. Constitution of Internal Complaints Committee: POSH Act 2013.

**Accounts Officer ( For Post Code No. 2602) :-**

1. Financial Accounting: Basic accounting principles, ledgers, trial balance, preparation of balance sheet and final account including depreciation, bank reconciliation Valuation of inventory.
2. Principles of Auditing: Audit Reports, internal control systems, verification of assets and liabilities, Internal Audit, C&AG Audit.
3. Costing: Marginal Costing, Standard costing including variance analysis, cost control techniques
4. Management Accounting: Budgetary Control, Zero Based Budget, Incremental Budget, Ratio analysis, Capital Budgeting, cash flow statement.
5. Payment and Receipt Rules.
6. Excise & customs.
7. Tools of Financial Analysis and Planning.
8. Delegation of Financial Power Rules(DFPR)
9. Mercantile Law
10. Taxation: Direct Taxes, Indirect Taxes, GST Act and its amendments, GST TDS Concept, Refunds, Deductions & Allowances under Income Tax, Exemptions and Deductions.
11. Knowledge of Civil Contracts payments
12. Accounting Standards
13. Basics of Economics
14. National Pension Scheme, Provident Funds, Old Pension Scheme.
15. Companies Act,2013.
16. Contract Act.

**Purchase & Stores Officer (For Post Code No. 2603) :-**

1. Procurement Process: Identification of need, Request for Quotation, tender preparation, evaluation of bids and awards of orders (Complete Procurement Cycle)
2. Understanding of GeM procedures
3. Vendor Management: Vendor registration, vendor evaluation
4. Inventory & Store Management: Standardization, codification, storage and scrap disposal. Various analysis reports for inventory control like ABC, Non Moving/slow Moving
5. Import and Export Policy and Procedures.
6. Duties and Taxes - Central and State
7. Contract act, Sale of Goods Act.
8. Supply Chain: Basic principle of supply chain.
9. General Financial Rules(GFR),2017.
10. Indian Contract Act,1872.

| 2. Syllabus For the Post of Technical Assistant (Post Code No. 2605-01 to 2605-11) :- | | |
|---|---|---|
| **2605-01** | **Electrical** | Electrical Materials, Electricity and Magnetism, Electrical Engineering Drawing, Estimation & Costing, Electrical Circuit Analysis, Electrical Machines, Electrical Power Engineering, Instrumentation & Control Engineering and Electronics & Micro Processor and relevant topic from subject. |
| **2605-02** | **Mechanical** | Applied Mathematics, Engineering Drawing and CAD/CAM/CIM, Solid Mechanics and Machine Design, Fluid Mechanics and Hydraulic Machines, Thermal and Heat Transfer and Refrigeration & Air-conditioning, IC Engines, Engineering materials, Production Engineering and Industrial Engineering and relevant topic from subject. |
| **2605-03** | **Electronics** | Electrical Machine, Generation, Transmission and Distribution of Electrical Power, Electrical Circuit and Analysis, Electronics Component and Device, Digital Electronics, Microcontroller Microprocessor And Peripheral devices, Control System, Electrical and Electronics Instrumentation and Measurement, Industrial Electronics and Control, Electrical and Electronics Engineering Materials, Maintenance and Repair of Electrical & Electronics Equipment, Advanced Topics and relevant topic from subject. |
| **2605-04** | **Instrumentation** | Applied/Engineering Mathematics, Electronic components, devices and circuits, Electronics and Electrical Measurements and calibration, Industrial Instrumentation and Measurement of Process variables, Sensors and transducers, Control System and Process controllers, Analog and Digital Electronics, Micro Processors and Micro controllers, Basics of Programmable logic controllers (PLC) and Distributed control Systems (DCS), Programming in C Language. |
| **2605-05** | **Computer Science** | Fundamentals of Computer, Introduction to C/C++ and PHP Programming, Object Oriented Programming Principals, Data Structures and Algorithms, Database Management System and SQL Queries, Operating Systems, Software Engineering, Computer System Organisation, Computer Networks, Web Technologies, Knowledge of Python, Digital Electronics/Switching Theory, Logical Devices and relevant topic from subject. |
| **2605-06** | **Information Technology** | Fundamentals of IT, Introduction to Java Programming, Data Structures and Algorithms, Database Management System and PL/SQL Queries, Operating Systems, Software Engineering, Windows/Linux System Administration, Computer Networks, Web Technologies (HTML, CSS, Java Script, Client/Server Architecture, etc),Digital Electronics/Switching Theory, Logical Devices and relevant topic from subject. |
| **2605-07** | **Civil** | Strength of Material, Structural Mechanics, RCC Design, Steel Design, Concrete Technology, Construction Material Estimation , Costing & Valuation, Building Planning & Construction, Basics of Construction Equipments, Contracts & Tendering, Codes & Standards, Engineering Drawing, Transportation Engineering, Quantity Surveying, Geo-Technical Engineering, Water Resources Engineering, Environmental Engineering, Public Health Engineering, Construction Management. |
| **2605-08** | **Chemical** | Applied Mathematics, Material and Energy Balance, Chemical |

| | | |
|---|---|---|
| | | Engineering Thermodynamics, Chemical Technology, Chemical Reaction Engineering, Process Plant Utilities, Heat Transfer, Fluid Mechanics, Mass Transfer Operations, Material Science, Unit operations, Process Control and Instrumentation, Process Equipment Design and relevant topic from subject. |
| **2605-09** | **Fire & Safety** | Physics and Chemistry of Combustion, Principle of Fire Extinguishment and Heat Transfer. Fire Extinguishing Agents, Basics of Fire Detection and alarm system, Fixed Fire Protections System, Fire Services Hydraulics, Fire Safety Laws, Codes and standards, Inspection, Testing and Maintenance of Fire Fighting Systems, Safety Management, Safety in Construction, Safety Work Permits Systems, Personal Protective equipment. Occupational/Work Place Hazards and their classification, Physical and Chemical Properties of Chemicals and Gases. |
| **2605-10** | **Physics** | Mechanics, Waves and Optics, Electricity and Magnetism, Heat and Thermodynamics, Modern Physics, Solid State Physics and Electronics, Mathematical Physics and relevant topic from subject. |
| **2605-11** | **Chemistry** | **Basic Mathematical Concepts (10+2 Level):** Functions, maxima and minima, integrals, ordinary differential equations, vectors and matrices, determinants, elementary statistics.<br><br>**Physical Chemistry:** Mole concept, Basic quantum mechanics, Atomic and Molecular Structure, Chemical Thermodynamics, Phase equilibria, Electrochemistry, Chemical Kinetics, Adsorption.<br><br>**Inorganic chemistry:** Periodic table, chemical bonding, Main group elements, Transition metals.<br><br>**Organic Chemistry:** Basic Concepts in Organic Chemistry and Stereochemistry, IUPAC naming, Organic Reaction Mechanism, Name reactions.<br><br>**Analytical chemistry:** Instrumental method of analysis, Principles of qualitative and quantitative analysis, Acid-base, oxidation- reduction and complexometric titrations, Precipitation reactions, Use and types of indicators, Use of organic reagents in inorganic analysis, Radioactivity, nuclear reactions, applications of isotopes, Mathematical treatment in error analysis, accuracy and precision, elementary statistics and probability theory, Atomic and molecular spectroscopy, Beer-Lambert's law, fundamental concepts of rotational, vibrational, electronic and magnetic resonance spectroscopy. Chromatography. |

| **3. Syllabus For the Post of Technician 'B' (Post Code No. 2606-01 to 2606-12) :-** | | |
|---|---|---|
| **2606-01** | **Fitter** | Marking, Tools and Measurements, Material (Iron, Steel and other metals), Drilling, Instruments, Bearings, Lathe and other processes, Nut and Bolts, Pipes and Pipefitting, Welding, Power Transmission, Lubricants and Lubrication, Pneumatics and hydraulics and relevant topic from subject/trade. |

| | | |
|---|---|---|
| **2606-02** | **Information & Communication Technology (ICTSM) System Maintenance** | Basic Electrical & Electronics, Semiconductor Devices &Digital Electronics, Hardware PC Maintenance & Troubleshooting, Operating Systems & Network Management. |
| **2606-03** | **Electrician / Electrical** | Basics, Fuse and Relays, Cells and Batteries, Machines and Motors, Alternating current, Transformers, Wiring Systems, Electrical Measuring Instruments, Lighting, Basic Electronics and Digital Electronics, Power generation, Transmission and Distribution and relevant topic from subject/trade. |
| **2606-04** | **Electronics** | Basics of Electronics and Electrical Fundamentals, Power Electronics, Opto-Electronics, Sensor and Transducers, Communication, Amplifiers and Oscillators, Digital Electronics, LED Lights and Solar Power, Electronic Gadgets and relevant topic from subject/trade. |
| **2606-05** | **Electronics Mechanic** | Basics of Electricity, AC and DC measurements, Batteries / Cells cables and connectors; Soldering, Printed Circuit Boards, Passive components, Transformers, Rectifiers and IC Regulators, Transistor, Amplifiers, Power electronics components, Basic Gates and combinational circuits; Electronic Test Instruments, Communication Electronics, Basics of Microcontrollers(8051)& IoT modules, Sensors, Transducers & applications, Fibre optic communication; Basics of Computer Applications and Hardware, UPS and SMPS, Networking & Operating System; Basics of MS Office. |
| **2606-06** | **Instrumentation** | Basic Electricity & Electronics, AC and DC circuits, Passive components, Transformers, Transducers, Industrial Sensors & applications; Semi conductor devices, analog and digital circuits; Electronic Test Instruments, Calibration, Control and Testing. Basics of Computer Applications and Hardware; Basics of MS Office; Soldering Workshop safety Practices. |
| **2606-07** | **Refrigeration & Air Conditioning** | Basics in Refrigeration, Fundamentals in electrical engineering, AC & DC motors including VFDs, Different welding techniques, Types of refrigerators, air conditioners , Package units, Centralised industrial Air Conditioning, Direct expansion systems / In direct expansion AC systems, Frost free refrigerators, Types of refrigerants/ Eco friendly refrigerants, Automobile AC systems, Different parts of AC system: compressor, condenser, expansion valve and evaporator, ducts, cooling towers, Types of condensers, Fundamentals of Water cooler/visible cooler & bottle cooler/deep freezer/ice cube machine/ice candy plant/ice cream plant and walk in cooler & reach in cabinet, Cold storage type AC systems. |
| **2606-08** | **Draughtsman (Civil)** | Engineering Drawing & CAD, Building Construction & Materials, Surveying, Estimation & Costing, Infrastructure, water-supply, sanitation , IS codes, Basic Mathematics & Physics. |
| **2606-09** | **Draughtsman (Mechanical)** | Drawing Instruments, Geometrical Construction & Projections, Sectional Views & Fasteners, Limits, Fits, and Tolerances, Assembly & Detailed Mechanical Drawings, Machinery, Transmission & Fabrication, Computer Aided Drafting (CAD), Engineering Science. |
| **2606-10** | **Fire & Safety** | Basic Fundamentals of Fire Science and Safety, Physical and Chemical Properties of Chemicals and Gases, Classification of Fire, Principle of Fire Detection and Fire Extinguishment, Types of Fire Extinguishers, Understanding Pipe Fitting and Jointing Techniques, |

| | | |
|---|---|---|
| | | Classification of Pumps and its components, Safety Sinages, Colour coding of Fixed Fire Protection systems. Understanding of Industrial Pipe Colour code. |
| **2606-11** | **Plumber** | Plumbing Material, Water Supply Engineering, Sanitary Engineering, Pumps & Valves, Plumbing, Drawings, Estimation & Measurement, Codes & Standards, Practical Knowledge of all types of plumbing works including installation, maintenance , testing & commissioning. |
| **2606-12** | **Mechanic (Diesel)** | Introduction to Trade, Occupational Safety and Energy Conservation, System of Measurements, Tools and Equipment, Basic Electricity and Electronics, Vehicle Systems and Components, Heat treatment, Welding, Non-destructive testing, Introduction to Hydraulics & Pneumatics, Auto Industry and Introduction to Engines and components, Intake and Exhaust System, Diesel & Petrol Fuel System, Components, Electronic Diesel & Petrol Control, Types of Emission and Emission Control, Workshop Calculations, Basic Science, Advance technologies in Automobile, Maintenance and Troubleshooting, Engine Cooling Systems and relevant topic from subject/trade. |

## 13 ADMISSION TO THE EXAMINATION:

13.1 SCL will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Test and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by SCL. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by SCL. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

13.2 Admit Card for Computer Based Test will be issued online on the Website of SCL. **Candidates are therefore advised to regularly visit the SCL website (i.e. www.scl.gov.in/career.html ).**

13.3 Candidate must write Registration Number, Application Number, Roll Number, registered e-mail ID and Mobile Number along with name and name of the examination, while addressing any communication to SCL. Communication from the candidate not furnishing these particulars shall not be entertained. In case of any clarification, candidates may send their e-mail to rectt@scl.gov.in. No other interim correspondence will be entertained.

13.4 Facility to download Admit card with the city of Computer Based Test will be made available 10 days before the examination on the website of SCL. However, complete address of examination centre will be made **available 3 days before the examination** on the website of SCL. Candidate must bring printout of the final Admit card with complete address of examination centre to the Examination Hall.