

Indicative syllabus for various posts**A. Post wise indicative syllabus (80% questions)**

- i. For Assistant Manager (Finance) {Post Code – 11}:-** Accounting and IND AS Standards, Financial Reporting, Strategic Financial Management, Advanced Auditing, Professional Ethics, Strategic Cost Management and Performance Evaluation, Corporate & Economic Laws, Direct Tax Laws, Indirect Tax Laws, Enterprise Information Systems, Risk Management, Financial Services & Capital Markets, Computer Application in Business, E Filing of Returns, etc.
- For Assistant Manager (Information Technology) (E3):**
- ii. SAP - FI {Post Code – 12} :** General Ledger Accounting, Asset Accounting, Accounts Payable, Financial Closing, SAP Financials Basics, Reporting, Accounts Receivable, etc.
- iii. SAP – HCM {Post Code – 13}:** Organizational Management Configuration and Organizational Management, Personnel Administration Configuration, Time and Attendance Management Configuration and Time and Attendance Management, SAP HCM Business Processes, Personnel Administration, Reporting and Analytics, Payroll Business Processes, Personnel Master Data, etc.
- iv. SAP ABAP {Post Code – 14} :** ABAP Programming, ABAP Dictionary, Data Types and Data Objects, Classical User Interfaces, SQL Statements including update strategies, Enhancement and Modifications, ABAP Objects, Web Dynpro for ABAP, SAP NetWeaver Overview, Internal Tables, ABAP Tools, etc.
- v. SAP -Enterprise Portal_{Post Code – 15} :** Portal Components, Web Dynpro Development, Enterprise Portal client Framework, User Management, SAP NetWeaver Portal Fundamentals, Portal Runtime, Portal Services, Connector Framework, Web Dynpro Integration, Visual Composer, etc.
- vi. SAP – PS {Post Code – 16}:** Project Structures, Material, Cost & Budgets, Resources, Dates, Revenues and Payments, Reporting, etc.
- vii. SAP- BASIS {Post Code – 17}:** System Landscape and Flow, Installation of SAP, User Administration, Client Administration, CCMS, Background Processing, Distributed R/3 Systems, Database Management, Performance Tuning, Transport Management System, Spool Administration, OSS and SNOTE Concepts, Patch Administration, SAP NetWeaver-BASIS, SAP Service marketplace, etc.
- viii. SAP – SD {Post Code – 18}:** Sales Documents (Customizing), Shipping Process and customizing, Master Data, Pricing and condition technique, Sales Process, Organizational Structures, Cross-Functional (Customizing), Basic Functions (Customizing), Billing Process and customizing, Availability check, etc.
- ix. SAP- MM {Post Code – 19}:** Procurement Process, configuration using Procurement, Organization Levels and the Master Data, configuration using Organization Levels and Master Data, Purchasing Optimization, Inventory Management, Valuation and Account Determination, Logistics Invoice Verification, Material Requirements Planning, configuration using Inventory Management, Physical Inventory, etc.
- x. Authorized CCNA/CCNP certificate {Post Code – 20}:** Physical layer links, Internet working, TCP-IP, Traffic Management, Network Fundamentals, LAN Switching Technologies, Routing Technologies, WAN Technologies, Infrastructure Services, Infrastructure Security, etc.
- xi. Oracle Certified Professional (OCP), Java SE8 Programmer {Post Code – 21}:** Java Class Design, Generics and Collections, Java Stream API, Use Java SE 8 Date/Time API, Java File I/O (NIO.2), Building Database applications with JDBC, Missing package and import statements, No file or directory path names for classes, Unintended line breaks, Code Fragments, Descriptive Comments, etc.

- xii. For Junior Manager (HR) {Post Code – 22}:** Strategic Human Resources Management, Industrial Relations & Labour Laws, Training and Development, Recruitment & Selection, Business Environment & Ethics, Organizational Development & Change, Performance Management, Organizational Behavior, Compensation Management, etc.
- xiii. For Executive (Finance) {Post Code – 23}:** Corporate Accounting, Income Tax Laws and Practice, Indirect Tax Laws, Corporate Laws, Cost Accounting, Computer Application in Business, Management Principles and Applications, Fundamentals of Financial Management, Auditing and Corporate Governance, Financial Reporting and Analysis, Project Management, E-Filing of Returns, Banking and Insurance, etc.
- xiv. For Executive (HR) {Post Code – 24}:** Human Resources Management, Industrial Relations & Labour Laws, Training and Development, Recruitment & Selection, Business Environment & Ethics, Performance Management, Organizational Behavior, etc
- xv. For Executive (Information Technology) {Post Code – 25}:** Basic Knowledge about hardware configuration of computer and servers, Networking, IP routing & Traffic Management, etc.
- B. General Aptitude (20% questions):** General English, Logical Reasoning, Numerical Ability & General Knowledge (Current Affairs).

