

**SCHEME AND SYLLABUS FOR THE POST OF VICE-PRINCIPAL THROUGH DIRECT RECRUITMENT**

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Vice-Principal	(Objective)	3 Hrs.	160	160	<p><b>A. EXAMINATION:</b></p> <p><b>PART I (LANGUAGE PROFICIENCY TEST) 20 MARKS</b></p> <ol style="list-style-type: none"> <li>1. General English (10)</li> <li>2. General Hindi (10)</li> </ol> <p><b>PART – II (GENERAL AWARENESS &amp; COMPUTER LITERACY) (40 MARKS)</b></p> <ol style="list-style-type: none"> <li>1. General Knowledge &amp; Contemporary Issues (10)</li> <li>2. Logical Reasoning (10)</li> <li>3. Computer Literacy (10)</li> <li>4. Quantitative Aptitude Test (10)</li> </ol> <p><b>PART III ( ACADEMIC, ADMINISTRATION &amp; FINANCE)- 100 MARKS</b></p> <p><b>a. Child Development and Pedagogy (20)</b></p> <p><b>(i) Development of Child</b>            Development, Growth &amp; Maturation – Concept &amp; Nature, Principles of development, Factors influencing Development – Methods and Approaches of Child Development – observation, Interview, Case study, Experimental, Cross sectional and longitudinal, Development tasks and Hazards.</p> <p><b>(ii) Understanding Learning</b>            Concept, Nature of Learning – input- process- outcome, Factors of Learning – Personal and Environmental, Approaches to Learning and their applicability – Behaviourism (skinner, Pavlov, Thorndike) Constructivism (piaget, Vygotsky), Gestalt (Kohler, Koffka) and Observational (Bandura), Dimensions of Learning – Cognitive, Affective and</p>

Performance, Motivation and Sustenance – its role in learning, Memory & Forgetting, Transfer of Learning.

**(iii) Pedagogical Concerns**

Teaching and its relationship with learning and learner, Learners in Contexts: Situation learner in the socio-political and cultural context.

Managing behavior problems, Guidance & Counseling, Punishment and its legal implications, Rights of a child, Time Management, Distinction between Assessment for Learning & Assessment of Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.

**b. PERSPECTIVES IN EDUCATION AND SCHOOL ORGANIZATION (20)**

- (i) Acts/ Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.
- (ii) National Curriculum Framework, 2005: Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and classroom Environment and Systemic Reforms.
- (iii) School Organization: Institutional Planning, principal as a leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Co-curricular Activities, Office Management, Resources required for

					<p>a good school, Organizational Climate, Evaluation, Job satisfaction of the staff.</p> <p><b>c. TEACHING METHODOLOGY (20)</b></p> <p>(i) Curriculum: Meaning, Principles, types of curriculum organization, approaches.</p> <p>(ii) Planning: Instructional Plan- Year Plan, Unit Plan, Lesson Plan</p> <p>(iii) Instructional material and resources: Text Books, Work books, Supplementary material AV aids, Laboratories, Library, Clubs- Museums- Community, Information and Communication Technology.</p> <p>(iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic Achievement Test.</p> <p><b>d. ADMINISTRATION AND FINANCE (40)</b></p> <p>(i) CCS (CCA) Rules</p> <p>(ii) CCS (Conduct) Rules</p> <p>(iii) Fundamental &amp; Supplementary Rules.</p> <p>(iv) Travelling Allowance Rules.</p> <p>(v) Leave Travel Concession Rules.</p> <p>(vi) Medical Attendance Rules.</p> <p>(vii) Income Tax &amp; Service Tax.</p> <p><b>(B) INTERVIEW(60 Marks)</b></p>
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NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

- Marks obtained in Part -I will be reckoned for short listing the candidates for evaluation of Part II & Part III. Part II & Part III of Question Paper of the candidates securing minimum 03 marks each in General English & General Hindi and Total 09 marks in aggregate in Part -I, will be evaluated.
- The final merit list will be prepared on the basis of marks obtained in Part II & Part III and Interview (40+100+60=200). The ratio of weightage of written examination (Part II & III) and Interview will be 70:30.

**SCHEME AND SYLLABUS FOR THE POST OF ASSISTANT EDITOR THROUGH DIRECT RECRUITMENT**

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1	Assistant Editor	( Objective)	3 Hrs	140	140	<p><b>A. WRITTEN EXAMINATION: ( 140 MARKS )</b></p> <p><b>PART I (LANGUAGE PROFICIENCY TEST) 20 MARKS</b></p> <ol style="list-style-type: none"> <li>1. General English (10)</li> <li>2. General Hindi (10)</li> </ol> <p><b>PART – II (GENERAL AWARENESS &amp; COMPUTER LITERACY) (40 MARKS)</b></p> <ol style="list-style-type: none"> <li>1. General Knowledge &amp; Contemporary Issues (10)</li> <li>2. Logical Reasoning (10)</li> <li>3. Computer Literacy (10)</li> <li>4. Quantitative Aptitude Test (10)</li> </ol> <p><b>PART III ( Multiple choice questions from following areas)- 40 MARKS</b></p> <ol style="list-style-type: none"> <li>a. <u>Basics of Communication</u> Concept, Definition, Elements. Functions and History of Human Communication; Verbal Communication &amp; Non Verbal Communication; Interpersonal, Intrapersonal, Group &amp; Mass Communication- Feedback and evaluation of Communication Effects-Traditional forms of Oral &amp; Visual Communication.</li> <li>b. <u>Public Relations:</u> Concept &amp; scope-evolution and history-development in India-recent trends. Public relations and allied disciplines(Publicity, Propaganda, Public affairs, Lobbying) Duties and responsibilities of PR person.</li> <li>c. <u>Print Journalism:</u> Copy and Schedule: style, writing lead, headline, deadlines. Newspaper design: functions, basic elements, page layout Feature writing: types of features, sources and ideas, writing style.</li> </ol>

News reporting and writing: inverted pyramid, focus, lead, quoting sources, style.

d. Online Journalism:

Internet: nature, features, history, spread, knowledge society, convergence.

Online Journalism: Internet editions, e-newspaper, HTML, content management system, online tools for texts, links, photos etc.

Multimedia: tools, storey development and news updates, writing in appropriate style , podcast, webcast.

Open Source journalism: response to audience, citizen journalism, verification accuracy, fairness.

Social media: dynamics, strengths, weaknesses, use of marketing and advertising.

**PART –IV –SUBJECTIVE ( 40 MARKS )( 10 marks for each question)**

1. Comprehension
2. Paragraph writing or Amplification
3. Precis writing or Note making
4. Report writing or Script writing or Feature writing

NOTE 1: - The questions will be objective type with four multiple choice answers for part I, II & III. The candidate is required to mark only one answer out of four options.

2. The questions will be subjective type for part IV. The candidate is requested to answer four questions.
3. Marks obtained in Part –I, II & III will be reckoned for shortlisting the candidates for evaluation of Part IV. Part IV will only be evaluated for first 100 candidates in merit.
4. The final merit list will be prepared on the basis of marks obtained in Part I,II, III & IV and Interview (20+40+40+40+60=200). The ratio of weightage of written examination (Part I, II, III & IV) and Interview will be 70:30.