

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(Personnel & Administration Division)

No.NCDC:4-7/2014-Admn.

23rd September, 2015

Sub: Recruitment to various posts in NCDC advertised vide Advt. No.1/2015 – Syllabus for written test – Reg.

With reference to Advertisement No.1/2015 published in Employment News dated 18-24 April,2015 inviting applications for various posts, it has been decided to conduct written test for short-listing candidates for the posts of (i) Dy. Director (Civil), (ii) Dy. Director (Finance), (iii) Dy. Director (General), (iv) Asstt. Director (General), (v) Asstt. Director (Finance), (vi) Asstt. Director (Civil), (vii) Asstt. Director (Legal), (viii) Programme Officer (General), (ix) Programme Officer (MIS), (x) Programme Officer (Civil), (xi) Programme Officer (Electrical) and (xii) Junior Assistant (General). Date, time and venue of the written test shall be intimated to the candidates in due course. Pattern and syllabus of written test are placed at Annexure.

2. For short-listing the candidates for the posts of Personal Assistant and Senior Personal Assistant, shorthand skill test shall be conducted. Date, time and venue of the skill test shall be intimated to the candidates in due course.

3. Modalities of selection for the post of (i) Dy. Director (Sugar), (ii) Dy. Director (Fisheries) and (iii) Asstt. Director (Sugar) shall be intimated separately to the shortlisted candidates in due course.

K.V. Nagaraja Setty
(K.V.Nagaraja Setty)
Chief Director (P&A)

8/10/15

**Proposed Syllabus & pattern of Question Papers and Modalities of conducting
Written Test**

Question paper for general category posts i.e. Junior Assistant, PO(Gen), AD(Gen) and DD(Gen) shall have 4 sections pertaining to (i) General Awareness, (ii) English Knowledge, (iii), General Intelligence & Reasoning Ability and (iv) Arithmetical & Numerical Ability. For specialized posts, the question paper shall have 4 sections pertaining to (i) Field of Specialization, (ii) English Knowledge, (iii), General Intelligence & Reasoning Ability and (iv) Arithmetical & Numerical Ability. Broad areas to be covered in various sections of question paper shall be as under:-

i) GENERAL AWARENESS

Questions are to be designed to test the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected from an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, etc. It will also include questions on India and its neighbouring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science & Scientific Research, National/International Organizations/Institutions etc.

(ii) ENGLISH KNOWLEDGE

This part shall include questions to test the candidate's understanding and comprehension of language and writing ability.

(iii) GENERAL INTELLIGENCE AND REASONING ABILITY

This part shall include questions of both verbal and non-verbal types. Test shall include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test shall also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships arithmetical computations and other analytical functions.

(iv) ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities shall cover Number system including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratios and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables and Graphs etc.

2. The pattern of question paper and standard of examination for various posts shall be as under:-

(i) Junior Assistant

(a) Pattern of Question paper:

- Section A of General Awareness comprising 30 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate from a recognized Indian University without any specialized study.

(ii) PO (General)/AD (Gen.)/DD(Gen.)

(a) Pattern of Question paper:

- Section A of General knowledge comprising 30 multiple choice questions from carrying 1 mark each.
- Section B of English knowledge comprising 40 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 40 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 40 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate from a recognized Indian University without any specialized study.

(iii) PO (Civil)

(a) Pattern of Question paper:

- Section A of field of Civil Engineering comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a Diploma holder in Civil Engineering from a recognized institute.

(iv) AD (Civil)/DD (Civil)

(b) Pattern of Question paper:

- Section A of field of Civil Engineering comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate of Civil Engineering from a recognized Indian University.

(v) AD (Finance)/DD (Finance)

(a) Pattern of Question paper:

- Section A of field of Finance, Accounts, Audit, Project Appraisal comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate having MBA with specialization in Finance/Post graduation in Commerce/ Chartered Accountant/Cost Accountant.

(vi) AD (Legal)

(a) Pattern of Question paper:

- Section A of field of Law comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate of Law from a recognized Indian University.

(vii) PO(Electrical)

(a) Pattern of Question paper:

- Section A of field of Electrical Engineering comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a Diploma holder in Electrical Engineering from a recognized institute.

(viii) PO (MIS)

(a) Pattern of Question paper:

- Section A of field of Computer Science comprising 75 multiple choice questions carrying 1 mark each.
- Section B of English knowledge comprising 25 questions carrying 1 mark each.
- Section C of General Intelligence and Reasoning Ability comprising 25 questions of carrying 1 mark each.
- Section D of Arithmetical and Numerical Ability comprising 25 questions of carrying 1 mark each.

(b) Standard of examination: As expected from a graduate of Computer Application/Computer Science from a recognized Indian University.
