

ANNOUNCEMENT

Geological Survey of India, Training Institute will be conducting the Departmental Examination for promotion to the post of Assistant from UDC/ Steno, Gr.III on **21st & 22nd November 2009 (Saturday & Sunday)**. Regions and Wings of GSI may please send the list of probable candidates for the above said examination directly to the Training Institute, Hyderabad, so that exact numbers of Question papers are prepared from this end. This may be treated as **most urgent**

(V. HANUMANTHA RAO)
Director (TC)
for Dy. Director General

**THE SCHEME AND SYLLABUS
FOR DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION
TO THE POST OF ASSISTANT FROM UDC AND STENOGRAPHER, GR.III**

SCHEME OF EXAMINATION:

The selection of the candidate on promotion to the post of Assistant from UDC and Stenographer, Gr.III will be through a departmental written competitive examination of 400 marks (or 300 marks) consisting of 4 (or 3) papers given as hereunder:

Paper-I	English language	2 hrs	100 marks
Paper-II	General Knowledge / General Awareness	2 hrs	100 marks
Paper-III	Arithmetic	2 hrs	100 marks
Paper-IV	Office procedure	2 hrs	100 marks

The written examination will be spread over two days i.e. on Saturday and Sunday (2 papers each) in the morning and afternoon session. All paper will be of descriptive type.

I. English Language: Questions in the component will be designed to test the candidates understanding and knowledge of English Language, vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentences completion, phrases and idiomatic use of words, etc. There will be questions on paragraph writing, expansion, essay writing, letter writing, précis writing and note making and note taking.

English Language:

- A. Practical English Grammar:
1. Parts of speech
 2. Sentence of tenses, use of verbs
 3. The articles (Definite and non-definite)
 4. The prepositions
 5. Formation of words
 6. Use of the same word as different parts of speech
 7. The voice (active & passive)
 8. The narration
 9. Common errors
- B. Vocabulary:
1. Synonyms
 2. Antonyms
 3. Idioms and phrases
 4. Word classification
 5. Analogues
 6. Foreign words and phrases
- C. Composition:
1. Paragraph writing

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2. Expansion
3. Essay writing
4. Letter writing
5. Precis writing
6. Note making and note taking

II. General Knowledge / General Awareness: 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 the knowledge of current events and of such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions relating to the history, culture, geography, economic scene, general policy, scientific research, etc. of India and reasonable information on neighboring countries, world and current affairs. These questions will be such that they do not require a special study of any discipline.

Chapter-wise details:

1. Physics: Matter, sound, light electricity instruments

2. Chemistry: Elements, Chemical reactions. Air, water, hydrogen, oxygen, nitrogen, carbon dioxide, acid bases and salts, carbon, fertilizers

3. Life science and space sciences:

- a) Life science: Differences between the living and non-living protoplasm, tissue, growth, reproduction, the Human body and its important systems.
- b) Space science: The Solar system, constellations, pulsars, black holes, eclipses, achievements of eminent scientists --- Secondary school level knowledge and general information.

4. **Indian History, Political science:** Ancient, Medieval and Modern, Indian constitution and administration, five year plans, Panchayati Raj, co-operatives. Community development, Bhoodan Sarvodaya, National integration, Welfare state, Basic teachings of Mahatma Gandhi, United Nations, Democracy, Socialism, Communism, role of India in the present world – General Awareness.

5. Geography:

A) Physical Geography: The Earth, Latitude & Longitude, Concept of time, Movement of Earth and their effects, Composition of Earth's interior, Material of earths, crust, weathering, earthquakes and volcanoes, landforms, ocean current and tides, atmosphere, temperature, atmospheric pressure, wind, cyclone, humidity, condensation, precipitation, climate -- General Awareness.

B) Geography of India: Mountains, plains, plateaus, islands, rivers, soils, climate, rainfall, natural vegetation, mineral & power resources, agriculture activities, industrial activities. Principal National Highways, Railways, Ocean transport, Airport, multiple river valley projects, major power projects, national parks and sanctuaries --- General Awareness.

6. Geological Survey of India: Charter & functions, its role in the country's development.

III. Arithmetical ability: This part will include questions as problems relating to number systems, computations of whole numbers, decimals and fractions and relationship between numbers, fundamental relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportions, averages, interest, profit & loss, discount, mensuration, time & distance, ration & time (Secondary school level knowledge)

IV. Office procedure:

- General office correspondences dealing with accounts, claims, general administration, personnel management and matters of estate, noting and drafting
- Awareness on general book keeping, file keeping and management, maintenance and upkeep of service books, processing of service matters, knowledge of conduct rules and disciplinary proceedings
- General Awareness of FR & SR. Delegation of financial powers, audit instructions
- Calculation of Pay fixation. Transfer and retirement benefits, TA/DA, LTC claims, medical claims and other miscellaneous claims.
- Processing and upkeep of leave accounts
- Assisting in the preparation of Budget estimates, revised estimates handling of legal cases, grievances cases.
- Appropriation and reconciliation of accounts, preparation of monthly statements of accounts and other periodic returns.
- Knowledge of recruitment rules, roster, reservations, SC/ST/OBC/handicapped/roster maintenance, appointments, promotions, compassionate appointments
- Types of official communications
- Issue of office order / sanction order
- Details with court cases
- Dealing with HBA cases

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