Syllabus for Computer Based Written Test for various Non-executive Posts in S-7, S-5 & S-3 Grade w.r.t Advt. no GAIL/OPEN/MISC/01/2022

<u>1. JR. ENGINEER (MECHANICAL)</u>

<u>#</u>	<u>Syllabus</u>
Part I	- Basic Physics & Measurement systems like Vernier
	Callipers, Micrometers, Wire Gauge
	- Tool Box Management
	- Cutting & Threading
	 Scrapping and Abrasive Operations
	 Pipe Joints – Flanged or welding
	- Machining
	- Fire Fighting Equipment
	 Engineering mechanics (Preliminary)
	 Strength of materials (Preliminary)
	 Hydraulics and fluid mechanics (Preliminary)
	 Hydraulic Machines (Practical aspects)
	- Heat transfer, refrigeration and air
	conditioning(Preliminary)
	- Theory of Machines (Basics)
	 Workshop technology
	- Production engineering
	 Engineering Metrology and measurements
	- Machine design
	- Engineering Materials
	- Welding Science
	- Safety Gears & PPEs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

2. JR. ENGINEER (CHEMICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Fluid Mechanics
	 Stoichiometry / Material & Energy Balance
	 Petroleum refinery engineering
	- fertilizer Technology
	- heat transfer
	- mass transfer
	 chemical engineering thermodynamics
	- fuels and combustion
	 process control and instrumentation
	 furnace Technology
	- unit operations
	 Process Equipment & plant design
	 Process Technologies
	- Reaction Engineering
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

3. FOREMAN (ELECTRICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Fire Fighting Equipment
	 Basic Physics & Ohm's Law, Kirchoff's law etc.
	- Tool Box Management
	- Electrical Insulation
	 Electrical circuits and Fields
	 Electrical machines-Transformers, Generators, AC & DC
	Motors etc.
	- Electrical Power system
	 Electrical measurements and measuring instruments
	- Electrical Protection system
	 HT & LT Switchgear Panel & it's accessories
	- Winding technique
	 Wiring and lighting
	 Electrical earthing system
	 Battery Banks system
	- Power Electronics
	 Electrical Wiring and Jointing
	- Safety Gears & PPEs
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

4. FOREMAN (INSTRUMENTATION)

<u>#</u>	<u>Syllabus</u>
Part I	- Fire Fighting Equipment
	- (Preliminary) Physics
	- Tool Box Management
	- Electrical Insulation
	 Basics of circuits and Measurement systems
	- Transducers, mechanical measurement and industrial
	instrumentation
	- Analog electronics
	- Digital electronics
	 Electrical and electronic measurements
	 Control system and process control including control
	valves, pressure safety valves etc.
	 Analytical, optical and biomedical instrumentation
	 Measuring instruments - Pressure gauges, temperature
	gauges, flowmeters, level gauges, pressure transmitters,
	temperature transmitters etc.
	- Calibration of instruments
	- Instrument tubings
	- PLC/DCS
	- Loop checking
	- P & ID diagrams
	 Electrical Wiring and Jointing
	- Safety Gears & PPEs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

5. FOREMAN (MECHANICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Basic Physics & Measurement systems like Vernier
	Callipers, Micrometers, Wire Gauge
	- Tool Box Management
	- Cutting & Threading
	 Scrapping and Abrasive Operations
	 Pipe Joints – Flanged or welding
	- Machining
	- Fire Fighting Equipment
	 Engineering mechanics (Preliminary)
	 Strength of materials (Preliminary)
	 Hydraulics and fluid mechanics (Preliminary)
	 Hydraulic Machines (Practical aspects)
	 Heat transfer, refrigeration and air
	conditioning(Preliminary)
	 Theory of Machines (Basics)
	 Workshop technology
	- Production engineering
	 Engineering Metrology and measurements
	- Machine design
	- Engineering Materials
	- Welding Science
	- Safety Gears & PPEs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

6. FOREMAN (CIVIL)

<u>#</u>	<u>Syllabus</u>
Part I	Surveying
	 Plain Table Survey
	 Theodolite Surveying
	 Soil Survey and Analysis
	 Chain Surveying
	Cement Concrete and Reinforced Cement Concrete
	 Basics of Plain Cement Concrete (different grades)
	 Basics of Design Mix Concrete (different grades)
	 Reinforcement Steel (Weight Analysis &
	Composition of Steel)
	Building Materials
	○ Sand
	 Aggregates
	 Cement
	 Bricks
	o Water
	o Bitumen
	Material Testing
	 Concrete Testing
	 Bricks Testing
	 Aggregates Testing
	 Bitumen Testing
	 Steel Testing
	 Soil Testing
	 Water Testing
	Plumbing & Sewerage
	 Waste Water Treatment
	 Basic of Plumbing (Pipes & Flow Analysis)
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics))

7. JR. SUPERINTENDENT (OFFICIAL LANGUAGE)

<u>#</u>	<u>Syllabus</u>
<u>Part I</u>	 Knowledge of Official Language policy and OL act 1963 and provisions thereof OL rules 1976 and various provisions and rules framed under it Comprehension in Hindi & English Administrative terminology (Hindi & English) Hindi literature Hindi Grammar
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

8. JR. SUPERINTENDENT (HR)

<u>#</u>	Syllabus
Part I	 General Management & School of Management thoughts Broad Functions of Personnel Management/ HRM (Function; Org. Structure; Manpower Planning; Recruitment & Selection; Wage & Salary Administration; Grievance Handing Broad Functions of HRD (PMS; Training & Development; Workers Education Progammes; Training Effectiveness) Organizational Behaviour & Organizational Development Industrial Relations & Trade Unions (Participative Management) Labour Laws (Objective; Principles; Evolution of Labour Law in India; Details on Factories Act 1948; ESI Act 1948; Employee Provident Fund & Miscellaneous Provisions Act 1952; Payment of Gratuity Act 1972; Employee Compensation Act 1923; Maternity Benefit Act 1961; Min. Wages Act 1948; Payment of Wages Act 1936 ; Contract Labour (Regulation & Abolition) Act, 1970; Industrial Disputes Act 1947; The Industrial Employment (Standing Orders) Act, 1946; Ind. Disputes Act 1947; Payment of Bonus Act 1965 etc.) Disciplinary Proceedings Information Technology (IT) and use of applications in HR (ERP; HR Analytics etc.) Business Communication; Record Management; Data analysis & Interpretation
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

9. JR. CHEMIST

<u>#</u>	<u>Syllabus</u>
Part I	- Polymer chemistry
	 Inorganic chemistry
	- Physical chemistry
	- Organic chemistry
	- Water chemistry
	- Environmental Chemistry
	- Analytical chemistry
	 Group theory and spectroscopy
	 Principle of chromatography
	- Quantum chemistry
	- Testing equipment in Labs
	- Classification of elements
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

10. TECHNICAL ASSISTANT (LABORATORY)

<u>#</u>	<u>Syllabus</u>
Part I	- Polymer chemistry
	- Basic chemistry
	- Environmental Chemistry
	- Analytical chemistry
	- Water chemistry
	 Group theory and spectroscopy
	 Principle of chromatography
	- Testing equipment in Labs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

11. OPERATOR (CHEMICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Atomic Mass, Atoms,
	- Gas Laws,
	 stoichiometry / Material and energy balance
	- Kinetic Theory of Gases
	- Laws of Equilibrium
	 Chemical Bonds & Chemical Thermodynamics
	 Vapor liquid equilibrium, Chemical reaction equilibrium
	 States of matter, Acids and Bases, Oxidation
	 Hydrocarbons, Petrochemicals, Distillation, Refining,
	exchange equipment, humidification operation,
	Refrigeration and liquefaction,
	 polymerization process technology, inorganic polymers
	- combustion process
	 Conductance, Electrochemistry
	 Electrical and Magnetic Properties of Atoms and
	Molecules
	 Basics of Organic Chemistry
	- Basics of unit operations
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

12. TECHNICIAN (ELECTRICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Fire Fighting Equipment
	 Basic Physics & Ohm's Law, Kirchoff's law etc.
	- Tool Box Management
	- Electrical Insulation
	 Electrical circuits and Fields
	 Electrical machines-Transformers, Generators, AC & DC
	Motors etc.
	- Electrical Power system
	 Electrical measurements and measuring instruments
	- Electrical Protection system
	 HT & LT Switchgear Panel & it's accessories
	- Winding technique
	 Wiring and lighting
	 Electrical earthing system
	- Battery Banks system
	- Power Electronics
	 Electrical Wiring and Jointing
	- Safety Gears & PPEs
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

13. TECHNICIAN (INSTRUMENTATION)

<u>#</u>	<u>Syllabus</u>
Part I	- Fire Fighting Equipment
	- (Preliminary) Physics
	- Tool Box Management
	- Electrical Insulation
	 Basics of circuits and Measurement systems
	 Transducers, mechanical measurement and industrial instrumentation
	 Analog electronics Digital electronics
	- Electrical and electronic measurements
	 Control system and process control including control
	valves, pressure safety valves etc.
	 Analytical, optical and biomedical instrumentation
	 Measuring instruments - Pressure gauges, temperature
	gauges, flowmeters, level gauges, pressure transmitters,
	temperature transmitters etc.
	- Calibration of instruments
	- Instrument tubings
	- PLC/DCS
	- Loop checking
	- P & ID diagrams
	- Electrical Wiring and Jointing
	- Safety Gears & PPEs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
<u></u>	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

14. TECHNICIAN (MECHANICAL)

<u>#</u>	<u>Syllabus</u>
Part I	- Basic Physics & Measurement systems like Vernier
	Callipers, Micrometers, Wire Gauge
	- Tool Box Management
	- Cutting & Threading
	 Scrapping and Abrasive Operations
	 Pipe Joints – Flanged or welding
	- Machining
	- Fire Fighting Equipment
	 Engineering mechanics (Preliminary)
	 Strength of materials (Preliminary)
	 Hydraulics and fluid mechanics (Preliminary)
	 Hydraulic Machines (Practical aspects)
	- Heat transfer, refrigeration and air
	conditioning(Preliminary)
	- Theory of Machines (Basics)
	 Workshop technology
	- Production engineering
	 Engineering Metrology and measurements
	- Machine design
	- Engineering Materials
	- Welding Science
	- Safety Gears & PPEs
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

15. TECHNICIAN (TELECOM & TELEMETRY)

<u>#</u>	<u>Syllabus</u>
Part I	- Safety Gears & PPEs
	- Basic Physics & Electrical Engineering
	- Tool Box Management
	 Basics of Networking and Network Devices such as,
	Router, Switches, Modems
	 Motherboard, CPU, Memory
	 Electrical Wiring and Jointing
	 Basics of Communication systems – Wired and Wireless
	systems, OFC, Microwave etc.
	- UPS & Batteries
	 Basics of Power Electronics such as rectifiers, DC/AC
	converters etc.
	- GPRS, GSM, 3G, 4G
	 Mobile and Other Wireless Device (walkie talkie etc.)
	Communication
	 Network theory and Network protocol
	 Electromagnetic theory (Preliminary)
	- Control systems Basics
	- Basic Analog Electronics
	- Digital electronics Basics
	- Semiconductors Basics
	- Transistors Basics
	 Instruments and measurements Basics
	 Computer and microprocessor Basics
	 Amplifiers and oscillators
	- Linear and nonlinear analog circuits
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

16. OPERATOR (FIRE)

<u>#</u>	<u>Syllabus</u>
Part I	- Chemistry of Fire & Extinction Methods
	- Fire Extinguishing Mediums
	- Fire Hose & fittings
	- Ladders
	 Lines and knots
	 Fire Pumps & Hydrant System , water network
	 Portable Fire Extinguishers, small gears
	 Breathing Apparatus Set & BA Procedure
	- Basic First Aid & CPR
	- Electrical Fires
	 High Rise Building & Evacuation Methods
	 Fixed Fire Fighting Systems
	 Hydrocarbon Fire Fighting
	 Mobile Fire Appliances /Fire tender
	- Fire Ground Operation
	- Communication & mobilization
	 Control Room Operations & Procedure
	- Work Permit System
	 Rescue & search methods, Methods of entry and types
	 Fireman's Outfit & donning capability
	- Fire Drills
	- Personnel Protective Equipment
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

17. ASSISTANT (STORES & PURCHASE)

<u>#</u>	<u>Syllabus</u>
Part I	 Introduction to warehousing
	 Warehouse Operations
	 Functions
	 Centralized and decentralized
	 Storage systems
	 Warehousing cost analysis
	 Warehouse layout
	- Inventory
	 Basic Concepts
	 Functions
	○ Types
	○ Cost
	 Need for inventory
	 Just in time
	- Inventory Control
	 Inventory Control Techniques
	 Requirement Planning
	 Principles and Performance measures of material
	handling systems
	 Fundamentals of material handling
	 Material handling
	 Various types of material handling requirement
	 Warehouse (Temperature controlled)
	- Modern Warehousing
	 Automated storage and retrieval systems and their
	operations
	 Barcoding technology and applications in logistics
	industry
	 RFID technology and applications
	 Advantages of RFID
	 Basic knowledge of tendering / procurement including
	evaluation of bids.
<u>Part II</u>	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

18. ACCOUNTS ASSISTANT

<u>#</u>	<u>Syllabus</u>
Part I	
	 Accountancy Accounting concepts and conventions Depreciation, Depletion and Amortisation (Concepts & Methods) Inventory Valuation Capital and Revenue expenditure/receipts Bank Reconciliation Statement & Rectification of Errors Lease/ Hire Purchase Accounting Revenue Recognition Contract Act, 1872
	 Basic of Ocontract Act, 1872 Mercantile Sale of Goods act, 1930 Law Negotiable Instruments Act, 1881
	 Company's Occupies Accounts & Audit Act 2013 Schedule II (Depreciation) Schedule-III (Financial Statements) CSR provision
	 Income Tax Income Tax - Basic Concepts , Residential Status Act 1961 Exempted Income and Income Tax Deductions(Chapter-VI A of Income Tax 1961) Heads of Income (concepts & key provisions) Provision relating to TDS & Forms to be filed with Income Tax Department
	 Goods & o Fundamental Concepts of GST including Services Act o GST Input Tax credit provisions / documentations
	 Cost Cost Accounting basic – Material, Labour & Overhead Management Fixed Cost & Variable Cost Accounting Marginal & Relevant / Incremental Costing, Decision Making Methods of Costing
	 Financial Management Financial Ratio Analysis
	 Computer (MS – Office) and financial packages proficiency
Part II	General Aptitude Test (Viz. General Knowledge, Logical Reasoning, Current Affairs, Visual Reasoning, English Comprehension, Mathematics)

19. MARKETING ASSISTANT

<u>#</u>	<u>Syllabus</u>
Part I	- Marketing concept:
	 Core marketing concepts
	 Segmentation, Targeting and Positioning,
	 Product & Pricing,
	 Promotion Mix
	 Demand, Supply and Market equilibrium
	- Consumer Behaviour
	 Consumer Needs & Motivation, Perception &
	Attitudes
	 Consumer Decision making process
	 Advertising Management
	 Advertising needs, importance and working
	 Media planning & scheduling
	 Offline & Online marketing strategies
	 Brand management: Designing and
	implementing of brand strategies
	- Retail Marketing
	 Retail Marketing & Merchandising
	 Supply Chain Management
	- Business & Management Accounting
	 Standard Costing
	- Business Laws
	 Indian Contract Act
	 Sale of Goods Act
	 Companies Act
	 LC / Guarantee
Part II	General Aptitude Test (Viz. General Knowledge, Logical
	Reasoning, Current Affairs, Visual Reasoning, English
	Comprehension, Mathematics)

- There will be a total of 100 questions in the Computer Based Written Test. Each question has equal mark i.e. 1 mark per question and total of 100 marks.
- There will be negative marking in the written test.
 1/4th mark will be deducted for each wrongly answered question. No marks will be deducted for un attempted question.