

**ANNEXURE-I****POST: Assistant Director (Technical), Technical Officer and Central Food Safety Officer**

The paper would be in two parts, with 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed for each post.

Part A – 25% weightage

General Aptitude and Computer literacy

Part B – 75% weightage

Functional Knowledge test

PART A: General Aptitude and Computer Literacy - indicative syllabus.

Subject and Syllabus	No. Of Questions
<b>GENERAL APTITUDE</b>	
<u>General Intelligence:</u> would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	5
<u>General Awareness:</u> Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of current events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not require a special study of any discipline	5
<u>English language Comprehension:</u> Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar – noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of ‘a’ ‘an’ and ‘the’, idioms and phrases etc.	5
<b>COMPUTER LITERACY</b>	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc). would be tested.	10

**Part B****Functional Knowledge Test:**

1. Food Safety ecosystem – National and International, with special focus on roles, functions and initiatives of FSSAI (Food Safety and Standards Authority of India).
2. Subject specific knowledge.

**PART B: Functional Knowledge- indicative syllabus.**

Subject and Syllabus	No. Of Questions
<b>Indian and International Food Laws (An Overview)</b>	
<ul style="list-style-type: none"> <li>• Food Safety and Standards Act of India, 2006: Provision, definitions and different sections of the Act and implementation.</li> <li>• FSS Rules and Regulations</li> <li>• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)</li> <li>• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety – (i) Overview of CODEX Alimentarius Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA JMPR): WTO agreements (SPS/TBT):</li> <li>• Important national and international accreditation bodies</li> </ul>	25
<b>FSSAI - Role, Functions, Initiatives ( A General Understanding)</b>	
<ul style="list-style-type: none"> <li>• Genesis and Evolution of FSSAI</li> <li>• Structure and Functions of Food Authority</li> <li>• Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit etc.</li> <li>• Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives)</li> <li>• Training and capacity building</li> <li>• Role of State Food Authorities</li> </ul>	25
<b>Subject Matter Knowledge</b>	
<p><b>Principles of Food Preservation, Processing and Packaging</b></p> <ul style="list-style-type: none"> <li>• Food Processing Operations, Principles, Good Manufacturing Practices</li> <li>• Overview of food preservation methods and their underlying principles including novel and emerging methods/principles</li> <li>• Overview of food packaging methods and principles including novel packaging materials/techniques</li> </ul> <p><b>Principles and Basics of Food Chemistry and their role in Human Nutrition</b></p> <ul style="list-style-type: none"> <li>• Structure and functions of macro-and micro nutrients</li> <li>• Role of macro and micronutrients in human nutrition</li> <li>• Overview of food additives with respect to their technological functions</li> <li>• Overview of anti-nutritional factors and their removal from foods</li> <li>• Overview of enzymes as food processing aids</li> <li>• Overview of nutraceuticals and functions foods</li> <li>• Overview of food contaminants and adulterants and their effects on human health</li> <li>• Food allergens and allergenicity</li> <li>• Importance of diet in alleviating health risks, especially non-communicable diseases</li> </ul> <p><b>Food Microbiology &amp; General principles of Food Hygiene</b></p> <ul style="list-style-type: none"> <li>• General principles of food microbiology and overview of food borne pathogens</li> <li>• Overview of sources of microorganisms in food chain (raw materials, water, air, equipment etc.) and microbiological quality of foods</li> <li>• Microbial food spoilage and Food borne diseases</li> <li>• General principles and techniques in microbiological examination of foods</li> </ul>	

<ul style="list-style-type: none"> <li>• Overview of beneficial microorganisms and their role in food processing and human nutrition</li> <li>• General principles of food safety management systems including traceability and recall – sanitation, HACCP, Good production and processing practices (GMP, GAP, GHP, GLP, BAP, etc)</li> </ul> <p><b>General concepts of Food Analysis and Testing</b></p> <ul style="list-style-type: none"> <li>• Fundamentals of field level and laboratory sampling with reference to importance of statistical tools.</li> <li>• Overview of basic/classical methods of food analysis</li> <li>• Overview of modern analytical techniques including mass spectrometry and molecular techniques.</li> <li>• Principles of Quality assurance and Quality control with reference to food analysis and testing.</li> </ul>	
---	--

**POST: Assistant Director & Administrative Officer**

The paper would be in two parts, with 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed for each post.

Part A – 25% weightage

General Aptitude and Computer literacy

Part B – 75% weightage

Functional Knowledge test

**PART A: General Aptitude and Computer Literacy - indicative syllabus.**

Subject and Syllabus	No. Of Questions
<b>GENERAL APTITUDE</b>	
<u>General Intelligence</u> : would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	5
<u>General Awareness</u> : Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of currents events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not required a special study of any discipline	5
<u>English language Comprehension</u> : Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar – noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of ‘a’ ‘an” and ‘the’, idioms and phrases etc.	5
<b>COMPUTER LITERACY</b>	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google	10

Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc). would be tested.

## Part B

### Functional Knowledge test:

1. Food Safety ecosystem – National and International, with special focus on roles, functions and initiatives of FSSAI (Food Safety and Standards Authority of India).
2. Subject specific knowledge.

### PART B: Functional Knowledge- indicative syllabus.

Subject and Syllabus	No. Of Questions
<b>Indian and International Food Laws (An Overview)</b>	
<ul style="list-style-type: none"> <li>• Food Safety and Standards Act of India, 2006: Provision, definitions and different sections of the Act and implementation.</li> <li>• FSS Rules and Regulations</li> <li>• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)</li> <li>• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety – (i) Overview of CODEX Alimentarius Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA JMPR): WTO agreements (SPS/TBT):</li> <li>• Important national and international accreditation bodies</li> </ul>	10
<b>FSSAI - Role, Functions, Initiatives ( A General Understanding)</b>	
<ul style="list-style-type: none"> <li>• Genesis and Evolution of FSSAI</li> <li>• Structure and Functions of Food Authority</li> <li>• Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit</li> <li>• Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives)</li> <li>• Training and capacity building</li> <li>• Role of State Food Authorities</li> </ul>	10
<b>Subject Matter Knowledge</b>	
<p><b>Office and Financial Procedure</b></p> <ul style="list-style-type: none"> <li>• Office Procedure &amp; Office Management</li> <li>• General Financial Rules- 2017</li> <li>• FR&amp;SR, Medical Attendance Rules, Travelling Allowances Rules, LTC Rules, Joining Time Rules</li> <li>• CCS (CCA) Rules, 1965, CCS (Conduct) Rules, 1964</li> <li>• CCS(Pension) Rules 1972, Provident Fund Rules &amp; New Pension Scheme</li> <li>• Reservation Policy</li> </ul> <p style="text-align: center;">OR</p> <p><b>Constitutional Law</b></p> <ul style="list-style-type: none"> <li>• Features and general principles of Constitutional Law, Part III, IV and IV A of the Constitution of India , Judiciary at Federal and State Levels, Conduct of Government Business, Executive power of the Union and the States, 1st Part XIII dealing with trade, commerce and intercourse within the territory of India, Centre State relations, Legislature at Union, State and Local Levels.</li> </ul>	55

<p><b>Administrative Law</b></p> <ul style="list-style-type: none"> <li>Principles of Natural Justice, Rule of Law, Quasi-Judicial, quasi – administrative and administrative bodies: powers, functions and discretions, Delegated Legislation, Executive control and supervision of autonomous bodies, Difference between Inquisitorial and Adversarial system, Ombudsman, Lokayukta and Lokpal etc</li> </ul> <p><b>Procedural Law</b></p> <ul style="list-style-type: none"> <li>Code of Civil Procedure, 1908 including Procedure relating to summoning, examination etc. of witnesses etc. Temporary Injunction and interim relief, Law of Evidence including Presumption and conclusive proof, Criminal Procedure Code, 1973, Penal Laws including Indian Penal Code, Law of Arbitration and Conciliation, Mediation, Alternate Dispute Resolution – concept, purpose/prospects</li> </ul> <p><b>Multidisciplinary and Contemporary Legal Issues</b></p> <ul style="list-style-type: none"> <li>Intellectual Property regime, Trademarks etc, Valuation issues in intellectual properties, Law and Economics – use and knowledge of basic economic principles in appreciation of the competition law, Major statutes governing environmental law, Competition law and common man, Consumer Protection Act and the Competition Act, International Competition Law framework: OECD, ICN, WTO, UN etc, Basic principles of statutory interpretation, IT and cyber laws; concept, purpose/prospects.</li> </ul> <p><b>Law of Contract, Law of Partnership, Corporate Law (Overall Understanding)</b></p>	
--	--

**POST: Assistant Manager (IT) & IT Assistant**

The paper would be in two parts, with 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Part A – 25% weightage  
General Aptitude

Part B – 75% weightage  
Functional Knowledge test

Note: The level of the paper will be consistent with the educational qualifications prescribed for each post.

**PART A: General Aptitude and Computer Literacy - indicative syllabus.**

Subject and Syllabus	No. Of Questions
<b>GENERAL APTITUDE</b>	
<u>General Intelligence:</u> would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	10
<u>General Awareness:</u> Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of currents events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring	10

countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not required a special study of any discipline	
<u>English language Comprehension:</u> Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar – noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of ‘a’ ‘an” and ‘the’, idioms and phrases etc.	5

## Part B

### Functional Knowledge test:

1. Food Safety ecosystem – National and International, with special focus on roles, functions and initiatives of FSSAI (Food Safety and Standards Authority of India).
2. Subject specific knowledge.

### PART B: Functional Knowledge- indicative syllabus.

Subject and Syllabus	No. Of Questions
<b>Indian and International Food Laws (An Overview)</b>	
<ul style="list-style-type: none"> <li>• Overview of Food Safety and Standards Act of India, 2006: Provision, definitions and different sections of the Act and implementation.</li> <li>• Overview of FSS Rules and Regulations</li> <li>• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)</li> <li>• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety – (i) Overview of CODEX Alimentarius Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA JMPR): WTO agreements (SPS/TBT):</li> <li>• Important national and international accreditation bodies</li> </ul>	5
<b>FSSAI - Role, Functions, Initiatives (A General Understanding)</b>	
<ul style="list-style-type: none"> <li>• Genesis and Evolution of FSSAI</li> <li>• Structure and Functions of Food Authority</li> <li>• Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit</li> <li>• Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives)</li> <li>• Training and capacity building</li> <li>• Role of State Food Authorities</li> </ul>	5
<b>Subject Matter Knowledge</b>	
<b>Engineering Mathematics</b>	
<ul style="list-style-type: none"> <li>• Mathematical Logic: Propositional Logic; First Order Logic.</li> <li>• Probability: Conditional Probability; Mean, Median, Mode and Standard Deviation; Random Variables; Distribution; uniform normal, exponential Poisson, Binomial.</li> <li>• Set Theory &amp; Algebra: Sets, Relations, Functions, Group, Partial Orders, Lattice, Boolean Algebra.</li> <li>• Combinatory: Permutations, Combinations, Counting, Summation, generating functions, recurrence relations, asymptotic.</li> </ul>	65

- Graph Theory: Connectivity, spanning trees, Cut vertices & edges, covering, matching independent sets, coloring Planarity, Isomorphism.
- Linear Algebra: Algebra of matrices, determinants, systems of linear equations, Eigen values and Elgen vectors.
- Numerical Methods: LU decomposition for systems of linear equations; numerical solutions of non-linear algebraic equations by Secant, Bisection and Newton- Raphson Methods; Numerical integration by trapezoidal and Simpson's rules.
- Calculus: Limit, continuity & differentiability, Mean value Theorems, Theorems of Integral calculus, evaluation of definite & improper integrals, Partial derivatives, Total derivatives, maxima & minima.

### **Computer Science And Information Technology**

- Digital Logic: Logic functions, Minimization, Design and synthesis of combinational and sequential circuits; Number representation and computer arithmetic (fixed and floating point)
- Computer Organization and Architecture: Machine instruction and addressing modes, ALU and date-path, CPU control design, Memory interface, I/O interface (interrupt and DMA mode), instruction pipelining, Cache and main memory, Secondary storage.
- Programming and Data Structure: Programming in C; Functions, Recursion, Parameter passing, scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary Search trees, Binary heaps.
- Algorithms: Analysis, Asymptotic notation, Notions of space and time complexity, Worst and average case analysis, Design, Greedy approach, Dynamic programming, Divide and conquer, Tree and graph traversals, Connected components, spanning trees, shortest paths, Hashing, Sorting, Searching, Asymptotic analysis (Best, worst, average cases) of time and space, upper and lower bounds, Basic concepts of complexity classes-P, NP, NP-Hard, NP-complete.
- Theory of computation: Regular language and finite automata, context free language and Push-down automate, Recursively enumerable sets and Turing machines, Undesirability.
- Complier Design: Lexical analysis, Parsing, Syntax directed translation, Runtime environments, Intermediate and target code generation, Basics of code optimization
- Operating Systems: Processes, Threads, Inter-process communication, Concurrency, Synchronization, Deadlock, CPC scheduling, Memory management and virtual memory. File systems, I/O Protection and security
- Databases: ER-model , Rational model (relational algebra, tuple calculus). Database design (Integrity constraints, normal forms), Query languages (SQL), File structures (sequential file, indexing, B and B+ trees), Transactions and concurrency control.
- Information Systems and Software Engineering: information gathering, requirement and feasibility analysis , data flow diagrams, process specifications, Input/output design, process life cycle, planning and managing the project, design, coding testing, implementation, maintenance.
- Computer Networks: ISO/OSI stack, LAN technologies (Ethernet, Token ring), Flow and error control techniques, Routing algorithms, congestion control, TCP/UDP and sockets, IP(v4). Application layer protocols (icmp, dns, smtp, pop, ftp, http): Basic concepts of hubs, switches, gateways, and routers. Network security- basic concepts of public key and private key cryptography, digital signature, firewalls.
- Web technologies: HTML, XML, basic concepts of client-sever computing.

**Posts: Assistant & Junior Assistant Grade-I**

The paper would be 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

<b>Subject and Syllabus</b>	<b>No. Of Questions</b>
<u>General Intelligence</u> : It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.	20
<u>Quantitative Aptitude</u> : Number Systems, Computation of Whole Number, Decimal and Fractions, Relationship between numbers Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.	20
<u>English Language</u> : Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.	15
<u>General Awareness</u> : Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research	25
<u>Computer Literacy</u> : Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc). would be tested.	10
<u>FSSAI - Role, Functions, Initiatives (A General Understanding)</u> - Genesis and Evolution of FSSAI, Structure and Functions of Food Authority, Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit, Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives), Training and capacity building, Role of State Food Authorities	10



**Post: Personal Assistant**

The paper would be 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer. This would be followed by a Skill Test in Steno typing.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

<u>Subject and Syllabus</u>	No. Of Questions
<u>General Intelligence &amp; Reasoning:</u> It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.	20
<u>General Awareness:</u> Questions will be designed to test the ability of 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 events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.	20
<u>Computer Literacy:</u> Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, power point) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc) would be tested.	10
<u>English Language &amp; Comprehension:</u> In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.	50

Skill test in Stenography: Candidates who obtain the qualifying marks in the Examination as may be prescribed by FSSAI will only be called for the Skill Test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. for the post. The matter will have to be transcribed on computer. The transcription time will be 50 minutes for English and 65 minutes for Hindi respectively

## **POST: Hindi Translator**

The paper would be in two parts, with 100 Objective MCQ type questions in Part 1 to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer. Part 2 would be descriptive type. Both Part 1 and Part 2 would carry 50% weightage each.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

<b>Subject and Syllabus</b>	<b>No. Of Questions</b>
<p><b>Paper 1:</b> General Hindi: (Objective type) General English: (Objective type) The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.</p> <p>General Hindi: Topics covered in Hindi Language Preparation:</p> <ul style="list-style-type: none"><li>• Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc, Hindi Synonyms, Hindi Paragraphs, Hindi Proverbs, Hindi Antonyms</li></ul> <p>General English: This part of the Paper-I tests the Reading and Writing Skills of the candidate in English. Topics covered in English Language Preparation:</p> <ul style="list-style-type: none"><li>• Fill in the Blanks, Error Recognition, Articles, Verbs, Preposition, Spelling Test, Vocabulary, Grammar, Synonyms, Sentence Structure, Antonyms, Sentence Completion, Correct use of words, Phrases and Idioms</li></ul>	100
<p><b>Paper-II Syllabus: Translation and Essay Descriptive Paper</b> This paper will test the candidates' translation skills and their ability to write as well as comprehend the Hindi and English languages correctly, precisely and effectively. The paper will consist of:</p> <ol style="list-style-type: none"><li>1. Two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi</li><li>2. An Essay each in Hindi and English</li></ol>	4 question having 25 marks each

**POST: Deputy Manager, Assistant Manager**

The paper would be in two parts, with 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

Part A – 25% weightage

General Aptitude and Computer literacy

Part B – 75% weightage

Functional Knowledge test

**PART A: General Aptitude and Computer Literacy - indicative syllabus.**

Subject and Syllabus	No. Of Questions
<b>GENERAL APTITUDE</b>	
<u>General Intelligence</u> : would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	5
<u>General Awareness</u> : Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of current events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not require a special study of any discipline	5
<u>English language Comprehension</u> : Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar – noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of ‘a’ ‘an’ and ‘the’, idioms and phrases etc.	5
<b>COMPUTER LITERACY</b>	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc). would be tested.	10

Part B

Functional Knowledge test:

1. Food Safety ecosystem – National and International, with special focus on roles, functions and initiatives of FSSAI (Food Safety and Standards Authority of India).
2. Subject specific knowledge.

**PART B: Functional Knowledge- indicative syllabus.**

Subject and Syllabus	No. Of Questions
<b>Indian and International Food Laws (An Overview)</b>	
<ul style="list-style-type: none"><li>• Food Safety and Standards Act of India, 2006: Provision, definitions and different sections of the Act and implementation.</li></ul>	10

<ul style="list-style-type: none"> <li>• FSS Rules and Regulations</li> <li>• Overview of other relevant national bodies (e.g. APEDA, BIS EIC, MPEDA, Spice Board etc.)</li> <li>• International Food Control Systems/Laws, Regulations and Standards/Guidelines with regard to Food Safety – (i) Overview of CODEX Alimentarius Commission (History, Members, Standard setting and Advisory mechanisms: JECFA, JEMRA JMPR): WTO agreements (SPS/TBT):</li> <li>• Important national and international accreditation bodies</li> </ul>	
<b>FSSAI - Role, Functions, Initiatives (A General Understanding)</b>	
<ul style="list-style-type: none"> <li>• Genesis and Evolution of FSSAI</li> <li>• Structure and Functions of Food Authority</li> <li>• Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit</li> <li>• Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives)</li> <li>• Training and capacity building</li> <li>• Role of State Food Authorities</li> </ul>	10
<b>Subject Matter Knowledge</b>	
<ul style="list-style-type: none"> <li>• Development of Human Behavior, Sensation, Attention and Perception, Learning, Memory, Thinking and problem solving, Motivation and Emotion, Intelligence and Aptitude, Personality, Attitudes, Values and Interests, Language and Communication.</li> <li>• Communication basic models, Various types of Communication, Human Communication, Speech Communication, Verbal and Non-Verbal Communication, Classification of Media, Mass Communication, Social Media Channels, Communication Technology.</li> </ul> <p style="text-align: center;">OR</p> <p>Library classification, Information sources, services and users, Information and communication technology, Library automation and networking, Library management</p>	55

**General Note:** The general aptitude questions will be such that they do not require a special study of any discipline. For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.