

જા.ક. ૧૦૮/૨૦૧૬-૧૭

જગ્યાનું નામ : મેનેજર ગ્રેડ-૧, વર્ગ-૨ (અતિથિગૃહ /વિશ્રામ ગૃહ)

ભાગ-૧ અને ભાગ-૨ ના ૧૫૦ મિનિટના સંયુક્ત પ્રશ્નપત્રની પ્રાથમિક કસોટીનો અભ્યાસક્રમ

પ્રાથમિક કસોટીનો અભ્યાસક્રમ પ્રશ્નપત્ર-૧ (ભાગ- ૧)		કુલ
માધ્યમ: ગુજરાતી		કુલ
ગુણ :૧૦૦		
૧	ભારતની ભૂગોળ- ભૌગોલિક, આર્થિક, સામાજિક, કુદરતી સંસાધન અને વસ્તી અંગેની બાબતો- ગુજરાતના ખાસ સંદર્ભ સાથે	
૨	ભારતનો સાંસ્કૃતિક વારસો- સાહિત્ય, કલા, ધર્મ અને સ્થાપત્યો- ગુજરાતના ખાસ સંદર્ભ સાથે	
૩	ભારતનો ઇતિહાસ- ગુજરાતના ખાસ સંદર્ભ સાથે	
૪	ભારતની અર્થવ્યવસ્થા અને આયોજન	
૫	<u>ભારતીય રાજનીતિ અને ભારતનું બંધારણ:</u> (૧) આમુખ (૨) મૂળભૂત અધિકારો અને ફરજો (૩) રાજ્યનીતિના માર્ગદર્શક સિદ્ધાંતો (૪) સંસદની રચના (૫) રાષ્ટ્રપતિની સત્તા (૬) રાજ્યપાલની સત્તા (૭) ન્યાયતંત્ર (૮) અનુસૂચિત જાતિ, અનુસૂચિત જનજાતિ અને સમાજના પછાત વર્ગો માટેની જોગવાઈઓ (૯) એટર્ની જનરલ (૧૦) નીતિ આયોગ (૧૧) પંચાયતી રાજ (૧૨) નાણા પંચ (૧૩) બંધારણીય તથા વૈધનિક સંસ્થાઓ- ભારતનું ચૂંટણી પંચ, સંઘ લોક સેવા આયોગ, રાજ્ય લોક સેવા આયોગ, કોમ્પ્યુલર એન્ડ ઓડિટર જનરલ; કેન્દ્રીયસતર્કતા આયોગ, લોકપાલ તથા લોકાયુક્ત અને કેન્દ્રીય માહિતી આયોગ	
૬	સામાન્ય બૌદ્ધિક ક્ષમતા કસોટી	
૭	સામાન્ય વિજ્ઞાન, પર્યાવરણ અને ઇન્ફર્મેશન એન્ડ કોમ્યુનિકેશન ટેકનોલોજી	
૮	ખેલ જગત સહિત રોજબરોજના પ્રાદેશિક, રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય મહત્વના બનાવો	

Syllabus of Preliminary Test		
Paper-1		Total
Medium: Gujarati		
Marks- 100		
1	Geography of India-Physical, Economic, Social, Natural Resources and population related topics- with special reference to Gujarat	
2	Cultural heritage of India-Literature, Art, Religion and Architecture- with special reference to Gujarat	
3	History of India with special reference to Gujarat	
4	Indian Economy and Planning	
5	<u>Indian Polity and the Constitution of India:</u> (1) Preamble (2) Fundamental Rights and Fundamental Duties (3) Directive Principles of State Policy (4) Composition of Parliament (5) Powers of the President of India (6) Powers of Governor (7) Judiciary (8) Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society (9) Attorney General (10) NITIAayog (11) Panchayati Raj Institutions (12) Finance Commission (13) Constitutional and Statutory Bodies: Election Commission of India, Union Public Service Commission, State Public Service Commission, Comptroller and Auditor General; Central Vigilance Commission, Lokpal and Lokayukta, Central Information Commission	
6	General Mental Ability	
7	General Science, Environment and Information & Communication Technology	
8	Daily events of Regional, National and International Importance including Sports	

1. **Food Production**

Introduction to cookery, Basic principles of food production, Stocks and storage of food, Methods of cooking food, Basic Indian Cookery, Kitchen Organization and Layout.

2. **Food & Beverage Service**

Meals & Menu Planning Preparation for Service, Sale Control System.

3. **Principles of Food Science**

Scope of Food Science, Food Chemistry, Food Microbiology and Food Processing, Carbohydrates, Fat & Oils, Proteins, Food Processing, Evaluation of Food, Emulsions, Colloids, Flavor, Browning.

4. **Food & Beverage Controls**

Food Cost Control, Food Control Cycle, Receiving Control, Storing & Issuing Control, Production /control, Sales Control.

5. **Food Safety & Quality**

Food Safety, Food Hazards & Risks, Contaminants and Food Hygiene, Micro-Organisms in Food, Food Spoilage & Food Preservation, Beneficial Role of Micro-Organisms, Food Borne Diseases, Food Additives, Food Contaminants & Adulterants, Food Laws and Regulations-National & International, Quality Assurance, Hygiene and Sanitation in Food Sector, Recent Concerns.

6. **Nutrition**

Basic Aspects, Energy, Macro Nutrients, carbohydrates, lipids, proteins, Vitamins, Minerals, Water, Balanced Diet, Menu Planning, Mass Food Production, Newer trends in Food Service Industry in Relevance to Nutrition and Health.

7. **Front Office Operations**

Introduction to Tourism & Hospitality, Classification of Hotels, Hotel-types of rooms Organization, Tariff Structure, Front Office and Guest Handling, Reservations, Pre-arrival registration, Types of rooms, Room Selling Techniques, Arrivals, During the Stay Activities, Front Office Co-Ordination, check out procedure.

8. **Accommodation Operations**

Introduction to Housekeeping, Cleaning Organization, Cleaning Equipment, Cleaning Agents, Hotel Bed making, Standard Contents of A Guest Room, Accommodating Physically Challenged Guest And Lady Guests, Daily Cleaning of Guestroom & Bathrooms, Keys, Floor Pantry, Daily Routing Systems of HK Department, Composition, Care and Cleaning of Different Surfaces, Public Area Cleaning, Lost and Found, Linen Room Management, Coordinating Laundry Services, Room Layout and Guest Supplies, Area Cleaning, Routine Systems and Records of House Keeping Department, Types of Beds and Mattresses, Pest Control Keys, safety & security.

9. **Accountancy**

Introduction to Accounting, Primary Books (Journal), Secondary Book (Ledger), Subsidiary Books, Cash Book, Bank Reconciliation Statement, Trial Balance, Final Cash and credit control Budgets auditing costing, Accounts, Internal audit & statutory audit , Departmental Accounting Capital and Revenue Expenditure, Hotel Accountancy & Costing Cash & Credit Control

Budgets, Auditing, Night Auditing, Statistics for Front Office, Costing.

10. **Communication**

Business Communication, Listening on the Job, Effective Speaking Non Verbal Communications, Speech Improvement, Using the Telephone, Discussions. Social Skill: Handling guest complaints, telephone manners, dining & Serving etiquettes.

11. **Facility Planning**

Hotel Design, Facilities Planning, Planning Consideration, Architectural Consideration, Star Classification of Hotel, Kitchen, Lay Out & Design, Stores- Layout and Design, Energy Conservations, Car Parking.

12. **Hotel Engineering**

Maintenance, Fuels Used in Catering Industry, Gas, Electricity, Water Systems, Refrigeration & Air-Conditioning, Fire Prevention and Fire Fighting System, Waste Disposal and Pollution Control, Safety & Security, Audio Visual Equipment, Contract Maintenance.

13. **Supervisory Management**

Introduction to Management, Modern Management Approaches, Management Skills Needed for Effective Supervision, The Role of The Supervisor, Functions of Management, Motivating Employees, Supervisor as a Leader, Supervisory Role in Managing Change, Group Dynamics, Disciplining Staff, Wage Structure, Improving Work Standards, Total Quality Management, Quality Circles & Suggestion Schemes, Supervisors Role in Exceptional Customer Care

14. **Food Safety and Standards (Packaging and Labelling) Regulations 2011 as amended in 2013**

15. Current Trends and Recent Advancements in the above fields.