

જા.ક. ૧૨૬/૨૦૧૬-૧૭

જગ્યાનું નામ : ઉદ્યોગ અધિકારી, વર્ગ-૨

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

પ્રાથમિક કસોટીનો અભ્યાસક્રમ	
પ્રશ્નપત્ર-૧ (ભાગ- ૧)	
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, કોમ્પ્ટ્રોલર 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

Medium: Gujarati

Total 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

Medium: English

1. Principles of Management

Historical Development, Definition of Management, Management and Administration, Functions of Management, Types of Business Organization, Concept of Business Ethics and Social Responsibility, Tools of Ethics: Planning, Organising, Directing, Controlling.

2. Production & Operations Management

Operations Strategy and Competitiveness, Product Design and Process Selection – Manufacturing, Facility Location, Facility Layout, Forecasting, Inventory Management, MRP, Aggregate Planning, Operations Scheduling, Project Management, Queuing - The Management of Waiting Lines, Supply Chain Management, Quality Management and Statistical Quality Control.

3. Economic System and Business

Economic System: capitalism, socialism and mixed economy, National Income, Monetary and Fiscal Policy (finance commission), Industrial Policy, Union Budget, Social Environment, Technological Environment, International Business Environment.

4. Financial Management

Meaning of Financial Management, Financial System, Working Capital Management as a Decision to Create Value for the Business, Investment Decision and Various Steps Involved Financing Decision and Various Sources of Finance, Dividend Decision, Theory and Practice.

5. Entrepreneurship

Entrepreneur: meaning, importance, Qualities, nature types, traits, culture.
Entrepreneurship and economic development: its importance, Role of entrepreneurship, entrepreneurial environment.

6. Constitutional Support and Framework for Entrepreneurship:

Institutions – All India, State Level and Fund-Based, Supporting Policies of Entrepreneurship, Industrial Policy, Fiscal Incentives, Measures for Promotion and Development of Entrepreneurs.

7. Small Business & Management of MSMEs

Concept & Definition, Role of Small Business in the modern Indian Economy, Small entrepreneur in International business; Steps for starting a small industry, registration as SSI, Role of SIDBI; advantages and problems of SSIs; Institutional Support mechanism in India; Incentives & Facilities, Govt. Policies for SSIs, Setting MSMEs- location of enterprise - steps in setting - Problems of entrepreneurs - Sickness in small industries - reasons and remedies - Incentives and subsidies - Evaluating entrepreneurial performance - Rural entrepreneurship - Women Entrepreneurship.

8. Organizational setup and functions of various departments/ divisions/ institutions/ boards under ministry of commerce and industry.

9. Various Government Policies and Acts:

New Industrial Policy, 2015 of Government of Gujarat, State Government's Cluster Development Policy and various R & D institutions, State Government's Cottage and Rural Industries Policy 2016, The Micro, Small and Medium Enterprises Development Act, 2006, The Gujarat Special

Economic Zones Act, 2004, The Gujarat Industrial Development Act, 1962
etc.

- 10. Various Schemes for Industrial Development of Central Government and Gujarat State Government.**
- 11. Current Trends and Recent Advancements in Industrial Development.**