

Syllabus for Part-I & Part-II test for the post of Principal.

Part-I

(a) English Language : Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/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.

(b) Odia (General) : Proposed above same topics may be incorporate in Odia test.

Part-II

(a) General Knowledge & Contemporary Issues : Topics covers i.e. Indian and world politics, Indian Constitution, History of India, Indian and World Geography, Environmental Science and Ecology, Economics and social development, Current affairs, General Science and applications etc.

(d) Logical Reasoning : The Verbal Reasoning topics like Series, Ranks, Direction, Arrangement, Coding, Decoding, Analogy and Classification/Odd Pair, Syllogism and Statement Conclusion.

The Non-Verbal Reasoning topics like Figure Formation, Dice, Triangle, Rule Detection, Images, Completion of Pattern, Mirror Images, Figure Matrix and Paper Folding, etc.

(c) Computer Literacy : Topics covers Introduction to Computers, Windows & Windows Concepts, Basic of Ms-Word; Excel & Slides, Computer communication and Internet etc.

(d) Quantitative Aptitude: The scope of the test computation of whole numbers, decimals , fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

Part-III : as per concerned annexure/syllabus – 1

I	Concept	Topics	KOER Links
1	Introduction to Computer	1. What is Computer 2. Broad Categories of Computers 3. Language 4. Basic applications 5. Components of Computer	<u>Basics of computer</u>
2	Introduction to Windows and Windows Concepts	1. What is an Operating System 2. Basics of Windows 3. The user Interface 4. Windows Setting 5. Advanced Windows	1. <u>Operating System</u> 2. <u>Basic trouble shooting</u>
3	Word Processing in English	1. Word Processing Basic 2. Opening and Closing Documents 3. Moving around in a document 4. Using a Document/Help Wizard 5. Text creation Formatting and Table 6. Handling multiple documents and Printing	<u>Wordprocessing</u>
4	Spreadsheet	1. Elements of Electronics Spread sheet 2. Manipulation of cell and Use of Formulas 3. Data Manipulation and window 4. Charts and small accounting	<u>Spreadsheet</u>
5	Computer communication and Internet	1. Basic Computer Networks 2. Internet and Services on Internet 3. Web browsing Software 4. Surfing the Internet and Chatting	<u>Accessing Internet</u>
6	Email	1. Basics of electronic mail 2. Using E-mails and Document handling	<u>Emailing</u>
7	Presentation	1. Basics and Creation of Presentation 2. Preparation of slides 3. Providing aesthetics 4. Slide manipulation and slideshow 5. Presentation of slides"	1. <u>Presentation application</u> 2. <u>Basic Trouble shooting</u>
8	Kannada typing in Nudi	1. Word Processing 2. Spreadsheet 3. Power Point Presentation and 4. Internet and Communication	