

POST: MANAGEMENT TRAINEE (MARKETING)

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

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

Section name (Nature of Questions)	Marks per item	No. of Items
Unit-I: General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
Unit-II: Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
Unit-III: Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc.	01 Mark	15 Ques.
Unit-IV: General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.
Unit-V: Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"> • Agricultural & Food Policy • Agricultural Finance • Marketing of Agricultural Inputs • Strategic Food Marketing • Management for Agribusiness Projects • Market Research and Information Systems • International Agri-Food Trade • Value Chain Management – Applications in Agribusiness • CINE: Understanding Creativity, Innovation, Knowledge, Networks And Entrepreneurship • Food and Agri-business International Strategies and Organizations • Micro Finance Management • Food Supply Chain Management • Analyzing and Building Competencies • Carbon Finance • Public Policy • Social Entrepreneurship: Innovating Social Change • Sales and Distribution Management For Agriculture • Agribusiness Entrepreneurship • Agribusiness Leadership 		

- Agricultural Futures and Option Markets
- Agricultural Markets and Pricing
- Economics of Food Quality
- Applied Agricultural Trade and Policy Analysis
- Managing Sustainability
- Managing Energy Businesses
- Agricultural marketing, Trade & Practices
- Farm Power and Machinery
- Agricultural Entomology
- Crop Pest and their Management
- Agricultural Microbiology
- Soil Microbiology
- Principles of Agricultural Agronomy
- Field crops
- Weed Management
- Organic Farming
- Dimension of Agricultural Farming
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.

POST: MANAGEMENT TRAINEE (ACCOUNTS)

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<p>Accounting</p> <p>Accounting Standards, Introduction to Accounting Standards, Overview of Accounting</p> <p>Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories</p> <p>AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement (Profit and Loss Account, Balance Sheet and Cash Flow Statement)-Profit/Loss prior to incorporation- Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions</p> <p>(a) Hire purchase and installment sale transactions</p> <p>(b)Investment accounts</p> <p>(c) Insurance claims for loss of stock and loss of profit. Issues in Partnership Accounts</p> <p>Accounting in Computerized Environment.</p> <p>Business Laws</p> <p>The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of</p>		

Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972.

Company law

The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital.

Cost Accounting

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

Financial Management

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital.

Tax

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income (Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of income highlights of Goods and Services Tax Act (GST).

Advanced Accounting

Conceptual Framework for Preparation and Presentation of Financial Statements

Accounting Standards

AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting

Policies

AS 11: The Effects of Changes in Foreign Exchange Rates

AS 12: Accounting for Government Grants

AS 16: Borrowing Costs

AS 19: Leases

AS 20: Earnings per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets

Advanced Issues in Partnership Accounts, Company Accounts, Employee stock option plan and Buy back of securities, Amalgamation and Reconstruction, Underwriting of shares and debentures, Redemption of debentures, Accounting for Special Transactions, Insurance Companies, Banking Companies, Electricity Companies, Departmental accounts, Branch accounts including foreign branches.

Auditing and Assurance

Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audit.

POST: JUNIOR COMMERCIAL EXECUTIVE

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