

**1. General Knowledge ( 10 questions)**

- Indian History & Geography
- Indian Constitution
- Indian Economy & Trade
- Sports
- Indian culture, Dance & Music
- Current affairs- India & Maharashtra

**2. Numerical Aptitude and logical Reasoning (10 Questions)**  
**Numerical Aptitude (05 questions)**

- Percentage.
- Ratio & Proportion
- Interest, Profit & Loss, Discount
- Time , Work & distance
- Square roots, Averages

**Logical Reasoning ( 05 Questions)**

- Coding and decoding - Small & Capital letters/numbers coding, decoding and classification
- Analogies - Symbolic/Number Analogy, Similarities and differences
- word building
- Blood Relationships.

**3. English and Marathi Language (20 Questions)**

**English (10 questions)**

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

**Marathi (10 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

#### **4. Domain specific to Post (60 questions)**

- **I.T.I. in Mechanical Trade** Level syllabus of all subjects.

Occupational safety and Health, energy conservation, Hand and power tools; Marking Material; System of measurement; Drilling machine; Taps and dies; Hand reamers; basic electricity; Basic electronics; Introduction to hydraulic and pneumatics; Auto industry; Classification of vehicles on basis of load as per central motor vehicle rules; Introduction to engine; Petrol engine basic; Gasoline and Fuel system; Engine components; Valves and valve train; Description and function of different types of piston, piston rings and piston pins and material, Common trouble and remedy; compression ratio; description and function and engine components; Description and function of fly wheel and vibration damper; Need for cooling system and types of cooling system; Basic cooling system components; Emission control; Troubleshooting-Causes and remedy; Clutches and manual transmission; Steering system; Suspension system; Wheel and tyres-Types and sizes of wheels; Breaking system; Lighting system; Starting system.

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- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

### **4. Domain specific to Post (60 questions)**

- **I.T.I. in Civil Engineering Building Construction Trade** Level syllabus of all subjects.

**Importance of safety and general precaution observed in industry and shop floor; Importance of BIS; Introduction of Code for practice of Architectural and building drawing; Knowledge of different types of Scales and Construction Material and Concrete-Types, uses, preparation, proportion, admixture and application; Building Constructions; Plastering; Protective materials; Treatment of Building Structures; Types of flooring and material used; linear and angular measurement by Instruments; Surveying; Levelling; Introduction and types of Theodolite; Description of different types of joint; Plumbing tools and material use in plumbing; Method of cutting and joining of pipes; sanitary technical terms; Types of damages in taps, Valves and water meters and tanks; Definition and terms of application of concrete technology and modern terms; Types of cement, Relevant IS codes, comparative study of their physical and chemical properties, Significance of different properties; Construction chemicals; Preparation of concrete of method used, Merit and Demerits of method, Tools and equipment's used and precaution to be taken; Scaffolding and form work, Bar bending; Arches- Technical term, Types, Centring; Lintel - Types, Wooden bricks stone, Steel and RCC; Types of stairs, Construction detail of bricks, Stone and RCC stairs; Basics concepts of lift and escalators; Pile foundation - Uses and types and material used; introduction about building constructions, Types of building structural system of building; Building plans- Introduction and types of plan; Estimating and costing- Need and importance, Types of estimate; Anti termite treatment; Construction management. Different Types Projection Views;**

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**Numerical Aptitude (05 questions)**

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- Square roots, Averages

**Logical Reasoning ( 05 Questions)**

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- Blood Relationships

**3. English and Marathi Language(10 Questions)**

**English( 05 questions)**

- One word substitution
- Synonyms and Antonyms
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- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
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**Marathi ( 05 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

**4. Domain specific to Post (20 questions)**

- 6 Month certificate course in State Fire Training Centre, Mumbai Level syllabus of all subjects.

Fixed Fire Fighting Installation; Building Construction; Means Of Escape; Air Craft Fire; Ship Fire; Rural & Forest Fire; Hose; Hose Fitting; Foam & Foam making equipment; Ladder; Small gear; Ropes and lines; Pumps and pump operation; Water tender & special appliances; Basic physics & chemistry; Portable extinguisher; Breathing apparatus set; Electricity; Hydrants & Fittings; Water relay; Hydraulics; Discipline; Fire service Administration; Practical Firemanship; Watch room Procedure; Salvage; Special service; Medical First Aid; Resuscitation/Artificial Respiration.

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**2. Numerical Aptitude and logical Reasoning (10 Questions)  
Numerical Aptitude (05 questions)**

- Percentage.
- Ratio & Proportion
- Interest, Profit & Loss, Discount
- Time , Work & distance
- Square roots, Averages

**Logical Reasoning ( 05 Questions)**

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- Analogies - Symbolic/Number Analogy, Similarities and differences
- word building
- Blood Relationships.

**3. English and Marathi Language (20 Questions)**

**English (10 questions)**

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
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**Marathi (10 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

**4. Domain specific to Post (60 questions)**

- Diploma in Civil Engineering Level syllabus of all subjects.  
Building material, Estimating, Costing and valuation, Surveying, Soil mechanics, Hydraulics, Irrigation engineering, Transportation engineering, Environmental engineering, Structural engineering, Theory of structure, Concrete technology, RCC design, Steel design.



**Post : 1) Lower Division Clerk 2) Meter reader/Mohrir/Tax Collector  
3) P.B.X Operator /TelePhone Operator 4) Steno-typist (Marathi)**

**1.General Knowledge ( 25 questions)**

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- Indian Constitution
- Indian Economy & Trade
- Sports
- Indian culture, Dance & Music
- Current affairs- India & Maharashtra

**2. Numerical Aptitude and logical Reasoning( 25 Questions)**

**Numerical Aptitude (15 questions)**

- Percentage.
- Ratio & Proportion
- Interest, Profit & Loss, Discount
- Time , Work & distance
- Square roots, Averages

**Logical Reasoning ( 10 Questions)**

- Coding and decoding - Small & Capital letters/numbers coding, decoding and classification
- Analogies - Symbolic/Number Analogy, Similarities and differences
- word building
- Blood Relationships

**3. English and Marathi Language(50 Questions)**

**English( 25 questions)**

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

**Marathi ( 25 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

**1. General Knowledge ( 10 questions)**

- Indian History & Geography
- Indian Constitution
- Indian Economy & Trade
- Sports
- Indian culture, Dance & Music
- Current affairs- India & Maharashtra

**2. Numerical Aptitude and logical Reasoning (10 Questions)**  
**Numerical Aptitude (05 questions)**

- Percentage.
- Ratio & Proportion
- Interest, Profit & Loss, Discount
- Time , Work & distance
- Square roots, Averages

**Logical Reasoning ( 05 Questions)**

- Coding and decoding - Small & Capital letters/numbers coding, decoding and classification
- Analogies - Symbolic/Number Analogy, Similarities and differences
- word building
- Blood Relationships.

**3. English and Marathi Language (20 Questions)**

**English (10 questions)**

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

**Marathi (10 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

#### **4. Domain specific to Post (60 questions)**

- PHN (Public Health Nurse Certificate) Level syllabus of all subjects  
Historical perspective of community health nursing in developed countries;  
Historical perspective of community health nursing in India; Concepts of health and theoretical approaches in community health nursing;  
Community health nursing process; Family health nursing; Evolution of health care system in India; Health programme ; Community development;  
Community organization; Community Diagnosis; Healthcare delivery system; Primary health care; Roles and responsibilities of field functionaries; Maternal and child health; Family planning; School health and its components; Health Education and communication media;  
Nutritional Problems and practical nutrition; Home visits; Records and reports; The sociocultural factors that affects health and disease;  
Treatment of minor ailments and standing orders; Food hygiene and prevention of food adulteration; Fairs and festivals; Control of communicable Diseases and its importance; Evaluation in health services;  
Town planning and housing; Public relations in community health; Civil registration and vital statistics; Rehabilitation; Ethics and legal issues in community health nursing and its Implications; Common procedures used in community health nursing; occupational health.

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**2. Numerical Aptitude and logical Reasoning( 20 Questions)**

**Numerical Aptitude (10 questions)**

- Percentage.
- Ratio & Proportion
- Interest, Profit & Loss, Discount
- Time , Work & distance
- Square roots, Averages

**Logical Reasoning ( 10 Questions)**

- Coding and decoding - Small & Capital letters/numbers coding, decoding and classification
- Analogies - Symbolic/Number Analogy, Similarities and differences
- word building
- Blood Relationships

**3. English and Marathi Language( 40 Questions)**

**English( 20 questions)**

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

## **Marathi ( 20 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
- Antonyms
- One word substitution

## **4. Domain - (20 questions)**

### Skill Development

Unit I: Introduction: Basic of personality, Human growth and behavior, Motivation and morality, Meaning of Skill, types; soft and hard skill, need for developing skill, human skill and behavior, Motivation and morality, skill development and employment

Unit II: Communication skills and Personality Development: Intra-personal communication and Body Language, Inter-personal Communication and Relationships, Leadership Skills, Team Building and public speaking, Communication in English, Presentation Skills, and Quality required for good public speaker,

Unit III: Techniques in Personality development Self confidence, Mnemonics, Goal setting, Time Management and effective planning, Stress Management, Meditation and concentration techniques, Self Motivation Self acceptance and Self growth

Unit IV : Entrepreneurial skill development Skill development of rural industrial sectors - small scale - handloom - agro based industries, rural artisans - handicrafts and sericulture. Meaning of entrepreneurship, types skill required for entrepreneurship

### Suggested Books:

1. Personality Development –Transform yourself by Rajiv K Mishra.
2. Personality Development and Communication Skills – II by Dr.C.B.Gupta
3. Business Communication and Personality Development: Lessons for Paradigm Change in Personality by Biswajit Das and Ipseeta Satpathy.
4. Entrepreneurship development.

**Post-6 - Tracer.**

**Level - I.T.I. in Tracer/ Surveyor/  
Civil Draftsman Trade Level**

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### **Marathi (10 questions)**

- Idioms and phrases
- Correct the sentences
- Fill in the blanks
- Synonyms
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- One word substitution

### **4. Domain specific to Post (60 questions)**

- I.T.I. in Tracer/ Surveyor/ Civil Draftsman Trade Level syllabus of all subjects.
- **Importance of safety and general precaution observed in industry and shop floor; Importance of BIS; Introduction of Code for practise of Architectural and building drawing; Knowledge of different types of Scales and Construction Material;** Building Constructions; Plastering; Protective materials; Treatment of Building Structures; Types of flooring and material used; linear and angular measurement by Instruments; Surveying; Levelling; Building-Principle, planning and objective and Importance; Introduction and types of Theodolite and Theodolite survey; description of different types of joint ; Plumbing tools and material use in plumbing; Method of cutting and joining of pipes; sanitary technical terms ; Types of damages in taps, Valves and water meters and tanks ; Definition and terms of application of concrete technology and modern terms ; Types of cement, Relevant IS codes, comparative study of their physical and chemical properties, Significance of different properties; Different Types of projection views; Arches- Technical term, Types, Centring; Lintel - Types , Wooden bricks stone, Steel and RCC; Types of stairs ,Construction detail of bricks , Stone and RCC stairs ; Basics concepts of lift and escalators; Pile foundation - Uses and types and material used; introduction about building constructions , Types of building structural system of building; Building plans- Introduction and types of plan ; Estimating and costing- Need and importance, Types of estimate ; Construction management. Computer aided drafting; Prefabricated structure; 3-D modelling concept in CAD; Park and playground- Types of recreation, Landscaping; Concept of design of earthquake resistance building; RCC structure; Material used for RCC; House drainage of building.