

**ONLINE EXAMINATION (CBT)** : The question paper for ONLINE EXAMINATION will be of Objective type in the Degree Standard (B.Com.) and it will be in English and in some sections will be in Tamil.

**B) ONLINE EXAMINATION :-**

SUBJECT (ONLINE EXAMINATION)			DURATION	MAXIMUM MARKS
i)	<b>Part-I</b> General Tamil /General English	20 items/ marks	2 hours	100
ii)	<b>Part-II</b> Aptitude & Mental Ability Test	20 items/ marks		
iii)	<b>Part-III</b> General Studies	60 items/ marks		

**C) QUESTIONS AND EVALUATION SCHEME:**

Sl. No.	Type	No. of Questions	No. of alternative answers	Max. mark for correct answer	Max. marks	Negative mark for every wrong answer
1	Part-I	20	4	1	20	1/3
2	Part-II	20	4	1	20	1/3
3	Part III	60	4	1	60	1/3

**Note:** Marks will not be deducted for the questions left unanswered.

**D) NORMALISATION OF MARKS :**

Short listing of Candidates for various stages shall be based on the normalized marks obtained by them whenever CBT is conducted in multiple sessions for the same syllabus.

## **E) CALCULATION OF NORMALIZED MARKS FOR MULTI-SESSIONS PAPERS:**

CBT (Computer Based Test) may have to be conducted in multi-sessions based on applicants strength. For these multisession papers, a suitable normalization is applied to take into account any variation in the difficulty levels of the question papers across different sessions. The formula for calculating the normalized marks for the multi-session papers is detailed below:

Normalization mark of  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  session  $\hat{M}_{ij}$  is given by:

$$\hat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

$M_{ij}$  : is the actual marks obtained by the  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  session.

$\overline{M}_t^g$  : is the average marks of the top 0.1% of the candidates considering all sessions.

$M_q^g$  : is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

$\overline{M}_{ti}$  : is the average marks of the top 0.1% of the candidates in the  $i^{\text{th}}$  session or marks of topper if session strength is less than 1000.

$M_{iq}$  : is the sum of the mean marks and standard deviation of the  $i^{\text{th}}$  session.

$M_q^{gm}$  : is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 4 decimals places.

## **F) SYLLABUS :**

The syllabus for Assessor are detailed as **Annexure-I** in this notification.

## **8. CENTRES FOR EXAMINATION**

**The centres for examination will be updated in the TANGEDCO website and will be informed to the candidates in their registered mail id.**

**Note:** The TANGEDCO reserves the right to increase / decrease the number of examination centres and to re-allot the candidates.

## **ANNEXURE – I (PART-I)**

**SYLLABUS** – (1) GENERAL ENGLISH – GRAMMAR

(2) பொதுத் தமிழ் (கொள்குறிவகைத் தேர்விற்கு) – இலக்கணம்

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### **(1) GENERAL ENGLISH – GRAMMAR**

1. Match the following words and Phrases given in Column A with their meanings in Column B.
2. Choose the correct 'Synonyms' for the underlined word from the options given
3. Choose the correct 'Antonyms' for the underlined word from the options given
4. Select the correct word (Prefix, Suffix)
5. Fill in the blanks with suitable Article
6. Fill in the blanks with suitable Preposition
7. Select the correct Question Tag
8. Select the correct Tense
9. Select the correct Voice
10. Fill in the blanks (Infinitive, Gerund, and Participle)
11. Identify the sentence pattern of the following sentence (Subject, Verb, and Object.)Blanks with correct 'Homophones'
12. Find out the Error (Articles, Prepositions, Noun, Verb, Adjective, and Adverb)
13. Comprehension
14. Select the correct sentence
15. Find out the odd words (Verb, Noun, Adjective, and Adverb)
16. Select the correct Plural forms
17. Identify the sentence (Simple, Compound, Complex Sentence)
18. Identify the correct Degree.
19. Form a new word by blending the words.
20. Form compound words (Eg: Noun+Verb, Gerund+Noun)

## (2) பொதுத் தமிழ் (கொள்குறிவகைத் தேர்விற்கு) – இலக்கணம்

1. பொருத்துதல் – (i) பொருத்தமானபொருளைத் தேர்வுசெய்தல் (ii) புகழ்பெற்ற நூல், நூலாசிரியர்.
2. தொடரும் தொடர்பும் அறிதல் (i) இத்தொடரால் குறிக்கப்பெறும் சான்றோர் (ii) அடைமொழியால் குறிக்கப்பெறும் நூல்
3. பிரித்தெழுதுக
4. எதிர்ச்சொல்லை எடுத்தெழுதுதல்
5. பொருந்தாச் சொல்லைக் கண்டறிதல்
6. பிழைதிருத்தம் (i) சந்திப்பிழையை நீக்குதல்(ii) ஒருமை பன்மை / பிழைகளை நீக்குதல் மரபுப் பிழைகள், வழுவச் சொற்களை நீக்குதல் / பிறமொழிச் சொற்களை நீக்குதல்
7. ஆங்கிலச் சொல்லுக்குநேரானதமிழ்ச் சொல்லை அறிதல்
8. ஒலிவேறுபாடறிந்து சரியானபொருளையறிதல்
9. ஒரெழுத்துஒருமொழிஉரியபொருளைக் கண்டறிதல்
10. வேர்ச்சொல்லைத் தேர்வுசெய்தல்
11. வேர்ச்சொல்லைக் கொடுத்து/ வினைமுற்று, வினையெச்சம், வினையாலனையும் பெயர், தொழிற் பெயரை/ உருவாக்கல்
12. அகரவரிசைப்படிசொற்களைச் சீர் செய்தல்
13. சொற்களைஒழுங்குபடுத்திசொற்றொடராக்குதல்
14. பெயர்ச்சொல்லின் வகையறிதல்
15. இலக்கணக் குறிப்பறிதல்
16. விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல்
17. எவ்வகைவாக்கியம் எனக் கண்டெழுதுதல்
18. தன்வினை, பிறவினை, செய்வினை, செயப்பாட்டுவினைவாக்கியங்களைக் கண்டெழுதுதல்
19. உவமையால்விளக்கப்பெறும் பொருத்தமானபொருளைத் தேர்ந்தெழுதுதல்
20. எதுகை, மோனை, இயைபு இவற்றுள் ஏதேனும் ஒன்றைத் தேர்ந்தெழுதுதல்.

## **Annexure – I (PART-II)**

### **APTITUDE & MENTAL ABILITY TESTS**

Conversion of information to data-Collection, compilation and presentation of data Tables, graphs, diagrams-Analytical interpretation of data - Simplification - Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area - Volume - Time and Work Decision making and problem solving-Logical Reasoning-Puzzles-Dice-Visual Reasoning-Alpha numeric Reasoning-Number Series- Logical Number/Alphabetical/ Diagrammatic Sequences.

## **Annexure – I (PART-III)**

### **Syllabus for the post of Junior Assistant(Accounts)**

#### **General Studies**

#### **Degree Standard – B.Com.**

- UNIT-I:** Commerce:- Economic basis of commerce - Commerce - trade - industry characteristics of Business - Business systems - Concepts of systems theory applied to business - concept of social obligation - Responsibility and Responsiveness.
- UNIT-II:** Forms of private and public sector enterprises - different kinds of organisation - sole proprietorship, partnership, jointstock company, promotion, incorporation, prospectus, commencement of business - functions of stock exchange - co\_operative societies - characteristics, Registration and control - types of societies. Public enterprises\_Meaning, characteristics, Economic, social and political objectives, argument in favour and against public enterprise - Departmental undertakings, Public corporation, Government company, Joint enterprise - Government holding companies.
- UNIT-III:** The evolution of management science - definition - basic principles - process of Management - functions, planning, organising, staffing, direction, communication, controlling, motivation - Management by objectives, Office equipments.
- UNIT-IV:** Secretarial practice - company secretary, qualification, procedure for appointment, powers, duties, rights and liabilities, removal, company meetings, notice, agenda, minutes.

- UNIT V:** Banking, commercial banks - functions, kinds of banks - banks and economic development - rural banks - co-operative banks, lead banks scheme - banker and customer - collecting and paying banker - rights, liabilities and protection, cheques, bills - National and International, letters of credit, crossing, marking and Endorsements- Mutual funds - Meaning organisation, management, objectives.
- UNIT-VI:** Marketing: Meaning - functions - Marketing mix - Market segmentation channels of Distribution - Demand analysis - Basic concepts and of analysis for demand forecasting - sale promotion - pricing objectives - methods of pricing - product line pricing - market reports and their interpretation - Regulated markets - consumerism.
- UNIT-VII:** Business law - Basic principles - law of contracts - specific contractor - law of agency, sale of goods Act, sales tax law, central excise law, law of Insurance.
- UNIT-VIII:** Financial Accounting - principles - trading and non trading, account form in complete records, hire purchase and instalment system, consignment - Joint venture - partnership - administration - retirement. Company accounts - issue, redemption of shares and debentures - forfeiture and re-issue - final account(simple problems).
- UNIT-IX:** Management and Cost accounting - elements of Cost - Cost sheet - Reconciliation of cost and financial account - Marginal Costing - standard Costing - Variance analysis.
- UNIT-X:** Auditing - objectives, valuations and verification, appointment, powers duties, qualification - audit report, audit programmes, cost audit.
- UNIT-XI:** Business statistics - characteristics - primary and secondary data - collection of data - diagrams and graphs - Mean, Mode, Median, Standard deviation, correlation and regression - time series.
- UNIT-XII:** Basic structures of computers - computers for management - Introduction to Lotus 1, 2, 3 - Word star, Cobol.

**Chief Engineer/Personnel**