

**SYLLABUS FOR CONDUCT OF LIMITED DEPARTMENTAL
EXAMINATION TO THE POST OF CHILD DEVELOPMENT PROJECT
OFFICER (CDPO) UNDER SOCIAL WELFARE DEPARTMENT**

Paper	Subject	Marks	Duration
Paper-I	English Comprehension	20	3 hours with compensatory time for 20 minutes per hour for persons with benchmarked disabilities
	Drafting	20	
	English Grammar	30	
	Basic Computer knowledge	30	
	Total	100	
Paper-II	CCS (Conduct) Rules, 1964	20	3 hours with compensatory time for 20 minutes per hour for persons with benchmarked disabilities
	CCS (CCA) Rules, 1965	20	
	Fundamental Rules Chapter II, III, IV, V, VIII	20	
	General Financial Rules	20	
	Central Treasury Rules	20	
	Total	100	
Paper-III	Scheme under Umbrella ICDS		3 hours with compensatory time for 20 minutes per hour for persons with benchmarked disabilities
Unit 1	Anganwadi Services:		
A	ICDS-Objectives of the scheme	10	
	ICDS-Target Beneficiaries		
	ICDS-Packages of Service		
B	ICDS Funding Pattern	10	
	Revised Nutritional and Financial Norms in ICDS		
	Expansion of ICDS		
	Strengthening and Restructuring of ICDS in the 12 th 5 Year Plan		
	(a) Programmatic Reforms		
	(b) Management Reforms		
	(c) Institutional Reforms		
	GIA for construction of AWC under restructured ICDS		
	State Annual Programme Implementation Plan		

C	Role and responsibilities of DPO	20	
	Role and responsibilities of CDPO		
	Role and responsibilities of Circle Officer		
	Role and responsibilities of Anganwadi Worker		
	Role and responsibilities of Anganwadi Helper		
D	Anganwadi Centre Infrastructure	10	
	Convergence with other programmes		
	Population Norms for setting up of AWCs		
	Setting up of Project Area		
	Staff Pattern at District and Project/Block		
E	Monitoring & Evaluation Mechanism at the State Level	10	
	MIS-Rapid Reporting System		
	Guidelines for Field Visit to ICDS Block & AWC		
	Role and Composition of Block Level Monitoring Committee on ICDS		
Unit 2	Scheme for Adolescent Girls (SAG):	10	
	Objectives and target beneficiaries of the scheme		
	Role and responsibilities of DPO, CDPO		
	Role and responsibilities of Supervisor, Anganwadi Worker, Sakhi and saheli		
	Convergence strategy under SAG		
Unit 3	Pradhan Mantri Matru Vandana Yojana (PMMVY):	10	
	Objectives, target beneficiaries and benefits of the schemes		
	Role and responsibilities of District Nodal Officer		
	Role and responsibilities of Block Level Officer (CDPO)		
	Role and responsibilities of Supervisor/Circle Officer		
Role and responsibilities of Anganwadi Workers and Anganwadi Helper			
Unit 4	National Nutrition Mission (Poshan Abhiyan):	10	
	Mission goals and function:		
	Composition and role of DCP (District), BCP, Role of PRI		
	Guideline for conduct of CBE		
	Strategies for Jan Andolan Campaigns		
Village Health Sanitation and Nutrition Day (VHSND)			

Unit 5	National Crèche Scheme:		10	
	Objectives and target group			
	Physical infrastructure and other facilities			
	Implementation Guidelines of the scheme			
	Monitoring of Crèches			
Total		100		
Paper-IV	Child Development and Administrative Skills			3 hours with compensatory time for 20 minutes per hour for persons with benchmarked disabilities
Section A	Child Development & Pre-School:			
Unit 1	Child Development:			
	Prenatal development and care: Intra-uterine growth, birth of the child, care of the mother during the pregnancy.		10	
	Infant: Sensory capabilities, motor development, physical development			
	Cognitive development: Meaning, sensory-motor stage, role of the care giver			
	Language: Development of language, influence on language development			
	Play activities for infants: Activities for up to six months, activities for seven months to one year			
Unit 2	Child Development:			
	Physical development		10	
	Development of motor skills: Gross motor skill and fine motor skill			
	Creative and aesthetic development in children – its meaning			
	Cognitive abilities: Matching, seriation, classification/grouping, identifying common relations, conservation, understanding cause and relationship			
Unit 3	Child Development:			
	Acquiring concepts: Concept of big/small, far/near, long/short, etc. and concept numbers, space, time, distance, etc.		10	
	Language skill of the pre-school child: Increase in vocabulary, pre-reading and pre-writing skills, speech problems in childhood			
	Self-concept: Origin of self concept, concept of gender			
	Social development and its importance			

Unit 4	Planning Pre-school curriculum:		
	Necessity of planning curriculum	10	
	Physical and motor development goals, cognitive development goals		
	Language development goals, social development goals and emotional goals		
Unit 5	Involving family and community:		
	Relating with the family	10	
	Community participation		
	Establishing rapport with other adults in the Centre		
Unit 6	Evaluation:		
	Evaluating the ECCE activity	10	
	Use of Assessment Card in AWC		
	Evaluation and Grading of AWCs – Its needs and importance		
Unit 7	Setting up and running Anganwadi Centre:		
	Space for Centre	10	
	Organizing indoor space		
	Organizing outdoor space		
	Equipment, play materials and corners		
Section B	Administrative Skill:		
Unit 1	Supervision:		
	Meaning of supervision. Its difference from monitoring	10	
	Responsibility of supervisor		
	Supervisory skills		
Unit 2	Communication skills:		
	Characteristic of communication	10	
	Importance of communication in the workplace		
	Types of communication: Verbal and non-verbal		
Unit 3	Leadership:		
	Importance of teamwork in ICDS and Leadership and managerial Skill required of a CDPO	10	
Total		100	