

Syllabus for limited Departmental Examination for Functional Managers,
Industries Department.

1. GENERAL ENGLISH - 100 MARKS

- a) Comprehension of given passages.
- b) Grammar : Parts of Speech: Nouns, Adjective, Verb, Adverb, Preposition, Etc.
- c) Compositions:
 - i) Analysis of complex and compound sentences.
 - ii) Transformation of sentences.
 - iii) Synthesis of sentences.
- d) Correct usage and vocabularies.
- e) Essay writing.
- f) Precis writing.
- g) Letter writing.
- h) Idioms & Phrases.
- i) Expansion of passages.

2. GENERAL KNOWLEDGE - 100 MARKS

1. Current Affairs	-	20	marks
2. Who's who	-	10	marks
3. Books & Authors	-	5	marks
4. Sobriquets	-	5	marks
5. Inventions & Discoveries	-	10	marks
6. General Science	-	10	marks
7. Cultural & Historical Heritage of India and Mizoram	-	20	marks
8. Abbreviations & Acronyms	-	10	marks
9. Simple Arithmetic	-	10	marks

3. Industrial Management & Public Administration-100 Marks

Industrial Management - 60 Marks

- Module 1: Industrial Policies, Acts and Rules.**
Industrial Policies of 1948, 1956, 1973, 1977, 1980 & 1991. North East Industrial Policy, 1997 and North East Industrial & Investment Promotion Policy, 2007. Industrial Policy of Mizoram State, 1989 & New Industrial Policy of Mizoram, 2000. Industries (Development & Regulation) Act. Factories Act, Micro, Small and Medium Enterprises Development Act. Companies Act. MRTP Act, FERA, FEMA and the Rules made under these Acts.
- Module 2: Ministries, Departments and Organizations of Government.**
Functions of the Ministry of Commerce and Industry; Heavy Industries and Public Enterprises; Textiles; Food Processing Industries; Micro, Small and Medium Enterprises; various Departments and Organizations. Role of RBI, NABARD, IDBI, SIDBI, Nationalized Banks, Commercial Banks, Role of KVIC, Export Promotion Councils, Commodity Boards, NID, NIFTs, NIESBUD, NIMSME, IIE, MSME-DI. State Departments and Industrial Development Corporations.
- Module 3: Industry and Economic Development.**
Role of Public Sector Enterprises, Industrial Parks, Special Economic Zones. Problems and growth of Micro, Small and Medium Enterprises. Cottage and Village Industries and Rural Industrialization. Impact of Liberalization, Privatization and Globalization in Economic Growth.
- Module 4: Industrial Planning, Management, Project Formulation and Evaluation.**
Theories of Industrial location, dispersion and problems of regional imbalance. Ownership structure of industries in the country and in Mizoram. Growth of industries in successive Five Year Plan. Planning for setting up of industries. Development of Entrepreneurship. Methods of Project Formulation. Methods of Project Evaluation/Appraisal.
- Module 5: Industrialization in Mizoram.**
Scenario of industrial infrastructures. Availability of industrial credits. Level of Entrepreneurship. Analysis of organizational structure for industrialization. Natural resources for industrialization. Manufacturing enterprises. Service Sector Enterprises. Contribution of Enterprises in Economic development of Mizoram.

Public Administration - 40 Marks.

- Unit I: Meaning and Significance of Public Administration, its role in developing society. Ecology of Administration, Social, Economics, Cultural and Political. New Public Administration, New Public Management and concept of Development Administration.
- Unit II: Theory of organisation, Behavioral approach, system approach, Hierarchy, unity of command, Span of control, Co-ordination, Supervision, Centralisation, Decentralisation and Delegation. Line and Staff, Headquarters and Fields Relationship. Leadership, Communication and Motivation.
- Unit III: Personnel Administration, Bureaucracy, Recruitment, Training, Promotion, Salary administration, Discipline, Employee-Employer Relations, Union and State Public Service Commissions, Generalist and Specialist, Neutrality, Accountability, Responsibility and Control. Formulation and Implementation of Public Policy.
- Unit IV: Parliamentary form of Government, Democracy, Federalism and Planning, Political Executives at the Union level, President, Prime Minister and Council of Ministers.
- Unit V: Machinery for planning, Planning Commission, National Development Council and State level planning.
- Unit VI: State Administration, Governor, Chief Minister, Council of Ministers and Chief Secretary. Role and importance of District Commissioner, Local Administration, Panchayati Raj, Urban Local Government features and problems.