



ગુજરાત જાહેર સેવા આયોગ

છ-૩ સર્કલ પાસે, છ રોડ, સેક્ટર-૧૦/એ, ગાંધીનગર-૩૮૨૦૧૦

ખ.ક.૧૬૩/૨૦૨૦-૨૧

જાગ્યાનું નામ: ઉદ્યોગ અધિકારી, વર્ગ-૨

(ઉદ્યોગ અને ખાણ વિભાગ)

ભાગ-૧ અને ભાગ-૨ ના ૧૮૦ મિનિટના સંયુક્ત પ્રશ્નપત્રની પ્રાથમિક કસોટીનો અભ્યાસક્રમ

પ્રાથમિક કસોટીનો અભ્યાસક્રમ	
ભાગ-૧	
માધ્યમ: ગુજરાતી	કુલ ગુણ : ૧૦૦
૧	ભારતની ભૂગોળ- ભૌગોલિક, આર્થિક, સામાજિક, કુદરતી સંસાધન અને વસ્તી અંગેની બાબતો- ગુજરાતના ખાસ સંદર્ભ સાથે
૨	ભારતનો સાંસ્કૃતિક વારસો- સાહિત્ય, કલા, ધર્મ અને રચાપત્યો- ગુજરાતના ખાસ સંદર્ભ સાથે
૩	ભારતનો ઇતિહાસ- ગુજરાતના ખાસ સંદર્ભ સાથે
૪	ભારતની અર્થવ્યવસ્થા અને આયોજન
૫	ભારતીય રાજનીતિ અને ભારતનું બંધારણ: (૧) આમુખ (૨) મૂળભૂત અધિકારો અને હુકમો (૩) રાજ્યનીતિના માર્ગદર્શક સિદ્ધાંતો (૪) સંસદની રચના (૫) રાષ્ટ્રપતિની સત્તા (૬) રાજ્યપાલની સત્તા (૭) ન્યાયતંત્ર (૮) અનુસૂચિત જાતિ, અનુસૂચિત જનજાતિ અને સમાજના પછાત વર્ગો માટેની જોગવાઈઓ (૯) એટર્ની જનરલ (૧૦) નીતિ આયોગ (૧૧) પંચાયતી રાજ (૧૨) નાણા પંચ (૧૩) બંધારણીય તથા વૈધનિક સંસ્થાઓ- ભારતનું ચૂંટણી પંચ, સંઘ લોક સેવા આયોગ, રાજ્ય લોક સેવા આયોગ, કોમ્પ્યુટર એન્ડ ઓડિટર જનરલ, કેન્દ્રીયસતર્કતા આયોગ, લોકપાલ તથા લોકાયુક્ત અને કેન્દ્રીય માહિતી આયોગ
૬	સામાન્ય બૌદ્ધિક ક્ષમતા કસોટી
૭	સામાન્ય વિજ્ઞાન, પર્યાવરણ અને ઇન્ફર્મેશન એન્ડ કોમ્યુનિકેશન ટેકનોલોજી
૮	ખેલ જગત સહિત રોજબરોજના પ્રાદેશિક, રાષ્ટ્રીય અને આંતરરાષ્ટ્રીય મહત્વના બનાવો

Syllabus of Preliminary Test

Part-1

Medium: Gujarati

Total Marks-100

1	Geography of India-Physical, Economic, Social, Natural Resources and population related topics- with special reference to Gujarat
2	Cultural heritage of India-Literature, Art, Religion and Architecture- with special reference to Gujarat
3	History of India with special reference to Gujarat
4	Indian Economy and Planning
5	<u>Indian Polity and the Constitution of India:</u> 1. Preamble 2. Fundamental Rights and Fundamental Duties 3. Directive Principles of State Policy 4. Composition of Parliament 5. Powers of the President of India 6. Powers of Governor 7. Judiciary 8. Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society 9. Attorney General 10. NITIAayog 11. Panchayati Raj Institutions 12. Finance Commission 13. Constitutional and Statutory Bodies: Election Commission of India, Union Public Service Commission, State Public Service Commission, Comptroller and Auditor General; Central Vigilance Commission, Lokpal and Lokayukta, Central Information Commission
6	General Mental Ability
7	General Science, Environment and Information & Communication Technology
8	Daily events of Regional, National and International Importance including Sports

Part-2

Syllabus for the Preliminary test for the recruitment of Industries Officer, Class-II (Gujarat Industrial Service)

Marks – 200

Questions – 200

Medium - English

1. Managerial Function and Process:

Concept and foundations of management, Evolution of Management Thoughts; Managerial Functions—Planning, Organizing, Controlling; Decision-making; Role of Manager, Managerial skills; Entrepreneurship; Management of innovation; Managing in a global environment, Flexible Systems Management; Social responsibility and managerial ethics; Process and customer orientation; Managerial processes on direct and indirect value chain.

2. Financial Management :

Goal of Finance Function. Concepts of value and return. Valuation of bonds and Shares; Management of working capital : Estimation and Financing; Management of cash, receivables, inventory and current liabilities; Cost of capital ; Capital budgeting; Financial and operating leverage; Design of capital structure: theories and practices; Shareholder value creation: dividend policy, corporate financial policy and strategy, management of corporate distress and restructuring strategy; Capital and money markets: institutions and instruments; Leasing hire purchase and venture capital; Regulation of capital market; Risk and return: portfolio theory; CAPM; APT; Financial derivatives: option, futures, swap; Recent reforms in financial sector.

3. Production and Operations Management:

Fundamentals of operations management; Organizing for production; Aggregate production planning, capacity planning, plant design: process planning, plant size and scale of operations, Management of facilities; Line balancing; Equipment replacement and maintenance; Production control; Supply, chain management—vendor evaluation and audit; Quality management; Statistical process control, Six Sigma; Flexibility and agility in manufacturing systems; World class manufacturing; Project management concepts, R&D management, Management of service operations; Role and importance of materials management, value analysis, make or buy decision; Inventory control, MRP; Waste management.

4. Economic System and Business

Economic System: capitalism, socialism and mixed economy, National Income, Monetary and Fiscal Policy (finance commission), Industrial Policy, Union Budget, Social Environment, Technological Environment, International Business Environment.

5. Government Business Interface:

State participation in business, Interaction between Government, Business and different Chambers of Commerce and Industry in India; Government's policy with regard to Small Scale Industries; Government clearances for establishing a new enterprise; Public Distribution System; Government control over price and distribution; Consumer Protection Act (CPA) and The Role of Voluntary Organizations in protecting consumers' rights; New Industrial Policy of the Government : liberalization, deregulation and privatisation; Indian planning system; Government policy concerning development of Backward areas/regions; The Responsibilities of the business as well as the Government to protect the environment; Corporate Governance; Cyber Laws.

6. Entrepreneurship

Entrepreneur: meaning, importance, Qualities, nature types, traits, culture. Entrepreneurship and economic development: its importance, Role of entrepreneurship, entrepreneurial environment.

7. Constitutional Support and Framework for Entrepreneurship:

Institutions – All India, State Level and Fund-Based, Supporting Policies of Entrepreneurship, Industrial Policy, Fiscal Incentives, Measures for Promotion and Development of Entrepreneurs

8. Small Business & Management of MSMEs

Concept & Definition, Role of Small Business in the modern Indian Economy, Small entrepreneur in International business; Steps for starting a small industry, registration as SSI, Role of SIDBI; advantages and problems of SSIs; Institutional Support mechanism in India; Incentives & Facilities, Govt. Policies for SSIs, Setting MSMEs- location of enterprise - steps in setting - Problems of entrepreneurs - Sickness in small industries - reasons and remedies – Incentives and subsidies - Evaluating entrepreneurial performance - Rural entrepreneurship - Women Entrepreneurship.

9. Organizational setup and functions of various departments/ divisions/ institutions/ boards under Ministry of Commerce and Industry, Ministry of Micro, Small and Medium Enterprises, Ministry of New and Renewable Energy, Ministry of Power and Ministry of Food Processing Industries.

10. Various Government Policies and Acts:

Gujarat Industrial Policy 2020; Gujarat Vibrant Summit; State Government's Cluster Development Policy and various R & D institutions; State Government's Cottage and Rural Industries Policy 2016; The Micro, Small and Medium Enterprises Development Act, 2006; Gujarat Micro, Small and Medium Enterprises (Facilitation of Establishment and Operation) Act, 2019; Comprehensive Agro Business Policy (2016-21) of Government of Gujarat; The Gujarat Special Economic Zones Act, 2004; Special Economic Zones Act 2005 of Government of India; The Gujarat Industrial Development Act, 1962; Electronics & IT ITes Start Up Policy(2016-21); Gujarat Textile Policy 2012; Gujarat Mining Policy, 2003; Industrial Park, Logistic Park, Textile Parks; Diamond Industry; National Pollution Prevention Policy and Laws; Technology up gradation Scheme; Central and State Government's Various Policies of energy sector including Solar Power Policies.

11. Various Schemes for Industrial Development of Central Government and Gujarat State Government.

12. Industrial Finance in India: An Overview, Challenges and Recent Trends

13. Application of E-Governance and ICT in Industries.

14. Current Trends and Recent Advancements in the field of Industrial Development.