

SYLLABUS & WEIGHTAGE OF QUESTIONS FOR
EXAMINATION
ADVERTISEMENT NO. 01/2025/CHQ

JUNIOR EXECUTIVE (FIRE SERVICES)

Total Marks: 120

Duration: Two hours

Part-A

General Knowledge, General Intelligence,
General Aptitude, English etc.

Weightage 50%

Part-B

Questions on subjects relating to
Educational Qualifications

Weightage 50%

1. Applied Chemistry
2. Applied Mechanics
3. Strength of Materials
4. Fire Services Hydraulics
5. Pumping Machinery & Accessories
6. Fire Prevention & Protection
7. Fire Fighting Equipments
8. Fixed Fire Fighting Installations
9. Structural Fires & Building Fire Safety
10. Rescue Equipment & Techniques
11. Communication & Detection System
12. Heavy Vehicle & Automobile Engg.
13. Heat Combustion & Explosives
14. Special Fire Hazards
15. Electrical Fires
16. Aircraft Fires
17. Hazardous Materials
18. Fire Codes and Standards

SYLLABUS & WEIGHTAGE OF QUESTIONS FOR
EXAMINATION
ADVERTISEMENT NO. 01/2025/CHQ

JUNIOR EXECUTIVE (HUMAN RESOURCES)

Total Marks: 120

Duration: Three hours

Part-A

General Knowledge, General Intelligence,
General Aptitude, English etc.

Weightage 50%

Part-B

Questions on subjects relating to
Educational Qualifications

Weightage 50%

Part-B: PAPER-I (Objective)	
(A)	
	• Organizational Theory, Structure & Design
	• Recruitment & Selection
	• Performance Management system
	• Compensation Management, Reward & Punishment
	• Human Resource Information System
	• Training & Development
	• Accounting & Finance for Managers
	• Management of Public Enterprises
	• Business Ethics & Corporate Social Responsibility
	• Wage & Salary Administration
	• Behavioral Communication and Relationship Management
	• Conflicts & Negotiations
	• Leadership Power & Politics
	• Labour Laws:- Minimum Wages Act, Payment of Bonus Act, Payment of Wages Act, Maternity Benefit Act, Workmen's Compensation Act, Industrial Employment Standing Order Act, Provident Fund Act, Inter State Migrant Labour Act, Contract Labour (Regulation and Abolition) Act, Conciliation Act, Industrial Disputes Act, Factories Act, Payment of Gratuity Act, Trade Union Act.
	• Industrial Relations – Trade Unionism
	• Emotional Intelligence & Managerial Effectiveness
	• Right to Information Act
	• Constitution of India
	• Personality Development & Business Communication
Part-B: PAPER-II (Descriptive)	
(B)	Comprehension & Essay Writing

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EXAMINATION
ADVERTISEMENT NO. 01/2025/CHQ

JUNIOR EXECUTIVE (OFFICIAL LANGUAGE)

Total Marks: 120

Duration: Three hours

Part-A

General Knowledge, General Intelligence,
General Aptitude, English etc.

Weightage 50%

Part-B

Questions on subjects relating to
Educational Qualifications

Weightage 50%

1. अंग्रेजी से हिन्दी अनुवाद (300 शब्द)
2. हिन्दी से अंग्रेजी अनुवाद (300 शब्द)
3. अंग्रेजी से हिन्दी सार अनुवाद
(300 शब्दों के पेरोग्राफ के 100 शब्दों में सार अनुवाद)
4. राजभाषा अधिनियम, नियम संबंधी प्रश्न
5. प्रशासनिक शब्दावली के अंग्रेजी शब्दों का हिन्दी पर्याय
6. प्रशासनिक शब्दावली के हिन्दी शब्दों का अंग्रेजी पर्याय
7. अंग्रेजी शब्दों के अंग्रेजी पर्याय
8. किसी एक विषय पर टिप्पणी