

प्राचार्य, शासकीय औद्योगिक प्रशिक्षण संस्था/उपप्राचार्य, शासकीय औद्योगिक प्रशिक्षण संस्था/निरीक्षक, व्यवसाय शिक्षण व प्रशिक्षण/परीक्षा नियंत्रक, महाराष्ट्र राज्य कौशल्य, व्यवसाय शिक्षण व प्रशिक्षण मंडळ, महाराष्ट्र शिक्षण सेवा, गट-अ (कनिष्ठ) (तांत्रिक) आणि

उप संचालक, व्यवसाय शिक्षण, महाराष्ट्र शिक्षण सेवा, गट-अ (तांत्रिक) (वरिष्ठ) कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग

Principal, Government Industrial Training Institute/Vice Principal, Government Industrial Training Institute/ Inspector, Vocational Education and Training/ Exam Controller, Maharashtra State Board of Skill, Vocational Education and Training, Maharashtra Education Service, Group A (Junior) (Technical)

And

Deputy Director, Vocational Education, Maharashtra Education Service, Group A (Technical) (Senior) Skill, Employment, Entrepreneurship and Innovation Department

परीक्षेचे टप्पे: १) लेखी परीक्षा: २०० गुण

२) मुलाखत: ५० गुण

-: परीक्षा योजना :-

विषय व सांकेतांक	माध्यम	प्रश्नसंख्या	गुण	कालावधी	दर्जा	प्रश्नपत्रिकेचे स्वरूप
विभागाशी व पदाच्या कर्तव्य व जबाबदा-यांशी संबंधित घटक (११११)	इंग्रजी	१००	२००	एक तास	पदवी	वस्तुनिष्ठ बहुपर्यायी

अ) नकारात्मक गुणदान:

- १) प्रत्येक चुकीच्या उत्तराकरीता २५% किंवा १/४ एवढे गुण एकुण गुणांमधून वजा/ कमी करण्यात येतील.
- १०) एखाद्या प्रश्नाची एकापेक्षा अधिक उत्तरे दिली असल्यास अथवा ज्या उमेदवाराने उत्तरपत्रिकेत पूर्ण वर्तुळ चिन्हांकित केले नसेल अशा प्रश्नाचे उत्तर चुकीचे समजण्यात येऊन त्या प्रश्नाच्या उत्तराकरीता २५% किंवा १/४ एवढे गुण एकुण गुणांमधून वजा/ कमी करण्यात येतील.
- ११) वरीलप्रमाणे कार्यपद्धतीचा अवलंब करताना एकुण अंतिम गुणांची बेरीज अपूर्णाकात आली तरीही ती अपूर्णाकातच राहील व पुढील कार्यवाही त्याच्या आधारे करण्यात येईल.
- १२) एखाद्या प्रश्नाचे उत्तर अनुत्तरित असेल तर, अशा प्रकरणी नकारात्मक गुणांची पद्धत लागू असणार नाही.

ब) अंतिम गुणवत्ता यादी ही वस्तुनिष्ठ परीक्षेतील व मुलाखतीतील एकत्रित गुणांवर आधारीत राहील.

-: अभ्यासक्रम :-

विभागाशी व पदाच्या कर्तव्य व जबाबदा-यांशी संबंधित घटक या विषयामध्ये खालील घटक व उपघटकांचा समावेश असेल.

Sr. No.	Topic
1	General Education: Evolution; Education as a tool of Human Resource Development and social change; Pre-primary to Higher Education; Problems and issues; Universalization of education; National Policies on Education in India and recommendations of Committees; Quality improvement; Impact of Globalization and Privatization on Indian education; etc.
2	Vocational Education: Evolution; Objective and Scope; Stages for introduction of Vocational Education in regular educational stream; Policies for Skill Development and Vocational Education; Concept and meaning of work experience and socially useful productive work, Objective and scope of Pre-Vocational Education; Problems and Issues; etc.
3	Role of various apex Institutes in Human Resource Development: Role of DGT; NCVET; Skill India; NSDA; NSDC; SSC; CSTARI; NIMI; ATI; NCERT; NIESBUD; NIEPA; PSSCIVE; TITI; AICTE; MHRD; RIE; UGC; IIT; Open Universities; Skill Universities; NERI; NITIE; SIVE; CBSE, ICSE, etc.

4	Concepts related to Skill Development: Concepts: National Occupation Standard; Qualification Pack; Job Role; Skilling; Reskilling; Upskilling; RPL; NSQF; NCrF; ABC; DST; OJT; provisions of National Education Policy; etc.
5	Government efforts for Skill Development: Scheme for Skill Development, Employment, Entrepreneurship and Innovation by International Agencies, Government of India, Government of Maharashtra, District Administration, Local Self Government, CSR; etc.
6	Socio-Economic development of Society: Children, Youth, Women, Tribal, Socially and Economically deprived classes, Senior Citizen, Minorities, Person with Disability and Labour: Problems and issues related to education, health, economical and social aspects; Government Welfare Policies and schemes; Role of State, National and International agencies; Voluntary Organisations; People participation; Sustainable Development; Social Sector initiatives; etc.
7	Industrial development: Evolution; Industry 1.0 to 5.0; Challenges: Poverty, Unemployment and Regional Imbalances; Locational factors and Growth Pattern; Structure, Problem and potential of Large, Small, Micro, Cottage and Village industries; Impact of liberalization, privatization and globalization; State Government Policy; etc.
8	Sectoral Development: Trends in Sectoral Development and profile of agriculture, industry and service sector; Economic Sectors: Sectors, share in economy, issues, employment and self employment opportunities, projections; Emerging Sectors and required Future Skill; Crises and problems related to Infrastructure; etc.
9	Human Resource Development in India: Present status of population; Quantitative and Qualitative aspects; Population policy and projections; Importance and need of Human Resource planning; Components and factors of Human Resources planning; Nature, types and problems of unemployment; Trends of Employment; Demand estimate of skilled manpower; Migration: effects on source and destination areas; Rural settlements and rural economy; Sustainable development of cities.
10	Managerial Function and Process: Concept and foundations of management, Evolution of Management Thoughts; Managerial Functions: Planning, Organizing, Controlling; Managerial skills; Entrepreneurship; Management of innovation; Flexible Systems Management; Social responsibility and managerial ethics; Process and customer orientation; Managerial processes on direct and indirect value chain; Gender balance; People participation and involvement; Important aspects of governance, transparency and accountability, e-governance: applications, models, successes, limitations, and potential; citizens charters, transparency and accountability and institutional and other measures; etc.
11	Organisational Behavior and Design: Conceptual model of organization behavior; The individual processes: personality, values and attitude, perception, motivation, learning and reinforcement, work stress and stress management; The dynamics of Organization behaviour: power and politics, conflict and negotiation, leadership process and styles, communication; The Organizational Processes: decision making, job design; Classical, Neoclassical and Contingency approaches to organizational design; Organizational theory and design: Organizational culture, managing cultural diversity, learning Organization; Organizational change and development; Knowledge Based Enterprise: systems and processes; Networked and virtual organizations.
12	Human Resource Management: HR challenges; HRM functions; The future challenges of HRM; Strategic Management of human resources; Human resource planning; Job analysis; Job evaluation; Recruitment and selection; Training and development; Promotion and transfer; Performance management; Compensation management and benefits; Employee morale and productivity; Management of Organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; International human resource management; Demand estimation of skilled manpower; Apprentice engagement; Process of Placement; Orientation and Training of new recruits; etc.

13	Quantitative Techniques in Decision Making: Classification of data; Measures of central tendency and dispersion; correlation and regression; Time series analysis; Forecasting techniques; Elementary concepts of Binomial, Poisson and normal distribution; Linear programming; problem formulation; Simplex method and graphical solution; PERT and CPM; SWOT analysis; value analysis; Decision making under certainty; etc.
14	Total Quality Management: Reengineering, Empowerment, Benchmarking, Down Sizing, Learning Organisations; Latest Trends in Management: Quality Circles, Kaizen, 5-S, Just in Time, ISO, Six Sigma,
15	Financial Management: Goal of Finance Function; Concepts of value and return; Management of working capital: Estimation and Financing; Management of cash, receivables, inventory and current liabilities; Cost of capital; Capital budgeting; Financial and operating leverage; Venture capital; State Government Budget; State Government Budgetary process and control; Performance Budgeting; Zero-based budgeting; Audit and Cost Benefit Analysis; Cost reduction techniques; Job and process costing; etc.
16	Management Information System: Conceptual foundations of information systems; Information theory; Information resource management; Types of information Systems; Systems Development: Overview of Systems and Design; System Development management life-cycle; Designing online and distributed environments; Implementation and control of project; Trends in information technology; Managing data resources; Enterprise Resource Planning (ERP); e-Business architecture; e-Governance; User involvement; Evaluation of information systems; Cyber Laws.
17	Development Administration: Meaning and Features; Scope and Significance; Public Administration as a tool for Development; Changing role of Bureaucracy in development; Role of Various Agencies in Development; Peoples Participation and Development; State participation in business, Interaction between Government, Business and different Chambers of Commerce and Industry in India; Public Relation; Public Distribution System; Pressure Groups; etc.
18	Managerial Ethics and Challenges in the Future: Ethics in the Workplace; Formulation of ethics; Managerial ethics; Managing ethical behaviour; Codes of Ethics; Ethics training; Encouraging ethical behaviour, Management of Change; Organizational Development; Globalization; Demographic Change Resource Availability; Social Responsibility; Areas of social responsibility; Managing social responsibility; Entrepreneurship and Intrapreneurship.
19	Office Administration: Meaning; Nature; Importance and Functions of Office Administration; Elements of Office Administration; Office Procedure and Method; Disposal of cases; Working of Office Administration; Administrative Reforms; Right to Information Act, 2005; Right To Services Act 2015; etc.
20	Training Planning and Implementation Role of training coordinator, Mode of training; New trends in training; Teachers training program; Linkage with Industries; importance and development of curriculum; development of media for instructions; Mode of evaluation/ assessment; Importance of Industry Institute-Interaction; Apprenticeship Act; Factory Act; Workmen's Compensation Act Unauthorized Institution; Entrepreneurship Development Program; Safety at workplace; Fire protection; First-aid techniques; Impact of Industrialization and globalization on Training; etc.

दिनांक — २३ ऑक्टोबर, २०२४

अवर सचिव
महाराष्ट्र लोकसेवा आयोग