

SCHEME AND SYLLABUS FOR THE POST OF PRINCIPAL AND FINANCE OFFICER THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION

S. No.	Name of post	Paper	Duration	Total No. of questions	Total Marks	Subject /Topics
1	Principal	(Objective)	3 Hrs	150	150	<p>Academic (40)</p> <p>1. CHILD DEVELOPMENT AND PEDAGOGY</p> <p>(i) Development of Child Development , Growth & Maturation –Concept & Nature, Principles of development, Factors influencing Development – Methods and Approaches of Child Development – Observation , Interview , Case study, Experimental, Cross sectional and Longitudinal , Development tasks and Hazards.</p> <p>(ii) Understanding Learning Concept, Nature of Learning – input – process – outcome, Factors of Learning - Personal and Environmental, Approaches to Learning and their applicability-Behaviourism (Skinner, Pavlov, Thorndike), Constructivism (Piaget, Vygotsky), Gestalt(Kohler , Koffka) and Observational (Bandura),Dimensions of Learning – Cognitive, Affective and Performance, Motivation and Sustenance –its role in learning, Memory & Forgetting, Transfer of Learning.</p> <p>(iii) Pedagogical concerns Teaching and its relationship with learning and learner, Learners in Contexts: situating learner in the socio-political and cultural context.</p> <p>Managing behaviour problems, Guidance& Counselling, Punishment and its legal implications, Rights of a child, Time Management, Distinction between Assessment for Learning& Assessment of</p>

					<p>Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.</p> <p>2. PERSPECTIVES IN EDUCATION AND SCHOOL ORGANIZATION</p> <p>(i) Acts / Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.</p> <p>(ii) National Curriculum Framework, 2005: Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and Classroom Environment and Systemic Reforms.</p> <p>(iii) School Organization: Institutional Planning, principal as a Leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Co-curricular Activities, Office Management, Resources required for a good school, Organizational Climate, Evaluation, Job satisfaction of the Staff.</p> <p>3. TEACHING METHODOLOGY</p> <p>(i) Curriculum: Meaning, Principles, types of curriculum organization, approaches.</p> <p>(ii) Planning: Instructional Plan- Year Plan, Unit Plan, Lesson Plan.</p> <p>(iii) Instructional material and resources: Text Books, Work books, Supplementary material AV aids, Laboratories, Library, Clubs- Museums- Community, Information and Communication Technology.</p> <p>(iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic Achievement Test.</p>
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2	Finance Officer	(Objective)	3 Hrs	150	150	<p>ADMIN & ACCOUNTS(100)</p> <ol style="list-style-type: none"> 1. Maintenance of cash book 2. Preparation of Bank Reconciliation statement 3. Posting of ledger Accounts 4. Preparation of Trial balance and final Accounts 5. Principles of Auditing 6. General Financial Rules- Related to purchase of general stores/services and award of contract etc. 7. Fundamental Rules and Supplementary Rules 8. CCS(Pension) Rules

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						<ul style="list-style-type: none">9. TA Rules10. Medical Attendance Rules11. Provident Fund Rules12. Delegation of Financial powers & norms to various authorities under Vidyalaya Vikas Nidhi and School Fund.13. General Knowledge14. General English15. General Hindi16. Logical Reasoning17. Computer Literacy
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