

ADMINISTRATION - SYLLABUS
(FOR MANAGEMENT TRAINEE AND DEPUTY MANAGER)

1. GeM (Government E-market place) procurement:

(Objective, Types of Procurement on GeM, Key Features, Benefits to Govt, Purchaser and Seller)

2. Tendering Processes

(Definition, Objective, Types of Tenders, Steps in Tendering process, Key Components of Tender Documents, Type of Bids, Advantages of Tendering)

3. General Financial Rules (GFR)

(Definition (version), Objective, Scope, Key Principles, Modes of Procurement, Budgeting & Control, Responsibilities of Officers)

4. Project monitoring

(Objective, Key Elements of Monitoring, Steps in Project Monitoring, Tools & Techniques, Type of Monitoring, Indicators, Benefits)

5. Office and Building Maintenance (Civil, Carpentry, Electrical, HVAC, Plumbing, Housekeeping, etc.)

National Building code, Preventive Maintenance, Sustainability & Green building/office, Contract management, Various Audits (electric, fire, structural, etc.), stock management

6. Vendor Management:

(Definition, Objectives, Key activities, Vendor Selection criteria, Vendor Evaluation, Vendor Categories, Key Documents, Benefits, Best Practices)

7. GST

[Definition (subsumed which taxes, implemented on which date), Objectives, Type of GST, Key Features, Input Tax credit, GST Registration, GST Rates (Slabs), Advantages, Challenges]

8. TDS (tax deducted at Source)

Definition (what is TDS??), Objective, Who deducts TDS??, Payments on which TDS is Deducted, TDS rates, Process of TDS, Due Dates, Benefits, Penalties

9. Labour Laws

Definition (What are labour Laws), Objective, Major Labour Laws in India, Labour Codes (Recent Reforms), Key Provision, Employee Benefits, Responsibilities of Employer, Rights of Employees.

10. Facility Management:

Hospitality and Housekeeping Management.
