

COAL INDIA LIMITED
RECRUITMENT OF MANAGEMENT TRAINEES 2016-17
SYLLABUS FOR PAPER-I :COMMON FOR ALL DISCIPLINES

General Knowledge/awareness

Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian national movement, World & Indian Geography, Natural resources Indian Economy, Indian Polity, Indian Constitution, National & International current affairs, Environment, India's Agriculture, Trade & Commerce, Basic Information technology.

Numerical ability

Number System, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, , Factor, Heights and Distances. A.P. & G.P. Series

Reasoning

Analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, Word Building statement conclusion, syllogistic reasoning , puzzle, Venn Diagrams , Space Visualization , Symbolic/Number Classification, Figural Classification etc.

General English

Error recognition, fill in the blanks (verbs, Preposition etc.) synonyms, antonyms, spelling/detecting Mis-spelt words, idioms & phrases, one word substitution, sentences structure, Sentence completion, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage

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SYLLABUS FOR PAPER-II : Rajbhasha-Hindi(Post Code 25)

- शब्द विचार उपसर्ग प्रत्यय
- शब्द भेद
- लिंग ,वचन कारक ,काल
- शब्द रूपांतर
- शब्द अर्थ , भिन्न -भिन्न अर्थ ,अनेकार्थी शब्द
- पर्यायवाची ,विलोम शब्द
- संधि ,समास
- वाच्य
- अनुलोम-विलोम
- अनुसार ,अनुनासिकता
- अव्यव
- मुहावरे –लोकोक्ति
- वाक्य –सरचना
- संज्ञा ,सर्वनाम ,विशेषण ,क्रिया विशेषण
- छंद ,अलंकार ,रस ,अभिव्यञ्जना
- वाक्य सरचना ,शुद्धि –अशुद्धि
- हिंदी साहित्य का इतिहास
- पत्र ,कार्यालय आदेश ,कार्यालय ज्ञाप ,टिप्पणी ,सूचना & परिपत्र की महत्ता और अंतर
- राजभाषा संबंधी सैवधानिक उपबंध ,राजभाषा अधिनियम
- गद्य -पद्य आधारित प्रश्न