

NewSpace India Limited (NSIL)
ISRO HQ Campus

No. NSIL:Admn:Rmt:2019-20

January 16, 2020

1. SYLLABUS FOR DEPUTY MANAGERS ELCTRONICS &
MECHANICAL

**CURRICULUM TAUGHT IN BE/B.TECH - ELECTRONICS &
MECHANICAL**

2. SYLLABUS FOR DEPUTY MANAGER – ADMINISTRATION

- General studies, Quantitative, Reasoning etc
- English Grammar at Graduation level
- Constitution of India
- Reservations in Government Service
- Industrial Disputes Act
- Workmen's Compensation Act
- Contract Labour Regulation Act
- Apprentices Act
- Right to Information Act
- Minimum Wages Act
- Human Resources Management, including Organisation Behaviour, Motivation, Leadership, Training & Development
- Administrative guidelines/Procedures in PSUs

3. SYLLABUS FOR DEPUTY MANAGER – ACCOUNTS

- General Studies, Quantitative, Reasoning etc
- English grammar at Graduation level
- Principles of Auditing, Costing, Balance Sheet Reading, Ratio Analysis, Management Accountancy, Mercantile Law, Banking practices, Taxation & Basics of Economics
- General Financial Rules
- Capital Budgeting, estimation of NPV, IPR, Profitability, ROI
- Preparation of Annual report including Balance Sheet, Profit & Loss Statement and Cash Flow Statement
- Accounting Standards like Ind AS, GAAP

4. SYLLABUS FOR DEPUTY MANAGERS – PURCHASE

- General Studies, Quantitative, Reasoning etc
- English Grammar at Graduation level
- Materials Management
- Export and Import Policy and Procedures
- Duties & Taxes – GST
- Inventory Management
- Contract Act
- Sales of goods Act
- e-procurement
- Capital Budgeting and relevant Mercantile Acts
- CVC guidelines & General Financial Rules
- Public Procurement Policy
- Purchase procedure in PSUs