

EMRS STAFF SELECTION EXAM (ESSE)-2025

Syllabus for the posts of Non-Teaching Staff

National Education Society for Tribal Students

Syllabus – Tier-I- Hostel Warden

- **Part-I-General Awareness**

General knowledge and Current affairs.

- **Part-II-Reasoning Ability**

Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Part-III-Knowledge of ICT**

Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet.

- **Part-IV-Quantitative Aptitude**

Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **Part-V-Language Competency (a,b&c)**

(a)General English

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

(b)General Hindi

संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्यांश पर आधारित प्रश्न |

(c) Regional Language:

Basic grammar questions like Synonyms, Antonyms, One Word Substitutions, Error Detection, Spelling Error etc. (at Higher Secondary Level) in the following languages:

(1) Assamese (2) Bengali (3) Bodo (4) Dogri (5) English (6) Garo (7) Gujarati (8) Hindi, (9) Kannada (10) Kashmiri (11) Khasi (12) Malayalam (13) Manipuri (14) Marathi (15) Mizo (16) Nepali (17) Odiya (18) Santhali (19) Telugu (20) Urdu

Syllabus – Tier-II- Hostel Warden

- **Knowledge of POCSO and other children safety related Acts of Govt. of India**

- The Prohibition of Child Marriage Act (2006);
- The Protection of Children from Sexual Offences Act (2012), The Protection of Children from Sexual Offences Rules, 2020,
- The Child Labour (Prohibition and Regulation) Act (1986),
- The Immoral Traffic Prevention Amendment Bill, 2006,
- The Commission for Protection of Child Rights Act, 2005,
- The Right of Children to Free and Compulsory Education Act 2009 (RTE) The Criminal Law Amendment Act 2013
- Child Policy,
- National Charter of Children
- Child Mortality Rate,
- Gender Ratio

- **Administrative Aptitude**

Handling of large number of students, Managing the consumables and inventories of Hostel, ensuring safety and security of children, ensuring segregation of male and female students, ensuring cleanliness hostel premises, record management of children.

Syllabus – Tier-I- Accountant

- **Part-I-General Awareness**
General knowledge and Current affairs
- **Part-II-Reasoning Ability**
Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.
- **Part-III-Knowledge of ICT**
Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet
- **Part-IV-Quantitative Aptitude**
Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.
- **Part-V-Language Competency (a&b)**
(a)General English
Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases
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Syllabus – Tier-II- Accountant

Subject knowledge covering Accountancy, Annual Accounts, Taxation, Budgeting, Auditing and Financial Management, GeM etc

Syllabus – Tier-I- Female Staff Nurse

- **Part-I-General Awareness**

General knowledge and Current affairs.

- **Part-II-Reasoning Ability**

Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Part-III-Knowledge of ICT**

Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet.

- **Part-IV-Quantitative Aptitude**

Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **Part-V-Language Competency (a,b&c)**

(a)General English

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

(b)General Hindi

संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्यांश पर आधारित प्रश्न |

(c) Regional Language:

Basic grammar questions like Synonyms, Antonyms, One Word Substitutions, Error Detection, Spelling Error etc. (at Higher Secondary Level) in the following languages:

(1) Assamese (2) Bengali (3) Bodo (4) Dogri (5) English (6) Garo (7) Gujarati (8) Hindi, (9) Kannada (10) Kashmiri (11) Khasi (12) Malayalam (13) Manipuri (14) Marathi (15) Mizo (16) Nepali (17) Odiya (18) Santhali (19) Telugu (20) Urdu

Syllabus – Tier-II- Female Staff Nurse

Nursing Foundation

Medicals Surgical Nursing (including Pathology and Pharmacology)

Pediatric Nursing

Mental Health Nursing

Obstetric and Gynecological Nursing

Community health Nursing

Anatomy

Physiology

Psychology

Sociology

Nutrition and Dietetics

Microbiology

Biochemistry

First Aid

Syllabus – Tier-I- Junior Secretariat Assistant

- **Part-I-Reasoning Ability**
Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.
- **Part-II-Quantitative Aptitude**
Ratio and Proportions, Time and Work, Profit and Loss, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest.
- **Part-III-General awareness**
General knowledge and Current affairs.
- **Part-IV-Basic knowledge of computer operation**
- **Part-V-Language Competency (General English)**
Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases
- **Part-VI-Language Competency (General Hindi)**
संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्यांश पर आधारित प्रश्न |

Syllabus – Tier-II- Junior Secretariat Assistant

Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet.

Syllabus – Tier-I- Lab Attendant

- **Part-I-Reasoning Ability**

Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Part-II-Quantitative Aptitude**

Ratio and Proportions, Time and Work, Profit and Loss, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest.

- **Part-III-General awareness**

General knowledge and Current affairs.

- **Part-IV-Basic knowledge of computer operation**

- **Part-V-Language Competency (General English)**

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Part-VI-Language Competency (General Hindi)**

संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्यांश पर आधारित प्रश्न |

Syllabus – Tier-II- Lab Attendant

Knowledge of lab work and lab equipment, Knowledge of experiments of chemicals, Safety protocols of lab, scientific name of chemicals and equipment, knowledge of different methods commonly used in labs, Techniques and Physics, Chemistry, Life Sciences (Biology) etc.

EMRS STAFF SELECTION EXAM (ESSE)-2025

Syllabus for the post of Principal

National Education Society for Tribal Students

Syllabus -Principal

Syllabus for Tier-I

- **Part-I Reasoning & Numeric Ability**

Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Part-II-General awareness**

General knowledge and Current affairs with special emphasis in the field of education.

- **Part-III Academics & Residential Aspects**

i. Child Development and pedagogy

ii. Learning

iii. Perspective in Education

iv. Teaching methodology and class room management

- **Part-IV Administration & Finance**

CCS (CCA) Rules, CCS (Conduct Rules), Medical Attendance Rules, Fundamental and supplementary Rules (FR) (SR), CPF & NPS as admissible to EMRS employees, TA Rules, PFMS, GeM, LTC Rules, Income Tax, Legal Framework, Problem solving and decision making / Leadership, Sexual harassment at work place, RTI/ICT Knowledge, GFR.

- **Part V- Language Competency (a&b)**

(a) General English

Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **(b) General Hindi**

संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्यांश पर आधारित प्रश्न |

Syllabus for Tier-II

- **Academics & Residential Aspects**

i. **Child Development and pedagogy**

- Child Development – Physical, intellectual and emotional & social development.
- Problems of Adolescence – Role of Home, School, Hostel and society in dealing with them.

ii. **Learning**

- Concepts
- Factors affecting learning
- Motivation and measures for creating effective learning experience.
- Learning outcomes
- Pedagogical leadership

iii. **Perspective in Education**

- New Education Policy-2020
- Govt. Act and Policy on children
- School system & organization
- Good Governance in School System

iv. Teaching methodology and class room management

- Digital learning - Various initiatives by the Govt., Prospects, reach and effectiveness.
- Curriculum
- Academic Planning and implementation

- **Administration & Finance**

CCS (CCA) Rules, CCS (Conduct Rules), Medical Attendance Rules, Fundamental and supplementary Rules (FR) (SR), CPF & NPS as admissible to EMRS employees, TA Rules, PFMS, GeM, LTC Rules, Income Tax, Legal Framework, Problem solving and decision making / Leadership, Sexual harassment at work place, RTI/ICT Knowledge, GFR.