

Syllabus for Economics

I. Microeconomics

1. Consumer Equilibrium and Demand

The consumption decision: preferences and their representation with indifference curves; budget constraints; a consumer's optimum choice; income and substitution effects; Demand, market demand, determinants of demand, the concept of elasticity and its application; consumer surplus

2. Production and Costs

Technology; isoquants; production with one and more variable inputs; returns to scale; short run and long run costs; cost curves in the short run and long run

3. Market Structure and Game Theory

Perfect competition; Firm supply, Market Supply, Producer surplus, Efficiency, Monopoly; pricing with market power; government policies towards competition; price discrimination; peak-load pricing; two-part tariff; monopolistic competition and oligopoly; elementary game theory and competitive strategy;

4. Market Failure

Externalities; public goods and markets with asymmetric information.

II. Statistical Methods and Econometrics

1. Overview

The distinction between populations and samples and between population parameters and sample statistics; the use of measures of location and variation to describe and summarize data; population moments and their sample counterparts.

2. Sampling, Point and Interval Estimation

Computing expected values; covariance and correlation coefficients. Estimation of population parameters using methods of moments and maximum likelihood procedures; properties of estimators; confidence intervals for population parameters.

-17
g. Prudhara B

3. Hypothesis Testing

Defining statistical hypotheses; distributions of test statistics; testing hypotheses related to population parameters; Type I and Type II errors

4. Simple Linear Regression

Estimation of the slope and intercept parameters; inference and prediction, simple non-parametric tests, Ordinary Least Squares, other multivariate analysis (only concepts and interpretation of results)

III. Current Indian Economic Issues

- 2 -
Prisla B

**Syllabus for professional subject – Law
(For the Post of Deputy Director)**

1. Constitutional Law

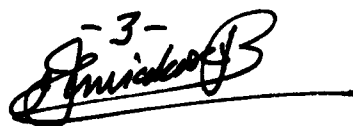
- a) Features of the Constitutional of India
- b) Part III of the Constitution: Art.12, Art.14, Art.19(1)(g), Art.19(6), Art.21, Art.31 C, Art.32, Art.226
- c) Part IV A of the Constitution with specific reference to anti-monopoly and competition oriented laws
- d) Part IV A of the Constitution
- e) Jurisdiction of Supreme Court, High Court and Judicial Review
- f) Conduct of Government Business(Art.77 & 78, 166 & 167)
- g) Art. 298-300 dealing with executive power of the Union and the states to the carrying on of any trade of business
- h) Part XIII dealing with Trade, commerce and inter-course within the territory of India
- i) Sovereign functions of the state

2. Administrative Law

- a) Principles of Natural Justice
- b) Rule of Law
- c) Quasi Judicial, quasi- administrative and administrative bodies: power, functions and discretion
- d) Delegated Legislation / agency and autonomous functions
- e) Executive control and supervision of autonomous bodies
- f) Difference between inquisitorial and Adversarial system
- g) Difference between Regulatory bodies and courts
- h) Basic principles of statutory interpretation

3. Law of Contract

- a) Contract and Competition interface : effect of individual obligation on Competition
- b) Breach of contract & remedies
- c) Agreements in restraint of trade
- d) Common terms in the Indian Contract Act, 1871 and the Competition Act, 2002: application and implications
- e) Interpretation of Contract
- f) Damages

- 3 -


4. Law of Partnership & Joint Ventures

- a) Main features of the Partnership Act, 1932
- b) Partnership and Trade Associations, Association of Enterprise
- c) Concept of Limited liability Partnership
- d) Joint Ventures

5. Corporate Law

- a) Concept and legal regime of Public, Private, Government Companies and PSUs
- b) Mergers, Demerges and Acquisitions
- c) Regulatory Regime
- d) Competition Audit of Companies

6. Competition Law

- a) Competition Law: basic economic and legal principles and understanding of definitions such as Enterprise, Person, trade, Service, Cartels and AAEC etc. difference between definitions of Consumer and Service under Competition Act, MRTP Act and Consumer Protection Act.
- b) International experience: Competition Law in select jurisdiction; US, EU and other jurisdictions
- c) March of Law: From MRTP Act, 1969 to Competition Act, 2002
- d) Background of Competition Act, 2002
- e) Competition Act, 2002: Structure and functioning of the Competition Commission of India and Competition Appellate Tribunal
- f) Remedies under the Competition Act, 2002
- g) Distinction between Consumer Protection Act and Competition Act
- h) Interference between CCI and other sectoral regulators
- i) Powers of CCI & DG in conducting inquiry and investigation
- j) Competition Law vis-s-vis intellectual Property Rights
- k) Leniency Programme

7. Procedural Law

- a) Procedure relating to summoning, examination etc. of witnesses and others under the Code of Civil Procedure, 1908
- b) Temporary Injunction and interim relief

- c) Basic principles of Indian Evidence Act, 1872 viz., Presumption, Burden of Proof and standard of Proof, Relevant and Irrelevant Evidence

8. Multidisciplinary and Contemporary Legal Issues

- a) Intellectual Property Regime
- b) Law and Economics- use and knowledge of basic economic principles in appreciation competition law.
- c) Competition law and common man
- d) Consumer Protection Act, 1986
- e) International Competition Law framework : OECD, ICN, WTO, UNCTAD
- f) Sec.138 to 142 of N.I Act, 1882

- 5 -
Prinidax B

**Syllabus for professional subject – Financial Analysis
(For the posts of Deputy Director)**

1. Business Laws in India

- a) Competition Act
- b) Contract Act
- c) Sales of Goods Act
- d) Company Law
- e) Partnership Act

2. Accountancy

- a) Principles of Accounting and preparation of books of accounts
- b) Preparation and Interpretation of Financial Statements
- c) Accounting and Reporting Standards
- d) International Financial Reporting Standards (IFRS)

3. Financial Management

- a) Discounted Cash Flow
- b) Securities and Valuation
- c) Strategic Financial Decisions
- d) Working Capital Management
- e) Merger, Divestures and Holding Companies
- f) Money Markets and their Operations

4. Cost Accounting

- a) Cost Concepts
- b) Product Costing
- c) Costing Methods
- d) Marginal Costing
- e) Standard Costing
- f) Inter – Firm Comparison
- g) Short Run and Long Run Decision Analysis
- h) Cost Audit
- i) Cost Accounting Standards

5. Other topics

- a) Business Ethics
- b) Corporate Compliance Management
- c) Corporate Restructuring
- d) Business Communication
- e) Managerial Economics



Syllabus for Recruitment of Office Manager (Corporate Service)

1. Human Resource – Planning & Development including training of staff, performance appraisal, motivation etc.
2. Basic principles of organization structure, delegation, decision making etc.
3. Material and Purchase Management
4. Business communication; drafting and noting and office procedure
5. Concept of VAT and Service Tax
6. Laws relating to Sales of Goods Act and RTI Act
7. Records Management

Syllabus for Recruitment of Office Manager (Finance & Accounts)

1. Basic concepts of Book-Keeping; Journal Entries, Ledger, Cash Book, preparation of Trial Balance, Bank Reconciliation Statement and preparation of Final Accounts of non-profit organizations.
2. Depreciation Accounting
3. Accounts from incomplete records – Single Entry System
4. Budget Procedure and Budgetary Control
5. Cash Flow and Fund Flow Statements
6. Internal Control, Internal Audit and Statutory Audit
7. Computation of Income Tax on Salaries, Income from House Property, TDS and filing of Returns thereof.
8. Ratio Analysis and Working Capital Management
9. Concept of VAT and Service Tax
10. Management Information System (MIS)

- 7 -
