

Sr. No.	Position Name	SBU/ Func	Examination Paper	Syllabus
1	Junior Officer [Stores]	Industrial Packaging	Stores	1. Familiarity with basic purchase documentation 2. Basic knowledge about tendering procedures 3. Familiarity with MS Office 4. Inventory Management 5. 3 PL (Total 50 Marks)
2	Junior Officer [Site Operations]	Refinery & Oil Field Services (ROFS)	Engineering	1. General Engineering Questions common to all disciplines (10 marks) 2. Questions on Electrical discipline (15 marks) 3. Questions on Chemical discipline (15 marks) 4. HSE Management (10 marks) (Total 50 Marks)
3	Junior Officer [Technical Services]	Leather Chemicals		
4	Junior Officer [Electrical]	Leather Chemicals		
5	Junior Officer [Operations]	Logistics Infrastructure	Operations	1. Inventory Management 2. Logistics Operations 3. Warehouse Mgmt 4. Analytical Skill Building 5. International Logistics Mgmt 6. 3 PL 7. HSE Management 8. Knowledge on Basic Computer Operation (Total 50 marks)
6	Junior Officer [Warehouse Operations]	Temperature Controlled Warehouse (TCW)		
7	Junior Officer [Accounts & Finance]	Logistics Infrastructure	Accounts & Finance	1. Accounts & Finance at Graduate i.e. B.Com. Level (50 Marks)
8	Junior Officer [HR]	Temperature Controlled Warehouse (TCW)	HR	1. Basic HR Concepts (20 Marks) 2. Basic Provisions of Employment Laws in India (20 Marks): a) The Minimum Wages Act, 1948 b) The Payment of Wages Act, 1936 c) The Payment of Bonus Act, 1965 d) The Equal Remuneration Act, 1976 e) The Trade Unions Act, 1926 f) The Industrial Employment (Standing Orders) Act, 1946. g) The Industrial Disputes Act, 1947 h) The Factories Act, 1948 i) The Contract Labour (Regulation and Abolition) Act, 1970. j) The Employees' Compensation Act, 1923 k) The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 l) The Employees' State Insurance Act, 1948 m) The Maternity Benefit Act, 1961 n) The Payment of Gratuity Act, 1972 o) The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 3. Basic Reservation related guidelines (Easy level) (10 Marks)
9	Junior Officer [IT]	Corp. IT	IT	1. Working Knowledge of MS-Office 2. Internet / Social Media Awareness 3. Communication Skills 4. Analytical Skills 5. Good Knowledge of Computers, Computer Equipment and general understanding of various technologies in the IT environment 6. Basic understanding of software development life cycle 7. Knowledge of Testing activities such as Test cases design, writing test cases, test execution and reporting 8. Knowledge of intranet and internet based web applications – Write/Modify html pages, CSS and Java Script, Content Management, XML 9. Basic knowledge of existence of various software tools and technology platforms 10. Basic knowledge of Installing software products 11. Ticketing tool 12. ERP related general questions (Total 50 Marks)