

Hostel Manager Examination Syllabus

- Exam conducting body: Bihar Technical Service Commission.
- Pay level: Level-4 (Non-Gazatted).
- Minimum educational qualification:
 - (i) B.Sc. (Hospitality and Hotel Administration) or
 - (ii) Graduate and Post-graduate Diploma in Hotel Management form any recognized university/institution.
- Number of Posts: 91
- Place of posting: All over Bihar.
- Mode of Paper: CBT (Computer Based Test)
- Type of questions: Objective.
- Number of questions: 100
- Total marks: 200
- Duration of examination: 02 hrs.
- Negative marking: one-fourth.

Syllabus of examination for the post of Hostel Manager (BC and EBC Department):

1. General knowledge, General Science and current affairs (25 Q)

History, Geography, Economics and Polity of India and Bihar, Environmental conventions
General science of 10th standard.
National and International events, Budget and Economics Survey of India and Bihar.

2. Reasoning and Quantative Aptitude (15 Q)

Verbal and Non-verbal reasoning, Venn diagrams, puzzles, Blood relations, Statement based questions, Data interpretation, time and work, profit and loss, simple and compound interest, mensuration etc.

3. Applications of ICT in hostel Management (05 Q)

Windows Operations and basic knowledge of MS-Word, MS-Excel and MS-Power-point, Internet.

4. General Hindi and General English (08 Q + 05 Q)

संधि, समास, विलोम शब्द, पर्यायवाची, सामान्य अशुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे और लोकोक्तियाँ।

Tense, Voice, Fill in blanks, Antonyms/Synonyms, Vocabulary, Idioms and Phrases.

5. Administrative aptitude (05 Q)

Protection of Children from Sexual Offences Act, 2012, Commissions for Protection of Child Rights Act, 2005, Right to education Act, 2009, Constitutional provisions, Judgements, Amendments, Commissions and Acts related to OBC class.

6. Topics related to Hotel Management (37 Q)

(A) NUTRITION (10 Q)

Definition of the terms health, Nutrition and Nutrients
Importance of Food in maintaining good health
Classification of nutrients
Definition of Energy and Units of its measurement (Kcal)
Energy contribution from macronutrients (Carbohydrates, Proteins and Fat)
Role of water in maintaining health (water balance)
Importance of balanced diet
Food and Water Borne Diseases
Water and Hygiene
Hostel hygiene and community hygiene
Calculation of nutritive value of dishes/meals
Effect of cooking on nutritive value of food

(B) HOSTEL ENGINEERING (07 Q)

Calculation of electric energy consumption of equipment, safety precaution to be observed while using electric appliances.
LPG and its properties, precautions to be taken while handling gas.
Water distribution system in a hostel, Hardness of water, water softening, base exchange method.
Fire prevention and fire fighting system, methods of extinguishing fires
Refrigeration & Air-conditioning
Various audio visual equipment like PC, Laptops, CPU, Printer, Used in hostel and their maintenance

(C) Safety and First AID (05 Q)

First AID procedure for different accidents

- Snake bite
- Poisoning
- Burns
- Cardiac arrest
- Shock and unconsciousness
- Asphyxia
- Hemorrhage

Preparation of First Aid Box

(D) House keeping and Food safety (05 Q)

Rodent and Insect control techniques
Sewage pollution, Sewage treatment, Recycling and pollution control
Waste disposal, Water Pollution
Room inspection, Duty roster
Cleaning Agents
Composting, Care and Cleaning of Different Surfaces Metals, Glass, Leather, Rexines, Plastic, Ceramics Wood, Wall finishes, Floor finishes
Food Contaminants & Adulterants, Food Spoilage & Food Preservation, Food Additives, Food Laws and Regulations.

(E) Quality control and Basic accounts operations (05 Q)

Quality control, Inventory control, Economics Order Quantity, Log Book, Stock register, Store Receipt, Journal, Ledger, Subsidiary Books, Cash Book, Bank reconciliation Statement, Purchasing by Contract, Open Market Purchasing.

(F) Employability skills (05 Q)

Behavioural skills: Effective listening, verbal and non-verbal communication, Social skills, Interpersonal relationships

Psychological Tests: Aptitude and Personality assessment, Concept of leadership leadership styles.

Team skills: Team building and leadership, intra and inter group dynamics, conflict Management, assessment of team based projects

Time Management: Laws related to time Management, Prioritization, Goal setting, Effective time management.