

SYLLABUS FOR WRITTEN TEST & PHYSICAL TEST – PHASE II

Name of the Post: Senior Secretariat Assistant (Sergeant)

SYLLABUS FOR WRITTEN TEST (Objective Type)

Duration: 90 minutes

Maximum Marks: 100 Marks

1) Physical Security:

Maintenance of Inward/Outward register, installation and Maintenance of metal detector, door frame, Physical frisking of the Men and Women, checking of baggages.

2) Personnel security:

Maintenance of Registers for outsourced staff such as Housekeeping, Security, Manpower. Issue of the visitors pass by capturing photos of the visitor.

3) Security of material:

Verification of the Inward/ Outward goods, issue of the gate passes for returnable and non – returnable materials.

4) Document security:

Classification of documents such as important, Very important, Confidential, Secret, etc.

5) Fire services/procedures:

Maintenance of Fire extinguishers for controlling fire, Gas, Electricity, etc.,
Conducting First aid courses for Faculty, Staff members and Contract workmen.

6) Intelligence/Vigilance:

Gathering of information from internal / external persons

7) Contingency Plans:

Disaster Management Plans, Evacuation drills,

8) Modernization/ Computer Security:

Usage of the modern gadgets such as CCTV, Control through monitors, metal detectors, door frames, barricades, mechanized doors, checking of car / van under chassis through underground x - ray system, bomb detectors, etc.,

SYLLABUS FOR PHYSICAL TEST

Maximum Marks: 100 Marks

1. Running Race for 100 meters.
2. Relay race for 600 meters.
3. Sit ups
4. Push ups
5. Rope climbing

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DIRECTOR