

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
STAFF SELCTION BOARD**

SYLLABUS FOR THE POST OF POST GRADUATE TEACHER (PGT)

Part – I (for all subject and medium): -

Sr. No.	Topics
1.	Logical Reasoning
2.	Quantitative Aptitude
3.	Teaching Aptitude
4.	General Awareness and Current Affairs
5.	General Science

A. Part – II (subject wise): -

Sr. No.	Subject	Topics
I.	Biology	<ol style="list-style-type: none"> 1. Plant Morphology (Root, Stem & Leaf), 2. Plant Morphology (Flower, Fruits, Seeds and Family), 3. Anatomy of Flowering Plant, 4. Animal Tissue, 5. Animal Morphology and Anatomy, 6. Classification of Living organisms, 7. Taxonomical Aids, 8. Classification of Plant Kingdom, 9. Classification of Animal Kingdom, 10. Cell Structure, 11. Bio Molecules, 12. Carbohydrates, Lipids, Protein, Nucleicacids and Enzymes, 13. Cell Cycle and Cell Division, 14. Animal Husbandry, 15. Plant Breeding, 16. Human Health and Disease (Immunity, Vaccination, Cancer and AIDS), 17. Human Skeleton, 18. Genetics and Evolution, 19. Microbes and Human Welfare, 20. Nervous System, 21. Ecology and Environment, 22. Human Physiology, 23. Plant Physiology, 24. Inheritance, 25. Bio Technology.
II.	Chemistry	<ol style="list-style-type: none"> 1. Basic Concept of Chemistry, 2. Structure of Atom,

		<ol style="list-style-type: none"> 3. Classification of Elements and Periodicity in Properties, 4. Redox Reaction, 5. Hydrogen, 6. s-Block Elements (Alkali and Alkaline Earth Elements), 7. Basic Principle of Organic Chemistry, 8. Nobel Prize Winners of 21st Century in Chemistry, 9. Chemical Bonding and Molecular Structure, 10. States of Matter (Gases and Liquid), 11. Thermodynamics, 12. Equilibrium, 13. p-Block Elements, 14. Hydrocarbon, 15. Environmental Chemistry, 16. Atomic Number and Molar Mass Elements, 17. Electronic Configuration of Element, 18. Surface Chemistry, 19. Basic Techniques in Organic Chemistry, 20. Solutions and Colligative Properties, 21. Chemical Kinetics, 22. d and f Block Elements, 23. Halogen derivatives of Alkanes, 24. Chemistry in Everyday Life, 25. Polymers.
III.	Commerce	<ol style="list-style-type: none"> 1. Accounting and its Terminology, 2. Dual Effect of Transactions and Types of Accounts, 3. Journal, 4. Accounting Equation and Business Transaction, 5. Subsidiary Books, 6. Cash Book and its Types, 7. Ledger Posting, 8. Trial Balance, 9. Bank Reconciliation Statement, 10. Partnership (Indian Partnership Act 1932), 11. Financial Statement of Partnership Firm, 12. Valuation of Goodwill, 13. Retirement/Death of Partner, 14. Dissolution of Partnership Firm, 15. Reconstitution of Partnership Firm, 16. Adjustment, 17. Accounts of NOT FOR PROFIT Concerns, 18. Depreciations, 19. Single Entry System, 20. Bill of Exchange (Only Trade Bill), 21. Debentures, 22. Analysis of Financial Statement, 23. Shares and Share Capital, 24. Issue and Allotment of Equity Share, 25. Balance Sheet, 26. Business Services, 27. Communication, E-Commerce and Outsourcing,

		<p>28. Nature, Purpose and Scope of Business, 29. Forms of Business Organization, 30. Public Sector, Private Sector and Global Enterprises, 31. Internal Trade, 32. International Trade, 33. Social Responsibility of Business and Business Ethics, 34. Nature and Significance of Management, 35. Principle of Management, 36. Planning and Organizing, 37. Staffing and Directing, 38. Controlling and Coordination, 39. Financial Management and Market, 40. Consumer Rights, 41. Consumer Responsibility, 42. Consumer Protection, 43. Role of Consumer Organization and NGOs, 44. Business Environment, 45. Entrepreneurship Development, 46. Meaning of Communication and its Process, 47. Effective Correspondence and different Method, 48. Outlook of Commercial Letter, 49. Structure of Commercial Letter, 50. Letters of Inquiry and their reply, 51. Letters of Order, Implementation and Cancellation, 52. Letters of Claim, Complain, and their Disposal, 53. Letters to know Economic Condition and Debt Recovery, 54. Bank Correspondence, 55. Correspondence with Government Departments, Public Services and Local Organisation, 56. Inter-Departmental and Employee Related Correspondence, 57. e-Communication, 58. Presentation Skill, 59. Company Secretary, 60. Establishment of Company, 61. Advertisement Letter, 62. Capital of Share and types of Share, 63. Transfer and Transmission of Share, 64. Membership, 65. Directors of a Company, 66. Dissolution of a Company, 67. Role of Secretary in Capital Formation, 68. Financial Markets, 69. Business Finance, 70. Source of Business Finance.</p>
IV.	Economics	<p>1 Introduction of Economics, 2 Fundamental Concepts and Terminologies, 3 Demand, 4 Supply, 5 Cost of Production and Concept of Revenue, 6 Market,</p>

		<ul style="list-style-type: none"> 7 Indian Economy, 8 Economic Reforms, 9 National Income, 10 Economic Thoughts, 11 Budget, 12 Graphs in Economics, 13 Indicators of Growth and Development, 14 Money and Inflation, 15 Banking and Monetary Policy, 16 Poverty, 17 Unemployment, 18 Population, 19 Liberalization, 20 Agriculture Sector, 21 Foreign Trade, 22 Industrial Sector, 23 Emerging Issues in Indian Economy, 24 Micro Economics, 25 Public Economics.
V.	English	<ul style="list-style-type: none"> 1 Grammar – Tenses, Narration-Direct speech, Indirect speech, Subject-verb agreement, Parts of Speech, Transformation of Sentences - Voice, Change the Degree, use of: if, unless, No sooner-than, though, although, Make: Affirmative, Negative, Interrogative, Exclamatory sentences, Figure of Speech, Model Auxiliaries, Verbs of Perceptions, Collocation, 2 Vocabulary – Antonyms, Synonyms, Idioms & Phrases, 3 Comprehension, 4 English Literature: Major writers like-Shakespeare, Milton, Pope, Wordsworth, P.B. Shelley, John Keats, Alfred Tennyson, T.S. Eliot, Ravindranath Tagore, Sarojini Naidu, Mahatma Gandhi, Pt. Nehru etc.
VI.	Geography	<ul style="list-style-type: none"> 1 Physiography, 2 Movement of the Earth, 3 Climate, 4 Drainage System and Water Resources, 5 Ocean and Marine Eco System, 6 Natural Vegetation, 7 Biomes and Bio-Diversity, 8 Disaster Management, 9 Population, 10 Migration, 11 Agriculture, 12 Minerals and Energy Resources, 13 Industries, 14 Trade, 15 Transportation and Communication, 16 Economic Development, 17 Thematic Map, 18 Surveying, 19 Evolution of Earth,

		20 Data Source and Compilation, 21 Earthquake and Volcano, 22 Temperature and Wind, 23 Biosphere, 24 Global Problems in Geographical Perspective, 25 Primary and Secondary Activities of Mankind.
VII.	History	1 Tools to know the History of Ancient India, 2 Harappan (Hadappan) Culture, 3 Vedic Religion, 4 Jainism and Buddhism, 5 Mourya Era, 6 India Between 300 BC to 300 AD, 7 India During Gupta Era, 8 Gupta Era – Society and Culture during Harshvardhan Era, 9 India during Middle era, 10 Rajput States of India, 11 Delhi Saltanat (Dynasty), 12 Modern India, 13 Arrival of European in India, 14 Administrative Structure of East India Company in India, 15 War of 1857, 16 Economic Effects of Company Administration, 17 Movements of Social and Religious Reforms, 18 National Movements (1857 to 1919), 19 Struggle for Independence (1919 to 1947), 20 Path of Progress and Process of Mission Building, 21 Beginning of Modern Era, 22 World between 1919-1939, 23 Second World War (1939-1945), 24 World after Second World War, 25 Politics, Economics and Society in Contemporary World.
VIII.	Mathematics	1 Mathematical Reasoning, 2 Set Theory, 3 Relation and Function, 4 Trigonometric Function, 5 Special Value and Graphs of Trigonometric Function, 6 Straight Lines, 7 Permutation and Combinations, 8 Linear Inequalities, 9 Dispersion, 10 Probability, 11 Principle of Mathematical Induction, 12 Complex Number, 13 Binomial Theorem, 14 Addition and Factor Formulae, 15 Value of Trigonometric Function for Multiples and Sub Multiples, 16 Trigonometric Equations, 17 Properties of Triangle, 18 Sequence and Series,

		19 Circle and Conics, 20 Three-Dimensional Geometry, 21 Limits, 22 Derivative, 23 Measurement of Angles, 24 Logarithms, 25 Differentiation.
IX.	Physics	1 Physical World, 2 Measurement and System of Unit, 3 Motion in a Straight Line, 4 Motion in a Plane, 5 Laws of Motion, 6 Work, Energy and Power, 7 Heat Transfer, 8 Kinetic Theory of Gases, 9 Dynamics of a System of Particles, 10 Rotational Motion, 11 Gravitation, 12 Mechanical Properties of Solid, 13 Fluid Mechanics, 14 Thermodynamics, 15 Oscillation, 16 Sound Waves, 17 Scalars and Vectors, 18 Force, 19 Friction in Solids and Liquids, 20 Reflection and Refraction of Light, 21 Ray Optics, 22 Current Electricity, 23 Magnetic Effects of Electric Current, 24 Electrostatics, 25 Electromagnetic Waves,
X.	Psychology	1 Introduction of Psychology, 2 Methods of Psychological Inquiry, 3 Foundations of Human Behaviour, 4 Human Development, 5 Attention and Perception, 6 Learning Skill, 7 Human Memory, 8 Motivation and Emotion, 9 Intelligence, 10 Personality, 11 Stress and Health Management, 12 Psychological Disorders and Therapies, 13 Attitude, 14 Social Influence, 15 Counselling and Psychology, 16 Psychology and Life, 17 Environment and Behaviours, 18 Change of Condition of Consciousness,

		19 Organizational Psychology, 20 Positive Psychology.
XI.	Statistics	1 Index Number, 2 Linear Correlation, 3 Linear Regression, 4 Time Series, 5 Probability, 6 Random Variable and Discrete Probability Distribution, 7 Normal Distribution, 8 Limits, 9 Differentiation, 10 Standard Normal Curve, 11 Collection of Data, 12 Presentation of Data, 13 Measures of Central Tendency, 14 Measures of Dispersion, 15 Skewness of Frequency Distribution, 16 Permutations, Combinations and Binomial Expansion, 17 Sampling Method, 18 Function, 19 Geometric Progression.

- Any other topic covered in current syllabus of Class XI & XII of CBSE/Gujarat/Maharashtra Board of Education.


 Joint Secretary
 SSB
 DNH & DD