



# Vidya Bharti Delhi Prant

## Recruitment Examination - 2025



### Syllabus Outline

The recruitment examination for the posts of NTT, PRT, TGT, PGT, Activity Teachers, Receptionist, Lab Asstt., Librarian, Accounts Asstt. will be conducted as per the following syllabus structure :

#### 1. Nursery Teacher (NTT)

##### Syllabus Coverage:

**Foundational subjects relevant to Early Childhood Care and Education (ECCE)**

Subject Areas Include:

##### Child Development & Psychology

- \* Stages of child growth and development (0–6 years)
- \* Cognitive, social, emotional, and physical development
- \* Developmental milestones
- \* Learning styles and needs of young children

##### # Early Childhood Education & Pedagogy

- \* Play-way methods and activity-based learning
- \* Classroom management in pre-primary settings
- \* Inclusive education and child-centered teaching
- \* Teaching aids and learning materials

##### # Health, Hygiene & Nutrition

- \* Basic health and safety practices for young children
- \* Common childhood illnesses and first aid
- \* Balanced diet and nutritional needs of children

##### # Language & Communication Skills

- \* Language development strategies in early years
- \* Storytelling, rhymes, and picture reading
- \* Bilingual/multilingual approaches in the classroom

##### # Art, Craft, and Motor Skills Development

- \* Role of creative expression in early learning
- \* Fine and gross motor skill activities
- \* Music, dance, and dramatization

##### #General Awareness

## 2. Primary Teacher (PRT)

### Syllabus Coverage:

All subjects up to Class 8 (as per NCERT/State Board curriculum)

### Subjects Include:

- \* Languages (Hindi, English, Sanskrit)
- \* Mathematics
- \* Environmental Studies
- \* General Awareness

## 3. Trained Graduate Teacher (TGT)

### Syllabus Coverage:

\* All core subjects up to Class 10 (as per NCERT)

### Subjects Include (as per specialization):

- \* Hindi, English, Sanskrit
- \* Mathematics
- \* Science
- \* Social Science
- \* General Awareness

## 4. Post Graduate Teacher (PGT)

### Syllabus Coverage:

\* All relevant subjects up to Class 12 (as per NCERT)

### Subjects Include (as per specialization):

\* Core subject-specific content ( Physics, English, Hindi Mathematics, Political Science, Chemistry, Biology, History, Commerce , Economics)

### \* General Awareness

## 5. Activity Teachers

(Music, Yoga, Drawing & Painting)

### Syllabus Coverage:

\* Subject-specific knowledge and pedagogical understanding relevant to the activity domain.

## A. Music Teacher

Subject Areas Include:

\* Fundamentals of Indian Classical and Folk Music (Vocal/Instrumental)

- \* Basic theory of music: Notation, Ragas, and Taal system
- \* Voice culture and rhythm training
- \* Music in education and child development
- \* Use of musical instruments (as applicable)
- \* National and patriotic songs, prayer songs, and cultural repertoire
- \* Teaching methodologies for school-level music education

## **B. Yoga Teacher**

### **Subject Areas Include:**

- \* History and philosophy of Yoga
- \* Asanas, Pranayama, Mudras, and Bandhas – techniques and benefits
- \* Human anatomy and physiology (basic level) related to Yoga
- \* Yoga for school children – physical and mental well-being
- \* Yoga in daily life and stress management
- \* Teaching methods and class management in school Yoga sessions
- \* National policies and programs on Yoga (e.g., Fit India Movement, International Yoga Day)

## **C. Drawing & Painting Teacher**

### **Subject Areas Include:**

- \* Elements and principles of art and design
- \* Drawing techniques: pencil shading, perspective, human figures
- \* Painting methods: watercolor, poster, oil, acrylic (basics)
- \* Art appreciation and Indian art heritage
- \* School-level craft and creative activities
- \* Use of colors, space, and composition in art
- \* Teaching art in classroom settings, use of art for expression and development.

### **General Component for All Activity Teachers:**

- \* Child psychology and pedagogy in art-based education
- \* Integration of co-curricular activities in holistic education
- \* General awareness and current developments in the cultural field
- \* Basic understanding of NEP 2020 and role of activity teachers

## **6. Accounts Assistant\***

### **Syllabus Coverage:**

- \* Fundamental concepts of accounting, office procedures , and financial regulations relevant to school level or institutional finance.

### **Subject Areas Include:**

## # Basic Accounting Principles

- \* Concepts of double-entry system
- \* Journal entries, ledger posting, trial balance
- \* Final accounts: Trading, Profit & Loss, and Balance Sheet
- \* Depreciation and provisions
- \* Rectification of errors

## # Financial Management in Institutions

- \* Budget preparation and monitoring
- \* Income and expenditure accounting
- \* Cash book, bank reconciliation
- \* Petty cash and imprest system

## # Bookkeeping & Office Procedures

- \* Maintenance of records and registers
- \* Voucher preparation and filing
- \* Inventory and stock management
- \* Asset management and reporting

## # Taxation & Regulatory Framework

- \* Basic knowledge of GST, TDS, and Income Tax (as applicable)
- \* Compliance with statutory deductions and returns
- \* Provident Fund, ESI (Employee related deductions)

## # Software & IT Tools in Accounting

- \* Fundamentals of MS Excel and MS Word
- \* Accounting software (e.g., Tally, Busy, or similar) – basic operations
- \* Digital transactions, UPI, and online banking
- \* Preparation of digital reports and spreadsheets
- \* Letter Drafting in Hindi and English
- \* Language Proficiency in Hindi and English

## 7. Receptionist

### Subject Areas Include:

## # Communication Skills

- \* written communication in English and Hindi
- \* Telephone and email etiquette
- \* Interpersonal and customer service skills
- \* Basic translation (Hindi-English)

## #. General Office Skills

- \* Handling visitor records and front desk operations
- \* Scheduling appointments and managing inquiries
- \* Filing, documentation, and office correspondence
- \* Basic office equipment handling

### # Computer Proficiency

- \* Basics of MS Office (Word, Excel, Outlook)
- \* Data entry and record keeping
- \* Internet and email handling

## 8. Laboratory Assistant

### Subject Areas Include:

#### # Subject Knowledge (as per specialization)

- \* Physics/Chemistry/Biology fundamentals
- \* Laboratory apparatus, chemicals, and safety measures
- \* Preparation of solutions and reagents
- \* Microscope and slide preparation (for Biology labs)

#### # Lab Management

- \* Maintenance of lab equipment and glassware
- \* Handling of breakage records and stock register
- \* Waste disposal and safety protocols
- \* Basic troubleshooting of apparatus

#### # Experiment Handling

- \* Knowledge of class 9–12 level experiments
- \* Pre- and post-lab preparation
- \* Support during practical exams and assessments

## C. Librarian

### Subject Areas Include:

#### #. Library Science & Management

- \* Classification and cataloguing systems.
- \* Library organization, acquisition, and circulation
- \* Reference services and documentation
- \* Library rules, ethics, and usage policies

#### #. Information & Digital Literacy

- \* Use of Library Management Software (e.g., Koha, SOUL)
- \* e-resources, databases, and OPAC systems
- \* Knowledge of digital archiving and e-library operations

## **# Library Administration**

- \* Maintenance of accession and withdrawal registers
- \* Budgeting, stock verification, and report preparation
- \* Book repair, shelving, and labelling
- \* Coordination of reading programs and literary events

## **9. General Knowledge & Current Affairs (Common. for All Posts)**

### **Coverage Includes:**

- \* Indian History, Geography, Polity, and Economy
- \* Cultural Heritage of Bharat
- \* National Symbols, Important Days, and Freedom Struggle
- \* Current Affairs (National & International Events – past 6 months)
- \* Recent Government Initiatives and Education Policies