

Syllabus

Post: Assistant Depot Manager – Kadamba Transport Corporation Limited (KTCL)

The selection process generally includes an objective-type written examination covering the following areas:-

(Total 100 Marks)

A Section

1. Technical & Operational Management (Core Subject)

This section focuses on the day-to-day operations of a bus depot.

- Depot Management: Daily depot operations, maintenance schedules & management, crew management (roster, booking, linking), vehicle scheduling and Human resource managing.
- Traffic Management: Traffic rules, regulations, and safety measures.
- Passenger Amenities: Reservation systems, enquiry systems, and passenger grievance handling.
- Traffic Surveys: Data compilation, analysis, and preparation of time tables.
- Safety & Compliance: Road safety measures, motor vehicle act basics, and compliance with RTC rules, AIS standard of buses, compliance to PwD accessibility norms.
- Material Management.

B Section

2. General Studies & Aptitude

- General Knowledge: Current events, Goa history, culture, and geography.
- General English: Grammar, vocabulary, and sentence structure.
- Reasoning Ability: Coding-decoding, blood relations, directions, series, and data interpretation.
- Numerical Aptitude: Basic arithmetic, averages, time and distance, and ratios.

C Section

3. Administrative & Managerial Skills

- Personnel Management: Staff posting, transfers, and handling grievances.
- Disciplinary Procedures: Knowledge of Labour Laws, Conduct and CCA Regulations, and handling of chargesheet cases.
- Financial Performance: Monitoring depot expenses, understanding cost accounting basics in transport and depot budgeting.