

• **Syllabus for screening test (objective type -multiple choice questions) for Dy. Registrar, Assistant Registrar, and Section Officer**

| Paper no. | Subject   | Marks |
|-----------|---|-------|
| 1         | General Knowledge ,General Studies, English   | 100   |
| 2         | Matters related to Higher Education<br>New Education Policy with special focus on Higher Education,<br>Constitutional and statutory provisions related to Higher Education, statutory councils such as UGC,AICTE, Pharmacy council, Rehabilitation council, MCI, BCI, etc., Central Government policies related to higher education, topics related to Centre of Excellence, Institute of National importance, military or social activities being undertaken at higher education level such as NCC, NSS, Rovers-Rangers etc. | 100   |
| 3         | Laws and rules Governing Administration of Public Entity<br>Central Govt. Manual of Office Procedure, General Financial Rules- 2017, procurement of Equipments and services (with emphasis on GeM), Central Govt. Reservation Policy, Central Govt. General conditions of Services( Rules related to pay, deputation, Lien, LTC, Leave, CGHS), Retirement benefits to Central Govt. Employees including that of New Pension Scheme and Contributory Provident fund, Labour Laws, Right to Information Act-2005,               | 100   |

Medium of Examination will be English if indicated otherwise.



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• **Syllabus for Screening Test(objective type -multiple choice questions) for IT System Manager**

| Paper no. | Subject                                     | Marks |
|-----------|---|-------|
| 1         | General Knowledge ,General Studies, English | 100   |
| 2         | Information Technology                      | 100   |

Medium of Examination will be English if indicated otherwise.

• **Syllabus for Screening Test (objective type -multiple choice questions) for Deputy Engineer(Civil) and Asstt. Engineer(Civil)**

| Paper no. | Subject                                     | Marks |
|-----------|---|-------|
| 1         | General Knowledge ,General Studies, English | 100   |
| 2         | Civil Engineering                           | 100   |

Medium of Examination will be English if indicated otherwise.

• **Syllabus for Screening Test(objective type -multiple choice questions) for Accounts Officer, Assistant Finance Officer**

| Paper no. | Subject  | Marks |
|-----------|--|-------|
| 1         | General Knowledge ,General Studies, English  | 100   |
| 2         | Accounts and Auditing  | 100   |
| 3         | Financial Matters including Finance of Public Entity such as General Financial Rules 2017 issued by Govt. of India, Ministry of Finance, Procurement of Equipments and services (with special emphasis on GeM), Central Govt. General conditions of Services( Rules related to pay, deputation, Lien, LTC, Leave, CGHS), Retirement benefits to Central Govt. Employees including that of New Pension Scheme and Contributory Provident fund | 100   |

Medium of Examination will be English if indicated otherwise.



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• **Pattern and Syllabus for screening test and Main Examination for Deputy Section Officer and Assistant**

1. The Screening test will be of Objective type(Multiple Choice Questions). Syllabus for that test will be as under.

| Paper no. | Subject                                     | Marks |
|-----------|---|-------|
| 1         | General Knowledge ,General Studies, English | 100   |

Medium of Examination will be English if indicated otherwise.

2. The Main Examination will have two components.

- (i) Written Test. Syllabus for the written test will be as under.

| Paper no. | Subject   | Marks |
|-----------|---|-------|
| 1         | General Knowledge and General Studies(Objective type-Multiple Choice Questions) | 100   |
| 2         | English(Descriptive Type)   | 100   |

- (ii) Computer skill test Checking Computer Proficiency -150 Marks

The final selection will be made on the basis of aggregate marks obtained in the Written Test and Computer skill Test.

Medium of Examination will be English if indicated otherwise.



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• **Pattern and Syllabus for Screening Test and Main Examination for Accountant- cum- Auditor and Sub Accountant-cum- Sub Auditor**

1. The Screening test will be of Objective type(Multiple Choice Questions). Syllabus for that test will be as under.

| Paper no. | Subject                                     | Marks |
|-----------|---|-------|
| 1         | General Knowledge ,General Studies, English | 100   |
| 2         | Accountancy and Auditing                    | 100   |

Medium of Examination will be English if indicated otherwise.

2. The Main Examination will have two components.

- (i) Written Test. Syllabus for the written test will be as under.

| Paper no. | Subject   | Marks |
|-----------|---|-------|
| 1         | General Knowledge and General Studies(objective type) | 100   |
| 2         | Accountancy and Auditing(Descriptive type)            | 100   |

- (ii) Computer skill test related to Accounts and Auditing. -150 Marks

The final selection will be made on the basis of aggregate marks obtained in the Written Test and Computer skill Test.

Medium of Examination will be English if indicated otherwise.



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