SYLLABUS OF WRITTEN TEST FOR THE POST OF SECTION OFFICER GRADE-II

Written Test (In English only except for Hindi language part)

(i)   **Post specific content including computer knowledge :**   **80%**

<u>Administrative Procedures</u> : Office Procedures, preparation and submission of administrative cases, security of official information and documents, recording of files, record retention schedule and weeding out of records, drafting of communication, circulation and keeping of the confidential records. Financial rules and regulations, office administration and financial administration.

<u>Service Regulations</u> : Fundamental Rules, Travelling Allowances Rules as contained in the Supplementary Rules, Central Civil Services (Conduct) Rules, Central Civil Services (Pension) Rules, Central Civil Services (Leave) Rules, Central Civil Services (Commutation of Pension) Rules, General Provident Fund (Central Services) Rules, Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Medical Attendance) Rules, Central Civil Services (LTC) Rules, Contribution Pension Scheme, legal matters, etc.

<u>Academic Rules</u>: General Awareness on understanding of UGC rules and various other Government Procedures & Norms. UGC [INSTITUTIONS DEEMED TO BE UNIVERSITIES] Regulations 2023, UGC Regulations governing the service conditions of the teachers and other UGC regulations, AICTE regulations, etc.

<u>Computer Knowledge</u>: Basics of computer, MS-Office, MS-Word, MS-Excel, MS-PowerPoint, working with email and drafting official communication through emails, Data security/Cyber security.

<u>Ethics & Management</u>: Ethics, Integrity and Aptitude, Decision Making and Problem solving, Management Principles & Practices

(ii)   **Mental ability, Reasoning and Mathematical skills :**   **10%**

Verbal and non-verbal types. analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. Number System, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iii)   **English and Hindi Language proficiency :**   **10%**

Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc.

शब्दावली, व्याकरण, वाक्य संरचना, पर्यायवाची, विलोम शब्द और उनका सही उपयोग आदि।

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DOMAIN SKILL TEST FOR THE POST OF SECTION OFFICER GRADE-II

Topics	Total Marks: 50
The candidate should be able to demonstrate proficiency in : 1. Preparation of appropriate note and noting on given administrative / financial / academic case / legal matter, etc. 2. Typing / usage of MS-Word in English / Hindi. 3. Usage of MS-Excel for data management / calculations. 4. Preparation of presentation using MS- PowerPoint.	Domain skill test is qualifying in nature, and candidate must score a minimum of 40% marks.

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Dean (A & F)