

SYLLABUS FOR WRITTEN TEST FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER

1. CCS Rules (40 Marks) :

- Conduct Rules
- Disciplinary procedures/proceedings
- Deputation, Foreign Services, Lien
- Leave Rules
- Allowances
- Recruitment & Reservation Rules
- Departmental Promotion
- Retirement benefits & VRS
- Legal matters
- Contract, Agreement & Arbitration
- MOU and MOA
- Good Office practices
- APAR
- Welfare measures
- Official accommodation
- Leasing of official space
- Pay Rules
- Labour Laws
- RTI
- Commonly circulated information/order by Finance Ministry, DOPT & Ministry of Education
- Any other matter relevant to academic institutions funded by Central Government.

2. Finance Rules (16 Marks) :

- GFR
- PFMS
- Budget
- Annual Accounts
- Audit
- Income Tax
- GST
- Ledger
- Cash Book
- Purchase Rules
- Pay & Dearness Allowances
- HRA
- Refund and Recovery
- Financial Irregularities

3. Academic Rules (08 Marks) :

- UGC Regulations
- AICTE Regulations
- ACT & Statute
- Academic Regulations Framing & Documentation
- NBA, NAAC & NIRF
- IPR
- Reservation in admission and relaxations

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26/9/2020

डीम (प्रशासन एवं वित्त)

4. **Computational skill/knowledge (08 Marks) :**

- MS Office (Word, Excel & Power Point)
- Internet Browsing
- Intranet Communication
- Email - Uploading & Downloading of Files, Zip File, Google Drive

5. **English knowledge for communication (08 Marks) :**

- Official communication to Ministries
- Other Communication - Internal & External
- File Notings
- Official orders/circular/notices
- Press note
- Official correspondence
- DO letters
- Annual Report

CPM
26/9/20

डीन (प्रशासन एवं वित्त)