

Corrigendum to Selection Criteria for the post of Sr. Administrative Officer

As per the decision of the BOGs in its 32nd meeting held on 8.5.2015 vide item no.B.32.4.14, the selection criteria for the post of Sr. Administrative Officer will be written test (80% weightage) and personal interview (20% weightage).

Accordingly, there will be a written test of the eligible candidates on 2.9.2021 from 11:30 am to 1:00 pm comprising of Multiple Choice Question (objective type). The syllabus is given below. Top 30 candidates of above written test will be called for personal interview on 3.9.2021 at 10:30 am. The candidates' physical verification of document will be done on 2.9.2021 from 2:30 pm onwards. The candidates must bring their original documents (Qualification, experience etc.) on 2.9.2021.

Written Test Syllabus Post: 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

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


(P.K. Singla)

Faculty Incharge (Administration)