

## Deputy Director (Legal)

The ratio of marks in Written Test and the Interview are 50:50. The Written Test may consist of following 4 components:

- |    |   |                 |
|----|---|-----------------|
| A) | Verbal Ability comprising of Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences   | <b>10 marks</b> |
| B) | Quantitative Aptitude covering Ratio & Proportion Time and Work Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability.                              | <b>10 marks</b> |
| C) | Intellectual Potential covering Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion | <b>15 marks</b> |
| D) | Computer Knowledge  | <b>5 marks</b>  |
| E) | Subject knowledge covering following topics:  | <b>60 marks</b> |
- a) The Indian Contract Law
  - b) The Indian Partnership Act./
  - c) The Arbitration & Conciliation Act, 1996
  - d) The Constitution of India
  - e) The Transfer of Property Act
  - f) The Indian Easements Act.
  - g) The Sale of Goods Act.
  - h) The Indian Penal Code
  - i) The Civil Procedure Code
  - j) The Criminal Procedure Code
  - k) The Indian Evidence Act
  - l) The Consumer Protection Act
  - m) The Competition Act.
  - n) The Information Technology Act.
  - o) The Labour & Industrial Laws (ID Act, Contract Labour(R&A) Act, Trade Unions, Payment of Gratuity/Payment of Wages/Minimum Wages Act/Relevant Provisions of Factories Act)
  - p) The Companies Act.
  - q) The Intellectual Property Act.
  - r) The Central Civil Services Classification Control and Appellate (CCSCCA) Rules and Central Civil Services Conduct Rules.
  - s) Right to Information Act and Right to Information
  - t) Workmen's Compensation Act
  - u) General information on GFR

## **Assistant Director (Fin)**

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview are 85:15. The Written Test will consist of following 4 components:

- A) Verbal Ability **10 marks**
- B) Quantitative Aptitude **10 marks**
- C) Intellectual Potential including Computer Knowledge **20 marks**
- D) Subject knowledge covering following topics: **45 marks**
  - a) Maintenance of Cash Book
  - b) Preparation of Bank Reconciliation Statement
  - c) Posting of Ledger Accounts
  - d) Preparation of Trial Balance and Final Accounts
  - e) Principles of Auditing
  - f) Income Tax and Service Tax Rules
  - g) General Financial Rules
  - h) Fundamental Rules & Supplementary Rules.
  - i) CCS (Pension) Rules and New Pension Scheme
  - j) TA and LTC Rules
  - k) Medical Attendance Rules
  - l) Provident Fund Rules
  - m) Gratuity Rules
  - n) Delegation of Financial Power Rules
  - o) CCS (Joining Time) Rules
  - p) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
  - q) Matters concerning Land and Building, Government Residential Quarters, Staff Cars
  - r) Contingent expenditure.

## **Assistant Director (Admn)**

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview will be 85:15. The Written Test will consist of following 4 components:

- A) Verbal Ability **10 marks**
- B) Quantitative Aptitude **10 marks**
- C) Intellectual Potential including Computer Knowledge **20 marks**
- D) Knowledge of Central Government Rules and Procedures/  
Instructions covering following topics: **45 marks**
  - a) Establishment Matters covering Creation of Post, Age relaxation for Appointments, Recruitment through Employment Exchange, Recruitment by Direct Recruitment/Absorption/Deputation, Probation on Appointment, Ad hoc Appointments/promotions, Casual Labour, Medical Examination on First Appointment and Domicile.
  - b) Concessions in Appointments covering Post Based Roster, SC and ST, Socially and Educationally Backward Classes, Persons with Disabilities, Ex-Servicemen, Sportsmen and Compassionate Appointments.
  - c) Service Matters of employees covering confirmation, seniority, Termination of Services of Temporary employees, Extension in services and Re-employment, Engagement of Consultants, Employment after Retirement, Regulation of Pay on Re-employment, Forwarding of Applications for other Employment, Premature Retirement of Central Govt. Servants, Resignation, Voluntary Retirement, Retrenchment Procedure, Redeployment of Surplus Employees, Deputation (Duty) Allowance and Permanent Absorption in Public Sector Undertakings/Autonomous Bodies.
  - d) Personal Matters of employees covering Annual Performance Assessment Report, Promotions – DPCs, Modified Flexible Complementing Scheme, Modified Assured Career Progression Scheme, proforma Promotions, Change of Name, Date of Birth and its Subsequent Alteration, Permission under CCS Conduct Rules, Enforcement of Service Bond on Quitting Service, Service Book and Personal Files and Posting of Husband and Wife at the Same Station.
  - e) General Financial Rules – in relation to procurement and disposal of goods, Procurement of services, Contract Management.
  - f) Fundamental Rules & Supplementary Rules.
  - g) CCS (Pension) Rules and New Pension Scheme
  - h) TA and LTC Rules
  - i) CCS (Medical Attendance) Rules
  - j) Provident Fund Rules
  - k) Gratuity Rules

- m) Delegation of Financial Power Rules
- n) CCS (Leave) Rules
- m) CCS (Joining Time) Rules
- o) CCS (CCA) Rules
- p) CCS (Conduct) Rules
- q) Labour and Industrial Laws in India. The Labour & Industrial Laws (ID Act, Contract Labour (R&A) Act, Trade Unions, Payment of Gratuity/Payment of Wages/Minimum Wages Act/Relevant Provisions of Factories Act)
- r) General Office Management covering Rules for Display of National Flag, Martyrs' Day, Attendance and Punctuality, Holidays for Government Offices, Noting and Drafting, Forms and Procedure of Communication, Secret and Confidential Records, Records Management, Security Instructions.
- s) Service Associations and Welfare covering CCS (Recognition of Service Associations) Rules, Joint Consultative Machinery, Facilities for Trade Union Activities, Duties and Responsibilities of Welfare Officers.
- t) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
- u) Matters concerning Land and Building, Government Residential Quarters, Staff Cars, Contingent Expenditure. Territorial Army and Home Guards, Passport and Emigration, Incentives for Hindi including provisions of Official Languages Act, Workmen's Compensation Act.

## Finance Officer

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview are 85:15. The Written Test will consist of following 4 components:

- A) Verbal Ability **10 marks**
- B) Quantitative Aptitude **10 marks**
- C) Intellectual Potential including Computer Knowledge **20 marks**
- D) Subject knowledge covering following topics: **45 marks**
  - a) Maintenance of Cash Book
  - b) Preparation of Bank Reconciliation Statement
  - c) Posting of Ledger Accounts
  - d) Preparation of Trial Balance and Final Accounts
  - e) Principles of Auditing
  - f) Income Tax and Service Tax Rules
  - g) General Financial Rules
  - h) Fundamental Rules & Supplementary Rules.
  - i) CCS (Pension) Rules and New Pension Scheme
  - j) TA and LTC Rules
  - k) Medical Attendance Rules
  - l) Provident Fund Rules
  - m) Gratuity Rules
  - n) Delegation of Financial Power Rules
  - o) CCS (Joining Time) Rules
  - p) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
  - q) Matters concerning Land and Building, Government Residential Quarters, Staff Cars
  - r) Contingent expenditure.

## **Administrative Officer**

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview will be 85:15. The Written Test will consist of following 4 components:

- A) Verbal Ability **10 marks**
- B) Quantitative Aptitude **10 marks**
- C) Intellectual Potential including Computer Knowledge **20 marks**
- D) Knowledge of Central Government Rules and Procedures/  
Instructions covering following topics: **45 marks**
  - a) Establishment Matters covering Creation of Post, Age relaxation for Appointments, Recruitment through Employment Exchange, Recruitment by Direct Recruitment/Absorption/Deputation, Probation on Appointment, Ad hoc Appointments/promotions, Casual Labour, Medical Examination on First Appointment and Domicile.
  - b) Concessions in Appointments covering Post Based Roster, SC and ST, Socially and Educationally Backward Classes, Persons with Disabilities, Ex-Servicemen, Sportsmen and Compassionate Appointments.
  - c) Service Matters of employees covering confirmation, seniority, Termination of Services of Temporary employees, Extension in services and Re-employment, Engagement of Consultants, Employment after Retirement, Regulation of Pay on Re-employment, Forwarding of Applications for other Employment, Premature Retirement of Central Govt. Servants, Resignation, Voluntary Retirement, Retrenchment Procedure, Redeployment of Surplus Employees, Deputation (Duty) Allowance and Permanent Absorption in Public Sector Undertakings/Autonomous Bodies.
  - d) Personal Matters of employees covering Annual Performance Assessment Report, Promotions – DPCs, Modified Flexible Complementing Scheme, Modified Assured Career Progression Scheme, proforma Promotions, Change of Name, Date of Birth and its Subsequent Alteration, Permission under CCS Conduct Rules, Enforcement of Service Bond on Quitting Service, Service Book and Personal Files and Posting of Husband and Wife at the Same Station.
  - e) General Financial Rules – in relation to procurement and disposal of goods, Procurement of services, Contract Management.
  - f) Fundamental Rules & Supplementary Rules.
  - g) CCS (Pension) Rules and New Pension Scheme
  - h) TA and LTC Rules
  - i) CCS (Medical Attendance) Rules
  - j) Provident Fund Rules

- k) Gratuity Rules
- m) Delegation of Financial Power Rules
- n) CCS (Leave) Rules
- m) CCS (Joining Time) Rules
- o) CCS (CCA) Rules
- p) CCS (Conduct) Rules
- q) Labour and Industrial Laws in India. The Labour & Industrial Laws (ID Act, Contract Labour (R&A) Act, Trade Unions, Payment of Gratuity/Payment of Wages/Minimum Wages Act/Relevant Provisions of Factories Act)
- r) General Office Management covering Rules for Display of National Flag, Martyrs' Day, Attendance and Punctuality, Holidays for Government Offices, Noting and Drafting, Forms and Procedure of Communication, Secret and Confidential Records, Records Management, Security Instructions.
- s) Service Associations and Welfare covering CCS (Recognition of Service Associations) Rules, Joint Consultative Machinery, Facilities for Trade Union Activities, Duties and Responsibilities of Welfare Officers.
- t) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
- u) Matters concerning Land and Building, Government Residential Quarters, Staff Cars, Contingent Expenditure. Territorial Army and Home Guards, Passport and Emigration, Incentives for Hindi including provisions of Official Languages Act, Workmen's Compensation Act.

## **Sr. Assistant (Accounts)**

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview are 85:15. The Written Test will consist of following 4 components:

- A) Verbal Ability **10 marks**
- B) Quantitative Aptitude **10 marks**
- C) Intellectual Potential including Computer Knowledge **20 marks**
- D) Subject knowledge covering following topics: **45 marks**
  - a) Maintenance of Cash Book
  - b) Preparation of Bank Reconciliation Statement
  - c) Posting of Ledger Accounts
  - d) Preparation of Trial Balance and Final Accounts
  - e) Principles of Auditing
  - f) Income Tax and Service Tax Rules
  - g) General Financial Rules
  - h) Fundamental Rules & Supplementary Rules.
  - i) CCS (Pension) Rules and New Pension Scheme
  - j) TA and LTC Rules
  - k) Medical Attendance Rules
  - l) Provident Fund Rules
  - m) Gratuity Rules
  - n) Delegation of Financial Power Rules
  - o) CCS (Joining Time) Rules
  - p) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
  - q) Matters concerning Land and Building, Government Residential Quarters, Staff Cars
  - r) Contingent expenditure.



## Front Office Counselor

The ratio of marks in Written Test and the Interview will be 85:15. The Written Test may consist of following 4 components:

- A) Verbal Ability comprising of Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences **10 marks**
- B) Quantitative Aptitude covering Ratio & Proportion Time and Work Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability. **10 marks**
- C) Intellectual Potential covering Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion **20 marks**
- D) Subject Knowledge covering following topics: **45 Marks**
  - a) Front Office Operations & Procedures
  - b) Front Office Organisation & Supervision
  - c) Business Communication
  - d) Customer Relationship Management
  - e) Executive Information System
  - f) Awareness on Social Media

## **Assistant (Accounts)**

**The Syllabus outline for both the above posts would be same as brought out below. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview are 85:15. The Written Test may consist of following 4 components:

- |    |  |                 |
|----|--|-----------------|
| A) | Verbal Ability comprising of Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences  | <b>10 marks</b> |
| B) | Quantitative Aptitude covering Ratio & Proportion Time and Work Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability.   | <b>10 marks</b> |
| C) | Intellectual Potential covering Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion including Computer Knowledge   | <b>20 marks</b> |
| E) | Subject knowledge covering following topics:<br>a) Maintenance of Cash Book<br>b) Preparation of Bank Reconciliation Statement<br>c) Posting of Ledger Accounts<br>d) Preparation of Trial Balance and Final Accounts<br>e) Principles of Auditing<br>f) Income Tax and Service Tax Rules<br>g) General Financial Rules<br>h) Fundamental Rules & Supplementary Rules.<br>i) CCS (Pension) Rules and New Pension Scheme<br>j) TA and LTC Rules<br>k) Medical Attendance Rules<br>l) Provident Fund Rules<br>m) Gratuity Rules<br>n) Delegation of Financial Power Rules<br>o) CCS (Joining Time) Rules<br>p) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.<br>q) Matters concerning Land and Building, Government Residential Quarters, Staff Cars<br>r) Contingent expenditure. | <b>45 marks</b> |

## **Assistant**

**The Syllabus outline is similar to Asstt. Director (Admn) and Administrative Officer. However, the level of Questions in the Question Papers would be commensurate with the level of post.**

The ratio of marks in Written Test and the Interview are 85:15. The Written Test may consist of following 4 components:

- A) Verbal Ability comprising of Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences **10 marks**
- B) Quantitative Aptitude covering Ratio & Proportion Time and Work Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability. **10 marks**
- C) Intellectual Potential covering Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion including Computer Knowledge **20 marks**
- E) Knowledge of Central Government Rules and Procedures/ Instructions covering following topics: **45 marks**
  - a) Establishment Matters covering Creation of Post, Age relaxation for Appointments, Recruitment through Employment Exchange, Recruitment by Direct Recruitment/Absorption/Deputation, Probation on Appointment, Ad hoc Appointments/promotions, Casual Labour, Medical Examination on First Appointment and Domicile.
  - b) Concessions in Appointments covering Post Based Roster, SC and ST, Socially and Educationally Backward Classes, Persons with Disabilities, Ex-Servicemen, Sportsmen and Compassionate Appointments.
  - c) Service Matters of employees covering confirmation, seniority, Termination of Services of Temporary employees, Extension in services and Re-employment, Engagement of Consultants, Employment after Retirement, Regulation of Pay on Re-employment, Forwarding of Applications for other Employment, Premature Retirement of Central Govt. Servants, Resignation, Voluntary Retirement, Retrenchment Procedure, Redeployment of Surplus Employees, Deputation (Duty) Allowance and Permanent Absorption in Public Sector Undertakings/Autonomous Bodies.
  - d) Personal Matters of employees covering Annual Performance Assessment Report, Promotions – DPCs, Modified Flexible Complementing Scheme, Modified Assured Career Progression Scheme, proforma Promotions, Change of Name, Date of Birth and its Subsequent Alteration, Permission under CCS Conduct Rules, Enforcement of Service Bond on Quitting Service, Service Book and Personal Files and Posting of Husband and Wife at the Same Station.

- e) General Financial Rules – in relation to procurement and disposal of goods, Procurement of services, Contract Management.
- f) Fundamental Rules & Supplementary Rules.
- g) CCS (Pension) Rules and New Pension Scheme
- h) TA and LTC Rules
- i) CCS (Medical Attendance) Rules
- j) Provident Fund Rules
- k) Gratuity Rules
- m) Delegation of Financial Power Rules
- n) CCS (Leave) Rules
- m) CCS (Joining Time) Rules
- o) CCS (CCA) Rules
- p) CCS (Conduct) Rules
- q) Labour and Industrial Laws in India. The Labour & Industrial Laws (ID Act, Contract Labour (R&A) Act, Trade Unions, Payment of Gratuity/Payment of Wages/Minimum Wages Act/Relevant Provisions of Factories Act)
- r) General Office Management covering Rules for Display of National Flag, Martyrs' Day, Attendance and Punctuality, Holidays for Government Offices, Noting and Drafting, Forms and Procedure of Communication, Secret and Confidential Records, Records Management, Security Instructions.
- s) Service Associations and Welfare covering CCS (Recognition of Service Associations) Rules, Joint Consultative Machinery, Facilities for Trade Union Activities, Duties and Responsibilities of Welfare Officers.
- t) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
- u) Matters concerning Land and Building, Government Residential Quarters, Staff Cars, Contingent Expenditure. Territorial Army and Home Guards, Passport and Emigration, Incentives for Hindi including provisions of Official Languages Act, Workmen's Compensation Act.

## **Stenographer**

The ratio of marks in Written Test and the Interview will be 85:15. The written examination for the above posts will consist of the objective type paper covering following topics:

- |                                     |                 |
|-------------------------------------|-----------------|
| a) General English & Verbal Ability | <b>25 Marks</b> |
| b) Intellectual Potential           | <b>15 Marks</b> |
| c) Quantitative Aptitude            | <b>15 Marks</b> |
| d) Computer Knowledge               | <b>30 Marks</b> |

For the post of **Stenographer**, the incumbent will be required to qualify a **Shorthand Test** at a minimum speed of **80/100 words in Hindi** or **English**.

For the post of **Jr. Assistant**, the incumbent will be required to qualify a **Typing Test** at a minimum speed of **25 words in Hindi** or **30 words in English**.

## Junior Assistant

The ratio of marks in Written Test and the Interview will be 85:15. The written examination for the above posts will consist of the objective type paper covering following topics:

- |                                     |                 |
|-------------------------------------|-----------------|
| a) General English & Verbal Ability | <b>25 Marks</b> |
| b) Intellectual Potential           | <b>15 Marks</b> |
| c) Quantitative Aptitude            | <b>15 Marks</b> |
| d) Computer Knowledge               | <b>30 Marks</b> |

For the post of **Stenographer**, the incumbent will be required to qualify a **Shorthand Test** at a minimum speed of **80/100 words in Hindi** or **English**.

For the post of **Jr. Assistant**, the incumbent will be required to qualify a **Typing Test** at a minimum speed of **25 words in Hindi** or **30 words in English**.