

Admin - cum - Finance Officer**Proposed Syllabus for recruitment to the post of Admin - cum - Finance Officer.**

The proportion of marks in Written Test and the Interview are in the ratio of **50:50** as approved by Governing Council during its 31<sup>st</sup> meeting held on 8/10/2013. The Written Test will be of following five components:

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| <b>A)</b> | <b>Verbal Ability</b> comprising of Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences   | <b>10 marks</b> |
| <b>B)</b> | <b>Quantitative Aptitude</b> covering Ratio & Proportion, Time and Work Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability.   | <b>10 marks</b> |
| <b>C)</b> | <b>Intellectual Potential</b> covering Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion   | <b>15 marks</b> |
| <b>D)</b> | <b>Computer Knowledge</b>  | <b>5 marks</b>  |
| <b>E)</b> | <b>Subject knowledge covering following topics:</b>  | <b>60 marks</b> |
| i)        | Establishment Matters covering Creation of Posts, Age relaxation for Appointments, Recruitment through Employment Exchanges, Recruitment by Direct Recruitment/Absorption/Deputation, Probation on Appointment, Ad hoc Appointments/promotions, Casual Labour, Medical Examination on First Appointment and Domicile conditions applicable.  |                 |
| ii)       | Concessions in Appointments covering Post Based Roster, SC, ST, OBC, Persons with Disabilities, Ex-Servicemen, Sportsmen and Compassionate Appointments.   |                 |
| iii)      | 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. |                 |
| iv)       | 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.  |                 |
| v)        | General Financial Rules.   |                 |
| vi)       | Fundamental Rules & Supplementary Rules.   |                 |



- vii) TA and LTC Rules
- viii) Provident Fund Rules (CPF/ NPS, GPF and EPF Act,1952).
- ix) Pay Rules
- x) Gratuity Rules
- xi) Delegation of Financial Power Rules
- xii) CCS - Pension Rules, Medical Attendance Rules, Leave Rules, Joining Time Rules, CCA Rules, Conduct Rules.
- xiii) Employees State Insurance Act, 1948.
- xiv) Labour and Industrial (ID Act, Contract Labour (R&A) Act, Trade Unions, Payment of Gratuity/Payment of Wages/Minimum Wages Act/Relevant Provisions of Factories Act).
- xv) 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.
- xvi) 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.
- xvii) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.
- xviii) 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 Language Act, Workmen's Compensation Act.
- xix) Government e- Marketplace (GeM)/ E-procurement.
- xx) Reconciliation of Bank Statements.
- xxi) Preparation of Trial Balance and Final Accounts
- xxii) Principles of Auditing in Government and its Compliances.
- xxiii) Income Tax, GST Rules and related Returns
- xxiv) Maintenance of Accounts through Computerized Accounting System.
- xxv) Framing of Budget and Annual Action Plan.
- xxvi) GIA and its utilization norms in Government.
- xxvii) Consolidation of Final Accounts and Annual action plan.
- xxviii) Accounting Standards.
- xxix) Rules pertaining to retention and disposal of Official Record.