

## INDICATIVE SYLLABUS FOR THE POST OF ASSISTANT DIRECTOR (ADMIN)

S.No.	SYLLABUS	REMARKS
01	<p><b>PART 'A'</b></p> <p>a) Verbal Ability b) Quantitative Aptitude c) Intellectual Potential d) Computer Knowledge</p> <p><b>PART 'B'</b></p> <p><b>Knowledge of Central Government Rules and Procedures / Instructions covering following topics:</b></p> <ul style="list-style-type: none"> <li>- Establishment Matters covering Creations of Post, Age relaxation for Appointments, Recruitment through Employment Exchange, Recruitment by Direct Recruitment / Absorption / Deputation, Probation on Appointment, Ad hoc Appointment / promotions, Casual Labour, medical Examination on First Appointment and Domicile.</li> <li>- Concessions in Appointment covering Post Based Roster, SC and ST, Socially and Educationally Backward Classes, Persons with Disabilities, Ex-Servicemen, Sportsmen and Compassionate Appointments.</li> <li>- Service Matters of employees covering confirmation, seniority, Termination of Service of Temporary employees, Extension in services and Re-employment, Engagement of Consultant, 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.</li> <li>- Personal Matters of employees covering annual Performance Assessment Report, Promotions – DOCs, 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 Wife at the Same Station.</li> <li>- General Financial Rules – in relation of procurement and disposal of goods, Procurement of services, Contract Management.</li> <li>- Fundamental Rules &amp; Supplementary Rules.</li> <li>- CCS (Pension) Rules and New Pension Scheme.</li> <li>- TA and LTC Rules</li> <li>- CCS (Medical Attendance) Rules</li> <li>- Provident Fund Rules</li> <li>- Gratuity Rules</li> <li>- Delegation of Financial Power Rules</li> <li>- CCS (Leave) Rules/ CCS (joining time) Rules</li> <li>- CCS (CCA) Rules/ CCS (conduct) Rules</li> <li>- Labour and Industrial Laws in India. The Labour &amp; Industrial Laws (ID Act, Contract Labour (R&amp;A) Act, Trade Unions, Payment of Gratuity / Payment of Wages / minimum wages Act / Relevant provisions of Factories (Act)</li> <li>- General Office management Covering Rules for Display of National Flag, Martyrs' Day, Attendance and Punctuality, Holidays for Government Offices, Nothing and Drafting, Forms and Procedure of Communication Secret and Confidential Records, Records Management, Security Instructions.</li> <li>- 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.</li> <li>- Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.</li> <li>- 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 Compensations Act.</li> </ul>	<p style="text-align: center;">-50% [PART 'A']</p> <p style="text-align: center;">-50% [PART 'B']</p>

## INDICATIVE SYLLABUS FOR THE POST OF SENIOR ASSISTANT (ACCOUNTS)

S.No.	SYLLABUS	REMARKS
01	<p><b>PART 'A'</b></p> <p>a) Verbal Ability  b) Quantitative Aptitude  c) Intellectual Potential  d) Computer Knowledge</p> <p><b>PART 'B'</b>  <b>Subject Knowledge covering following topics;</b></p> <p>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 Tac Rule  g) General Financial Rules  h) Fundamental Rules &amp; Supplementary Rules  i) CCS (Pension) Rule 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.  s) Knowledge of PFMS  t) GeM Rules</p>	<p style="text-align: center;">-50% [PART 'A']</p> <p style="text-align: center;">-50% [PART 'B']</p>