

INDICATIVE SYLLABUS FOR THE POST OF SENIOR SUPERINTENDENT

SKILL/TRADE TEST (50 MARKS)

Noting/Drafting /Letter writing/Email Communication using MS-Office/Excel/Power point.

WRITTEN TEST (100 MARKS)

Part-A (General) 50 marks

a) **General Awareness:**

Questions will assess the candidate's general awareness and knowledge of current affairs, as well as matters of everyday observation expected of an educated person. The syllabus will include India and its neighbouring countries, with emphasis on History, Indian Polity and Constitution, Art and Culture, Geography, Economics, General Policy, Science and Scientific Research. Questions may also cover National and International Organisations/Institutions, important events, and current developments.

b) **General Intelligence & Reasoning:**

The test will include questions of both verbal and non-verbal reasoning. The syllabus will cover analogies, similarities and differences, classification, series, spatial visualization, problem-solving, analysis, judgment, decision-making, visual memory, observation, discrimination, relationships, concepts, arithmetical reasoning, verbal and figure classification, and arithmetical number series, etc.

c) **Quantitative Aptitude:**

The syllabus will cover Number System, Simplification, Decimals and Fractions, LCM and HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time and Work, Time and Distance, Tables and Graphs, and other basic quantitative concepts.

d) **Test of English language:**

The test will assess the candidate's understanding and correct usage of the English language, including Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, One-word Substitution, comprehension, and other aspects of correct usage of English.

e) **Computer Awareness:**

The syllabus will cover Computer Fundamentals, basic applications of computers, components of computers, word processing, spreadsheets, Internet and web applications, networking, and basic information and communication technology (ICT).

Part-B (Specialization) 50 marks

a) **Service Rules:**

FR & SR, CCS Leave Rules, CCS Conduct Rules, CCS CCA Rules, CCS Pension Rules, New Pension Scheme, Disciplinary & Vigilance, LTC Rules, TA/DA Rules and other Allowances, GPF Rules, Office Procedure, Reservation & Concession in Services, Deputation, Foreign Service, Lien, Probation, Confirmation, Retirement, Resignation, DPC, LDE, Seniority, General Financial Rules, Medical Attendance Rules, GeM Rules, Delegation of Financial Power Rules, Budgeting & Internal Audit, Pay Fixation.

b) **Academic Administration with special reference to IISERs:**

New Education Policy 2020, NITSER Act & Statutes, Recruitment Rules, Role and functions of NITSER Council, Board of Governors, Finance Committee, Building and Works Committee,

Senate, Departments/ Centres, Academic programmes, Admission and Registration procedure in IISERs, Grade point system, CGPA/GPA, Scholarships, Credit system, Regulatory Bodies on Higher Education, Ministry of Education, Research and Development, Office Automation & ERP Implementation in an academic system, E-office, digitization process.

c). **Government Acts, Laws relevant to Academic Administration:**

The Right to Information Act-2005, Anti Ragging Act, Labour Laws, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-2013, Payment of Gratuity Act, Income Tax Act with focus on Salary Income, e-TDS, Financial Management of an Academic Institute, GST Rules.
