



Ref no : NIDMP/HR/Rectt-Admn/01/2020/10

Date : 22.06.2020

Subject: Syllabus for written exam and skill test

1. Reference is made to the advertisement no: NIDMP/HR/Rectt-Admn/01/2020 dated 01.03.2020
2. Candidates who have applied for various administrative posts in response to the above cited advertisement by submitting online application are requested to note the syllabus as furnished below for written exam and skill test, respectively.

Syllabus details:

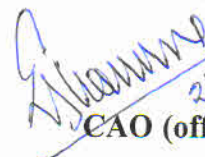
S.No	Post	Broad syllabus for written test	Skill Proficiency Test
1	Chief Administrative Officer	Establishment & Administration matters related to an Institute/ University System, Knowledge on the procedures of Academic Governance, DoPT (Department of Personnel and Training) standards, norms Rules, Office Procedures, General Financial Rules, GoI Rules related to General Administration, Online procurement related matters (Central Public Procurement Portal (CPPP, Government e Marketplace (GeM)), Stores & Inventory management, RTI, Public Relations & Grievances, Administrative matters related to enable the online learning, awareness on Institutional ERP system, e-office, Vigilance procedures, Estate matters, Public Works, Legal matters, Labour laws, Security etc. and/or questions relevant to the work profile of the post, and Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency.	Not applicable
2	Admin Officer	Establishment & General Administration matters related to an Institute/ University System, Knowledge on the procedures of Academic Governance, DoPT (Department of Personnel and Training) standards, norms Rules, Office Procedures, General Financial Rules, GoI Rules related to General Administration, Online	Not applicable

		procurement related matters (Central Public Procurement Portal (CPPP, Government e Marketplace (GeM)), Stores & Inventory management, RTI, Public Relations & Grievances, Administrative matters related to enable the online learning, Knowledge on Institutional ERP system, e-office, Vigilance procedures, Estate matters, Public Works, Legal matters, Labour laws, Security etc. and/or questions relevant to the work profile of the post, and Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency.	
3	Senior Accounts Officer	Finance & Accounts matters related to an Institute/ University System, DoPT Rules on service matters, MoF rules, General Financial Rules, Online procurement related matters (Central Public Procurement Portal (CPPP, Government e Marketplace (GeM)), Knowledge of cash book, Balance sheet, Logbook, Establishment check, Knowledge of Income Tax rules, GST TDS, TAN, PAN and E-filing of ITRs, Knowledge of Tendering / E-Tendering / Global Tendering processes, Knowledge of Foreign equipment purchase/payment procedure, Maintenance of Accounts through Computerized and its compliances, Budget and Annual Action, SFC/EFC Plan, Annual Accounts Preparation, GIA and its utilization norms in Government Institutions/organisations Labour laws, Service matters, RTI Act, NPS – New Pension Scheme, Delegation of financial powers, Accountancy including Cost Accountancy & Financial Management, PFMS, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Audit, ERP-System Audit etc Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency.	Not applicable
4	Senior Assistant Librarian	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency, Principles of Library Management, Library Building and Resources Management, Library Automation & Digitization, Application of ICT in Libraries, Library Services, Web based & Emerging Technologies in Libraries, Digitization & Preservation, Open Source Software and its application.	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test

		Research Methods and Statistical Techniques,	
5	Senior Superintendent (Accounts)	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency, Awareness of finance and accounts procedures in an educational institution, Accountancy including Cost Accountancy & Financial Management, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Internal Audit etc.	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test
6	Assistant Administrative Officer	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency, Awareness of central Govt office procedures; Awareness of functioning of educational institutions; Reservation and Concessions for SC, ST, OBC, PWD, EWS etc.; Right to Information Act 2005;	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
7	Superintendent	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency, Awareness of central Govt office procedures; Awareness of functioning of educational institutions; Reservation and Concessions for SC, ST, OBC, PWD, EWS etc.; Right to Information Act 2005;	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
8	Senior Assistant (Accounts)	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency, Awareness of finance and accounts procedures in an educational institution, Accountancy including Cost Accountancy & Financial Management, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Internal Audit etc.	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
9	Senior Library Assistant	Language proficiency in English, General Knowledge, Analytical Ability, Computer proficiency Library Methods and Techniques, Library and Society, Library Classification Theory and Practice, Library Cataloguing Theory and Practice, Information Sources and Services, ICT in LIS, Principles of Library Management, Library Automation, Library Resources Management, Reference and Information Services. English Language (Essay Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English)	English typing test @35 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test
10	Senior Assistant (Admn/Studio)	Language proficiency in English, General Knowledge, Numerical Aptitude, Concepts	English typing test @35 words per minute, letter

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		of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc.	and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
11	Assistant (Accounts/Adm/Library)	Language proficiency in English, General Knowledge, Numerical Aptitude, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc.	English typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.


24-06-2020
CAO (offg)

Copy to :

1. Assistant Engineer (IT), for uploading this office order on the official website of NIDMP