

Syllabus For Non Teaching Post

The Institute vide its *Advertisement No. NIPER-R/Recruit/01/2019-20 dated 17th August, 2020* advertised various Non-Teaching Positions to be filled on direct recruitment basis.

With reference to above, the information related to Pattern of Written Examination, Syllabus, Total Marks, etc. for various Non-Teaching Positions is given below for information of all concerned.

NAME OF THE POST: ADMINISTRATIVE OFFICER

Written Examination shall consist **Two Objective Type Papers** each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	30	30	2 hrs
Paper II	Domain Knowledge and/or Knowledge of Rules of Government of India, GFR & Manual for procurement of Goods	70	70	

In addition to the above written test, the candidates for the post of Administrative officer shall have to appear in the Skill Test as detailed below:

Name of the Skill Test	Duration	Maximum Marks
Computer Proficiency Test	30 minutes	10
Noting, drafting and case study	30 minutes	15

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, NIPER Act & Statutes, Indian States, India and other countries.

Paper-II

The questions will be from following areas:-

Establishment & General Administration related matters,
 Central Government Service Rules viz. CCS (Conduct Rules), CCS (CCA Rules),
 CCS (Revised Pay Rules 2016), CCS (Leave Rules), CCS (Pensions Rules)
 FR/SR, Rules regarding allowances to Central Govt. employees
 Medical Rules, HRA Rules, TA/DA Rules, LTC Rules
 Awareness of Central Govt. Office Procedure
 Vigilance matters, National Pension System (NPS), GPF, CPF
 RTI Act
 Deputation & Lien Rules
 Reservation Rules in Central Government appointment
 Recruitment Rules
 GFR 207, Manual for Procurement of Goods 2017, CPWD works Manual 2019
 Computer Applications, E-Office, Microsoft Office etc
