

## Detailed Syllabus for the post of Deputy Administrative Officer

### Summary of the subjects, No of questions, Maximum marks and duration of the test

SI No.	Details of Subjects		No. of questions	Total no of questions	Maximum Marks	Time Duration
1	Part-I	General Administration, Finance & Accounts and Purchase and Stores.	50	100	100	1.5 hours (90 minutes)
2	Part-II	General Knowledge, General intelligence, General English and General Mathematics	30			
3	Part-III	SAP Proficiency	20			

### Syllabus

Part-I			
SI No.	Topics/Subject	No of Questions	Total Marks
1.	<b>General Administration:</b> FR & SR CCS Conduct Rules CCS (CCA) Rules Pay/DA/HRA Joining time rules Medical Attendance Rules Loans and advances Recruitment, reservation and concessions in appointment Resignation and Technical Resignation Travelling allowance Deputation and Foreign Service Manual of Office procedure RTI	20	20
2.	<b>Finance &amp; Accounts:</b> Financial Accountancy, Cost Accountancy, Management Accountancy Auditing covering conceptual and practical aspects Financial Statements for Central Autonomous Bodies and Higher Educational Institutions Budget formulation and implementation Accounting of Grant-in-Aid	15	15
3.	<b>Purchase &amp; Stores:</b> General Financial Rules Public Procurement for goods, services and works Government e-marketplace Central Public Procurement Portal	15	15

	Contract management Inventory Management and Control Procurement Manuals Import of Goods		
	<b>Total</b>	50	50
<b>Part II</b>			
1.	General Knowledge	05	05
2.	General Intelligence	05	05
3.	General English	15	15
4.	General Mathematics	05	05
	<b>Total</b>	30	30
<b>Part III</b>			
1.	SAP Proficiency	20	20
	<b>Total</b>	20	20

### **General Knowledge (5 Questions):**

Questions will be designed to test the candidate's general awareness of the environment around them and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

### **General Intelligence (5 Questions):**

It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions design to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

### **English Language (15 Questions):**

Candidates' understanding of the Basis of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc./their writing ability would be tested.

### **General Mathematics (5 Questions):**

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and the relationship between Numbers, Fundamental arithmetical operations, percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

### **SAP Proficiency (20 Questions):**

Questions in this component will be aimed at testing the candidate's ability to handle the various SAP software-related functions, including the Human Resource module, Finance module and Purchase module.