

	Indian Institute of Technology Bhubaneswar Samantapuri, Bhubaneswar-751 013 Website: www.iitbbs.ac.in
---	--

Combined Direct Recruitment to the Post of Junior Superintendent & Junior Accounts Officers

Scheme of Examination
Section-A

Subject		Maximum Mark	Time
PAPER-1	All Questions are Objective Type and carry one mark each without any negative marking for wrong answer	40 (40 Questions)	40 Minutes
	General Intelligence & Reasoning (10 Questions)	10	
	General Awareness (10 Questions)	10	
	Numerical Aptitude (10 Questions)	10	
	English Comprehension (10 Questions)	10	
	Sub-Total	40	
	SECTION-B / SECTION-C		
PAPER-II	Domain Knowledge (Objective type-90 Questions)	80	80 minutes
	TOTAL MARKS:	120	
	INTERVIEW		

Note: - (1) Only those candidates who score minimum cut off marks in the examination (Paper - I and II), as may be fixed by the IIT Bhubaneswar (IITBBS) at its discretion, will be called for interview.

Note: - (2) Written Examination shall be qualifying only and no mark shall be taken into account for final selection or ranking of individual candidate.

Note: (3): IITBBS would prescribe separate cut off for Unreserved and Reserved Vacancies.

Note: (4): Section-A [Paper-1] is common to both candidates appearing for the post of Jr. Superintendent and Jr Accounts Officers

Note: (5) Section-B is for Junior Superintendents while Section-C is for Jr Accounts Officers. Those candidates who have applied for both the post of Junior Superintendent and Jr Accounts Officer have to answer all questions under Section-B and Section-C within 80+80 =160 minutes. Those who have opted for one category of post shall have to attempt either Section-B or Section-C as the case may be within 80 minutes.

Syllabus for Paper-1

A. General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

B. General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, and scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

C. Numerical Aptitude: 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 from 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 (The standard of the questions will be of 10+2 level).

D. English Comprehension: Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

(The questions in the components A, B, C & D will be of a level commensurate with the Essential Qualification prescribed for the post.)

SYLLABUS FOR DOMAIN KNOWLEDGE

Section-B

[For Junior Superintendents]

PAPER-II (Domain Knowledge)		80 Marks
I	Fundamental Rules (FRs) and Supplementary Rules (SRs) - Definitions; General conditions of service;- Pay and addition to pay; Confirmation of appointment; -Foreign Service; Deputation, Lien; Grade Pay and Academic Grade Pay ; LTC Rules; Leave Rules; CCS (Revised Pay) Rules, 2008, Management of Service Book [20 questions]	20
ii	CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965 [15 Questions]	15
iii	GFR-2005, GPF, CPF, EPF, New Pension Scheme, CCS (Pension) Rules, 1972, CGHS, CS (MA) Rules, [15 Questions]	15
iv	Office Procedure; Parliamentary Procedures and Public Administration [15 Questions]	10
V	RTI Act 2005 and Record Retention Schedules; [10 Questions]	10
Vi	Academic Administration with Special reference to IITs Institutes of Technology Act 1961; Statutes and Ordinances under IT Act 1961; Role and Functions of Board, Finance Committee, Building and Works Committee; Senate and IIT Council. CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics [10 Questions]	10
Total Mark		80

Section-C
[For Junior Accounts Officers]

PAPER-II (Domain Knowledge) [80 Marks
i	Accounting Procedures [20 Questions] - Central Government Accounts (Receipts and Payment Rules), 1983. 2. Section IV of Part-V of Central Treasury Rules – Vol. I (i.e. Rules 319 to 371) 3. Fixation of Pay of Re-employed Pensioners; 4. Civil Accounts Manual (Revised 1st edition) 5. Classification of Accounts – various types of accounting methods 6. Heads of Accounts 7. Common Format of Accounts for CAB 8. TA Rules	20
ii	Audit of Accounts of Central Autonomous Bodies – Role of C&AG [10 Questions]	10
iii	Constitution of India and Financial Control - [10 questions] Preamble, Part III, IV, IV-A; Part V Chapters I,II,III and IV; Part VIII, Part XI – Chapters I and II; Part XII – Chapter I, II and III Part XIV – Chapter I; Part XVIII and XX Relevant schedules referred to in the above provision of the Constitutions of India will also form part of the syllabus. 2. GFR-2005; Delegation of Financial Power Rules, 1978.	10
iv	PUBLIC WORKS ACCOUNTS- [10 questions] 1. CPWA Code with appendices 2. Payment of Wages Act, 1936 (Bare Act) 3. The Workmen’s Compensation Act, 1933 (Bare Act) 4. Indian Contract Act, 1872 (Bare Act) 5. Central Sales Tax Act, 1956 (Bare Act)	10
v	Procurement of Goods & Services. [10 questions]	10
vi	Procurement of Works [10 questions]	10
vii.	Types of Bills and Check list for various kinds of Bills before passing [10 questions]	10
Total Mark		80