



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
Indian Institute of Technology Bhubaneswar

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File No: 2-2/2023- Estt.

Date: 3<sup>rd</sup> February 2023

**NOTICE**

The undersigned is to convey that the Competent Authority has given approval to start the process of Limited Departmental Examination (LDE) for the following Gr - B & C (Non-Technical) employees as per the provisions stated in RPP-2021.

Accordingly, a Written and Skill Test shall be conducted on 13/02/2023 (Monday) at 9.30 AM to 11.00 AM and interaction/interview at 2.30 PM onwards of the following eligible candidates:

A- List of Jr. Superintendent (Pay Level- 6), Group- B			
Sl. No.	Emp. Code	Name of the Employee	Section / School
1	190011	Shri Una Sujit	R&D Section

B- List of Jr. Accounts Officer (Pay Level- 6), Group- B			
Sl. No.	Emp. Code	Name of the Employee	Section / School
1	190013	Shri Vivek Kedia	F&A Section
2	190025	Shri Guru Prasad Sahoo	F&A Section

C- List of Sr. Assistant (Pay Level- 5), Group- C			
Sl. No.	Emp. Code	Name of the Employee	Section / School
1	140009	Shri. Arup Kumar Pandab	Establishment
2	140011	Mrs. Smruti Smaranika Kumar	Establishment
3	140018	Ms. Souravi Behera	Recruitment
4	140029	Shri. Sidhartha Biswal	School of Mechanical Sciences

1. Candidates must report at **9.00 AM** on **13.02.2023** sharp, failing which the candidates will not be allowed to appear in the Written and Skill Test. The syllabus on the above positions are attached at Annexure-I.
2. Electronic gadgets such as calculator, bluetooth, mobile phone, laptop, iPad etc. are not allowed in the examination hall. Candidates are required to bring writing materials such as Pen, Pencil etc.

*P. Sahoo*  
03/02/2023  
Deputy Registrar (Estt.)

**Syllabus for LDE**

<b>Particulars</b>	<b>Senior Assistant (PL-5)</b>	<b>Junior Superintendent (PL-6)</b>	<b>Junior Accounts Officer (PL-6)</b>
<p><b>Skill Test</b></p> <p>Type- Subjective Marks – 25 Duration - 45 minutes</p>	<ol style="list-style-type: none"> <li>1. General computer ability in MS-Office like word processing, Excel, Power point etc.</li> <li>2. Data handling</li> <li>3. Proficiency in English</li> <li>4. Noting &amp; Drafting</li> <li>5. Case based solution</li> </ol>	<ol style="list-style-type: none"> <li>1. General computer ability in MS-Office like word processing, Excel, Power point etc.</li> <li>2. Data handling</li> <li>3. Proficiency in English</li> <li>4. Noting &amp; Drafting</li> <li>5. Case based solution</li> </ol>	<ol style="list-style-type: none"> <li>1. General computer ability in MS-Office like word processing, Excel, Power point, Tally etc.</li> <li>2. Data handling</li> <li>3. Proficiency in English</li> <li>4. Case based solution</li> <li>5. Noting &amp; Drafting</li> </ol>
<p><b>Written Test</b></p> <p>Type – Objective Marks – 25 Duration – 45 minutes</p>	<ol style="list-style-type: none"> <li>1. Rules of Academics</li> <li>2. Rules of Establishment</li> <li>3. CCS (Conduct) rules</li> <li>4. FR &amp; SR rules</li> <li>5. Rules of Finance, Accounts &amp; Audit</li> <li>6. Rules of Stores &amp; Purchase</li> <li>7. General Financial Rules (GFR) - 2017</li> <li>8. Legal Matters &amp; RTI etc.</li> <li>9. General Awareness including constitution of India &amp; Current Affairs</li> </ol>	<ol style="list-style-type: none"> <li>1. Rules of Academics</li> <li>2. Rules of Establishment</li> <li>3. CCS (Conduct) rules</li> <li>4. FR &amp; SR rules</li> <li>5. Rules of Finance, Accounts &amp; Audit</li> <li>6. Rules of Stores &amp; Purchase</li> <li>7. General Financial Rules (GFR) - 2017</li> <li>8. Legal Matters &amp; RTI etc.</li> <li>9. General Awareness including constitution of India &amp; Current Affairs</li> </ol>	<ol style="list-style-type: none"> <li>1. Rules of Academics</li> <li>2. Rules of Establishment</li> <li>3. CCS (Conduct) rules</li> <li>4. FR &amp; SR rules</li> <li>5. Rules of Finance, Accounts &amp; Audit</li> <li>6. Rules of Stores &amp; Purchase</li> <li>7. General Financial Rules (GFR) - 2017</li> <li>8. Legal Matters &amp; RTI etc.</li> <li>9. General Awareness including constitution of India &amp; Current Affairs</li> </ol>