



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

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Syllabus for the Screening Test for the Post of Section Officer

Pattern of Examination: The Screening Test will be for 100 marks and will have three Sections *viz.*,

General English [Communication Skills] – 10 marks.

General Arithmetic – 10 marks.

Work related topics – 80 marks.

The questions may be objective or descriptive, or both. Securing a minimum of 50% in Work related topics is mandatory for consideration of candidature. Relaxation for SC, ST, OBC, and PWD will be as per instructions of Govt. of India.

Syllabus for Work related topics: Basically, knowledge of the Government of India's extant rules on service related matters will be tested. The following are some of the topics that form the syllabus for this paper. These topics are mentioned for illustrative purpose only.

1. Central Government Health Scheme.
2. Children Education Allowance.
3. Conduct Rules.
4. DA and HRA (Dearness Allowance and House Rent Allowance)
5. Deputation and Foreign Service
6. Government Quarters
7. Income Tax
8. Leave Rules
9. Leave Travel Concession
10. Medical Attendance Rules.
11. Other Allowances
12. Joining Time and Pay Rules
13. Reservations and Concessions in Appointments
14. Transport/Travelling Allowance.
15. Govt procurement procedures- Reference- GFR 2017 and Manual for procurement of Goods-2017 with amendments.
16. RTI Act 2005 and Right to Information and obligations of public authorities- Reference- Ch 1 and 2 of Swamy's compilation on RTI
17. Statutes of IIT Hyderabad- Reference- Pages 41-53 of IITH Statutes
18. CCS(CCA) Rules
19. Stores & Purchase
20. Material Management
21. Office Procedure
22. Record Management etc.

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