

Indian Institute of Technology Hyderabad

Advertisement No. IITH/2020/Rec/NF/8

Pattern of Examination & Syllabus for Written Examination for the following post:

Post No.19 - Executive Assistant.	Post No.28 – Junior Assistant.
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### Pattern of Examination

The Written Examination 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 for both the posts mentioned above.

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	Pay.
13	Reservations and Concessions in Appointments.
14	Travelling Allowance.

Candidates are informed that:

1. The questions will be selected from any or all the topics listed above, and
2. The answers to the questions will be solely based on the contents in 'SWAMY's HANDBOOK 2020'.

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