

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Syllabus for the screening (preliminary) test and written test for the posts of Accountant, Assistant Registrar and Deputy Registrar

FOR ACCOUNTANT

Stage – 1

Screening Test (preliminary) Objective Type – Multiple choice questions.

Duration: One Hour

Syllabus: Domain Knowledge

1. Advanced Accounting (Accounting Standards, Conceptual Framework for Preparation and Presentation of Financial Statements, Company Accounts, Branch Accounts, Accounting for Education Institute etc).
2. Cost Management (Relevant cost, Differential cost, Incremental cost , Opportunity cost, Inventory valuation, Short term decision making, Budgetary Control; Divisional profitability pricing decisions including transfer pricing etc).
3. Business Law and other Allied Laws (Indian Contract Act, Company Act, Bonus Act, Gratuity Act etc).
4. Direct Taxes.
5. Audit (Internal Audit, Statutory Audit, Internal Control, Internal Checks etc)

Note: Screening (preliminary) test will be either online or offline.

Stage – 2

Written Test

Duration: Two Hours

Maximum Marks: 100

Syllabus: There will be a comprehension test to assess writing and comprehending capabilities of the candidates in General English. This test may also consist of descriptive type questions covering the domain knowledge as given in Stage-1.

FOR ASSISTANT REGISTRAR

Stage – 1

Screening Test (preliminary) Objective Type – Multiple choice questions.

Duration: One Hour

Syllabus: General Intelligence and Reasoning, Numerical Aptitude, General English, General knowledge (including National History, Culture, Science, Geography and the Constitution of India), Current Affairs; Governance, Policy & Administration in Higher and Technical Education system, Communication, Information and Communication Technology and Basic Rules and Regulations of Government of India.

Note: Screening (preliminary) test will be either online or offline.

Stage – 2

Written Test

Duration: Two Hours

Syllabus: There will be a comprehension test to assess writing and comprehending capabilities of the candidates in General English. This test may also consist of descriptive type questions covering the areas of General/ Institute Administration and Management and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.

FOR DEPUTY REGISTRAR

Stage – 1

Screening Test (preliminary) Objective Type – Multiple choice questions.

Duration: One Hour

Syllabus: **DOMAIN KNOWLEDGE**

Fundamental Rules (FRs), Supplementary Rules (SRs) and CCS (Conduct) Rules 1964; Definitions; General conditions of service;- Pay and addition to pay; Confirmation of appointment; Foreign Service; Deputation, Lien; Grade Pay and Academic Grade Pay; Pay Level, LTC Rules; Leave Rules; CCS (Revised Pay) Rules 2008, Management of Service Book, GoI reservation policy.
GPF, CPF, EPF, New Pension Scheme, CCS (Pension) Rules-1972, CGHS, CS (MA) Rules
Office procedure like maintenance of Files, Noting, Drafting etc.; Parliamentary Procedures and Public Administration
RTI Act-2005 and Record Retention Schedules
Academic Administration Grading, CGPA/SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics.
Fundamental Accounting, Income Tax including TDS, Service Tax, Internal Control, Internal Check, Audit of Central Autonomous Bodies-Role of C&AG, Fundamental Cost and Management Accounting.
Stores and Purchase : GFR-2005, Procurement of Goods & Services; Procurement of Works
PUBLIC WORKS ACCOUNTS <ol style="list-style-type: none">1. CPWA Code with appendices2. Payment of Wages Act, 1936 (Bare Act)3. The Workmen's Compensation Act, 1933 (Bare Act)4. Indian Contract Act, 1872 (Bare Act)5. Bonus Act6. Gratuity Act

Note: Screening (preliminary) test will be either online or offline.

Stage – 2

Written Test

Duration: Two Hours

Syllabus: There will be a comprehension test to assess writing and comprehending capabilities of the candidates in General English. This test may also consist of descriptive type questions covering the areas of General/ Institute Administration, Financial administration and purchase procedure relevant to the domain knowledge as given in stage-1.