भारतीय प्रौद्योगिकी संस्थान इन्दौर
खण्डवा रोड, सिमरोल, इन्दौर – 453 552, भारत
Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, India   ⊕ www.iiti.ac.in

IIT Indore

Advertisement No. IITI/Estt./NT posts-03/November 2022 dated 22-11-2022

Scheme of examination for the post of Section Officer

Subject		Maximum Marks	Time
PAPER-I (All questions will be objective type with no negative marking)			
Part-A	English Language- Comprehension, Grammar, Sentence correction, One words, Antonyms, Synonyms etc.	20	50 minutes
Part-B	Domain knowledge	30	
Total questions in PAPER-I		50	
Collection of OMR & distribution of answer sheet for subjective test			10 minutes
PAPER-II (Subjective type)			
04 questions of Domain knowledge; (1 noting-15 marks, 1 draftring-15 marks, 2 questions-10 marks each)		50	60 minutes
Total marks of written examination		100	120 minutes

Notes:-
1- The written examination is qualifying only and no marks shall be taken into account for final selection or ranking of individual candidate.
2- Only those candidates who score minimum cut off marks in the examination (Paper-I and II) as may be fixed by the IIT Indore at its discretion, will be called for interview.
3- IIT Indore reserves the right to fix separate minimum cut off mars for Paper I and II.

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Syllabus for Domain Knowledge (Section Officer)

Establishment & Service Rules	
1-	Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS
2-	CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965, Leave provisions of IIT Indore
3-	CCS (Pension) Rules, National Pension System
General Financial Management	
1-	GFR 2017, Procurement of Goods & Services, General System of Financial Management, Role of DDOs, PFMS, Income Tax
2-	Financial Management of an Academic Institute
General Administration	
1-	Office Procedure, Parliamentary Procedures, Record Management, Public Administration
2-	Constitution of India; RTI Act, 2005; Grievance handling etc.
Academic Administration with special reference to IITs	
1-	Institutes of Technology Act 1961, Statute and Ordinances of IIT Indore, Role and Functions of Board, Finance Committee, Building and Works Committee, Senate and IIT Council
2-	Procedures of Academic Governance, matters related to academic and student affairs, examination, admissions, assessment, evaluation; Research & Development; International Relations; Alumni & Corporate relations etc.
3-	National Education Policy 2020, Higher Education System in India, Regulatory Bodies in Higher Education