



Syllabus of Written Examination for the position of Executive Officer (Finance)

(This syllabus is intended to serve as a general guideline for preparation.

It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject		Maximum Marks	Time
Part A	Domain Knowledge	50	120 Minutes
Part B	Essay Writing, Letters, Noting & Drafting, Case Study Analysis, Reports, Minutes, Data Analytics etc.	50	
Total Marks of the Written Examination		100	

Syllabus for Domain knowledge for the position of Executive Officer (Finance)

Sl. No.	Topic Area	Indicative Coverage
1.	IIT Act, Statutes and Ordinances	Institutes of Technology Act, 1961 & 2012; Statutes and Ordinances governing academic and financial administration.
2.	General Financial Rules (GFR) 2017 including updated notifications	Financial powers, procurement of Goods, Works and Services, Contract Management, and General Principles of Public Financial Management.
3.	Delegation of Financial Power Rules (DFPR)	Scope, application, and exercise of delegated financial powers in centrally funded autonomous bodies.
4.	Budget Formulation & Implementation	Preparation of Budget Estimates and Revised Estimates, re-appropriation of funds, plan and non-plan expenditure management. HEFA budgeting for HEIs.
5.	Financial Accounting & Accounting Standards	Double-entry accrual accounting, preparation of annual accounts, and the Common Format of Accounts for Higher Educational Institutions.
6.	Internal Audit & Control	Statutory Audit, CAG audit – types and complexities, internal check mechanisms, and settlement of audit paras.
7.	Taxation and Insurance	Basic provisions of the Income Tax Act relevant to TDS compliance; concept and applicability of GST to educational/autonomous institutions. Customs and Excise Taxes and their application on Import and Exports decisions Types of Insurance for Government Assets, Loss recovery and write/charge off
8.	Procurement and Asset management Matters	Manual for Procurement of Goods 2017; Manual for Procurement of Works/Consultancy and Other Services; Government e-Marketplace (GeM); Central Public Procurement Portal (CPPP). Inventory management and Financial Accounting of Assets under Grants and projects and other sources of funding.
9.	Pay & Allowances / Pay Fixation	7th CPC pay matrix; pay fixation on promotion and increment; CCS (Revised Pay) Rules.

Sl. No.	Topic Area	Indicative Coverage
10.	Retirement Benefits	New Pension Scheme (NPS); CCS (Pension) Rules; General Provident Fund (GPF); Gratuity; Compendium on Advances to Government Servants.
11.	Service Rules	CCS (Leave) Rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS (Joining Time) Rules.
12.	TA/DA & LTC Rules	Travelling Allowance Rules and Foreign Travels. Leave Travel Concession (LTC) Rules.
13.	Fundamental Rules & Supplementary Rules (FRSR)	General conditions of service applicable to Central Government / Autonomous Body employees.
14.	CS (Medical) Attendance Rules	Procedures for Medical Reimbursement and Hospital Empanelment.
15.	Financial Software & Systems	Working knowledge of Tally ERP or similar accounting software; Public Financial Management System (PFMS); Treasury Single Account (TSA); e-Samarth Finance & Accounts module.
16.	Reservation & Concession Rules	SC/ST/OBC/EWS/PwD provisions as applicable to Recruitment and Service matters.
17.	General Financial & Service Rules for Autonomous Bodies	Other relevant instructions issued by the Ministry of Education (MoE), Department of Personnel & Training (DoPT), and Ministry of Finance (MoF) for Centrally Funded Autonomous Institutions.
18.	CPWD Works & Related Financial Matters	CPWD Works Manual 2024; CPWD General Conditions of Contract (GCC); procedures for tendering, estimation, and execution of civil/electrical works; measurement and payment of works bills; maintenance and Annual Maintenance Contracts (AMC); financial concurrence and budgetary control for works expenditure; role of Finance in scrutiny of works proposals and contractor payments. Contract management and Assets handing over for capitalisation.

Note:

1. The written examination is for qualifying only.
2. Only those applicants who score the minimum cut-off marks in the examination, as may be decided by IIT Indore at its discretion, will be called for the further stage of selection.



Syllabus of Written Examination for the position of Executive Officer (Media)

(This syllabus is intended to serve as a general guideline for preparation.

It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject		Maximum Marks	Time
Part A	Domain Knowledge	50	120 Minutes
Part B	Press Release in Hindi	25	
	Press Release in English	25	
Total Marks of the Written Examination		100	

Syllabus for Domain knowledge for the position of Executive Officer (Media)

Sl. No.	Topic Area	Indicative Coverage
1.	Communication Process, Models & Theories	Elements and process of communication; levels — intrapersonal, interpersonal, group, mass; key models (Aristotle, Lasswell, Shannon-Weaver, Schramm); barriers to communication.
2.	Public Relations Fundamentals	Definitions and scope of PR; Publicity vs. Propaganda vs. PR; PR toolkit; roles and functions — strategic communication, crisis management, research and planning.
3.	Corporate & Institutional Communication	Corporate identity and reputation; stakeholder communication; internal and external communication; community and employee relations.
4.	Media Relations & Press Management	Organising press conferences, briefings and press tours; press release writing; handling VVIP visits; managing government and non-government media sources.
5.	Writing for Print & Digital Media	News structure (inverted pyramid), feature writing, headline writing, editing for clarity; writing for websites, blogs, and news portals.
6.	Advertising & Marketing Communication	Advertising principles and models (AIDA, DAGMAR); campaign planning; branding; integrated marketing communication.
7.	Digital & Social Media Practice	Social media handling (institute pages); content creation for digital platforms; Search Engine Optimization (SEO) basics; design of templates and flyers for social media circulation.
8.	Crisis Communication & Public Affairs	Crisis Communication Strategy; Reputation Management; handling sensitive/emergency situations in an Institute. Discreet handling and controlled dissemination of sensitive information during crisis or confidential matters; managing need-to-know communication channels.
9.	Media Laws and Ethics	Law of Defamation; Press and Registration of Books Act; Copyright Act; Press Council Act; RTI Act 2005; professional Code of Conduct.
10.	Institute-Specific & Administrative Matters	IIT Act, Statutes and Ordinances; Other relevant Acts, Policies, Rules and Regulations.
11.	Liaison, Placement & Technology Transfer	Student placement-related communication support; technology transfer/ liaisoning publicity; science and research communication for a technical

Sl. No.	Topic Area	Indicative Coverage
	Support	institute.
12.	Language Proficiency	Proficiency in Hindi and English, including translation from English to Hindi and Hindi to English; noting, drafting, and letter writing.
13.	Event Management	Planning and coordination of Institute events, conferences, seminars, convocations, and VVIP visits; logistics, vendor coordination, and on-ground execution; protocol management.
14.	Data Compilation for Institute Rankings	Compilation and presentation of data for national and international ranking frameworks (NIRF, QS, THE, etc.); coordination with academic/administrative departments for data collection; preparation of supporting documentation and perception survey inputs.
15.	Management of Institute Social Media Handles	Content planning and posting across institutional social media platforms (Facebook, Twitter/X, Instagram, LinkedIn, YouTube); handling engagement, comments, and online reputation; analytics and audience insights.
16.	Preparation of Institute Reports	Annual Report for submission to the Parliament: Compilation, Drafting, and Editing of the Institute's Annual Report; Coordination with departments for content and data inputs; layout, design, and timely publication.

Note:

1. The written examination is for qualifying only.
2. Only those applicants who score the minimum cut-off marks in the examination, as may be decided by IIT Indore at its discretion, will be called for the further stage of selection.