

NOTICE

Ref: TFR:NCB:298:25-26

Dated: 22nd August 2025

Sub: Syllabus for the written and skill test for the post of Administrative Assistant 'B'

Ref: Advt. No.19/2025: Appointment for the post of Administrative Assistant 'B' (Unreserved) on permanent basis

With reference to the advertisement for the post of Administrative Assistant – B (Unreserved) on permanent basis, the syllabus and pattern for the said examination is being notified for information of all concerned:

Syllabus & Pattern for Written Test and Skill Test:

A. Written Test: Duration: 2 hours (Total: 100 marks)

Syllabus:

- a) Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation., General English, logical reasoning, Computer Proficiency, Awareness & Current Affairs, Constitution of India, English Language and Comprehension.
- b) Domain Knowledge: Service Rules and Acts: FR & SR, CCS(CCA) Rules, TA Rules and LTC, CCS (Conduct) Rules, CCS(Leave) Rules, Pension Rules, Recruitment, Seniority, DPC and Promotion Rules, Reservations, Allowances, Deputation and Foreign Service, Right to Information Act, 2005 etc. GFR 2017, Purchase, Stores, Inventory Management, Procurement Manuals, GeM, CPPP, GST, Financial accounting and company accounts, Budgeting and Audits, GPF / NPS Rules & Regulations, Public Financial Management System (PFMS), Income Tax Act, e-TDS, etc.

Pattern: Objective type

There will be NO negative marks.

B. Skill Test: Duration: 60 Minutes (Total: 50 marks)

The Skill Test is the next stage in the selection process. Candidates who qualify the Written Test will be called to appear for the Skill Test

Syllabus:

Applications of everyday office work like MS-Word, MS-Excel, MS-Power-point, MS-Access etc., Typing skill, including usage of computer applications, noting, drafting, Email -communication etc., The skill test shall include a knowledge of basic government rules, knowledge of procurement, Tally, comparative statements (procurement related bid evaluation), accounting process, balance sheet etc.,

Pattern: Qualifying in nature.

The syllabus mentioned above is indicative not exhaustive.

To reasonably limit the number of candidates for the Skill Test, up to 12 candidates will be called for the Skill Test, who rank highest in the order of merit.

At the time of selection wherein cases of more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the following criteria, one after another, as applicable till the tie is resolved.

- (i) Date of Birth: - Older candidates placed higher on the merit list
- (ii) Alphabetical order (English Language) in which the names of the candidate appear.

Candidates are required to check the Institute's website frequently.

This is issued with the approval of the competent authority of the institute.

Sd/-
Head, Administration and Finance
NCBS - TIFR