

NOTICE

Ref: TFR:NCB:298:24-25

Dated: 2nd September 2024**Sub: Syllabus for the written and skill test for the post of Administrative Assistant 'B'****Ref: Advt. No.6/2024: 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 for the said examination is being notified for information of all concerned:

Syllabus:**Written Test:**

Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation., General English, logical reasoning, Computer Proficiency, Awareness & Current Affairs, English Language and Comprehension.

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, Income Tax Act, e-TDS, etc

Skill Test:

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.,

The syllabus mentioned above is indicative not exhaustive.

Written Exam Pattern 2024- Duration: 90 Minutes

Sl. No	Subject	Marks
1	General English	10
2	General Awareness and Current Affairs	10
3	Logical Reasoning	10
4	Numerical Aptitude (Arithmetic)	10
5	Domain Knowledge	60
	Total	100
	Qualifying Marks	60

Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. The pattern for written examination shall be objective type for 100 marks.

Skill Test Pattern 2024- Duration: 60 Minutes

Sl. No	Subject	Marks
1	Test in MS Word (Skill in noting and drafting)	20
2	Test in MS Excel (Data Analysis, subject / work profile of the Post)	10
3	Presentation in MS Power Point/Email Communication	10
4	Typing Skill	10
	Total	50
	Qualifying Marks	25

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, which is qualifying in nature. It is conducted to evaluate the practical skills of candidates in areas like computer proficiency, typing speed etc., Candidates need to secure the minimum qualifying marks in skill test.

The merit list will be prepared on the basis of the marks obtained in the Written Exam only. But for consideration in the merit list, a candidate has to secure minimum qualifying marks fixed in both written test and skill test.

NCBS will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Written test. The candidature, therefore, will be accepted only provisionally. During the appearance for the Skill test, the certificates / documents in support of their educational qualification, experience, caste / category, etc. shall be sought at the time of document verification on the date decided by NCBS. Candidates, therefore, should produce all these documents in original during document verification. After scrutiny / verification of the certificate / documents, if any claim made in the application is not substantiated by certificates / documents, the candidature of the candidate will be cancelled at any stage of the recruitment process. 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.

The venue and date for the written and skill shall be notified shortly.

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

Sd/-
Head, Administration and Finance
NCBS - TIFR