

Indicative Syllabus of Written Test for the post of Superintendent

1. Aptitude- Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Boats and Streams, Probability, Interest, Percentage, Ratio, Time And Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F And L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance etc.

2. Reasoning- Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Logical Sequence of Words, Arithmetic Reasoning, Data Sufficiency etc.

3. General English- Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech etc.

4. General Knowledge and Current Affairs- Indian History, Indian Economy, Indian Culture, Environmental Science, Awards and Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, World Geography, Basic General Knowledge, Physics, Biology, Indian Politics, Indian Geography, General Science, Chemistry, Technology, Inventions, Current Affairs etc.

5. Computer Fundamentals- Computer Fundamentals: Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Internet, E-mail, Antivirus and various online tools used in day to-day office work etc.

6. Domain Knowledge:

This will include procedures of Government Offices and Rules, Institute working system. Knowledge of Computer applications, MS Office, Knowledge of NITs Act and Statutes, basic knowledge of official matters viz. service matter and leave rules, file noting and drafting, Office procedure, Conduct Rules, CCS (CCA) Rules, Deputation, Lien, TA rules, Advances, CCS (Leave) rules, CCS (LTC) rules, Medical Attendance rules, RTI Act-2005, CCS Pension Rules 1972, FR/SR, Establishment and administration, Reservation and Concessions in appointment, Children Education Allowances, GFR-2017, General System of Financial Management, Inventory management, Role of DDO, Income tax, Service tax rules, Procurement of goods and services, contract management, audit of autonomous bodies, C&AG etc, balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & payments, preparation of budget and its allocation, GPF rules, Pension rules, Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation, Ordinance of UG and PG studies etc.

Indicative Syllabus of Skill Test for the post of Superintendent

Computer Proficiency Test for test of working knowledge of MS-Word, Excel, Power Point, Access, Internet, E-mail, & other office tools.

Test on Noting and Drafting on Office procedures, RTI, Central Government Rules, GFR etc., The matter will have to be transcribed on computer.

The Date, Time, Selection Method and Venue of Written and Skill Test will be communicated in due course of time. The candidates are requested to regularly check the institute website for all updates.