

SYLLABUS FOR SENIOR EXECUTIVE OFFICER (ADMINISTRATION & HR) ADVERTISED
VIDE ADMN/RECTT/2024/31 DATED 21 JUNE 2024

IIM Act & Statutes, General Arithmetic, NEP 2020, HEFA, CCS Rules as applicable to Autonomous bodies, RTI, Accounts of Autonomous Bodies, CCS Leave Rules, TA & LTC Rules, General Financial Rules (including latest amendments), Income Tax Act, 1961, NPS, CCS Pension Rules, GST, Procurement Rules, Office Automation and ICT, CCS Disciplinary Matters.

Some sample questions for the written test.

- a) What are various types of major and minor penalties as defined under CCS (CCA) Rules?
- b) What is proactive disclosure under RTI Act, 2005?
- c) What is the calculation method of Death-cum-Retirement Gratuity as per CCS Rules and as per Payment of Gratuity Act, 1972?