SYLLABUS FOR THE POST OF JUNIOR SUPERINTENDENT (Level 6)

(A) WRITTEN TEST (MCQ) (Marks 80)

Part 'A' – (Marks 50)

Academic Administration with Special reference to IITs

1. Act and Statutes of IIT Jodhpur
2. Role and Functions of IIT Council, Board of Governors, Finance Committee, Building & Works Committee and Senate.
3. Study the Websites of IIT Jodhpur Departments, Academic programs, Degrees, campus life and student activities.

Service Rules

Note: Ref: Swamy's Compliation of FR & SR (All parts) and IITJ Statutes

1. FR & SR
2. CCS(CCA) Rules
3. TA Rules and LTC
4. CCS (Conduct) Rules
5. Leave Rules [Leave provisions of IITJ and CCS (Leave) Rules)]
6. National Pension System
7. Pay & Allowances

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. NEP 2020

General Financial Management

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. Budgeting and Internal Audits
3. Income Tax Act with focus on Salary Income, e-TDS
4. Goods and Service Tax

Part 'B' – (Marks 30) (ENGLISH LANGUAGE)

(1) Voice change (active/passive)
(2) Narration change (direct/indirect)
(3) Preposition
(4) Correction questions
(5) Tense questions
(6) Synonyms and Antonyms
(7) Comprehension

(B) Computer Skill Test *(Marks 20)*

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