SYLLABUS FOR THE POST OF SUPERINTENDENT (Level 8)

(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.
4. MoE, Regulatory Bodies on Higher Education
5. Basic concepts of Management (Planning, Organizing and Controlling, Motivation, Works and method study)

Service Rules

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

1. FR & SR
2. CCS(CCA) Rules & CCS (Conduct) Rules
3. Foreign Service, Deputation & Lien
4. TA Rules and LTC
5. Leave Rules *[Leave Provisions of IITJ and CCS (Leave) Rules]*
6. Reservations and Concessions for SC, ST, OBC, PH etc.
7. National Pension Scheme
8. Pay & Allowances

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. Anti-Ragging Act 2019
3. NEP 2020

Modern technologies in Academic Management system

1. Office Automation and ERP implementation in an academic system
2. e-Office

General Financial Management

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. HEFA and PFMS
3. Budgeting and Internal Audits
4. Income Tax Act with focus on Salary Income, e-TDS
5. Goods and Service Tax
6. Financial Management of an Academic Institute

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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