



P&A.II/76/SCTIMST/2020

31.10.2020

Syllabus for Written Test
Executive Assistant (VOP & MFCEP) & Upper Division Clerk (MFCEP)

Part-A

(14 Marks)

1. The Institute - History, development and current status, objects, current activities and achievements.
2. SCTIMST Act, Rules & Regulations
3. Service & Personnel Conduct Rules
4. CCS Conduct Rules
5. CCS CCA Rules
6. RTI Act

Part-B

(12 Marks)

1. Maintenance of Accounts & Income Tax Rules, GST, Licence fee etc.
2. CCS Pension Rules & GPF, EPF, NPS etc.
3. 7th CPC, Allowances, TA rules, HBA rules etc
4. CS(MA) Rules
5. GFR 2017
6. Audit
7. Project fund – Accounting and administration

Part-C

(12 Marks)

1. General Financial Rules 2017 (GFR 2017) related to Procurement of Goods
2. Manual for Procurement of Goods 2017 (MPG 2017)
3. Stores procedure (Inventory control, issue of stores, condemnation etc.)

Part-D

(4 Marks)

1. General Hospital Administration of our Institute
2. Different patient beneficiary schemes implemented in our Institute – both Central and State schemes
3. System of patient categorization in SCTIMST
4. Medicine Purchase procedure based on MPG 2017
5. Annual Maintenance Contracts based on MPG 2017

Part-E

(4 Marks)

1. Academic affairs and administration
2. Courses conducted at SCTIMST including details about fees
3. Affiliated programs conducted at other centres
4. Procedures for conduct of examinations
5. Working & functions of Hindi Cell

Part-F

1. English Grammar

(4 Marks)

Note:

- a. Written Test will be conducted in a total of 50 marks. Allocation of marks for each part will be as mentioned above.
- b. For VOP of Executive Assistant, basic knowledge in each subject area will be analysed through the written test compared to Assistant Officer.
- c. Level of difficulty will be varying for the written test for the different levels of Executive Assistant & Upper Division Clerk.

Administrative Officer Gr.I
31/10/2020