**Advt. 01/2022**

**Scheme and syllabus for the Screening test/written test for**

**the post of Deputy Director (Admin.)**

**I- Scheme of the Screening test/written test:**

The test will be of two hours duration and will comprise of two parts A and B.

Part-A contains English and Part-B contains General Ability. The questions in Part-B of the paper will be set in English.

**II-Syllabus of the Screening Test: The syllabus of the Test broadly comprises the following topics:**

PARTA-50 questions

English language and comprehension (To test the candidates understanding of English language & workman like use of words.)

PART-B-35 questions

i) Principles of Human Resource Management.

ii) Principles of Marketing Management.

iii) Principles of Accounting & Financial Management.

iv) Right to Information Act.

v) Quantitative aptitude, General intelligence, Numerical Ability & Logical Reasoning.

vi) Fundamentals of Computer Application.

vii) General Science.

viii) Public Administration and Development Issues.

ix) Freedom Movement of India, India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research

x) Current Events of National and International Importance

**Time duration- 120 minutes**

Each question carries one mark. Each correct answer will be awarded 01 marks. There is negative marking of 1/4th on each wrong answer i.e. 0.25 marks shall be deducted for each wrong answer. For unanswered question, no deduction will be made.