

Ref. No. NIDMP/HR/Rectt.-Admin/02/(14)2021-22

Dated: 27.10.2021

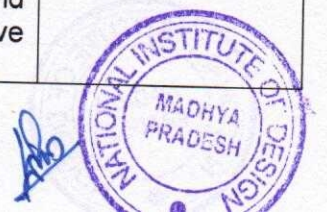
**Notification No. 15/2021**

**Subject: Syllabus for written exam and skill test for Administrative Posts**

1. Reference is made to the advertisement No. NIDMP/Rectt./Admin/2021/01 dated 23.08.2021 for administrative positions uploaded on NID MP website & published in national dailies and Employment News, regarding recruitment to various administrative posts on direct recruitment/ deputation/ contract basis.
2. Candidates who have applied for various administrative posts in response to the above cited advertisement by submitting online application are requested to note syllabus as furnished below for written exam and skill test, as applicable.

**Syllabus details:**

S.No	Post	Broad syllabus for written test	Skill Proficiency Test
1	Deputy Registrar	<p>Knowledge on the procedures of Academic Governance, all matters related to academic and student affairs, examination, admissions, online/offline counselling, course curriculum design, course delivery, assessment, evaluation, award of grades, all academic matters related to faculty/technical staff, award of degrees, convocation, placement, internship, credit assessment, credit evaluation, students code of conduct, digital learning, NEP 2020, discipline allotment, course time-table, academic manual, alumni matters, student fee matters, admission brochure preparation, student/faculty orientation, scholarships of students, accreditation and rankings, FRRO, International admissions, International collaborations, collaborations with industry, consultancy and contract research projects administration/ management, Mess/Hostel management, conference/ symposia/ workshop/ seminars management/ administration, coordination with Faculty/ Students/Industry.</p> <p>Basic rules of Establishment &amp; Administration matters related to an Institute/ University System, DoPT Rules related to General Administration and Language proficiency in English, Quantitative Aptitude.</p>	Not applicable



2	<b>Administrative Officer</b>	<p>Knowledge on the procedures of Academic Governance, all matters related to academic and student affairs, examination, admissions, online/offline counselling, course curriculum design, course delivery, assessment, evaluation, award of grades, all academic matters related to faculty/technical staff, award of degrees, convocation, placement, internship, credit assessment, credit evaluation, students code of conduct, digital learning, NEP 2020, discipline allotment, course time-table, academic manual, alumni matters, student fee matters, admission brochure preparation, student/faculty orientation, scholarships of students, accreditation and rankings, FRRO, International admissions, International collaborations, collaborations with industry, consultancy and contract research projects administration/ management, Mess/Hostel management, conference/symposia/workshop/ seminars management/administration, coordination with Faculty/Students/Industry.</p> <p>Basic rules of Establishment &amp; Administration matters related to an Institute/ University System, DoPT Rules related to General Administration and Language proficiency in English, Quantitative Aptitude.</p>	Not applicable
3	<b>Senior Accounts Officer</b>	<p>Finance &amp; Accounts matters related to an Institute/ University System, DoPT Rules on service matters, MoF rules, General Financial Rules, Online procurement related matters (Central Public Procurement Portal (CPPP, Government - E- Marketplace (GeM)), Knowledge of cash book, Balance sheet, Logbook, Establishment check, Knowledge of Income Tax rules, GST TDS, TAN, PAN and E-filing of ITRs, Knowledge of Tendering / E-Tendering / Global Tendering processes, Knowledge of Foreign equipment purchase/payment procedure, Maintenance of Accounts through Computerized and its compliances, Budget and Annual Action, SFC/EFC Plan, Annual Accounts Preparation, GIA and its utilization norms in Government Institutions/organisations Labour laws, Service matters, RTI Act, NPS – New Pension Scheme, Delegation of financial powers, Accountancy including Cost Accountancy &amp; Financial Management, PFMS, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Audit, ERP-System Audit</p>	Not applicable



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		etc as relevant for Job profile of the post. Language proficiency in English, Quantitative Aptitude	
4	<b>Head Security Services</b>	Language proficiency in English, Quantitative Aptitude and protection against unauthorized removal/theft/sabotage, Mitigation or minimization of effects of sabotage, Threats definitions, Capability of adversary, Adversary tactics, Security survey, targets/vital area identification, Security Assessment, monitoring & communication, personal access control, material access control, vehicle access control, access delay elements, response force measures and devices, Emergency & its management, fire/theft control management, security services/ outsourcing services management and compliances of labour laws, RTI Act, Establishment and General Administration, Language proficiency in English, Quantitative Aptitude etc. as relevant for Job profile of the post.	Practical tasks related to topics mentioned in the broad syllabus for written test.
5	<b>Senior Assistant Librarian</b>	Language proficiency in English, Quantitative Aptitude, Principles of Library Management, Library Building and Resources Management, Library Automation & Digitization, Application of ICT in Libraries, Library Services, Web based & Emerging Technologies in Libraries, Digitization & Preservation, Open-Source Software and its application, Research Methods and Statistical Techniques etc. as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
6	<b>Senior Superintendent (Accounts)</b>	Language proficiency in English, Quantitative Aptitude, Awareness of finance and accounts procedures in an educational institution, Accountancy including Cost Accountancy & Financial Management, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Internal Audit etc as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
7	<b>Assistant Administrative Officer</b>	Language proficiency in English, Quantitative Aptitude, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, NEP 2020, NPS, Higher education system in India, Reservation and Concessions for SC, ST, OBC, PWD, EWS etc.; Right to Information Act 2005 etc as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
8	<b>Superintendent</b>	Language proficiency in English, Quantitative Aptitude, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, NEP 2020, NPS, Higher education system in India, Reservation and Concessions for SC, ST, OBC, PWD, EWS etc.; Right to Information Act 2005 etc as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.



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9	<b>Senior Assistant (Admn/Studio)</b>	Language proficiency in English, Quantitative Aptitude, General Awareness, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, Basic rules of Establishment & Administration matters related to an Institute/ University System as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
10	<b>Assistant (Accounts/Adm in/Library)</b>	Language proficiency in English, Quantitative Aptitude, General Awareness, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.
11	<b>Warden</b>	Language proficiency in English, Quantitative Aptitude, Basic computer knowledge ie. Windows OS: MS-Office, Word, Excel, PowerPoint etc as relevant for Job profile of the post.  Overall management and coordination of Girls Hostel, Observance of Hostel Rules and Regulations and Instructions, Hostel Management, students discipline affairs, Hostel complaint management, Hostel security management, Student interaction, anti-ragging measures, Hostel services management, Hostel infrastructure management, Anti-narcotics drives for drugs/alcohol use in campus, Physical and mental wellness of students, Dealing with parents, guardians and guests of students and related hostel matters etc. as relevant to the Job profile of the post.	Not applicable

3. Any further changes/updates shall be made available only on the Institute website. Candidates are advised to keep on checking the Institute's website for any updates.



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Chief Administrative Officer

Copy to:

1. PA to Director, NID MP
2. Registrar, NID MP
3. Assistant Engineer (IT)- for uploading this notification on official website of NID MP for information of the applicants.
4. Office copy

