



Advertisement No. IITH/2022/Rec/NF/11 dated 20.08.2022

Syllabus for the Screening Test for the Post of Section Officer

Pattern of Examination

The Screening Test will be for 100 marks and will have three Sections viz.,
General English [Communication Skills] – 10 marks.
General Arithmetic – 10 marks.
Work related topics – 80 marks.

The questions may be objective or descriptive, or both. Securing a minimum of 50% in Work related topics is mandatory for consideration of candidature. Relaxation for SC, ST, OBC, and PWD will be as per instructions of Govt. of India.

Syllabus for Work related topics

1. Central Government Health Scheme.
2. Children Education Allowance.
3. Conduct Rules.
4. DA and HRA (Dearness Allowance and House Rent Allowance)
5. Deputation and Foreign Service
6. Government Quarters
7. Income Tax
8. Leave Rules
9. Leave Travel Concession
10. Medical Attendance Rules.
11. Other Allowances
12. Pay
13. Reservations and Concessions in Appointments
14. Travelling Allowance.
15. Govt procurement procedures- Reference- GFR 2017 and Manual for procurement of Goods-2017 with amendments.
16. RTI Act 2005 and Right to Information and obligations of public authorities- Reference- Ch 1 and 2 of Swamy's compilation on RTI
17. Statutes of IIT Hyderabad- Reference- Pages 41-53 of IITH Statutes

Candidates are informed that:

1. The questions will be selected from any or all the topics listed above, and
2. The answers to the questions on topics 1 to 14 will be solely based on the contents in 'SWAMY's HANDBOOK 2022'.