



INDICATIVE SYLLABUS AND SCHEME OF EXAM

POST NO. 16.5-EXECUTIVE ASSISTANT

Ref: Notification No. IITH/2024/NF/16 dated 19.10.2024

1. Selection Process: The Selection will be based on the performance in the written test. A written test will be conducted for all the shortlisted candidates. The indicative syllabus for the written test is provided in subsequent paragraphs.

2. Syllabus and topic wise weightages:

The Written Test will be for 100 marks and will have three Sections viz.,
General English [Communication Skills] – 10 marks.
General Arithmetic – 30 marks.
Work related topics – 60 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: Basically, knowledge of the Government of India's extant rules on service-related matters will be tested. The following are some of the topics that form the syllabus for this paper. These topics are mentioned for illustrative purpose only.

1. Central Government Health Scheme.
2. Children Education Allowance.
3. Conduct Rules.
4. Deputation and Foreign Service
5. Government Quarters
6. Income Tax
7. Leave Rules
8. Leave Travel Concession
9. Medical Attendance Rules.
10. Other Allowances
11. Joining Time and Pay Rules
12. Reservations and Concessions in Appointments
13. Transport/Travelling Allowance.
14. Govt procurement procedures- Reference- GFR 2017 and Manual for procurement of Goods-2017 with amendments.
15. RTI Act 2005 and Right to Information and obligations of public authorities.
16. Statutes of IIT Hyderabad- Reference- Pages 41-53 of IITH Statutes
17. CCS(CCA) Rules
18. Stores & Purchase
19. Material Management
20. Office Procedure
21. Record Management etc.