



**Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075**

Name of the Post :Administrative Officer

Tier- 1 Written Test Syllabus

(Objective Type Questions)

Part – I (General) (50 Marks)

(i) General Awareness: Questions will be designed to test knowledge of current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, India Policy & Constitution. Art & Culture, Geography, Economics, General Policy. Science & Scientific Research. National/ International Organizations/ Institutions events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average and Profit & Loss. Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc.

(v) Computer Awareness: The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.

Part - II (Specialization) (50 Marks)

a. Service Rules

CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Pension) Rules FR & SR, CCS (Leave) Rules , New Pension Scheme, Disciplinary & Vigilance, CCS (LTC) Rules, TA/DA Rules and other Allowances, GPF Rules, HBA & Other Advances, Office Procedures, Reservation & Concession in Services, Deputation, Foreign Service, Lien, Probation, Confirmation, Retirement, Resignation, DPC, LDE, Seniority, General Financial Rules-2017 & 2022, GeM Rules, Delegation of Financial Power Rules, Budgeting & Internal Audit, Pay Fixation & CVC Guidelines.

b. Government Acts & Laws in Administration

The Right to Information Act-2005, Labour Laws (including Maternity Benefits, Contractual Labour, Outsourcing, ESI/EPF, Gratuity etc.), the Code on Wages – 2019, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-2013, Information Technology Act-2000, Companies Act -2013, Indian Contract Act, Record Management and Retention Schedule, Procurement & Disposal Procedures for Goods and Services, GeM Procurement, Estate Management, Civil Works Procedures, Security Procedures, Official Secret Act. Society Registration Act. GIGW 3.0 etc.

Tier- 2 Syllabus - (50 MARKS)
(Subjective Questions)

07 Nos. of questions will be asked in the following area, the candidate should answer any 05 questions out of 07 in written. Each Question will carry 10 marks.

Subjective Questions Area

01. Noting & Drafting
 - a. Letter writing
 - b. D.O. Letters
 - c. Office Memorandum
 - d. Inter Departmental Notes
02. Financial Sanctions
03. Parliamentary Procedures
04. Organization and Methods
05. Citizen Charters & Right to Information
06. Record Management
07. Security of Official Information and Documents
08. Handling of Complaints
09. Disciplinary Proceedings
10. Prevention of Sexual Harassment
11. Procurement Procedures
12. Contract Labour Act.

Tier- 3 Presentation Test - (50 MARKS)

For Presentation Test :

The 50 Marks are given based on the Behavior/Attitude, Presentation style, Content and coverage of the presentation, Communication & Audience engagement, Body Language, posture and public attitude.

Candidates are required to make a brief Power-Point Presentation which includes

- Personal profile,
- Past experience,
- extra-curricular activities,
- future plan,
- About the knowledge of CCRT,
- Vision for the Institute,
- Reasons to join in CCRT and the responsibilities of Administrative officer Post.
