

Saha Institute of Nuclear Physics, Kolkata

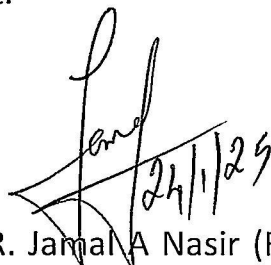
SYLLABUS FOR WRITTEN EXAMINATION DURING PROMOTION OF EMPLOYEES IN THE ADMINISTRATIVE CATEGORY UP TO PAY LEVEL-9 (7TH CPC)

1. CCS rules pertaining to Conduct, Leave, Travel, Pension and Pay-rules.
2. RTI rules-2005.
3. General accounting procedure.
4. GeM related rules and guidelines.
5. DPS rules.
6. TDS and GST rules.
7. GFR.
8. PF and NPS rules.
9. CMBS rules and guidelines.

- Pass marks will be 40 %.
- Total marks will be 50 (each question will be MCQ type carrying 2 marks).
- Preparation time will be minimum 15 days (including holidays).

References: Swami Handbooks, Manual of office procedure, FR & SR, GFR, Govt. of India's Acts, Rules, Circulars & Manuals on the subject.

Date: 24-01-2025


Wg. Cdr. R. Jamal A Nasir (Retd.)
Registrar, SINP