

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD**

No: 411002/9/2021-NFR

Dated- 14.11.2022

NOTICE

Ref:- Advertisement no: 411002/9/2021-NFR dated 14.02.2022 for recruitment of Junior Superintendent (Admin) and Junior Superintendent (Accounts) in Pay Level-6.

Applicants, shortlisted for recruitment tests for the post of Junior Superintendent (Admin) and Junior Superintendent (Accounts) are hereby informed about the schedule of tests as under:-

Name of the Post - Junior Superintendent (Accounts)			
Name of the Test	Test Date	Reporting Time	Test Time
Screening test (100 marks) [Objective type]	10.12.2022 (Saturday)	09:00 AM	09:30 AM – 11:00 AM (1 hour and 30 minutes duration)
Main Examination (100 marks) Step I: Written Test [Objective type + Subjective type] (50+ 30 = 80 marks)	11.12.2022 (Sunday)	09:00 AM	09:30 AM – 11:30 AM (2 hour duration)
Step II: Computer Proficiency Test: (20 marks)	11.12.2022 (Sunday)	03:30 PM	04:00 PM – 04:30 PM (30 minutes Duration)

Name of the Post - Junior Superintendent (Admin)			
Name of the Test	Test Date	Reporting Time	Test Time
Screening test (100 marks) [Objective type]	10.12.2022 (Saturday)	11:30 AM	12:00 Noon– 01:30 PM (1 hour and 30 minutes duration)
Main Examination (100 marks) Step I: Written Test [Objective type + Subjective type] (50+ 30 = 80 marks)	11.12.2022 (Sunday)	12:00 Noon	12:30 PM – 02:30 PM (2 hour duration)
Step II: Computer Proficiency Test: (20 marks)	11.12.2022 (Sunday)	03:30 PM	04:00 PM – 04:30 PM (30 minutes Duration)

2. Recruitment test of Junior Superintendent (Admin) and Junior Superintendent (Accounts) will be conducted in two Steps i.e. Step –I (Screening Test) and Step –II (Written Test and Computer Proficiency Test).

3. Syllabus in respect of Screening Test, Written Test and CPT for the recruitment tests post of JS (Admin) and JS (Accounts) as per Annexure A and Annexure B respectively.

4. Candidates will be shortlisted for Step –II (Written Test and Computer Proficiency Test) on the basis of performance in the Step –I (Screening Test).

5. Candidates will be shortlisted for Document Verification on the basis of performance in the Step –II (Written Test and Computer Proficiency Test).

6. Minimum cut off marks:-

No. of Vacancies	No. of candidates to be shortlisted for Main Exam (Written and CPT) based on the performance in Screening test	No. of candidates to be shortlisted for Document Verification (based on the performance in Written Test and CPT)
<p>JS (Accounts)</p> <p>UR- 04 OBC-01 SC – 01</p> <p>JS (Admin)</p> <p>UR- 08 OBC-05 SC – 02 ST – 01 EWS – 02</p>	<p>All candidates scoring minimum qualifying marks in Screening Test as under:</p> <p>UR: Minimum 55% marks OBC/SC/ST/EWS/PwDs: Minimum 50% marks</p>	<p>Candidates scoring minimum qualifying marks as under:</p> <p>UR: Minimum 40% marks in each Written Test and CPT</p> <p>OBC/SC/ST/EWS/PwDs: Minimum 35% marks in each Written Test and CPT</p>

- In case two or more candidates secure equal marks in Screening Test at cut off stage under same category, all such candidates will qualify for next Step.

7. Final merit list of the candidates for selection will be prepared based on their performance in the Written Test and Computer Proficiency Test (collectively) subject to successful verification of the relevant Documents in support of their eligibility.

8. Tie-breaking Criteria for Document verification/ final merit list for the post of Junior Superintendent (Accounts) and Junior Superintendent (Admin)

In case two or more candidates secure equal marks against same vacancy under same category in final Merit List following methodology will be adopted for final selection:

- a) Candidate securing more marks in Written Test is to be ranked higher.
- b) In case two or more candidates secure equal marks in both Written Test and Computer Proficiency Test, candidate securing more marks in Screening Test will be ranked higher.
- c) In case two or more candidates secure equal marks in both Written Test &

Computer Proficiency Test and Screening Test, candidate senior in Age is to be ranked higher.

9. Document Verification:-

The candidates shortlisted for document verification, on the basis of performance in Written Test + Computer Proficiency Test, will have to produce the following documents in original (as mentioned in the advertisement) in support of their eligibility:

- (i) Matriculation certificate in support of Date of Birth
- (ii) Mark sheet of educational qualifications
- (iii) Certificate of educational qualifications
- (iv) Experience certificate
- (v) No Objection Certificate from the present employer (if they are employed in Central Govt./ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs) etc.

9.1 In addition, the following documents are also required to be produced for the verification:

For OBC Category: Valid OBC-NCL certificate issued on or after 01.04.2021 by the Competent Authority in the format prescribed for appointment under Govt. of India.

For SC/ST Category: Valid caste/Tribe/Category certificate issued by the competent authority in the format prescribed for appointment under Govt. of India.

For EWS Category: Valid EWS certificate issued for the year 2021 or financial year 2021-2022 by the competent authority in the format prescribed for appointment under Govt. of India.

9.2 In case, failing to produce the above documents, their candidature will be cancelled and they will not be selected against the vacancy of the posts, even on passing the Written Test and Computer Proficiency Test.

10. Admit cards to candidates for Junior Superintendent (Accounts) and Junior Superintendent (Admin) will be available from 05.12.2022. The candidates may visit https://nfr.iitism.ac.in/index.php/recruitment/User_login and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

(P R K Sinha)
Registrar (Actg.)

To,
The Webmaster to upload on the website of Institute

Syllabus for JS (Admin)**Step-I****Screening test (100 Marks)**

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|-----|---|
| 1. | CCS Leave Rules |
| 2. | Travelling Allowance and Joining Time Rules |
| 3. | CGHS & CSMA Rules |
| 4. | Probation and Confirmation |
| 5. | CCS (Temporary Service Rules) |
| 6. | CCS Pension Rules |
| 7. | New Pension Scheme |
| 8. | Reservation and Concession in Govt. Service |
| 9. | CCS Conduct Rules |
| 10. | General Financial Rules |
| 11. | Income Tax, GST, TDS etc. |
| 12. | PFMS |
| 13. | TSA |
| 14. | RTI- Right to Information |
| 15. | Rajbhasha Acts/Rules/Guidelines |

Step-II

Main Examination (100 marks)

A. Written Test: 80 Marks (It consists Section –I and Section-II)**Section –I: Objective questions (50 Marks)**

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|-----|--|
| 1. | Institutes of Technology Act 1961 |
| 2. | Governance in IIT System viz. IIT Council, Statutes, Board of Governors: Constitution, Roles and Functions, Finance Committee, Building and Works committee, Senate. |
| 3. | National Education Policy-2020 |
| 4. | Regulatory bodies in Higher Education |
| 5. | HEFA- Higher Education Financing Agency |
| 6. | Pay fixation Rules |
| 7. | LTC Rules |
| 8. | Career Progression (MACP Scheme) |
| 9. | CCS (CCA) Rules |
| 10. | Office Procedures |
| 11. | Delegation of financial power rules |
| 12. | Government E-Marketplace |
| 13. | Preparation and Maintenance of Reservation Rosters |

Section –II: Subjective questions (30 Marks)

1. Noting: 10 Marks
2. Drafting: 10 Marks
3. Definition / Concept writing: 10 Marks

B. Computer Proficiency Test (20 Marks):

MS-Word, MS-Excel & MS – Power Point.

Syllabus for JS (Accounts)**Step-I****Screening test (100 Marks)**

Sl No.	Particulars
1.	Fundamentals of Accounting & related topics <ol style="list-style-type: none"> 1. General Accounting Principles 2. Accounting Entries & reconciliation 3. Fixed Assets, Depreciation, Assets writing-off etc. 4. Budget preparation, its procedure & formats with respect to CFTIs. 5. Budget Control 6. PFMS – TSA 7. Banking & Investments 8. Different type of stores, its stock entry, inventory management, stock numbering system etc.
2.	Taxation Matters <ol style="list-style-type: none"> 1. Income Tax & GST matters including e-invoicing, returns and compliances. 2. Income Tax on Employees & Pensioners 3. Taxation on import of goods
3.	Relevant Central Govt. Rules <ol style="list-style-type: none"> 1. Relevant provisions of GFR 2017 including Procurement of Goods & Services and contract management. Preparations of Utilization Certificates GFR 12A 2. GPF/ NPS Rules & its accounting 3. TA/ LTC/ CGHS Rules 4. Labour Laws, viz. Wages, Bonus, EPF, ESIC etc.
4.	Miscellaneous Topics <ol style="list-style-type: none"> 1. Audit of Accounts of Central Autonomous Bodies – Role of C&AG

Step-II**A. Written Test: 80 Marks (It consists Section –I and Section-II)****Section –I: (50 MCQs) (50 Marks)**

Sl No.	Particulars
1.	Fundamentals of Accounting & related topics <ol style="list-style-type: none"> 1. Use of Tally ERP for Accounting 2. Compilation of Annual Accounts of the CFTIs (Balance Sheet, Income & Expenditure Account and Receipt & Payment Account) 3. Central Government Accounts 4. Classification of Accounts – various types of accounting methods 5. Heads of Accounts 6. Common Formats of Accounts for CAB 7. Endowment/ Donation Funds, their tax compliances and accounting 8. Grant in Aid to CAB 9. Accounting of R&D/ Consultancy Projects 10. Students Fee Structure and its accounting in CFTIs 11. Provisions related to Budget & Accounts given in Institutes of Technology Act and Statutes of IITs.

	12. Actuarial Valuation of Retirement Benefits 13. Form-65 of CPWD, capitalization of fixed assets
2.	Taxation Matters 1. TDS on different payments, payment to foreign nationals, TCS etc. 2. Relevant Tax Exemption Certificates 3. Tax Audits
3.	Relevant Central Govt. Rules 1. Receipt & Payment Rules – relevant provisions 2. Rules relating to Delegation of Financial Powers 3. PUBLIC WORKS ACCOUNTS- CPWA Code with appendices
4.	Miscellaneous Topics 1. Common paras and its mitigation 2. Types of Bills and Check list for various kinds of Bills before passing

Section –II: Subjective questions (30 Marks)

1. Noting: 5 Marks
2. Drafting: 5 Marks
3. Definition / Concept writing related to Accounting procedure and norms including Taxation, GFR: 20 Marks

B. Computer Proficiency Test (20 Marks):

MS-Word, MS-Excel & MS – Power Point.
