

# **National Institute of Plant Health Management, Hyderabad**

(An autonomous organization under the Ministry of Agriculture, Government of India)

National Institute of Plant Health Management invites applications for the following Posts on **DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION**. The gist of pay and number of posts are given below:

**Last Date for receipt of application: 06.09.2013.**

<b>S. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Pay band &amp; Grade pay</b>
1	Administrative Officer - <b>Direct Recruitment</b>	2(UR)	Rs.9,300-34,800 & GP Rs.4,600
2	Hindi Officer - <b>Direct Recruitment</b>	1(UR)	Rs.9,300-34,800 & GP Rs.4,600
3	Personal Secretary - <i>Deputation basis</i>	1(UR)	Rs.9,300-34,800 & GP Rs.4,600
4	Assistant Scientific Officer (Weed Science/Agronomy-1 post , Plant Health Engineering-2 posts) - <b>Direct Recruitment or Deputation basis</b> (One ASO (PHE) will be recruited/appointed w.e.f 1.12.2013).	3(UR)	Rs.9,300-34,800 & GP Rs.4,200
5	Caretaker - <b>Direct Recruitment</b>	1(UR)	Rs.9,300-34,800 & GP Rs.4,200
6	Hindi Translator –Office Superintendent (Hindi Translation)- <b>Direct Recruitment/ Deputation basis</b> (Will be recruited/appointed w.e.f 1.4.2014).	1(UR)	Rs.9,300-34,800 & GP Rs.4,200
7	Assistant -Assistant Hostel Manager- <b>Direct Recruitment</b>	1(UR)	Rs.5,200-20,200 & GP Rs.2,400
8	Upper Division Clerk – <b>Deputation</b>	2(UR)	Rs.5,200-20,200 & GP Rs.2,400
9	Hindi Typist - <b>Direct Recruitment/ Deputation basis</b>	1(UR)	Rs.5,200-20,200 & GP Rs.1,900

The details of educational qualifications, experience, age and other eligibility criteria, duties along with syllabus for written test for appointment on Direct Recruitment / Deputation basis (including relaxations, if any) for the posts and their duties along with application proforma may be accessed from web <http://niphm.gov.in>.

**REGISTRAR i/c**

**QUALIFICATIONS & EXPERIENCE:**

<b>1</b>	<b>Administrative Officer –2(UR)</b>	<b>Direct Recruitment</b>
	Age limit	35 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<b>ESSENTIAL :</b> <b>EDUCATIONAL:</b> 1. i. A First class Masters Degree from recognized University. ii. <b>EXPERIENCE:</b> 4 (four) years experience in a responsible supervisor or administrative position with a grade pay of Rs. 4200/- <b>OR</b> 2. MBA – First class from NAAC accredited Institutions with 2 years Managerial/Administrative experience in supervisory cadre. <b>OR</b> 3. C.A. with One year experience.  <b>DESIRABLE:</b> a. Should be conversant with the government rules and regulations/office procedures pertaining to administration, accounts, purchases and maintenance. <b>Or</b> b. Certificate in at least one ERP module such as SAP/ People Soft/BaaN etc.		
<b>2</b>	<b>Hindi Officer –1(UR)</b>	<b>- Direct Recruitment</b>
	Age limit	35 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<b><u>DIRECT RECRUITMENT :</u></b> <b>ESSENTIAL :</b> <b>EDUCATIONAL:</b> A. Masters Degree from a recognized University in Hindi with English as a subject at Degree level. <b>OR</b> B. Master’s Degree from a recognized University in English with Hindi as a subject at Degree level. <b>OR</b> C. Master’s Degree from a recognized University in any subject with Hindi and English as a subject at the Degree level. <b>OR</b> D. Master’s Degree from a recognized University in any subject with Hindi medium and English as a subject at the Degree level. <b>OR</b> E. Master degree from a recognized University in any subject with English Medium and Hindi as a subject at the Degree level.  <b>EXPERIENCE :</b> A. Five years experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, preferably of technical and scientific literature. <b>OR</b> B. Five years experience of teaching, research, writing or journalism in Hindi.  <b>DESIRABLE:</b> 1. Knowledge of Sanskrit/or a modern Indian Language. 2. Knowledge, skill & experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker. <b>Or</b> b. Certificate in at least one module of ERP such as SAP or People Soft/BaaN etc. 3. Administrative Experience in organizing Hindi Classes or workshops, noting and		

	drafting/implementation of Official Language.	
<b>3</b>	<b>Personal Secretary- 1(UR)</b>	- <i>Deputation basis</i>
	Age limit	40 years
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
	<p>Transfer on <i>Deputation basis</i></p> <p>a. Persons under Central / State Governments / Universities / Recognized Research Institutions / PSUs / Statutory Boards or Autonomous organizations of Central and State Governments.</p> <p>i) Holding analogous posts on regular basis. OR</p> <p>ii) With one year of service in the Post having Grade Pay of Rs.4,200/- as stenographer and</p> <p>iii) With six years of service in the Post having Grade Pay of Rs.2,800/- as stenographer.</p> <p>b. Possessing qualifications mentioned below.</p> <p><b>ESSENTIAL EDUCATIONAL QUALIFICATIONS:</b></p> <p>1. A bachelor Degree from recognized university.</p> <p>2. Dictation shorthand (Intermediate)/ Typing speed (Higher) of 100/45 in English.</p> <p>3. Knowledge of basic computer application</p>	
<b>4</b>	<b>Assistant Scientific Officer (one each for Weed Science/Agronomy-1 post and Plant Health Engineering – 2 posts)</b>	- Direct Recruitment or Deputation basis
	Age limit for direct recruits	upto 35 years (age relaxable in case of deputationists).
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
	<p><b><i>One Assistant Scientific Officer (Agronomy/Weed Science) for Agronomy :</i></b></p> <p><b>ESSENTIAL :</b></p> <p><b>A. EDUCATIONAL:</b> A First or high second class Masters Degree in Agriculture with specialization in Agronomy/Weed Science OR M.Sc. in Botany with specialization in Weed Science.</p> <p><b>B. EXPERIENCE :</b> Two years experience for M.Sc. in Integrated Pest Management with specific reference to Weed Management/Crop Management OR 1 year in relevant field for M.Sc candidates who have Post Graduate Diploma in Plant Health Management / Post Graduate Diploma in Plant Protection. OR Ph.D candidates without experience will also be considered.</p> <p><b>DESIRABLE:</b> Ph.D. in the relevant subject.</p> <p>Advanced Training in Weed Management/ Post Graduate Diploma in Plant Health Management.</p> <p><b>TRANSFER ON DEPUTATION :</b></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/state Governments.</p> <p>i. Holding analogous posts on regular basis. OR</p> <p>ii. With two years of service in the post having grade pay of Rs. <b>2800</b> or above and</p> <p>b. In addition to the above, essential and desirable qualifications mentioned above for direct recruitment is also to be fulfilled. However, one year relaxation from total of 2 years will be given in case of deputationists.</p>	
	<p><b><i>One Assistant Scientific Officer (Plant Health Engineering) – 2 posts</i></b></p> <p><b>ESSENTIAL :</b></p> <p><b>A. EDUCATIONAL:</b> A First or Second Class B.E/B.Tech Degree in Agricultural Engineering.</p> <p><b>B.EXPERIENCE :</b> Total experience of atleast one year in Application Technology or Soil &amp; Water</p>	

	<p>Management.</p> <p><b>DESIRABLE:</b> 1. M.E. /M. Tech or equivalent in the relevant subject. 2. Experience in application technology</p> <p><b>TRANSFER ON DEPUTATION :</b></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Semi Govt. or Autonomous organizations of Central/state Governments.</p> <p>i. Holding analogous posts on regular basis. OR</p> <p>ii. With <u>two</u> years of service in the post having grade pay of Rs. <b>2,400</b> or above and</p> <p>b. In addition to the above, essential and desirable qualifications mentioned above for direct recruitment is also to be fulfilled. However, one year relaxation from total of <b>3</b> years will be given in case of deputationists.</p>	
<b>5</b>	<b>Caretaker -1(UR)</b>	<b>Direct Recruitment</b>
	Age limit	35 years
	<p><b><u>DIRECT RECRUITMENT:</u></b></p> <p><b>ESSENTIAL:</b> <b>EDUCATIONAL:</b> A First class in BE/B.Tech (Civil)/ (Electrical) with a first class MBA from recognized University.</p> <p><b>EXPERIENCE</b> One year work experience in Management /Administration</p> <p><b>DESIRABLE:-</b> 1. Experience in maintaining buildings, hostel, quarters, estates etc. Knowledge of working with the government rules and regulations / office procedures pertaining to administration, stores, estates.</p>	
<b>6</b>	<b>HINDI TRANSLATOR –Office Superintendent (Hindi Translation) –1(UR)</b>	<b>- Direct Recruitment or Deputation basis</b>
	Age limit for direct recruits	upto 35 years (age relaxable in case of deputationist).
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	
	<p><b><u>DIRECT RECRUITMENT :</u></b></p> <p><b>ESSENTIAL :</b> <b>EDUCATIONAL:</b></p> <p>1.</p> <p>A. Masters Degree from a recognized University in Hindi with English as a subject at Degree level. OR</p> <p>B. Master’s Degree from a recognized University in English with Hindi as a subject at Degree level. OR</p> <p>C. Master’s Degree from a recognized University in any subject with Hindi and English as a subject at the Degree level. OR</p> <p>D. Master’s Degree from a recognized University in any subject with Hindi medium and English as a subject at the Degree level. OR</p> <p>E. Master degree from a recognized University in any subject with English Medium and Hindi as a subject at the Degree level.</p> <p>2. Diploma in Translation from Hindi to English and Vice versa</p> <p><b>EXPERIENCE:</b> Two years experience of translation work from Hindi to English and Vice –versa in Central / State Government Offices including Govt. Of India Undertakings, proof correction etc.</p> <p><b>DESIRABLE:</b></p>	

	<p>a. Administrative Experience in organizing Hindi Classes or workshops, noting and drafting/implementation of Official Language.</p> <p>b. Should be conversant with the government rules and regulations/office procedures pertaining to administration, accounts, purchases and maintenance.</p> <p>c. Knowledge, skill &amp; experience of working on computers in any one of the following: a. Coral draw, Photoshop, PageMaker.</p> <p><b><u>TRANSFER ON DEPUTATION :</u></b></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Boards or Autonomous organizations of Central and State Governments.</p> <p>i. Holding analogous posts on regular basis. OR</p> <p>ii. With five years of service in the Post having Grade Pay of Rs. 2400/-</p> <p>b. Age limit: 50 years</p> <p>Possessing qualifications mentioned above for direct recruitment.</p>
<b>7</b>	<b><i>Assistant –Assistant Hostel Manager -1(UR)</i> - Direct Recruitment</b>
	Age limit for direct recruits 18-28 years
	<b>QUALIFICATIONS &amp; EXPERIENCE:</b>
	<p><b>ESSENTIAL :</b></p> <p>EDUCATIONAL:</p> <p>1. A Bachelor’s Degree in Hotel Management and Catering Technology.</p> <p>EXPERIENCE:</p> <p>1. Four years experience in Administration / hotel management/ housekeeping</p> <p><b>DESIRABLE:</b></p> <p>1. Conversant in government rules and regulations /office procedures pertaining to administration, accounts, stores and maintenance of records.</p> <p>2. Computer skills: proficiency in working on softwares related to maintenance of any one of the following: Hotels/Hostels/ Catering services/Manpower services etc</p>
<b>8</b>	<b>Upper Division Clerk –2(UR) Deputation</b>
	Age limit 40 years
	<p><b><u>TRANSFER ON DEPUTATION :</u></b></p> <p>a. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Boards or Autonomous organizations of Central and State Governments.</p> <p>i. Holding analogous posts on regular basis. OR</p> <p>ii. With six years of service in the post having Grade Pay of Rs.1900/-</p> <p>b. Age limit: 40 years.</p> <p>c. Possessing qualifications mentioned below.</p> <p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <p><b>ESSENTIAL:</b></p> <p>1. Bachelor Degree from a recognized University or equivalent.</p> <p>2. 6 years experience in administration/accounts/stores.</p> <p>3. Knowledge of basic computer application with speed of 30 w.p.m in English Typewriting.</p> <p><b>DESIRABLE:</b></p> <p>1. Conversant in government rules and regulations /office procedures pertaining to administration, accounts, stores and maintenance of records.</p>

<b>9</b>	<b>Hindi Typist –1(UR)</b>	<i>by Direct Recruitment /Deputation</i>
	Age limit for direct recruits	Between 18-27 years
<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <p><b>ESSENTIAL:</b></p> <p>A. Degree from a recognized University with Hindi as a subject.  B. A speed of 25 w.p.m. in Hindi Type writing.  C. Typing skills in Hindi on computers.</p> <p><b>DESIRABLE:</b></p> <p>1. Experience in Government office or in an autonomous body  2. Working knowledge, skill &amp; experience of working in any one of the following:  Coral draw, Photoshop, PageMaker.</p> <p><b><u>TRANSFER ON DEPUTATION :</u></b></p> <p>d. Persons under Central/state Governments/Universities/Recognized Research Institutions/ PSUs /Statutory Boards or Autonomous organizations of Central and State Governments.  e. Holding analogous posts on regular basis.  f. Possessing qualifications mentioned above for direct recruitment  g. Age limit: 35 years</p>		

**GENERAL TERMS AND CONDITIONS FOR DIRECT RECRUITMENT, OR TRANSFER ON DEPUTATION POSTS:–**

- i. Age limit will be reckoned with reference to the closing date for receipt of the applications.
- ii. “Relaxation of upper age limit in respect of reserved categories such as SC/ST/OBC/PHE/Ex-servicemen etc., as per GOI orders. (in terms of G.I., Dept. of Per. & Trg., Notfn. No. 15012/6/98- Estt. (D), dated 21<sup>st</sup> December, 1998.
- iii. The Rule of Reservation is not applicable in the case of deputationists. However, subject to availability, eligible candidates belonging to reserved categories will be duly considered as per rules in force.
- iv. The Medical facilities applicable to government employees will be extended to the deputationists.
- v. In the case of direct recruitment the selected candidates will be governed by the New Pension Scheme, 2004, Govt. of India.
- vi. The Probation period for direct recruits will be Two years as per the rules in force.
- vii. The applications in prescribed proforma should reach the Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad 500 030, A.P. on or before **06.09.2013** in case it takes time to obtain clearance from the Head of Department, an advance copy of the application can be sent on or before the closing date.
- viii. Attested copies of all educational qualifications along with experience, age relaxation and other certificates are required to be enclosed invariably. Applications without proper enclosures will not be considered for scrutiny.
- ix. **“Age and qualifications can be relaxed in exceptional cases by the Director General.”**
- x. Only candidates willing to take-up residence (throughout their service) within a radius of 3km of NIPHM can apply.
- xi. Please visit NIPHM website <http://niphm.gov.in> for the details of duties to be performed and for downloading the prescribed application proforma.

**PROFORMA**

**APPLICATION FOR THE POST OF.....on Regular/ Deputation Basis**

1. Name :  
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on date 06.09.2013 ) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
  - a. Present :
  
  
  
  - b. Permanent :
  
  
  
  - c. Email ID : 1.  
2.
  - d. Mobile :
  - e. Phone No. (STD/ISD code) :

**6. EDUCATIONAL QUALIFICATIONS:-**  
(Enclose attested copies)

QUALIFICATION	YEAR	UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

**7. TECHNICAL QUALIFICATIONS:-**  
(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

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8. Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

(Enclose attested copies )

Office/Instt./ Organisation	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed

9. Nature of present employment i.e. ad-hoc or :  
temporary or quasi-permanent or permanent.

10. Additional details about present employment. :

Please state whether working under:-  
(indicate the name of your employer against  
the relevant column)

- (a) Central Government :  
(b) State Government :  
(c) Autonomous Organisation :  
(d) Public Undertakings :  
(e) Universities :  
(f) Others :

11. Present Pay & Grade Pay / Pay Band :

12. Additional information, if any, which you would like :  
to mention in support of your suitability for the post.

(This among other things may provide information with regard to  
(i) Additional academic qualifications :  
(ii) Professional training :  
(iii) Work experience (over and above the prescribed) :  
(enclose a separate sheet if the space is insufficient)

13. Whether belongs to SC/ST/OBC/OC/  
PH/EX-Serviceman (Proof to be enclosed)  
as per GOI norms :

14. Remarks

(The candidates may indicate information with regard to  
(i) research publications and reports and special projects :  
(ii) Awards/scholarship/official appreciation :  
(iii) affiliation with professional bodies/institutions/societies and :  
(iv) any other information. :  
(enclose a separate sheet if the space is insufficient)

15. I certify that particulars furnished above are true.

16. I am willing to stay in the quarters if allotted or within 3km radius of NIPHM for entire length of service.

Date :

Place :

**SIGNATURE OF CANDIDATE**

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Dated:

Signature of the Head of  
Department (with Stamp)

## SYLLABUS :

### 1. Administrative Officer :

Administrative Officer selection will be based on the written test and followed by interview

Syllabus for the written test and interview:

General Financial Rules , Establishment and administration manual, Tottenham System of Office Procedure & Management

### 2. Hindi Officer:

Hindi Officer selection will be based on the written test and followed by interview

Syllabus for the written test and interview:

Official language Act, Provisions, Policy, Incentives, Imparting of Hindi training, terminology from Hindi to English & vice versa. Committees, Inspection, Chronology of Hindi as an official language in India, Annual targets for Hindi implementation, Knowledge of Hindi softwares, etc., and Administrative Knowledge (Tottenham system of Office Procedure & Management)

The above material is available in [www.rajbasha.nic.in](http://www.rajbasha.nic.in) or [www.rajbasha.gov.in](http://www.rajbasha.gov.in)

3. **Personal Secretary** : Selections will be based on Dictation test followed by interview.

4. **Assistant Scientific Officer's** : Selection to the post will be based on written test and interview

#### Syllabus for written test:

ASO (Weed Science)	Plant Health Engineering
<ul style="list-style-type: none"><li>-Principles and concepts of IPM &amp; Integrated Weed Management</li><li>-Agro-ecosystem Analysis</li><li>-Ecosystem Concept</li><li>-Ecosystem Services</li><li>-Biological control for weed management</li><li>-Herbicide resistance</li><li>-Concepts of Biosecurity &amp; Plant Quarantine</li><li>-WTO-Phytosanitary measures in International Trade with reference to weeds</li><li>-Invasive alien species</li><li>-Cropping systems approach in weed management</li><li>-Living soil concept</li><li>-Integrated weed management</li><li>-Integrated nutrient management</li><li>-Weeds of Rice, Sorghum, maize, Cotton and Vegetables</li></ul>	<ul style="list-style-type: none"><li>-Importance of equipment in Plant Protection</li><li>- Principles of Pesticides Application Techniques</li><li>- Droplet generation, size &amp; measurement</li><li>- Design principles of farm equipment</li><li>- Features of application equipment (Sprayers, Dusters and Granule Applicators) and related energy systems</li><li>- Nozzles and Calibration of sprayers</li><li>- Blowers and Pumps – types-design &amp; applications</li><li>- Importance of Maintenance &amp; standardization of sprayers -- Heat Engines and other power sources, Thermodynamics</li><li>-Storage management – structures &amp; fumigation</li></ul>

5. **Caretaker** : Selection to the post will be based on written test and interview.

#### Syllabus for written test:

I. **PREPARATION OF ESTIMATES:-** Preliminary Estimate, Detailed Estimate, Schedule of Rates, Recasting of Estimate, Supplementary Estimate, Revised Estimate, Estimates for additions and alterations, Estimates for petty works, Estimates for road works, Estimates for furniture, Estimates for purchase of buildings, Estimates

- for repairs to leased and requisitioned properties, Hiring of accommodation, Powers for hiring accommodation.
- II. **PREPARATION AND PASSING BILLS FOR PAYMENTS:-** Preparation and passing of bills, Payment of bill, Forms of bill for payment and vouchers, Authorities to pass the bills , Payments for work done.
- III. **ACCOUNTING PROCEDURE FOR WORKS EXECUTED BY CPWD OUTSIDE INDIA:-** General, Procedure for obtaining finance to meet the expenditure, Cash Book, Drawal from banks, Classification of RBI drafts, Accounting and clearance of transactions relating to RBI drafts, Accounting of expenditure on works, Accounting of expenditure on establishment, Cash balance with the local bank-Reconciliation statement to be prepared, Levy of charges for works abroad, Delegation of powers.
- IV. **CONTRACTS AND FORMS:-** What is a contract?, Forms to be used for contracts.
- V. **PREPARATION OF TENDER DOCUMENTS (FOR NORMAL WORKS):-** Preparatory works, Tender for normal works, Invitation of tenders for component parts, Composite tenders, Pre-bid conference, Restricted Tenders, Tenders with two/three envelope system, Specialized works-Section 16 be referred, Preparation of Notice Inviting Tenders.
- VI. **TENDERS FOR SPECIALIZED WORKS AND ANNUAL RATE CONTRACT SYSTEM FOR MAINTENANCE AND MINOR WORKS:-** Specialized works to be executed through specialized agencies, Tenders for specialized works are to be invited on two/three envelop systems, Tenders with specialized components of work, Tenders for specialized works, Preparation of NIT, Sale of tenders, Guidelines to call tenders for lifts, Tenders for Specialized Civil Works, Maintenance of specialized E&M Systems by Manufacturers/Authorized Agencies, List of specialized items/jobs for Civil/Electrical/Horticulture works, Annual Rate Contract System for maintenance/minor works.
- VII. **e-TENDERING:-** Introduction of e-Tendering in CPWD, Digital Signatures, Preparation of Bid Document, Bids to be invited in two/three stage system, Bids for Specialized Works and Purchase of Materials, Publicity, Uploading of Bid Documents, Opening of Bids, Preparation/checking of Comparative Statement.

REFERENCE CPWD WORKS MANUAL 2012(May be downloaded from Internet)

- VIII. Administrative Knowledge (Tottenham system of Office Procedure & Management)

6. **Hindi Translator: Office Superintendent (Hindi Translation)**

Hindi **Translator** selection will be based on the written test and followed by interview

Syllabus for the written test and interview:

Official language Act, Provisions, Policy, Incentives, Imparting of Hindi training, terminology from Hindi to English & vice versa. Committees, Inspection etc Administrative Knowledge (Tottenham system of Office Procedure & Management) & terminology relating to agriculture.

The above material is available in [www.rajbasha.nic.in](http://www.rajbasha.nic.in) or [www.rajbasha.gov.in](http://www.rajbasha.gov.in) & notes will be sent to shortlisted candidates.

7. **Assistant –Assistant Hostel Manager** : selection will be based on the written test and followed by interview based on following reference books.

Food & Beverage service - Tata Mc Graw Hill –Sudhir Andrews

Front Office Operations - Tata Mc Graw Hill –Sudhir Andrews

Housekeeping - Tata Mc Graw Hill –Sudhir Andrews

Administrative Knowledge (Tottenham system of Office Procedure & Management)

Testing proficiency in computer skills.

8. **Upper Division Clerk :**

Syllabus for the Written test and the interview.

- a. Essay writing (General topics)
- b. Précis writing
- c. Comprehension
- d. Administrative Knowledge (Tottenham system of Office Procedure & Management)-
- e. GFR- 2005 - Procurement of Goods & Services

9. **Hindi Typist:**

Hindi typist selection will be based on the written test and followed by interview.

Syllabus for written test and interview:

- a) Written test in official terminology from Hindi to English and vice versa.
- b) Hindi typing speed test and also English typing speed test on computer
- c) Testing proficiency in coral draw or photoshop or pagemaker as the case may be
- d) Administrative Knowledge (Tottenham system of Office Procedure & Management)