

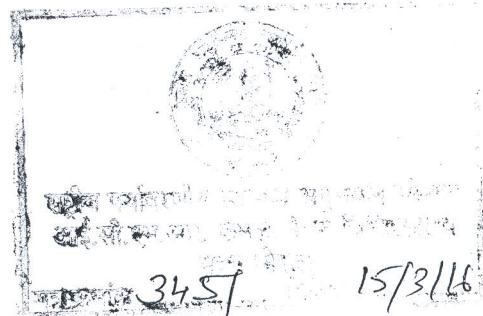


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राष्ट्रीय पर्यावरणीय स्वास्थ्य अनुसंधान संस्थान  
NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH  
भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH  
कमला नेहरू चिकित्सालय भवन, भोपाल  
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Syllabus for Written Examination of Administrative Officer (Jr. Grade)  
Pay Band: Rs. 9,300 – 34,800+4800 GP

- General condition of service
- Application of fundamental rules.
- Pay, kinds of pay, Pay fixation on appointment, promotion, MACP, absorption etc lien and its retention.
- Probation – Probationer and one on Probation. Difference between fees & honorarium, apprentice & probationer. Willful absence from duty –its effect on service.
- Service books its importance and precautions to be taken in its maintenance.
- Resignation from Service. Its Regulation in respect of temporary / permanent Employee; Technical resignation
- Appointment – adhoc appointment, temporary appointment, appointment after retirement, extension of service, Re-employment, Compassionate appointment, Deputation, Foreign Service, Dismissal, removal compulsory Retirement and suspension. Retirement - Premature retirement, superannuation, Voluntary retirement.
- Pension-kinds of Pension, minimum & highest amount of Pension, Qualifying Service. Importance of nominations. When to change/ submit nomination
- Commutation of Pension
- Gratuity – kinds of Gratuity
- Leave Rules, Kinds of Leave, Encashment of Leave on retirement/ death & LTC
- TA Rules
- General Financials Rules
- Purchase of Goods, Services, Tendering, Contract Management
- Departmental Promotion Committees
- New Pension Scheme, National Pension System



- Central Civil Services (CCA) Rules, Disciplinary and Vigilance Matters. Maintenance of Confidential Reports
  - Confirmation
  - Fixation of Seniority – Departmental Promotees & direct recruits
  - Reservation Rosters for SC,ST,OBC,PH etc., preparation & maintenance
  - Leave Travel Concession
  - Medical Examination, Verification of Character & antecedents on first appointment
  - Medical Attendance Rules
  - Right to Information
  - Implementation of Govt. of India orders on official Language
  - Convening of meetings of various committees - DPC, Selection committee, SAC, Scientific Committees, Purchase Committee etc., Preparation of minutes and action taken.
  - Drafting of notes in English & Hindi
  - General Computer Proficiency, MS-Office, Tally Handling.