

SYLLABUS
JUNIOR SUPERINTENDENT

- Service Rules including FR/SR, CCS CCA Conduct Rules
- Legal Matters, Foreign Service, Deputation
- Disciplinary & Vigilance Rules, Lien, Leave rules
- DPC, Pay Fixation, Seniority
- LTC Rules, Office Procedure, TA/DA rules, Pay and Allowances
- New Pension Scheme
- RTI Act- 2005
- Accounting rules and procedures
- Medical attendance Rules
- Procurement of Goods and Services, Central Public Procurement Portal: Tendering, Procuring, etc.
- Contract Management, Inventory Management, Procurement Manuals, Import of Goods.
- General Financial Rules(GFR), GeM
- Pension, Family pension, Gratuity, Leave Encashment
- NEP 2020 in HEIs
- General English, Quantitative Aptitude, Analytical Reasoning, General Knowledge /Current Affairs