



Syllabus for the post of ASSISTANT AUDIT OFFICER

(A) WRITTEN TEST

PART - 'A'

Academic Administration with Special reference to IITs

1. Act and Statutes of IIT Jodhpur
2. Role and Functions of IIT Council, Board of Governors, Finance Committee, Building & Works Committee and Senate.
3. Study the Websites of IIT Jodhpur Departments, Academic programs, Degrees, campus life and student activities.

Service Rules

Note: Ref: Swamy's Compilation of FR & SR (All parts) and IITJ Statutes

1. FR & SR
2. CCS (CCA) Rules
3. Foreign Service, Deputation & Lien
4. TA Rules and LTC
5. Leave Rules [*Leave Provisions of IITJ and CCS (Leave) Rules*]

Rules relevant to Accounts and Audit

1. Central Government Accounts Receipts & Payments Rules
2. Pre-audit & Post-audit Functions
3. Delegation of Financial Powers Rules (DFPR)
4. Public Works Accounts
5. Procurement, Supply Accounts & Internal Audit and Control
6. GFR 2017, e-Procurement and e-Marketplace (GeM)
7. Budgeting
8. Income Tax Act with focus on Salary Income, e-TDS
9. Goods and Service Tax

PART - 'B'

(ENGLISH LANGUAGE)

1. Voice change (active/passive)
2. Narration change (direct/indirect)
3. Preposition
4. Correction questions
5. Tense questions
6. Synonyms and Antonyms
7. Comprehension

(B) COMPUTER SKILL TEST
