



Syllabus for the post of MANAGER (FACILITIES)

(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.

Modern technologies in Academic Management system

1. Office Automation and ERP implementation in an academic system
2. e-Office

Other Rules & Topics

1. GFR 2017
2. e-Procurement and e-Marketplace (GeM)
3. Staff Car Rules & Transport Management
4. Hospitality Management & Event Management
5. Maintenance & Service Management of Facilities

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
