



Syllabus for the post of JUNIOR SUPERINTENDENT

(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. TA Rules and LTC
4. CCS (Conduct) Rules
5. Leave Rules [*Leave Provisions of IITJ and CCS (Leave) Rules*]
6. National Pension Scheme
7. Pay & Allowances

Government Acts relevant to Academic Administration

1. The Right to Information Act, 2005
2. NEP 2020

General Financial Management

1. GFR 2017, e-Procurement and e-Marketplace (GeM)
2. Budgeting and Internal Audits
3. Income Tax Act with focus on Salary Income, e-TDS
4. 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
