

**Advertisement No. inStem/06/2022 & Post Code- 19/22**

**Syllabus for the Written Test/interview for the post of Section Officer**

S NO.	Exam pattern	Syllabus	
1.	Written test – a.) Multiple Choice Questions – 70 marks	HR, Administration	20 questions
		Finance & Accounts	20 questions
		Purchase & Stores	20 questions
		General Awareness	10 questions
		All questions are compulsory and each question carries one mark each. There will be negative marking of 0.25 for every wrong answer and that question will not be counted.	
2.	Written test – b.) Descriptive Questions – 30 marks	HR, Administration / Finance & Accounts/ Purchase & Stores (03 questions for each functional area and the candidates can attempt any 6 out of 9 questions)	
3.	Interview – 30 marks	HR, Administration & Hospitality / Finance & Accounts/ Store & Purchase related topics	

**Note:** Questions for various domain areas will be related to rules and regulations in the Central Government and Autonomous institutions.