

Advertisement No. inStem/08/2020 & Post Code- 16/20

**Selection pattern and syllabus for the online/ written test and skill test
for the post of Section Officer**

1. Selection Pattern

S No.	Selection Stage	Exam Type	Exam pattern	Marks	Duration of exam
1.	Stage I	Online/written Test	Multiple Choice Questions	50 Marks	1 Hour
			Descriptive Questions	20 Marks	30 min
2.	Stage II	Interview		30 Marks	

Note: For each vacancy, about 08 candidates as per merit who score minimum 50 percent in Stage I will be shortlisted for the Stage II (Interview)

2. Syllabus for the online Written Test/interview

S NO.	Exam pattern	Syllabus	
1.	Stage – I Online/Written test a) Multiple Choice Questions – 50 marks	HR, Administration & Hospitality	15 questions
		Finance & Accounts	15 questions
		Purchase & Stores	15 questions
		General Awareness	05 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.	
	b) Descriptive Questions – 20 marks	HR, Administration & Hospitality / Finance & Accounts/ Purchase & Stores/ General Awareness (02 questions for each functional area and the candidates can attempt any 4 out of 8 questions)	
2.	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

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Selection pattern and syllabus for the online/ written test and skill test
for the post of Management Assistant

1. Selection Pattern

S No.	Selection Stage	Exam Type	Exam pattern	Marks	Duration of exam
1.	Stage I	Online/written Test	Multiple Choice Questions	50 Marks	1 Hour
			Descriptive Questions	20 Marks	30 min
			*Computer Proficiency Test	15 Marks	30 min
2.	Stage II	Interview		30 Marks	

Note: For each vacancy, about 08 candidates as per merit who score minimum 50 percent in Stage I will be shortlisted for the Stage II
*Computer Proficiency test will be of qualifying nature only and will not be counted for final merit list.

2. Syllabus for the online Written Test/CPT/Interview

S NO.	Exam pattern	Syllabus
1.	Stage – I Multiple Choice Questions – 50 Marks	HR, Administration & Hospitality 15 questions
		Finance & Accounts 15 questions
		Purchase & Stores 15 questions
		General Awareness 05 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.
	Descriptive Questions- 20 Marks	HR, Administration & Hospitality / Finance & Accounts/ Purchase & Stores/ General Awareness (02 questions for each functional area and the candidates can attempt any 4 out of 8 questions)
2.	Computer Proficiency Test - 15 Marks	3 Question in MS Office (Word/Excel/PPT)
	Stage – II 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.