स्टेम कोशिका जीव विज्ञान और पुनर्जनन औषधि संस्थान जैव प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान

Institute for Stem Cell Science and Regenerative Medicine Autonomous Institute of the Department of Biotechnology, Government of India.



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

1. Selection Pattern

S	Selection	Exam Type	Exam pattern	Marks	Duration of
No.	Stage				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.		HR, Administration & Hospitality	15 questions	
	Stage – I	Finance & Accounts	15 questions	
	Online/Written test	Purchase & Stores	15 questions	
	a) Multiple Choice Questions – 50 marks	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
110.	Stage		M-14:-1- C1: O+:	50 M1	
			Multiple Choice Questions	50 Marks	1 Hour
1.	Stage I	Online/written Test	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

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

S NO.	Exam pattern	Syllabus		
		HR, Administration & Hospitality	15 questions	
		Finance & Accounts	15 questions	
	Stage – I Multiple Choice Questions – 50 Marks	Purchase & Stores	15 questions	
1.		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)		
	Computer Proficiency Test - 15 Marks	3 Question in MS Offi	ce (Word/Excel/PPT)	
2.	Stage – II	HR, Administration & Hospitality / Finance &		
	Interview – 30 Marks	Accounts/ Store & Pur	chase related topics	

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

^{*}Computer Proficiency test will be of qualifying nature only and will not be counted for final merit list.