



INDIAN INSTITUTE OF PETROLEUM & ENERGY

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NOTIFICATION

IPE/LDCE/JS/2024/1187

Dated : 1st November 2024

Subject: Announcement of Syllabus for Written Test and Computer Proficiency Test, Paper pattern etc to be conducted for promotion to the post of Junior Superintendent through LDCE mode

1. In continuation to Advt IPE/Estb/105 dated 23rd October 2024 placed on Institute's website seeking application to fill the post of Junior Superintendent as per the prescribed procedure given for Limited Departmental Competitive Examination.
2. As per Recruitment and Promotion Policy (Non-Teaching Staff) of IPE amended from time to time, the eligible and short-listed candidates for promotion to the post of Junior Superintendent through LDCE mode will be called to appear in Screening Test, which will be conducted in case of large number of candidates are shortlisted.
3. The short-listed candidates will be called to appear in the Written Test and Computer Proficiency Test at 9.30 AM on 10th November 2024 at AUCE Building, IPE Vizag. A merit list of candidates who will qualify in the both the tests individually will be prepared on the bases of marks obtained in Written Test and Computer Proficiency Test (CPT). The minimum qualifying marks will be decided by the Committee constituted to conduct the Written Test and Computer Proficiency Test. Vacancy to be filled for promotion to Junior Superintendent through LDC mode is one.

Step	Type of Test	Maximum Marks	Maximum Time allocated
Step-A :	Screening Test*		
Step- I	Written Test	80	120 minutes
Step-II	Computer Proficiency Test	20	30 minutes
	Total Marks	100	

* Screening Test will be conducted in case of large number of candidates are shortlisted.

4. The Question Paper for Screening Test (Step-A) and Written Test (Step-I) may include MCQs, Fill in the blanks, Descriptive type questions from the following syllabus:

- (1) **General Awareness about Indian Institute of Petroleum & Energy:** and its establishment, history of IPE, IPE Act, IPE Statutes, IPE Ordinances, IPE Rules & Regulations. Academic and Students affairs system of IPE.
- (2) **General Administration and Establishment matters:** Central Government Service Rules viz. CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, UPS, Office Procedure,

- (3) **Purchase & Stores:** Tendering and Procuring. GeM Rules and procedure, Procedures for Procurement of Goods and Services as per IPE Purchase Manual.
- (4) **Finance & Accounts:** Role of Drawing and Disbursing Officer (DDO), Accounting rules and procedures in IPE, GST, Income Tax, Rules and Procedure of R&D and Consultancy, Service GFR-2017. CAG Audit, Internal Audit and procedures, Role and functions of CAG, Annual Statement of Accounts, Endowment funds, Internal Corpus, Accounting Procedures, Passing of Bills, preparation of Annual Accounts. Deposit Work with CPWD, Maintenance of Buildings and Infrastructure

Step-II Syllabus:

A Computer Efficiency Test may include MS Word, MS Excel, Power Point etc.

The syllabus given above for Step-A, Step-I and Step-II is indicative only which may cover other topics/areas which are not mentioned herewith, but are followed in the higher educational institutions of national importance like IITs/IIITs/NITs etc.

This is issued with the approval of Competent authority.

R.P. Dwivedi
(R.P. Dwivedi) 01/11/2024

Registrar

REGISTRAR

INDIAN INSTITUTE OF PETROLEUM & ENERGY
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VISAKHAPATNAM

: Director – for information

