



INDIAN INSTITUTE OF PETROLEUM & ENERGY

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NOTIFICATION

IIPE/LDCE/AR/2024/1188

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 Assistant Registrar through LDCE mode

1. In continuation to Advt IIPE/Estb/105 dated 23rd October 2024 placed on Institute's website seeking application to fill the post of Assistant Registrar and Junior Superintendent as per the prescribed procedure given for Limited Departmental Competitive Examination.
2. As per Recruitment and Promotion Policy (Non-Teaching Staff) of IIPE as amended from time to time, the eligible and short-listed candidates for promotion to the post of Assistant Registrar through LDCE mode will be called to appear in Written Test and Computer Proficiency Test. The Written Test and Computer Efficiency Test will be held at 9.30 AM on 10th November 2024 at AUCE Building, IIPE Visakhapatnam. This test would be of qualifying in nature for the next selection stage i.e., Presentation and interview. For qualifying to the next stage, the candidates have to qualify individually in Written Test (Step-I) and Computer Proficiency Test (Step-II). The minimum qualifying marks will be decided by the Committee constituted to conduct the Written Test and Computer Proficiency Test. The Final selection will be solely based on the Presentation and interview before the selection committee. The number of posts of AR for promotion through LDCE mode is one.

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

3. The Question Paper for 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 : IIPE Act, IIPE Statutes, IIPE Ordinances, IIPE Rules & Regulations.

(2) General Administration and Establishment : 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, Rules of Deputation & Lien, Reservation in appointment,

Permissible and Not Permissible Activities, Office Procedure, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion, Annual Report.

(3) **Purchase & Stores:** Tendering and Procuring. GeM Rules and procedure, Procedures for Procurement of Goods and Services as per IIPE Purchase Manual.

(4) **Finance & Accounts:** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, , GFR-2017, GST Rules,

(5) **Audit:** 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,

(6) **Academics and Students Affairs:** Rules and regulations and procedures of Academics in IIPE Visakhapatnam. Governance and academic administration of IIPE. Award of degrees, Convocation, Students Affairs, Hostels and Mess Management for Students.

(7) **Works & Maintenance:** 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-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

INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM
Copy to : IIPE Web site

: Director – for information

