



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Visakhapatnam – 530003

Ref. No. IIPET/Estb/LDCE/Sr.Asst./2025/01

Date: 19.04.2025

## NOTIFICATION

**Subject: Mode of Selection and Syllabus for filling up the posts of Senior Assistant on promotion basis through Limited Departmental Competitive Examination (LDCE)- Reg.**

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1. Please refer IIPET advertisement No. IIPET/Estb/LDCE/2025/01 dated 21.03.2025 placed on the Institute's website inviting applications to fill the posts of Senior Assistant (PL-5) through promotion, based on the Limited Departmental Competitive Examination (LDCE).
2. As per the notified advertisement and Recruitment & Promotion Policy for Non-Teaching Staff of the Institute as amended from time to time, the eligible and shortlisted candidates for promotion to the post of **Senior Assistant** through **LDCE mode**, will be called to appear for the **Written Examination & Computer Proficiency Test** as mentioned in the succeeding paragraphs.
3. The selection tests will be held from **9:30 AM** on **28<sup>th</sup> April, 2025 (Monday)** at IIPET Campus, AUCE Building, Visakhapatnam.
4. **Mode of selection:** Screened-in/ Shortlisted candidates are required to appear for the below Tests:

Test Type	Maximum Marks	Allotted Time
Written Test	80 Marks	120 Minutes
Computer Proficiency Test	20 Marks	30 Minutes
<b>Total</b>	<b>100 Marks</b>	

A merit list of candidates who qualify in both tests will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee constituted to conduct the Written Test and Computer Proficiency Test will decide the minimum qualifying marks for Written Test and Computer Proficiency Test individually, in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

5. The indicative syllabus for the Written Test and Computer Proficiency Test is placed at **Annexure-I**.

**Encl:** As above.

**Copy to:** IIPET Website.

**Info:** Director, IIPET.



*Kimberly P. K. S.*  
19.04.2025  
**Registrar**  
*ab*

R. P. DWIVEDI  
Registrar  
Indian Institute of Petroleum & Energy  
Visakhapatnam



**SYLLABUS FOR  
THE POST OF SENIOR ASSISTANT**

The indicative syllabus for Written Test and Computer Proficiency Test for filling up the post of **Senior Assistant** on **promotion through LDCE Mode**, is as follows:

<b>Written Test</b>	<b>Part-A</b>	<b>General Awareness about the Institute &amp; its establishment:</b>	<b>Maximum Marks: 40</b>
		<ul style="list-style-type: none"><li>• IIPER Act,</li><li>• IIPER Statutes;</li><li>• IIPER Ordinances;</li><li>• General Council (GC);</li><li>• Board of Governors (BoG);</li><li>• Finance Committee (FC);</li><li>• Senate;</li><li>• Building &amp; Works Committee (BWC);</li><li>• About permanent campus;</li><li>• Patents, Research &amp; Development and Consultancy Rules of IIPER;</li><li>• Academics &amp; Admissions at IIPER;</li><li>• Annual Report &amp; Annual Statement of Accounts of the Institute;</li><li>• Library Resources;</li><li>• Software Resources;</li><li>• Various Events of the Institute;</li><li>• Trustees &amp; Industry Partners of IIPER;</li><li>• Service rules related to Establishment, Administration, Procurement &amp; Finance commonly applicable to all employees of IIPER;</li><li>• Pay &amp; Allowances commonly applicable to all employees of IIPER;</li><li>• Various forms used by students &amp; employees in the Institute;</li><li>• Recruitment Rules for faculty and staff;</li><li>• Right to Information Act (RTI);</li><li>• Medical OPD/IPD rules of the Institute.</li></ul>	This may include MCQs, Fill in the blanks and descriptive questions.
	<b>Part-B</b>	<b>(i) General Administration &amp; Establishment</b> <ul style="list-style-type: none"><li>• CCS (Conduct Rules);</li><li>• CCS (CCA) Rules;</li><li>• CCS (Leave Rules);</li><li>• FR &amp; SR;</li><li>• TA/DA Rules;</li><li>• LTC Rules;</li><li>• Joining Time Rules;</li><li>• CGHS &amp; CS (MA) Rules;</li><li>• RTI Act &amp; Vigilance;</li><li>• CCS (Revised Pay Rules 2016);</li><li>• Advances;</li><li>• Rules related Allowances to CG employees;</li><li>• GPF, CPF, NPS &amp; UPS;</li><li>• Office Procedures &amp; Forms of Communication;</li><li>• Recruitment Rules;</li><li>• Rules of Deputation, Foreign Service &amp; Lien;</li></ul>	<b>Maximum Marks: 40</b>  This may include MCQs, Fill in the blanks and descriptive questions.



	<ul style="list-style-type: none"> <li>• Reservation in appointments &amp; promotion;</li> <li>• Permissible &amp; Non-permissible activities;</li> <li>• Retirement &amp; Superannuation, Resignation, Removal and Dismissal;</li> <li>• Seniority, DPC and Promotion;</li> <li>• MACP Scheme;</li> <li>• Gratuity Rules;</li> <li>• Other Service Matters &amp; Welfare measures of employees;</li> <li>• Pension Rules;</li> <li>• Record Retention Schedules.</li> </ul> <p>(ii) <b>Purchase &amp; Stores:</b></p> <ul style="list-style-type: none"> <li>• Procurement of Goods &amp; Services;</li> <li>• Modes of Procurement &amp; Tendering;</li> <li>• CPPP &amp; GeM Rules and procedures;</li> <li>• Stores &amp; Issue;</li> <li>• Write off, condemnation &amp; disposal of goods.</li> </ul> <p>(iii) <b>Finance &amp; Accounts:</b></p> <ul style="list-style-type: none"> <li>• Role of DDO;</li> <li>• Income Tax &amp; GST Act and relevant rules;</li> <li>• GFR-2017;</li> <li>• Accounting procedures;</li> <li>• Internal Corpus;</li> <li>• Passing of Bills;</li> <li>• Annual Statement of Accounts &amp; its preparation.</li> <li>• Delegation of Financial Powers</li> </ul> <p>(iv) <b>Audit:</b></p> <ul style="list-style-type: none"> <li>• CAG Audit;</li> <li>• Role &amp; functions of C&amp;AG;</li> <li>• Internal Audit;</li> </ul> <p>(v) <b>Academics &amp; Student Affairs:</b></p> <ul style="list-style-type: none"> <li>• Rules, regulations and procedures of Academics in IPE;</li> <li>• Governance &amp; Academic Administration at IPE;</li> <li>• Awards &amp; Degrees;</li> <li>• Convocation;</li> <li>• Student Affairs;</li> <li>• Hostels &amp; Mess Management for Students.</li> </ul> <p>(vi) <b>Works &amp; Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Deposit Work with CPWD;</li> <li>• Maintenance of Buildings and Infrastructure.</li> </ul> <p>(vii) <b>Questions may also be drawn from the syllabus outlined in Part-A above.</b></p>	
<b>Computer Proficiency Test</b>	The Computer Proficiency Test may include MS Word, MS Excel and Power Point etc.	<b>Maximum Marks - 20</b>

**Note:** The syllabus given above for written Test & CPT is indicative only which may cover other topics/ areas which are not mentioned herewith, but are followed in the regular educational institutions of national importance like IITs/IIITs/NITs etc.

