

Section Officer Exam

(Scheme & Syllabus)

PART – I& II

Total duration of the Exam : 02 hours (120 Mins.)

Total No. of Questions : 120 Questions

S.No.	Topics	Marks per item	No. of Item
1.	<u>Part – I : Office Procedure & Office Management</u> General matters relevant to functioning of various section of EIC where rules of EIC/Govt. of India are taken care of while discharging the duties. 1. GFR 2017 2. EIC Manual	01 mark per question (0.25 MARK TO BE DEDUCTED FOR EVERY WRONG ANSWERS)	20 questions
	<u>Part-II: Administration</u> 1. Establishment & General Administration 2. Creation of Posts, Age relaxation in Appts., Recruitment, Absorption, Probation, Deputation 3. Service Matters 4. Personal Matters 5. Pay-Fixation (FR & SR) 6. Leave Rules 7. Reservation Policy 8. CCS (CCA) Rules 9. CCS (Conduct Rules) 10. National Pension System 11. CCS (Pension) Rules 12. Travelling Allowance Rules 13. Leave Travel Concession 14. Medical Attendance rules 15. Joining Time 16. Provident Fund /CPF Rules 17. RTI Rules 18. GST Service Tax Rules	01 mark per question (0.25 MARK TO BE DEDUCTED FOR EVERY WRONG ANSWERS)	100 questions

PART – III

Total duration of the Exam : 01 hour (60 Mins.)
Total No. of Questions : 60 Questions

<p>1.</p>	<p><u>Part – III: General Aptitude/General Knowledge</u></p> <ol style="list-style-type: none"> 1. Current Affairs/events of National and international importance 2. History of India and Indian Nation Movements 3. Indian and World geography Physical, Social, economic geography of India and the World etc. 4. Indian Polity and Governance- Constitution, Political System, Panchayati raj, Public issues, Articles, Rights etc. 5. Economic and Social Development-Sustainable development, Poverty, Inclusion, Demographics, Social Sector Initiatives etc. 6. General Issues on Environment, Ecology, Bio-diversity, Climate change, General Science and general Computer & computer Literacy <p><u>Reasoning Aptitude</u></p> <ol style="list-style-type: none"> 1. General Mental/Analytical Ability 2. Verbal/Logical reasoning, Relations & Hierarchies 3. Analogies, Assertion, Truth Statements 4. Coding & Decoding, situational Reasoning Series and Patterns involving words & Alphabets <p><u>Quantitative Aptitude</u></p> <ol style="list-style-type: none"> 1. Two and three dimensional/Venn Diagrams based questions 2. Number patterns, Series Sequences, Basic Numeracy (Number & their relations, orders or magnitude etc.) 3. Arithmetic's aptitude, Data interpretation (Charts, Graphs or Tables, Data sufficiency etc.) 4. Direction sense, Analysis and Interpretation in various contexts <p><u>General Hindi & General English</u></p> <p>Proficiency related to the Language, Elements of Language, pedagogy of language, developments, Communication and comprehension abilities, speaking listening, reading & writing proficiencies etc.</p>	<p>01 mark per question</p> <p>(0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</p> <p>01 mark per question (0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</p> <p>01 mark per question (0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</p> <p>01 mark per question (0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</p>	<p>15 questions</p> <p>15 questions</p> <p>15 questions</p> <p>15 questions</p>
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