



Exam Pattern, Date, Venue & Important Instructions to Candidates

Post: Section Officer Grade I (Accounts Officer)

Venue: NITTTR Chennai

Date of Exam: 22nd December 2024 (Sunday)

Particulars	Exam	
Exam mode	Offline Written Test (OMR Based Test)	
Exam type	Objective type – Multiple Choice Questions	
Exam duration	10:00 am – 11:30 am (90 Minutes)	
Language of paper	English	
Number of questions	Subject	No. of Questions
	General Intelligence & Reasoning	10
	General Awareness	10
	Numerical Aptitude	20
	English Comprehension	20
	CCS Rules	20
	Accountancy	20
	Total	100
Total marks	100	
Selection Criteria	Top ranker with two waitlisted candidates will be identified as given below:	
	SC – 1Post	Rank 1 (Selected)
		Rank 2 (Waitlisted)
Rank 3 (Waitlisted)		



Note: (Important Instructions to the Candidates)

- Phase I exam and Skill Test are cancelled due to administrative reasons.
- The examination shall consist of Phase – II exam only for the shortlisted candidates.
- All the shortlisted candidates will be allowed to appear for the written exam
- Hall tickets can be downloaded from the Institute website.
- Final Selection list will be identified from the top rankers in written exam with two waitlisted candidates as per the number of post(s) in respective category.
- NITTTR Chennai reserves the right to cancel the exam at any time without prior notice or without assigning any reason for administrative purpose or if the number of absentees are more than 50% of the shortlisted candidates.
- In case where more than one candidates have secured equal aggregate marks, tie will be resolved by applying the following methods as similar to Staff Selection Commission, one after another, till the tie is resolved:
 - ❖ Date of Birth i.e. the candidate older in age gets first preference.
 - ❖ Alphabetical order of the first name shall be given second preference.
- The candidates are advised to keep visiting our NITTTR website <https://www.nitttrc.ac.in/> for the latest updates.

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DIRECTOR



SYLLABUS FOR THE WRITTEN TEST

Name of the Post: Section Officer Grade I (Accounts Officer)

There will be 6 sections in the written test with 100 questions that account for a total of 100 marks. The subject-wise details are given below:

Section	Subject	No of Questions	Max Marks	Exam Duration
1	General Intelligence & Reasoning	10	10	90 minutes
2	General Awareness	10	10	
3	Numerical Aptitude	20	20	
4	English Comprehension	20	20	
5	CCS Rules	20	20	
6	Accountancy	20	20	
Total		100	100	

1. GENERAL INTELLIGENCE & REASONING :

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

2. GENERAL AWARENESS:

Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to **sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and scientific Research etc.** These Questions will be such that they do not require a special study of any discipline.

3. NUMERICAL APTITUDE :

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense



of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

4. ENGLISH COMPREHENSION:

Candidates' ability to understand correct English, his / her basic comprehension and writing ability, etc. would be tested.

5. CCS RULES:

Central Civil Services Conduct Rules, FR & SR, Rules pertaining to Pension, NPS, Leave, GPF, Medical Attendance, LTC and Travelling Allowance.

6. ACCOUNTANCY:

Financial Rules and Principles of Govt. Accounts, Central Public Works Accounts Code, Fundamental Principles of Accounting, Accounting Process, Depreciation, Provisions and Reserves, Bill of Exchange, Promissory Notes and Cheques, Financial Statements, Basic concepts of Accounting, Royalty and Lease Accounts, Company Accounts including Consolidated Financial Statements, Uniform format for accounts for Central Autonomous Bodies, Accounts of Public Utilities Enterprises: Accounting formats prescribed by Electricity Act, (Electricity utility), Banking Companies, Non-banking Companies, Insurance companies, Transport Companies Branch and Departmental accounts (including Foreign Branch Accounts), Cash and Funds Flow Statement, Working Capital, Accounting Standards prescribed under section 133 of the Companies Act, 2013, Accounting Standards of ICAI /IND AS notified by Ministry of Corporate Affairs and Concepts of interim reporting, Segment reporting, Corporate Social Responsibility.

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DIRECTOR