

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway,
P.O. Box No. 04, Faridabad - 121001

Recruitment notice no. – THS/RN/09/2022

Selection pattern and Syllabus for the written test and skill test
for the post of Administrative Officer

I. Selection pattern

S. No.	Exam type	Exam pattern	Marks	Duration of Exam	Exam Centre
1	Stage I				
	Written Test	Multiple choice questions (MCQ)	25 questions x 1 Mark each	30 mins	THSTI, Faridabad
		Short answer type questions	10 questions x 3 marks each	60 mins	
		Descriptive answer type questions	2 questions x 10 marks each	60 mins	
		Total Marks	75 Marks		
I. There will be negative marking @0.25 marks for every wrong answer in MCQ. II. Those candidates who score 60 percentile and above in written test will only be considered for Stage-II selection process.					
2	Stage II				
			Marks	Duration of Exam	Exam Centre
	Computer skill test		15 marks	20 mins.	THSTI, Faridabad
	Interview		10 marks	..	

II. Syllabus for the written test

Sl.	Exam pattern	Syllabus
1.	Multiple choice questions (MCQ)/ Short answer type questions/ Descriptive answer type questions	<ul style="list-style-type: none"> ➤ Financial Accounting and Reporting ➤ Management Accounting ➤ Income Tax ➤ Indirect Taxes ➤ Project Management ➤ General Financial Rules, 2017 (GFRs) & Govt. Accounting