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ट्रांसलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

(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/14/2021

**Selection pattern and Syllabus for the written test and interview
For the post of Administrative Officer (F&A)**

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	30 mins	THSTI, Faridabad
		Short answer type questions	10 questions x 3 marks	60 mins	
		Descriptive answer type questions	2 questions x 10 marks	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% or more marks in written test will only be considered for Stage II selection process.					
2	Stage II				
			Marks	Duration of Exam	Exam Centre
	Computer skill test		10 marks	20 mins.	THSTI, Faridabad
Interview		15 marks	..		

II. Syllabus for the written test

S.No.	Exam pattern	Syllabus
1.	Multiple choice questions (MCQ)/ Short answer type questions/ Short 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