

KALAKSHETRA FOUNDATION

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**Scheme of Examination for the post of Administrative Officer**

<b>Subject</b>	<b>Maximum Marks</b>
<b>Part I (100 marks) (Graduate Level)</b>	
(a) General Intelligence & Reasoning	25
(b) General Awareness	25
(c) Quantitative Aptitude	25
(d) English Comprehension	25
<b>Part II (150 marks)</b>	
(a) Fundamental Rules & Supplementary Rules	30
(b) Commerce / Mathematics / Statistics / Economics	30
(c) General Financial Rules	30
(d) Accounts of Central Autonomous bodies	30
(e) Computer Awareness	30

A list of candidates showing the marks obtained in the written examination will be published on the same day, and further process will be intimated to the shortlisted candidates

Those candidates who score 50 marks in Part I and 75 marks in Part II will be eligible for further stage of recruitment, if necessary --- an interaction with the Selection Committee.

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**Reference List of Rules and Acts relating to Administration/Accounts**

- Office Procedure & Office Management
- CCS (CCA) Rules 1965
- CCS (Conduct) Rules 1964
- Fundamental & Supplementary Rules
- TA Rules
- Leave Travel Concession Rule.
- Medical Attendance Rules & CGHS
- Right to Information Act 2005
- Income Tax & GST
- POSH & POCSO Acts
- Matters relating to reservation in service matters - SC/ST/OBC/EWS/PwD, etc.
- General Financial Rules – 2017
- CCS(Pension) Rule 2021
- New Pension Scheme

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