

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

RECRUITMENT NOTIFICATION NO. THS/RN/38/2019

SYLLABUS AND WRITTEN TEST PATTERN FOR THE ADMINISTRATIVE POSITIONS

(For the posts of Section Officer and Management Assistant)

Date of Written Test for Management Assistant	24th February 2020 at 8:30 AM
Date of Written Test for Section Officer	25th February 2020 at 8:30 AM

1. Stage-I

The Questions will be of objective type with multiple choice.

Functional Area	No. of Questions	Total Marks	Duration
Personnel & Administration	50	75	90 minutes
Finance & Accounts	50	75	90 minutes
Stores & Purchase	50	75	90 minutes

There will be **negative marking of 0.25 marks** for each wrong answer.

Note: a) Candidates can opt only one functional area in Stage-I.

b) Those who qualify Stage-I will be called for Stage-II on the same day.

2. Stage-II

Skill Test (Computer/Functional Area)	25 Marks
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