



thsti

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/16/2020

Selection pattern and syllabus for the online/written test and skill test for the post of Administrative Officer

I. Selection pattern

S. No.	Selection stage	Exam type	Exam pattern	Marks	Duration of Exam
1	Stage I	Online Test/Written test	Multiple choice questions	25 Marks	1 hour
			Multiple choice questions	25 Marks	
			Descriptive questions	20 Marks	1 hour
2	Stage II	Skill Test	Computer skills	20 Marks	30 min
3	Stage III	Interview	Presentation by candidate	60 Marks	5 slides
			Total	150 Marks	
Note: For each vacancy, only 10 candidates as per the merit in Stage-I will be shortlisted for Stage – II.					

II. Syllabus for the online/written test and skill test

S. No.	Exam pattern	Syllabus
1	Multiple choice questions (25 questions x 1 Mark)	General questions related to all the four domains i.e. HR and Administration, Finance & Accounts, Stores & Purchase and Facility Management. All questions are compulsory and each question carries one mark. There is a negative marking of 0.25 for wrong answer.
2	Multiple choice questions (25 questions x 1 Mark)	Specific question about each domain area. All questions are compulsory and each question carries one mark. There is a negative marking of 0.25 for wrong answer.
3	Descriptive questions (4 questions x 5 Marks)	Situation based case studies pertaining to the four domain areas. (3 questions from each domain area and the candidate should attempt any 4 out of 12 questions)
4	Computer skills	Practical knowledge in computers
5	Interview	Presentation to be given by the candidate about the role and responsibilities in the previous job and self-SWOT analysis of the candidate for the job.

Note: Questions for various domain areas will be related to the working of a Government of India office and will include Government of India rules and guidelines.