

(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 Section Officer

I. Selection pattern

S. No.	Selection stage	Exam type	Exam pattern	Marks	Duration of Exam
1	Stage I	Online/ written Test	Multiple choice questions	50 Marks	1 hour
			Descriptive questions	20 Marks	30 min
2	Stage II	Skill Test	Computer skills	20 Marks	30 min
			Communication skills	10 Marks	-
			Total	100 Marks	
Note: For each vacancy, only 15 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	HR and Administration	15 questions
		Finance & Accounts	15 questions
		Stores & Purchase	15 questions
		General Awareness	05 questions
		All questions are compulsory and each question carries one mark. There is a negative marking of 0.25 for wrong answer.	
2.	Descriptive questions	HR & Administration/ Finance & Accounts / Stores & Purchase (4 questions from each functional area and the candidate can attempt any 4 out of 12 questions)	
3.	Computer skills	Practical knowledge in computer • 2 questions on MS Office (compulsory) • 6 questions @ 2 questions each in the 3 domain areas – (candidate should attempt any 2 questions)	
4.	Communication skills	HR & Administration/ Finance & Accounts / Stores & Purchase related topics to showcase the communication skills.	

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.