



ASSAM UNIVERSITY
(A Central University)
Silchar 788011
Assam, India

অসম বিশ্ববিদ্যালয়
(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)
সিলচর 788011
অসম, ভারত

NOTIFICATION

It is hereby notified for information of all concern that the Written Test and Viva-Voce for Section Officer under Departmental Test Quota have been scheduled as follows:

Sl. No.	Details	Date & day	Time	Venue
1	Written Test	27/11/2020	11AM to 2PM	PMG Hall
2	Viva-Voce	10/12/2020	11AM onwards	SM Ali Committee Room

Admit Cards are being sent to the shortlisted candidates. All concerned candidates are requested to attend the venue mentioned above for Written Test 10(ten) minutes prior to the actual time of test.

Details of Syllabus :

Sl. No.	Subject	Marks
1	English & General Studies: a. Grammar, b. Comprehension, c. Composition, d. Essay Writing, e. Précis, f. Letter Writing, g. Current affairs – domestic/national & international	50
2	Statutory and Administrative Rules: Statutory Rules – Acts, Statutes, and ordinances of the University Administrative Rules – CCS Conduct Rules, LTC Rules, Medical Attendance Rules, CCS (Leave) Rules, 1972, Manual of Office Procedure, Chapter XI & XIII, Leave Rules (Swamy's Handbook)	50
3	Financial Rules: a. General Financial Rules, 2017, Chapter 6, 7 & 8, b. Receipts and Payment Rules, Part-III, Section-I, c. GPF (Central Service) Rules, Joining Time, TA Rules, LTC Rules	50
4	Personal Interview.	50

Krai
Registrar i/c

Date: 13-11-2020

No. 104/79/2014-Estt (PART-I) / 927

Copy to:

1. The Director, Computer Centre, AUS, with a request of upload the notice in the University web site.
2. File.

Krai
Registrar i/c

Pm
13.11.2020