

**ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER (F&AO)  
EXAMINATION-2014**

**SCHEME OF EXAMINATION FOR ADMINISTRATIVE OFFICERS**

<b>PAPER – I</b>	<b>Objective Type (200 marks)</b>	<b>2 Hours</b>
	<b>SECTION – A</b>	50
	General Awareness	
	<b>SECTION – B</b>	50
	General Intelligence & Reasoning Ability	
	<b>SECTION – C</b>	50
	Arithmetical and Numerical Ability	
	<b>SECTION – D</b>	50
	Language Comprehension (Hindi or English)	
<b>PAPER-II</b>	<b>Descriptive Type (300 marks)</b>	<b>3 Hours</b>
	<b>SECTION – A</b>	100
	General Knowledge of Development of Economic, Social, Scientific & Cultural Fields	
	<b>SECTION – B</b>	100
	Arithmetical Ability	
	<b>SECTION – C</b>	100
	Essay	
	<b>STRUCTURED INTERVIEW</b>	100

**STRUCTURED INTERVIEW / PERSONALITY TEST**

The candidates who qualify in the written examination will be called for structured interview / personality test. The marks allotted for interview/personality test are 100. Interview Board has, therefore, to award marks to candidates out of 100 marks only. Keeping in view the functions and traits required to perform efficiently the duties attached to the post for which recruitment is being made, these 100 marks for interview/personality test have been divided under the following six heads:

(i)	(a)	Essential Educational Qualifications (Total)	05 (Maximum)
		(i) 60% and above	: 05
		(ii) 55% and above but below 60%	: 04
	(b)	Highest or Desirable Academic/Professional Qualification/Experience	05
(ii)		Extra Curricular Activities	05
(iii)		General Awareness/General Knowledge	10
(iv)		In-depth knowledge of the subject studied	20
(v)		Personality	20
(vi)		Working Knowledge of Computers	20
(vii)		Aptitude and Suitability	15

## **SYLLABUS FOR ADMINISTRATIVE OFFICER'S EXAMINATION**

### **PAPER - I**

#### **GENERAL AWARENESS**

Questions will be designed to test the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected to an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, Human Rights Social Conflicts, Disabilities etc. It will also include questions on India and its neighboring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science and Scientific Research, National/International Organizations/Institutions etc.

#### **GENERAL INTELLIGENCE AND REASONING ABILITY**

The syllabus for General Intelligence includes questions on both verbal and non-verbal types. Test will include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test also includes questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

#### **ARITHMETICAL AND NUMERICAL ABILITY**

The test of Arithmetical and Numerical Abilities will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

#### **LANGUAGE COMPREHENSION AND WRITING ABILITY**

##### **English OR Hindi**

This part will include questions to test the candidates understanding and comprehension of language and writing ability.

### **PAPER - II**

For Section - A & B, the syllabus will be as given above for paper – I

**Section - C (Essay)** The topics on essay writing will be on current international and national events about which a graduate level candidate is expected to be aware. The topics may cover social, cultural, economical and political aspects. An opinion may be given and candidate may have to submit his/her arguments for and against the opinion and sum up in the end of his/her views.