



SYLLABUS FOR THE POST OF SUPERINTENDENT

Total Marks : 50
Duration of Test: 75 Minutes

Higher Education System: Governance, Policy and Administration

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance, Skill Education, Vocational Education system, Community College, NSQF, Credit system, Regulatory bodies like AICTE/UGC system Accreditations.

Indian Universities and their Administration

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules:

- The University Employees (Terms and Conditions) of Service.
- The University Act, Statutes and Ordinance.
- Regulations related to various University Examinations and Courses of Study.
- The Recruitment Rules (Non-Teaching Employees).
- Fundamental and Supplementary Rules.
- State Civil Services Rules-2016.
- Reservations and Concessions for SC, ST, OBC, PH etc.
- General Financial Rules.
- CCS (Leaves Rules).
- Budget and Accounts.
- The Right to Information Act, 2005.
- NAPS, Apprenticeship Act 1961, NEEM

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc, Proficiency in Hindi and English Language including Translation from English to Hindi & Hindi to English.

General Aptitude

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Simple & Compound Interest, Data Interpretation etc. Number Series, Coding-Decoding, Non-Verbal



Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

General Knowledge including fundamental knowledge of computers and Awareness about Haryana

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science and Technology, computer and its application, Internet, current events of national and international importance, Constitution of India, Indian Freedom struggle, Indian History, Indian Geography, Important Financial & Economic policy, Budget, Sports, International and National Organization and General Awareness about Haryana etc.