

Assistant (Ministerial) Pay Level - 5 (GP: 2800)

Tentative date of written exam: 2nd/ 3rd week of November 2025

The syllabus (domain based) of written exam (MCQ / skill based descriptive) for the promotion on the post of Assistant (Ministerial) will be as follows:

1.	Procedures of Academic Governance, matters related to academic and student affairs, examination, admissions, assessment, evaluation, Admission and Registration procedure, Departmental and Institute Level Academic Committee, Ranking frameworks, Scholarship, Convocation, Semester Budget for departments, Fundamental Establishment & Administrative Rules, Recruitment, Roaster, Conduct Rules, CCS (CCA) Rules, Annual Increment, MACP, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS, probation, confirmation, deputation, lien , RTI, SPAs Statutes & Act, Academic Ordinances of SPAB, Office procedure, GFR, Procurement of Goods & Services, PMFS, Contract Management, Estate Management, Maintenance activities, GeM, Role and Functions of Board, Finance Committee, Building and Works Committee, Senate etc.
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For further updates, please keep visiting the Institute website regularly.