

ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH AND
HEARING DISABILITIES (DIVYANGJAN) BANDRA (WEST),
MUMBAI-400050

(REF: ADVERTISEMENT IN THE EMPLOYMENT NEWS DATED 13-19 JULY, 2024)

REVISED

FINAL LIST OF THE CANDIDATES ELIGIBLE TO ATTEND
WRITTEN TEST FOR THE POST OF OFFICE SUPERINTENDENT
CUM ACCOUNTANT

Sr. No	Name of the applicant
1.	Krishna Kumar Mishra
2.	Prabhudatta Biswal
3.	Kottinti J. Rao
4.	Chetan R
5.	Ganesh P Gupta
6.	C.S. Suraj
7.	Vikas Chahal

Suman Kumar
DIRECTOR 12/11/24

GUIDELINES FOR WRITTEN TEST AS A PART OF RECRUITMENT OF OFFICE SUPERINTENDENT CUM ACCOUNTANT, GROUP 'B' POST AT AYJNISHD(D), SECUNDERABAD & NOIDA AS PER (ADVT NO. CBC 38107/11/0004/2425 EMPLOYMENT NEWS 13-19 JULY, 2024)

Dear Applicant,

Following guidelines are put up for your information.

1.	Date of Written Test & Time	: 13.12.2024 from 2.30 pm-5.00 pm
2.	Venue of the Written Test	Room No: D-202, Second Floor, D wing AYJNISHD(D), Bandra West, Mumbai
3.	Duration	: 2 hours 30 min.
4.	Language of the Question Paper	: English
5.	Total marks	: 50 <u>(50 % of the total marks(25 marks) is required for qualifying the test)</u>
6.	Question Paper pattern	
	a. Multiple choice questions (with 4 options)	: 10 marks
	b. Descriptive Questions	: 40 marks
7.	Nature of Questions in the Question paper	a Direct/indirect/both type of questions b Knowledge/understanding/application level questions or a combination of all.
8.	Language of answering	: English/Hindi
9.	Instructions	
	a. Separate answer books will be given for answering.	
	b. Mention the question number correctly in the answer book while answering.	
	c. There will be only one correct answer for each MCQ.	
	d. There is no negative marking.	
	e. Tick marking more than one option will not be allowed.	
	f. No mathematics tools like calculator and electronic gadgets like mobile phones, ipod, blue tooth etc. will be allowed inside the exam hall	
	g. Do not disclose your name, organization name or any other professional / personal details in your answer sheet.	
10.	Suggested Content	Based on the role - responsibilities of Office Superintendent Cum Accountant at the regional centres of National Institutes.

11.	Suggested Reading	Swami Publications: <ol style="list-style-type: none">1. Swamy's handbook 2024 for central government staff2. FRSR Part-I, II, III & IV3. GFR & Advances4. Establishment & Administration5. Delegation of Financial Powers6. Pension Compilation7. Manual for procurement of Goods, Consultancy & Others8. Manual on E Office9. Any other Relevant materials pertaining to Central Government / Autonomous offices
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Smakun
Director 05/14/24