

Government of India  
Department of Atomic Energy  
Centralised Cadre Section

Anushakti Bhavan  
C.S.M. Marg  
Mumbai - 400 001

No.12/4/2019-CCS/8717

November 10, 2020

**OFFICE MEMORANDUM**

As per the Recruitment Rules for the post of Administrative Officer - III the eligible officers are required to appear for an objective test before appearing for the interview. The syllabus for the objective test was last prescribed vide note dated 31.03.2008.

2. With the ever expanding and diversified activities in our Department, need for officers with higher level of competitiveness and leadership qualities to drive the workforce to handle and adapt to the challenges encountered on a daily basis has become a pre-requisite. Apart from the subject matter pertaining to the rules and regulations of the Government, it was also felt that the emotional faculties and communication skills of the officers need to be addressed effectively. Keeping this in view, it was felt that it is necessary to revamp the existing syllabus/pattern. Hence the objective test has been modified to a combination of descriptive and objective questions. The matter was examined in the Department and the Competent Authority has approved the revised syllabus and paper pattern of the written test as tabulated below:


**Administrative Officer-III**

| Sr. No. | Revised syllabus  |
|---------|---|
| i)      | Fundamental Rules & Supplementary Rules                                     |
| ii)     | CCS (Leave) Rules   |
| iii)    | CCS (Pension) Rules & National Pension System                               |
| iv)     | CCS (Conduct) Rules   |
| v)      | CCS (CCA) Rules   |
| vi)     | CCS (LTC) Rules   |
| vii)    | GPF & CPF Rules   |
| viii)   | General Financial Rules   |
| ix)     | Exercise of Financial Powers (DAE) Rules, 1978 as amended from time to time |
| x)      | Constitution of India   |
| xi)     | Domain knowledge of DAE and AEC activities                                  |
| xii)    | Allocation of Business Rules and Transaction of Business Rules              |
| xiii)   | Atomic Energy Act   |
| xiv)    | Official Languages Act & Rules  |

| Sr. No. | Revised syllabus  |
|---------|---|
| xv)     | Right to Information Act  |
| xvi)    | CHSS, CGHS & CSMA Rules   |
| xvii)   | Organizational Behaviour - <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Conflict &amp; Negotiation</li> <li>• Emotional Intelligence</li> <li>• Ethics in Governance</li> </ul> |
| xviii)  | Merit Promotion Scheme for Scientific & Technical personnel in DAE  |
| xix)    | Fundamentals of Macroeconomics (Reference Book: A concise guide to Macroeconomics by David A. Moss; Harvard Business School Press)  |

| Revised pattern  |
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| <p><b>Descriptive (40%) - 40 marks</b><br/>with 4 Questions of 10 marks each</p> <p><b>Objective (60%) - 60 marks</b><br/>with 60 Questions of 1 mark each</p> <p>For objective questions, each correct answer carries 1 mark and an incorrect answer leads to deduction of 0.5 mark. Answer with no response will be awarded zero marks.</p> <p><b>Time duration: 3 hours</b></p> <p><b>Interview:</b> The written test will be followed by interview. The marks obtained in the written test will be considered by the Selection Committee while selecting the candidates.</p> |

3. This may be brought to the notice of all concerned.

  
 (Ashok B. Gerira)  
 Under Secretary

All Admn. Heads,  
US (Admn.)