SYLLABUS FOR THE POST OF DEPUTY DIRECTOR (FINANCE & ACCOUNTS)

Deputy Director (Finance & Accounts) examination will consist of two (02) Stages -

STAGE I : (TIER – I + TIER – II)

1. Computer Based Test (CBT) (Objective Type)   -   TIER - I
2. Computer Based Test (CBT) (Objective Type)   -   TIER – II

TIER – I

Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English Language Test. Each question will be of 01 mark. For each wrong answer 0.25 will be deducted.

1. Computer Based Test : Tier – I (Objective Type) :

(Test will consists of 100 Multiple Choice Questions (MCQs), one (01) mark for each question, 100 minutes duration).

Part	Subject (Not in sequence)	No. of Questions / Maximum Marks
I	General English	25 / 25
II	General Math	25 / 25
III	General Knowledge	25 / 25
IV	Reasoning & Mental Ability	25 / 25

TIER – II

2. Computer Based Test : Tier – II (Objective Type) :

(Test will consists of 100 Multiple Choice Questions (MCQs) at Degree Level, one (01) mark for each question, 100 minutes duration).

Part	Subject (Not in sequence)	No. of Questions / Maximum Marks
I	Corporate Accounting	
II	Income Tax, Corporate Tax & GST	
III	Cost Accounting	
IV	Practice of Auditing	
V	Management Accounting	100 / 100
VI	Financial Accounting	
VII	Accrual Accounting	
VIII	Budgeting	
IX	GFR, FRSR & Pension	
X	Accounting Standard	

STAGE II

STAGE II will consist of two (02) Parts – **(PART I + PART II)**

PART – I : Weightage to Educational Qualification(s) - **10 Marks**

(I)   Weightage to the Educational Qualification(s) will be as follows :

i.   Only B.Com – **2 Marks**

ii.   Only Chartered Accountant or Certified Management Account or Master in Business Administration (Finance) – **5 Marks**

iii.   B.Com + Chartered Accountant or Certified Management Account or Master in Business Administration (Finance) (only Regular Course) – **7 Marks**

iv.   B.Com + Any of two degree from Chartered Accountant or Certified Management Account + Master in Business Administration (Finance) (only Regular Course) – **10 Marks**

PART – II :

(I)   Interview – **10 Marks**

Note - I :   Merit list will be prepared on the basis of overall performance of the candidate in the Tests and Interview including weightage to Educational Qualification(s) conducted under STAGE - I and STAGE - II of the Test.

Note – II :   In the preparation of the final merit list, the following shall be considered in the case of two (02) or more candidates having equal marks :

(i)   Candidate who has secured higher marks in CBT Part – II Examination of STAGE – I shall be placed higher in the merit list.

(ii)   In case marks in CBT Part – II Examination of STAGE – I of more than one (01) candidate is the same, the candidate with higher qualifications will be placed higher in the merit list.

(iii)   In case, where marks in CBT Part – II Examination of STAGE - I and qualification of more than one (01) candidate is the same, the candidate who had secured higher marks in higher qualifications shall be placed higher in the merit list.

Note – III :   Total No. of Marks –

STAGE I   -   200

STAGE II   -   20 (10 + 10)

DEPUTY DIRECTOR (FINANCE & ACCOUNTS)

Client Name : IWAI	IRD No. <to be filled by content team>

Initiated By	<......................>
Test Date	<Scheduled Test Date>

POC	
Email Id	
Phone / Mobile No.	<+91 -

Test Duration	For STAGE I of TIER – I and TIER – II Exam - 3 hours 20 minutes
Total Questions	For STAGE I of TIER – I and TIER – II Exam - 200
Total Marks	200 Marks (STAGE I of TIER – I and TIER – II)

ADDITIONAL DETAILS

No. of Options	4	<Specify if different> N/A
Negative Marking	Yes	
No. of Languages	02	
Specify Languages	<English/Hindi> Bilingual	
Section Tabs to be displayed (Default value is 'Yes')	<Yes>	
Question Shuffling (Default value is 'Within Section')	Within Section	
Option Shuffling (Default value is 'Yes')	<Yes>	

QP DIFFICULTY LEVEL

Item Difficulty Level		
Easy	Medium	Difficult
25%	50%	25%

RECRUITMENT RULES OF DEPUTY DIRECTOR (FINANCE & ACCOUNTS)

Essential Qualification	Essential :
	(i) Degree of a recognized University with professional qualification of passing of the final exam of Institute of Charted Accountants or the SAS Commercial Examination of the Indian Audit & Accounts Department or member of any of the organized accounting/audit service. OR (ii) 5 years' regular service in Supervisory capacity in commercial accounts in the Finance or Accounts Department of the central/state or semi-govt. organization or PSU in the post of Level-10 in the Pay Matrix as per 7th CPC, (Pre-revised PB-3, Rs. 15600-39100 + GP Rs. 5400). Desirable : A degree or Diploma in business management.
Age Limit	40 years (relaxable for Govt. servants / employees of Autonomous / statutory organization / PSUs upto 5 years in accordance with the instructions / orders issued by the Central Government.

SYLLABUS FOR THE POST OF ELECTRONIC DATA PROCESSING ASSISTANT (EDPA)

Electronic Data Processing Assistant (EDPA) examination will be conducted on Computer Based Test (CBT) (Objective Type). The online CBT will comprise 150 Multiple Choice Questions (MCQs) having two Sections – A & B.

1.   Section A shall consist of 100 questions purely technical in nature –

Section A –

Basic Concepts of Computers and Computerization; Basic Computer Programming; Data Entry / Operations on Electronic Data Processing Machine along with knowledge of Hardware and Software, Internet / Local Area Network (LAN) / Wide Area Network (WAN) / Application Development etc. Installation and Testing of standard software packages etc.

Section A shall invariably cover the following topics –

(a)   In IWAI, almost all the applications developed in PHP and MySQL; hence questions on PHP & MySQL may be included. Question on JAVA under Public Finance Management System.

(b)   Basic questions related to Network, VPN and Firewall.

(c)   Questions on MS Office (Word, Excel and Powerpoint).

(d)   General awareness questions on Information Technology and general topics of Computers and Computerizations concepts and basic programming, Data Entry / Operations on Electronic Data Processing Machine and some question on experience.

Section B –

2.   Section B shall consist of 50 questions relating to **English Comprehension, General Awareness, General Reasoning and Numerical Ability.**

Note – I :   Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English Language Test. Each question will be of 01 mark. For each wrong answer, 1/3 marks will be deducted.

Note – II :   Duration of **Computer Based Test (CBT)** will be 2:30 hours.

Note – III :   Minimum qualifying standard in the CBT for different categories of candidates will be decided by the Recruitment Agency.

Client Name : IWAI	IRD No. <to be filled by content team>
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Test Date	<Scheduled Test Date>

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effective stress, Mohr-Coulomb failure criterion, direct shear test, unconfined compression test, Soil exploration; Earth pressure and retaining walls (Rankine and Coulomb's earth pressure theories); Shallow foundations: bearing capacity and settlement, Stresses below foundations; Sheeting and bracing of foundation excavation; Pile foundations: load carrying capacity of individual and group of piles, settlement; Well foundations: methods of construction, tilt and shift, bearing capacity and settlement, lateral stability of well foundation; Stability analysis of slopes: infinite slopes, method of slices and Bishop's simplified method.

Transportation

Road and Highway Planning in India; Alignment fixing and surveys; Geometric design - factors affecting, cross-sectional elements, sight distances, horizontal alignment design, vertical alignment design; Access control; Traffic flow characteristics and their relationships, traffic volume studies, speed studies, delay and travel time studies, parking studies and accident studies and analysis; Capacity of roads - urban roads and rural highways.

Hydraulics

Hydraulics: Forces on immersed bodies; Flow measurement in channels and pipes; Dimensional analysis and hydraulic similitude; Kinematics of flow, velocity triangles; Channel Hydraulics - Energy depth relationships, specific energy, critical flow, slope profile, hydraulic jump, uniform flow and gradually varied flow.

Hydrology: Hydrologic cycle, watershed, infiltration, unit hydrographs, hydrograph analysis, flood estimation and routing, reservoir capacity, reservoir and channel routing, surface run-off models, ground water hydrology - steady state well hydraulics and aquifers.

Irrigation & Hydraulic structures: Duty, delta, estimation of evapo-transpiration; Design of lined and unlined canals, head works, Design of weirs/barrage on permeable foundation; Types of irrigation systems, irrigation methods; Canal regulatory works, cross-drainage structures, outlets and escapes, gravity and embankment dams, spillways. River Training works: Permanent and Semi-permanent; Bank Protection.

Syllabus for the post of Junior Hydrographic Surveyor

Junior Hydrographic Surveyor examination will consist of one stage:

STAGE I: (TIER-I + TIER-II)

1. Computer Based Test (CBT) (Objective Type)   -   Tier-I
2. Computer Based Test (CBT) (Objective Type)   -   Tier-II

TIER-I

1. **Computer Based Test: Tier-I (Objective Type):**

Section (A) / Technical Questions: 100 MCQ carrying 100 marks

(Test will consist of 100 Multiple Choice Question (MCQs) as per attached syllabus, one (01) mark for each question, 120 minutes' duration. The questions will be set in English:

Part	Subject (Not in sequence)	No. of Questions/ Maximum Marks
I	Water Engineering	15/ 15
II	Surveying	30/ 30
III	Geotech	15/ 15
IV	Transportation	10/ 10
V	Hydraulics, Hydrology, Irrigation & Hydraulic structures	30/ 30

TIER-II

Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English Language Test. Each question will be of 01 mark. For each wrong answer 0.25 marks will be deducted.

2. **Computer Based Test: Tier-II (Objective Type):**

Section (B) / Non-Technical Part (25 MCQ carrying 25 marks)

(Test will consist of 25 Multiple Choice Question (MCQs), one (01) mark for each question, 30 minutes' duration:

Part	Subject (Not in sequence)	No. of Questions/ Maximum Marks
I	Quantitative aptitude (simple maths)	
II	MS Office (Word, Excel and Powerpoint)	
III	Analytical and Logical reasoning	25/25
IV	Simple English	
V	General Knowledge	

Note-I: Merit list will be prepared on the basis of total marks of the candidate in the Tests conducted under Tier-I and Tier-II.

Note-II: In the preparation of the final merit list, the following shall be considered in the case of two (02) or more candidates having equal marks:

(i)   Candidate who has secured higher marks in CBT Tier-I Examination of STAGE-I shall be placed higher in the merit list.

(ii)   In case, marks in CBT Tier-I Examination of STAGE-I and combined marks of Tier-I and Tier-II of more than one (01) candidate is the same, the candidate with higher qualifications will be placed higher in the merit list.

(iii)   In case, marks in CBT Tier-I Examination of STAGE-I and combined marks of Tier-I & Tier-II and qualification of more than one (01) candidate is the same, the candidate who had secured higher marks in higher qualifications shall be placed higher in the merit list.

Note-III: Total No. of Marks:

STAGE-I   -   Tier-I (100 marks) + Tier-II (25 marks) = 125 marks

JUNIOR HYDROGRAPHIC SURVEYOR

Client Name: IWAI	IRD No. <to be filled by content team>
Initiated By	<...................>
Test Date	<Scheduled Test Date>

POC	
Email Id	
Phone/ Mobile No.	<+91 -

Test Duration	For STAGE-I of TIER-I and TIER-II Exam: 2 hours 30 minutes
Total Questions	For STAGE-I of TIER-I and TIER-II Exam: 125
Total Marks	125 Marks (STAGE I of TIER-I and TIER-II)

ADDITIONAL DETAILS

No. of Options	4	<Specify if different> N/A
Negative Marking		Yes
No. of Languages		02
Specify Languages		<English/ Hindi> Bilingual
Section Tabs to be displayed (Default value is 'Yes')		<Yes>
Question Shuffling (Default value is 'Within Section')		Within Section
Option Shuffling (Default value is 'Yes')		<Yes>

QP DIFFICULTY LEVEL

Item Difficulty Level		
Easy	Medium	Difficult
25%	50%	25%

RECRUITMENT RULES OF JUNIOR HYDROGRAPHIC SURVEYOR

Essential Qualification	**Essential:** (i) Degree in Civil Engineering OR (ii) Diploma in Civil Engineering with 03 years experience in Hydrographic / land Survey. OR (iii) SR–I/II of the Indian Navy with 7 years experience in Hydrographic and navigation. **Desirable:** (i) Knowledge of Computer Programming.
Age Limit	Not exceeding 30 years.

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SYLLABUS FOR THE POST OF STENOGRAPHER GRADE 'D'

Stenographer Grade 'D' examination will consist of two (02) Stages (Tiers) –

| 1. | Computer Based Test (CBT) (Objective Type) | – | Tier - I |
| 2. | Skill Test (Shorthand) | – | Tier – II |

Tier – I

Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English Language Test. Each question will be of 01 mark. For each wrong answer 0.25 will be deducted.

1. Computer Based Test : Tier – I (Objective Type) :

Part	Subject (Not in sequence)	No. of Questions / Maximum Marks	Time Duration (For all three parts) for General candidates	Time Duration (For all three parts) for Visually Handicapped candidates
I	English Language and Comprehension	100 / 100	120 Minutes (2 hours)	160 Minutes (2 hours 40 mins)
II	General Intelligence & Reasoning	50 / 50		
III	General Awareness	50 / 50		

2. Skill Test in Stenography : Tier - II

Note - I : Skill test will be conducted for those candidates who qualify in the Computer Based Test (CBT) - Tier – I examination.

Note - II : The candidates who qualify in the written examination will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 Words Per Minute (WPM) for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer only. *The skill test will be only of qualifying nature.*

Note – III : The transcription time is as follows :
For Stenographer Grade 'D' : 50 minutes (English); 65 minutes (Hindi) on computer.

Note – IV : Minimum qualifying standard in the skill test for different categories of candidates will be decided by the Recruitment Agency.

Note – V : If the candidates do not indicate the medium of Stenography Test in the Application Form, English will be considered as the medium of Stenography Test for such candidates and the candidates will not be allowed to change the medium at the time of the Test.

Note – VI : There is no exemption from skill test for any category of candidates.

Note – VII : Merit list will be prepared on the basis of the performance of the candidates in Tier – I examination subject to qualifying in the skill Test in Stenography.

Note – VIII : Candidates who qualify in the skill test will be recommended for appointment on the basis of their performance in the Written Examination.

Client Name : IWAI	IRD No. <to be filled by content team>
Initiated By	<.........................>
Test Date	<Scheduled Test Date>
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Email Id	
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STENOGRAPHER GRADE 'D'

Minimum Qualification	12th class or equivalent from recognized board OR University.
Age Limit	Between 18 to 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or order issue by the Central Government).
Shorthand Speed	80 Words Per Minute (WPM) in both English and Hindi.
Test Duration	For Tier – I Exam - 2 hours
Total Questions	For Tier – I Exam – 200
Total Marks	200 marks (Tier I)

Section	Section Name	Marks per item	Total Marks
Tier – I Exam	English Language and Comprehension	01 mark each question	100 Marks
	General Intelligence & Reasoning	01 mark each question	50 Marks
	General Awareness	01 mark each question	50 Marks

ADDITIONAL DETAILS

No. of Options	4	<Specify if different> N/A
Negative Marking		Yes
No. of Languages		02
Specify Languages		<English/Hindi> Bilingual
Section Tabs to be displayed (Default value is 'Yes')		<Yes>
Question Shuffling (Default value is 'Within Section')		Within Section
Option Shuffling (Default value is 'Yes')		<Yes>

QP DIFFICULTY LEVEL

QP Difficulty	Item Difficulty Level			Select, any one
	Easy	Medium	Difficult	
Easy	25%	50%	25%	
Moderate	25%	50%	25%	
Difficult	25%	50%	25%	
Client Defined	25%	50%	25%	✔

SYLLABUS FOR THE POST OF LDC

LDC exam will consist of three (03) Stages (Tiers).

1.	Computer Based Examination (CBT) (Objective Type)	-	Tier - I
2.	Descriptive Paper	-	Tier - II
3.	Typing / Skill Test	-	Tier – II

Tier – I

Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English language test. Each question will be of 02 marks. For each wrong answer 0.50 will be deducted.

1.   Computer Based Examination : Tier – I (Objective Type) :

Part	Subject (Not in sequence)	No. of Questions / Maximum Marks	Time Duration (For all four parts)
I	English Language (Basic Knowledge)	25 / 50	
II	General Intelligence	25 / 50	60 Minutes (1 Hour)
III	Quantitative Aptitude (Basic Arithmetic Skill)	25 / 50	
IV	General Awareness	25 / 50	

2.   Descriptive Paper   :   Tier - II

The test will be conducted of 100 marks in Pen and Paper mode. Duration of test will be 2 hours. The candidate will be allowed to answer question papers in either English or Hindi. The minimum qualifying marks in Tier – II examination would be 33 percent. The paper will comprise -

(a)	Essay Writing	-	500 words	-	40 marks
(b)	Letter Writing	-	300 - 500 words	-	30 marks
(c)	Application Writing	-	300 – 500 words	-	30 marks

3.   Typing / Skill Test   :   Tier - III

Note - I :   Typing / Skill will be conducted for those candidates who qualify in the Computer Based Test (CBT) and Written Test conducted through Tier – I and Tier – II examinations. Typing test will be conducted both in English and Hindi depending upon the choice / option of the candidate. Speed will be adjudged on the accuracy of typing on the computer of a given passage in 10 minutes. Visually handicapped candidates (with 40% disability and above) may be allowed 30 minutes.

Note - II :   Candidates opting English medium should have minimum typing speed of 35 Words Per Minute (WPM) and those opting Hindi medium should have minimum typing speed of 30 Words Per Minute (WPM). *Typing test will be only of qualifying nature.*

Note - III :   Merit list will be prepared on the basis of the performance of the candidates in Tier – I and Tier – II examinations.