

## NOTICE

### SELECTION PROCESS FOR THE POST OF ACCOUNTS OFFICER

#### General Information

1. The selection for the post shall be made through a two-tier process. The first tier will comprise a Written Test, followed by an Interview as the second tier.
2. The schedule for the Written Test and Interview is available on the website of the institute, vide notice HRI/1080/1549 dated 31.10.2025.
3. The total marks for the two-tier examination shall be **100**, comprising **70 marks for the Written Test** and **30 marks for the Interview**.
4. A merit list of candidates securing **at least 42 marks** in the Written Test shall be prepared.
5. If two candidates obtain the same marks in the written test, then the candidate whose date of birth is earlier shall be placed ahead of the other in the above-mentioned merit list. When both the marks obtained and the dates of birth are the same, the candidates shall be placed in alphabetical order of their names as given in their application forms, ignoring initials.
6. The **first six candidates** in order of merit on the list (point 4 and 5 above) shall be called for the Interview.
7. The institute reserves the right to change the above-mentioned qualifying score (42 marks) for the second tier (interview) depending on the number of candidates qualifying through the first tier (Written Test).
8. The appointment to the post shall be made the Director, HRI, based on the performance in the Interview mentioned above.
9. The wait list if any against the vacancy advertisement no. HRI/01/2025 will be operated only in the event of occurrence of a vacancy caused by non-joining of the candidate from the Select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time. Waiting list will, however, not be operated beyond one year or after notifying any such recruitment, whichever is earlier.
10. The structure, syllabus and distribution of marks for the Written Test and Interview are given on the following pages.

## Syllabus for the Written Test

**Total Marks = 70**

<b>S.No.</b>	<b>Topics and Distribution of Marks</b>	<b>Marks</b>
1.	Department of Atomic Energy and its activities	04
2.	HRI, the institute and its activities	02
3.	Computing Knowledge	04
4.	Service rules	40
5.	Relevant Acts & Other Government rules	20
	<b>Total</b>	<b>70</b>

### **Structure of the Written Test:**

The written examination will comprise **four questions**, each carrying **5 marks**, and **twenty-five objective-type questions**, each carrying **2 marks**. The questions will cover the topics listed under **S. No. 1 to 5** in the table above. The **subtopics** for **S. No. 4 and 5** are detailed below.

#### **Sub-topics under Service Rules:**

FR&SR, CCS (Leave) Rules, CCS (LTC) Rules, Rules on TA, DA and other allowances, GPF Rules, GFR, Balance Sheet, National Pension System (NPS), CCS Pension and Retirement Benefits Rules, CGHS Rules, Pay Fixation Rules.

#### **Sub-topics under Relevant Acts & Other Government Rules:**

Payment of Gratuity Act, 1972, Indian Contract Act, Income Tax Act (mainly Salaried Income, GST Rules, TDS), Right to Information Act, 2005, PFMS, GeM and Procurement Rules.

## **Important Information on the Interview**

### **Total Marks = 30**

1. Each candidate shall be required to make a presentation (Power Point or similar) of 3 to 5 minutes in length on the nature of their present job and past experience, including education and training received.
2. 5 marks of the total of 30 shall be marked for the presentation.
3. The interview shall, on the whole, aim to assess the suitability of the candidates for the post of Accounts Officer, HRI through the information presented by the candidate, **knowledge of topics listed in the syllabus for the Written Test**, communication skills, problem solving abilities and overall personality.

**Sd./-**  
**Registrar**

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