

MAHARSHI SANDIPANI RASHTRIYA VEDAVIDYA PRATISHTHAN, UJJAIN
(Autonomous organization under M/O Education, Govt. of India)

Indicative Syllabus for Recruitment Tests for Deputy Director in MSRVVP

Note: This Syllabus is indicative only. The actual questions may be on these SYLLABUS points and also from related/connected/allied subject areas which are necessarily known by Officers/Officials/staff for successful management of Central Govt. Autonomous Organizations.

DEPUTY DIRECTOR

1. Indicative Syllabus & Exam Pattern for Deputy Director (Group-A, Level-11) -----
2. Two papers each of 100 marks
3. Paper I- 100 marks Multiple Choice Question type - Duration 1.30 hr.

सांकेतिक पाठ्यक्रम एवं परीक्षा पद्धति :

उप निदेशक (श्रेणी – अ, लेवल –11) : बहुवैकल्पिक प्रश्न,

अवधि : 1.30 घण्टा

PAPER-I

Area / क्षेत्र	Indicative Syllabus / सांकेतिक पाठ्यक्रम	Marks / अंक
General Awareness सामान्य जागरूकता	General awareness; India and its neighboring countries- Current events; History, Polity; Constitution; Sports, Art & Culture; Geography; Economics; Everyday Science & Scientific Research; National/ International organizations, Indian Educational System, NEP 2020 सामान्य जागरूकता; भारत एवं पड़ोसी देश, वर्तमान घटनाएं, इतिहास, राजनीति, संविधान, खेल, कला एवं संस्कृति, भूगोल, अर्थशास्त्र, रोजमर्रा विज्ञान, वैज्ञानिक अनुसंधान, राष्ट्रीय /अन्तर्राष्ट्रीय संगठन, भारतीय शिक्षा प्रणाली – राष्ट्रीय शिक्षा प्रणाली , 2020 (NEP- 2020)	
Numerical Ability संख्यात्मक क्षमता	Simplification; Decimals; Data Interpretation; Fractions; L.C.M. and H.C.F.; Ratio & Proportion; Mensuration; Percentage, Average; Profit & Loss, Discount; Simple & Compound Interest; Time & Work; Time & Distance; Tables & Graphs etc. सरलीकरण; दशमलव, आंकड़ा निर्वचन, अंश, लघुतम समापवर्तक, महत्तम समापवर्तक, अनुपात, क्षेत्रमिति, प्रतिशत, औसत, लाभ एवं हानि, छूट, सामान्य एवं चक्रवर्ती व्याज, समय एवं कार्य, समय एवं दूरी, तालिका एवं रेखांकन	100 Marks in all these subjects इन सभी विषयों में मिलकर 100 अंक
Reasoning Ability तार्किक क्षमता	Analogies; Similarities; Differences; Problem Solving; Analysis; Decision making; Visual Memory; Discrimination; Observation; Relationship; Concepts; Arithmetical Reasoning; Verbal and figure classification; Arithmetic series etc. समरूपता; समानता, भिन्नता, समस्या समाधान, विश्लेषण, निर्णय, दृश्य स्मृति, अवलोकन, संबंध, अवधारणा; अंकगणितीय तर्क, मौखिक एवं आंकड़ा वर्गीकरण, अंकगणितीय संख्या श्रृंखला	
General Knowledge on Veda, Sanskrit and Indian Knowledge System	Meaning of the word Veda, Number of Vedas and Mantras in each Veda, Veda shakhas surviving in oral tradition, Number of Chief Upanishads, fourteen vidya-s, six Vedangas, Sanskrit/Veda sentences adopted as important mottos of national organisations, Puranas, Ramayana and Mahabharata, Names of Sanskrit Mahakavyas, their authors, Sanskrit Gadyakavyas and poets.	


8.8.2026

वेद, संस्कृत एवं भारतीय ज्ञान परम्परा का सामान्य ज्ञान	वेद शब्द का अर्थ, वेदों की संख्या एवं प्रत्येक वेद में मंत्र संख्या, मौखिक परम्परा में अवशिष्ट वेद शाखा , मुख्य उपनिषदों की संख्या, चौदह विद्या, छः वेदांग, संस्कृत/ वेद के वाक्य जिन्हें राष्ट्रीय संगठन द्वारा महत्वपूर्ण माना गया, पुराण, रामायण, महाभारत, संस्कृत महाकाव्य की संख्या एवं लेखक, संस्कृत गद्य काव्य एवं उनके लेखक	
Education and Office Management etc	Educational system, Examination System and Research areas. All office management matters, service matters, Finance and Account Matters in relation to Central Govt Autonomous Bodies	

PAPER-II

1. Paper II - 100 marks. Subjective type. Duration 2:30 hrs.

Overall there will be ten questions and all ten questions are to be answered (one question on case study is compulsory). This paper can be answered in either in Hindi or in English.

Academic, Research and Examination	Academic, Research and Examination matters in Educational System	100 Marks in these subjects इन विषयों में 100 अंक.
Office Management	All office management matters etc,	
Service Matters	All Service matters	
Financial Matters etc	All Financial Matters, Finance and Accounting procedures of a Central Govt. Autonomous Bodies	

ACADEMIC ADMINISTRATION- EDUCATION SYSTEM

- Evolution of Higher Education in India.
- Education Commissions and Committees – brief background and recommendations.
- National Policies on Education and salient features of National Education Policy (NEP) 2020.
- Indian Knowledge Systems and Vedic Education.
- Model Curriculum for Vedas and Vedic Institutions.
- Principles of Curriculum Development and Outcome-Based Education.
- Structure of Higher Education in India – School, Undergraduate, Postgraduate and Research levels.
- School Education System as per NEP 2020
- National Credit Framework (NCrF), Academic Bank of Credits (ABC) and Choice Based Credit System (CBCS).
- Common University Entrance Test (CUET) and admission systems.
- Types of Universities – Central, State, Deemed to be University, Private and Institutions of National Importance.
- University Grants Commission Act, 1956 and maintenance of standards in Higher Education.
- UGC Regulations relating to Deemed to be Universities.
- UGC Regulations on appointment and promotion of teachers and academic staff.
- Regulatory and Accreditation Bodies:
 - University Grants Commission (UGC)
 - All India Council for Technical Education (AICTE)
 - National Council of Educational Research and Training (NCERT)
 - National Assessment and Accreditation Council (NAAC)
 - National Council for Teacher Education (NCTE)

8.8.2026

- Other Higher Education Regulatory Bodies.
- Academic governance, quality assurance and institutional development.
- Code of Ethics for Educational Administrators, Teachers and Students and all stakeholders

RESEARCH ADMINISTRATION

- Meaning, objectives and importance of research.
- Types of Research:
 - Fundamental
 - Applied
 - Action
 - Interdisciplinary
 - Qualitative
 - Quantitative
 - Historical
 - Manuscript-based and Textual Research.
- Research Methodology and Research Ethics.
- Research Design and Preparation of Research Proposals.
- Research Funding Agencies in India and Abroad.
- Research Fellowships in India and Abroad.
- Research Councils, National Research Institutions and their roles.
- Sponsored Research Projects and Project Management.
- Indian Heritage Research, Archives, Inscriptions, Manuscripts and Manuscript-based Research.
- Use of Research Tools:
 - Dictionaries
 - Encyclopaedias
 - Technical Glossaries
 - Bibliographies
 - Catalogues
 - Digital Libraries
 - Citation Databases.
- Digital Research Resources and Reference Management.
- Plagiarism, Academic Integrity and Plagiarism Detection Tools.
- Research Publications, Journals, Indexing and Citation Systems.
- Intellectual Property Rights (IPR), Copyright and Patents.

EXAMINATION AND ASSESSMENT

- Principles and Objectives of Examination and Evaluation.
- Types of Examinations:
 - Written
 - Oral (Viva-Voce)
 - Practical
 - Objective
 - Project-based
 - Demonstration-based
 - Continuous and Comprehensive Assessment.
- Assessment and Evaluation Systems.
- Vedic Examination System and Assessment Methodology.
- Appointment, qualifications and responsibilities of paper-setters, examiners, moderators and assessors.


8.8.2026

- Preparation, moderation and translation of question papers.
- Confidentiality in Examination Processes and Security Protocols.
- Award Lists, Coding, Tabulation and Result Processing.
- Scaling, Moderation and Standardization of Marks.
- Grading Systems and Credit-based Evaluation.
- Digital Examination Management.
- Computer-Based Tests (CBTs) and Online Examinations.
- Aadhaar Authentication and Digital Identity Verification in Examinations.
- Prevention of Examination Malpractices:
 - Impersonation
 - Leakage of Question Papers
 - Use of Unfair Means
 - Digital Security Measures.
- Use of Information Technology and Computer Applications in Examination Management.
- Recent Reforms in Examination Systems and Best Practices.

OFFICE MANAGEMENT AND ADMINISTRATION

- Principles of Office Administration and Management
- Office Procedure and Office Manual
- Noting, Drafting and Official Correspondence
- Record Management, File Management and e-Office
- Public Grievance Redressal Mechanism
- Right to Information Act, 2005
- Office Inspection and Monitoring
- Meetings, Agenda, Minutes and Follow-up Action
- Parliamentary Questions and Assurances
- Annual Reports and Administrative Reports
- Procurement of Goods and Services
- Store and Inventory Management
- Contract Management and Outsourcing
- Vigilance Administration and Preventive Vigilance
- Internal Control and Risk Management
- Digital Governance and Office Automation
- Official Language Policy (Rajbhasha)
- Citizen's Charter and Public Service Delivery

SERVICE MATTERS

- Constitution and Service Jurisprudence with reference to Regular, Contract appointments
- Labour Laws and Labour Codes
- Central Civil Services (CCS) Rules
- Recruitment Rules and Recruitment Procedures
- Reservation Policy of Government of India
- Appointment, Confirmation and Probation
- Seniority and Promotion
- Career Progression Schemes (ACP/MACP)
- Leave Rules
- Conduct Rules and Ethics in Public Service
- CCS (CCA) Rules
- Suspension and Departmental Enquiries

- Vigilance Cases and Disciplinary Proceedings
- Annual Performance Appraisal Reports (APAR)
- Training and Capacity Building
- Transfer Policy
- Retirement Benefits and Pension Rules
- National Pension System (NPS)
- Service Records and Personal Files
- Employee Welfare Measures
- Labour Laws applicable to Autonomous Bodies
- Tribunal and Court Matters relating to Service Issues

FINANCIAL MATTERS, FINANCE AND ACCOUNTING PROCEDURES OF CENTRAL GOVERNMENT AUTONOMOUS BODIES

- General Financial Rules (GFR), 2017
- Delegation of Financial Powers Rules (DFPR)
- Government Accounting Principles
- Budget Preparation and Budget Control
- Outcome Budget and Performance Budget
- Receipts and Payments Rules
- Expenditure Management
- Financial Sanctions and Approvals
- Public Procurement Procedures
- Government e-Marketplace (GeM)
- Central Public Procurement Portal (CPPP)
- Purchase Procedures and Tendering
- Contract and Agreement Management
- Utilization Certificates
- Grants-in-Aid Rules
- Internal Audit and Statutory Audit
- Comptroller and Auditor General (C&AG) Audit
- Internal Financial Controls
- Financial Statements and Annual Accounts
- PFMS (Public Financial Management System)
- Cash and Bank Reconciliation
- Taxation applicable to Government Institutions (GST, TDS, Income Tax provisions)
- Asset Management and Stock Verification
- Delegation of Financial Powers in Autonomous Bodies
- Financial Accountability and Transparency

Higher level proficiency/ problem solving approach is expected in these areas with reference to Central Autonomous Bodies/Universities/Educational Institutes.

- Preparations of notes/ Agenda Notes for various committees on given situation.
- Problems on Service Matters and their settlement
- NPS and EPF Matters
- Comments on the given situation within the framework of the rules.
- Examination related matter and affiliation
- Case studies- on the given situation
- Preparation of Notes, Self-contained Notes and Agenda Notes for Governing Body, Finance Committee, Academic Council, Executive Council and other Statutory Committees based on given situations.

[Handwritten Signature]
8.8.2026

- Drafting of Office Memoranda, Speaking Orders, Notifications, Circulars, Sanction Orders and Administrative Communications.
- Analysis and Disposal of Service Matters based on practical cases relating to recruitment, probation, seniority, promotion, reservation, leave, disciplinary proceedings, pension and retirement benefits.
- Examination of administrative files and recording of notes with reference to applicable rules and regulations.
- Comments/Recommendations on given administrative situations within the framework of Government rules, regulations and established procedures.
- Preparation of replies to Audit Paras, Internal Audit Observations, CAG Audit Observations and Inspection Reports.
- Financial problem-solving, including Bank Reconciliation Statements (BRS), reconciliation of accounts, budget analysis and expenditure control.
- Questions on National Pension System (NPS), Employees' Provident Fund (EPF), retirement benefits and related statutory provisions.
- University Examination Administration, Examination Regulations, Confidential Work, Evaluation System, Result Processing, Degree/Diploma Award and Examination Reforms.
- University Affiliation Procedures, Recognition of Institutions, Academic Compliance and Regulatory Requirements.
- Case Studies on Office Administration, Finance, Service Matters, Procurement, Vigilance, Examination Administration, Legal Matters and Institutional Governance.
- Identification of applicable statutory provisions and preparation of reasoned decisions on practical administrative situations.
- Problem-solving involving interpretation of Government Orders, Office Memoranda, UGC Regulations, GFR, CCS Rules and other applicable statutory provisions.
- Decision-making and administrative judgement in real-life governance scenarios.
- Drafting of reports, recommendations and action plans based on case studies.

SKILL TEST / कौशल परीक्षण

Skill Test कौशल परीक्षण	Computer Awareness.-Basics, Data Base, MS Office, Networking, Internet application, IT for education, AI etc. कंप्यूटर जागरूकता ।-बेसिक्स, डाटा बेस, एमएस ऑफिस, नेटवर्किंग, इंटरनेट एप्लीकेशन, शिक्षा के लिए सूचना प्रौद्योगिकी, कृतक बुद्धिमत्ता आदि	Qualifying Test अर्हक परीक्षा
--	---	---

वेद
8.8.2026