CDOT/P&HR/REC/Syllabus/2026/11/01 **06.11.2026**

Notification - Syllabus for written exam for Various Posts

1. Reference is made to the Advertisement No C-DOT/HR/REC/2026/05/01 dated 20.06.2026 published in the Employment Newspaper and the notifications published on the CDOT Website (www.cdot.in) for various administrative and technical positions.
2. The syllabus for the written exam for various posts is provided in the following pages:

Post Name : Associate-Administration	
Subject	**Marks**
Logical Reasoning	25
Numerical Ability	25
General English	25
Computer Proficiency	25
Total	**100**

Post Name : Manager- Administration	
Subject	**Marks**
GFR	10
GeM	10
Manual for procurement of Works	10
Manual for Procurement of Goods	10
Manual for Procurement of Consultancy & other Services	10
CCS(CCA) Conduct Rules	05
CCS(CCA) Discipline Rules	05
CCS(CCA) Leave Rules	05
English Language(Comprehension, Verbal ability, Vocabulary, Error Spotting, Word Association, Sentence improvement, Para Jumbles, Cloze Test)	15
General awareness (Current Affairs, General Knowledge, Static Awareness)	10
Computer (MS Office, Computer Terminologies, Keyboard Shortcuts, Networking Terms, Internet Terms)	10
Total	**100**



Post Name : Executive Assistant-Finance	**Marks**
Section A: Financial Accounting	**25 Marks**
1. Accounting Principles and Standards a. Fundamental Accounting Concepts b. Accounting Standards (AS) – Detail	
2. Final Accounts a. Preparation of Balance Sheet b. Profit & Loss Account c. Cash Flow Statement	
3. Ledger Scrutiny and Reconciliation a. Bank Reconciliation Statement b. Vendor and Customer Reconciliation c. Inter-unit Reconciliation	
4. Depreciation and Fixed Asset Accounting	
5. Inventory Accounting	
Section B: Taxation	**25 Marks**
1. Basics of Income Tax	
2. TDS/TCS Provisions	
3. Filing of TDS Returns	
4. PAN/TAN Related Compliance	
5. Input Tax Credit	
6. GST Returns	
7. E-Invoicing and E-Way Bills	
8. GST Assessments and Notices	
Section C: Audit & Internal Controls	**25 Marks**
1. Internal Audit	

2. Statutory Audit	
3. Audit Documentation	
4. Internal Financial Controls	
5. Risk Management	
6. Fraud Prevention and Detection	
Section D: Logical Reasoning & Quantitative Aptitude	**15 Marks**
1. Comprehensive Understanding – Case Study	
2. Analytical Skills	
Section E: Others	**10 Marks**
1. Cost Concepts and Classification	
2. Budget Monitoring and Fund Utilization	
3. Financial Reporting	
4. MS Excel	
a. Pivot Tables	
b. VLOOKUP/XLOOKUP	
c. Financial Functions	
d. Data Analysis	
5. MS Word & PowerPoint	
6. ERP Systems	
a. Oracle/Tally (Basic Awareness)	
Total Marks	**100**

Post Name-Hindi Officer			
S.No.	**Part**	**Test Description**	**Marks**
Part-1			
1.	**General Hindi**	Grammar:-Varnamala, Sangya (Noun), Sarvanam (Pronoun), Kriya (Verb), Visheshan (Adjective), Sandhi, Samas, Vachya. etc.	15
		Vocabulary: - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	15
		Comprehension: - Understanding and interpretation of Hindi Passages, Matching the equivalent technical / administrative terms across both languages.	20
Part-2			
2.	**General English**	Grammar: - Noun, Pronoun, Verb, Adjectives, Prepositions, Tenses, Sentences structure etc.	05
		Vocabulary: - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	05
		Comprehension: - Understanding and interpretation of English Passages.	10
Part-3			
3.	**Rajbhasha Policy of Union of India**	Official language Act, 1963	10
		Provisions and Policy of OL Rule, 1976	10
		Terminology from Hindi to English and vice-versa	05
		Basic knowledge of computer and Hindi software	05
Total Marks			100

Post Name-Hindi Translator			
S.No.	**Part**	**Test Description**	**Marks**
Part-1			
1.	**General Hindi**	Grammar:-Varnamala, Sangya (Noun), Sarvanam (Pronoun), Kriya (Verb), Visheshan (Adjective), Sandhi, Samas, Vachya. etc.	15
		Vocabulary: - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection etc.	20
		Comprehension: - Understanding and interpretation of Hindi Passages.	20
		Official Language Policy: - Act & Rules relating to OL of the Union	15
Part-2			
2.	**General English**	Grammar: - Noun, Pronoun, Verb, Adjectives, Prepositions, Tenses, Sentences structure.	05
		Vocabulary: - Synonyms, Antonyms, Phrases/Idioms, Proverbs, Fill in the blanks, and error detection.	10
		Comprehension: - Understanding and interpretation of English Passages.	10
Part-3			
3.	**Others**	Basic Computer Knowledge	05
Total Marks			100

3. Shortlisted candidates will be informed of the details of the written examination.
4. Any subsequent changes, updates, or corrigendum relating to the written examination will be published only on the Institute's official website. Candidates are advised to regularly check the website for the latest information. No separate individual communication will be sent in this regard.