



**COMPETITION COMMISSION OF INDIA
3rd FLOOR, HINDUSTAN TIMES HOUSE
KASTURBA GANDHI MARG
NEW DELHI -110001**

Invitation of Applications for Direct Recruitment for various posts in the CCI

Introduction

1. The Competition Commission of India is looking for Professionals in law, economics and financial analysts with a flair for research and critical analysis. An efficient team of support staff is also needed for smooth functioning of the Commission.

About the Commission

2. The **Commission** has been established as a statutory body charged with the responsibility to prevent practices having adverse affect on competition, to promote and sustain competition in markets, to protect interests of consumers and to ensure freedom of trade carried on by other participants in markets, in India, and for matters connected therewith or incidental thereto. To know more about the Commission, please visit our website at www.cci.gov.in.

Our Requirement

3. The Commission is looking for bright and young Indian professionals with ability and aptitude to discharge the core functions of the Commission, which in terms of specific activities, would involve prevention of anti-competitive agreements, abuse of dominant position, combinations that have anti-competitive effects and competition advocacy i.e. to advise the Central / State Governments and other public authorities in competition policy matters and initiate measures creating awareness and imparting training about competition issues. The Commission would facilitate development of necessary professional competence to deal with all these issues, in future, which will provide excellent opportunity for career development and capacity building for its employees.

Similarly, a core team of support staff is also required to manage the resources of the Commission and ensure smooth functioning of the Commission.

Compensation Package

4. In addition to the pay as per pay bands and grade pay for each position indicated at **Annexure I**, benefits like insurance, accommodation as per rule, LTC, medical reimbursement and other compensation packages are also available as admissible to the employees of the Commission.

Positions available and other details

5. The details of the openings available, including pay-scales, minimum educational qualifications and experience required, number of posts, reservation applicable etc. are given at **Annexure-I**. The posts advertised now are those which could not be filled up in earlier rounds of Direct Recruitment. However, the number of vacancies are subject to change and the Commission, at its discretion may or may not fill up any or all the posts.

Submission of applications

6. The detailed instructions and guidelines to the candidates, attached as **Annexure II** may be carefully gone through before filling up the application form as per the Format given at **Annexure III**.

The application form, complete in all respects, along with the requisite documents and fee for the prescribed amount should reach the undersigned at:

COMPETITION COMMISSION OF INDIA, 3rd FLOOR, HINDUSTAN TIMES HOUSE, K.G. MARG, NEW DELHI -110001, latest by 24th November, 2011.

Mode of Selection

7. All the applications received within the due date will be screened with reference to the minimum educational qualifications and experience criteria.

- i. Eligible short listed candidates would be required to appear for a written test likely to be held on **22.01.2012 (Sunday)**.
- ii. The selection process would consist of two parts – written test & interview. Out of total 100 marks assigned to the whole selection process, the written test would be for 80 marks and 20 marks would be assigned to interview.
- iii. The written examination would be of three hours duration. The test would be to assess the suitability of the candidates as regards analytical ability, interpretation ability, subject knowledge and good writing skills. It will be divided into two

parts of 40 marks each. Ist part will be a general paper again divided into two parts of 20 marks each testing the knowledge of general subjects and comprehension / analytical ability respectively. The other part of 40 marks will be of professional subject of the post for which the candidate has applied.

- iv. The Syllabus for professional subjects for various posts is given in **Annexure IV**. Other instructions regarding written examination and the examination centre etc. will be communicated to the eligible candidates separately along with the Admit Card.
- v. Securing a minimum of 45 marks out of a maximum of 80 marks for unreserved category and a minimum of 40 marks out of a maximum of 80 marks for reserved categories in the written test would be the qualifying criteria.
- vi. However, depending upon the number of vacancies available, number of candidates to be called for interview would be limited to 5 for single vacancy and thrice the number of vacancies for more than one vacancy, in order of merit for each category of posts.
- vii. Criteria for final selection would be as follows:
 - a) For posts in the **professional category**, aggregate minimum of 65 / 60 marks out of a maximum of 100 marks for unreserved/reserved categories respectively in the written examination *plus* interview would be the qualifying standard for empanelment.
 - b) For posts in the **Support Staff Category** aggregate minimum of 55 / 50 marks out of a maximum of 100 marks for unreserved / reserved categories respectively, in the written examination *plus* interview would be the qualifying standard for empanelment.

K.B. Subramanian
Deputy Director (HR)
Phone: 23473606

[F.No. A/11018/1/2011-HR]

Date: 30.09. 2011

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No.	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
1.	DIRECTOR (ECONOMICS)	Professional	Between 40 and 45 years	1	Nil

PAY BAND & GRADE PAY: Rs.37400 - 67000 + Grade Pay Rs. 8900

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST**1. DIRECTOR (ECONOMICS)****Essential:**

Ph.D. in Economics in Micro Economics or Industrial Organization Theory or Econometrics or equivalent from a recognized university; And 8 years experience in the relevant field

or

Masters Degree in Economics or equivalent from a recognized University and 12 years experience in the relevant field.

Desirable:

Experience in Competition Law.

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No.	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
2.	JOINT DIRECTOR (ECONOMICS)	Professional	Between 35 and 40 years	1	1 for OBC* (*backlog vacancy)

PAY BAND & GRADE PAY: Rs.37400 - 67000 + Grade Pay Rs. 8700

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST

2. JOINT DIRECTOR (ECONOMICS)

Essential:

Ph.D. Degree in Economics or Statistics or equivalent from a recognized university; and three years experience in the relevant field

or

Master's Degree in Economics or Statistics or equivalent from a recognized university, and six years experience in the relevant field, including in Corporate Sector.

Desirable:

Subject knowledge in Micro Economics or Industrial Organizational Theory or Econometrics or Financial Economics.

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No.	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
3.	DEPUTY DIRECTOR (LAW)	Professional	33 yrs	6	4 for General 1 for OBC* 1 for SC* (* backlog vacancies)

PAY BAND & GRADE PAY: Rs.15600 - 39100 + Grade Pay Rs.7600

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST

3. DEPUTY DIRECTOR (LAW)

Essential:

Bachelor of Law (Professional) or equivalent. And with three years experience in the relevant field, including in corporate sector.

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No.	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
4.	DEPUTY DIRECTOR (FINANCIAL ANALYSIS)	Professional	33 yrs	1	1 for OBC* (* backlog vacancy)

PAY BAND & GRADE PAY: Rs.15600 - 39100 + Grade Pay Rs.7600

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST

4. DEPUTY DIRECTOR (FINANCIAL ANALYSIS)

Essential:

Master's Degree in Commerce or Master's Degree in Business Administration with Accounting and Finance or equivalent

or

Qualified Chartered Accountant / Company Secretary /Cost and Works Accountant / Financial Analyst or equivalent And with three years experience in the relevant field including in corporate sector.

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
5.	DEPUTY DIRECTOR (ECONOMICS)	Professional	33 yrs	11	7 for General 3 for OBC* 1 for SC* (* backlog vacancies)

PAY BAND & GRADE PAY: Rs.15600 - 39100 + Grade Pay Rs.7600

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POST

5. DEPUTY DIRECTOR (ECONOMICS)

Essential:

Master's Degree in Economics / Statistics or equivalent and with three years experience in the relevant field, including in corporate sector.

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No.	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
6.	OFFICE MANAGER (FINANCE & ACCOUNTS)			3	6 for General 5 for OBC* 1 for SC* 1 for ST*
7.	OFFICE MANAGER (CORPORATE SERVICE)	Support Staff	28 yrs	9	(* backlog vacancies)
8.	OFFICE MANAGER (LIBRARY SERVICES)			1	The reservation is applicable on total 13 posts

PAY BAND & GRADE PAY: Rs.9300 - 34800 + Grade Pay Rs.5400

ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS

6. OFFICE MANAGER (FINANCE & ACCOUNTS)

Essential:

(i) Bachelor's Degree in Commerce or equivalent with three year experience or

(ii) Bachelor's Degree or equivalent in any discipline from a recognized university with one year diploma in Accounting / Finance; / Cash and Accounts Course of Institute of Secretariat Training and Management or equivalent; and with three years experience in the relevant field.

7. OFFICE MANAGER (CORPORATE SERVICE)

Essential:

(i) Bachelor's Degree or equivalent in any discipline from a recognized university;
and

(ii) Diploma/ Certificate course in Human Resource Management / Secretarial Practices, or equivalent; and with three year's experience in the relevant field.

Desirable:

Master's Degree or equivalent with one year Diploma in Human Resource Management / Secretarial Practices or equivalent.

8. OFFICE MANAGER (LIBRARY SERVICES)

Essential:

(i) Bachelor's Degree in Library Science or equivalent

Experience:

Three years post qualification experience in the field of library and information services.

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP: Applicant must be an Indian Citizen.

2. AGE LIMITS: The age limit for the posts has been given in **Annexure-I** of the “Invitation of applications” on previous pages. For certain age relaxation admissible to various categories, please go through instruction No. 5 below.

3. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential minimum educational qualification required for the requirements of the post and other conditions stipulated in **Annexure-I** of the “Invitation of applications”. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for various posts.

Note I: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview.

Note-II: The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/self certified copies of the Certificates including mark-sheets in support thereof.

Note-III: In support of Educational Qualifications, mere submission of the mark-sheets alone in lieu of Degree / Diploma /Educational Certificates will not be accepted by the Commission.

Note-IV: The provisional claim what so ever in regard to eligibility criteria for the post/s will not be accepted by the Commission.

Note V: The date of determining the eligibility shall be **01.01.2012** with reference to educational qualifications, experience and age limit prescribed for the various posts mentioned above.

Note VI: Only post qualification experience would be taken as relevant experience indicated in **Annexure-I**.

4. APPLICATION FEE:

(a) Candidates must pay the prescribed fee of **Rs.500 (Rupees Five Hundred Only)** through Demand Draft / Pay Order drawn on any scheduled bank in favour of **Competition Commission of India (Competition Fund) Account** payable at **Delhi**.

(b) No fee is to be paid by SC & ST candidates. Women candidates and Physically Handicapped persons are also exempted from payment of fees. Physically

handicapped persons are required to submit the prescribed medical certificate. No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee of Rs.500 (Rupees Five Hundred Only).

(c) The fee sent through Money Order, Indian Postal Orders, Crossed Cheques, Currency Notes and Treasury Challans etc. will not be accepted by the Commission and such applications will be treated as without fee and will be summarily rejected.

(d) Applications not accompanied by the full prescribed fee, wherever payable, will not be considered and summarily rejected. No representation against such rejection will be entertained.

(e) In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.

5. AGE RELAXATION:

In accordance with the extent instructions and orders issued by the Govt. of India from time to time, the upper age limit is relaxed in following cases:

- i) 5 years for persons belonging to Scheduled Castes/Scheduled Tribes in respect of the posts reserved for them.
- ii) 3 years for persons belonging to Other Backward Classes (OBC) in respect of the posts reserved for them.
- iii) 5 years for Orthopedically Handicapped persons.

6. HOW TO APPLY:

- i. Candidates must carefully read the instructions and apply only in the Application Format given in **Annexure III** of the “Invitation of applications” which can be downloaded from the website of CCI at **www.cci.gov.in**.
- ii. The application should be submitted strictly in accordance with the prescribed format. No alterations / cuttings / over-writing without counter signatures is permitted.
- iii. Before filling in the application form, the candidates must be sure of fulfilling the eligibility criteria with respect to age, educational qualifications and experience etc. for the post being applied for. His / her candidature will stand cancelled in case the candidate does not fulfill the eligibility criteria and / or has furnished incorrect / false information/certificate / documents or has suppressed any material fact(s).
- iv. Written examination will be held at four centres namely, Delhi, Mumbai, Kolkata and Bangalore. The candidate should indicate his/her choice in the

Application Form. The choice of centre once exercised will be treated as final and no request for change of centre will be entertained.

- v. Candidates who wish to apply for more than one post should submit separate applications accompanied by the prescribed fee separately for each post.
- vi. Candidates are requested to attach with the application a self-addressed post card affixed with postage stamp worth Rs. 6.00. They should indicate in this card the Name and category of the post applied for. The applications will be acknowledged by the Commission by returning this card to the candidate after indicating the Registration No. allotted to the candidate. Candidates may note that no separate acknowledgement other than this card will be sent to them.
- viii. The application, complete in all aspects must reach the **DEPUTY DIRECTOR (HR), COMPETITION COMMISSION OF INDIA, 3rd FLOOR, HINDUSTAN TIMES HOUSE, K.G. MARG, NEW DELHI - 110001**, on or before the prescribed closing date.

NOTE I: Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that their application(s) reaches Commission's office on or before the prescribed last date.

NOTE II: Candidates can also deliver their applications personally at the Commission's Counter at the above address against proper receipt. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

NOTE III: Applications received through couriers or courier services of any type shall be treated as having been received 'BY HAND' at the Commission's Counter, and Not by the post.

- ix. Candidates are requested to superscribe the words "**RECRUITMENT FOR THE POST OF _____**" on the top of the Envelope while sending the application.
- x. Any resulting dispute arising out of this process / advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

7. CERTIFICATE TO BE ATTACHED:

Candidates should note that they should attach with their applications attested/self certified copies of the following documents:

- (i) Matriculation or equivalent certificate in support of their declaration of age.
- (ii) Degree or Diploma Certificate or other certificates including mark-sheets in support of their educational qualifications;
- (iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;
- (iv) Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). These certificates should be issued on Letter Head or duly stamped by the competent authority.
- (v) A candidate who claims to belong to one of the Scheduled Castes or Scheduled Tribes has to submit, in support of his claim, an attested copy of a certificate in the prescribed form issued by the competent authority. Original Certificates are to be produced at the time of Interview.
- (vi) A candidate who claims fee exemption being Physically Handicapped (eligible for applying to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a medical certificate issued by the Surgeon/Medical Officer of the Government Hospital/Medical Board in the prescribed form. Original Certificates are to be produced at the time of Interview.
- (vii) A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his claim an attested copy of a valid certificate in the prescribed form issued by the competent authority specified by the Govt. in their O.M. No. 36012/22/93-Estt. (SC) dated 22.10.93. OBC certificate should have been issued not earlier than one year of the date of determining the eligibility. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format that he/she does not belong to the creamy layer as on last date for submission of the application, in addition to the community certificate (OBC). Original Certificates are to be produced at the time of Interview.

NOTE:

I. ORIGINAL CERTIFICATE SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERVIEW.

II. Candidates should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the Commission and no subsequent request for its change will be considered or granted.

III. If no copies of the above certificates are received with the application, it will be rejected and no appeal against its rejection will be entertained.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

9. OTHER INFORMATION/INSTRUCTIONS:

(i) All candidates, whether in Government service or in Government owned industrial or other similar organizations may submit their applications directly to the CCI, however, they are required to submit a declaration that they have informed, in writing, their Head of Office/Department that they have applied for the selection. If any candidate forwards his application through his employer, he should ensure that at least an advance copy with requisite fees reaches the Commission by the closing date; otherwise, it is likely to be rejected. The candidates in private employment may submit their applications directly to the CCI.

(ii) Candidates must present themselves at such place, as may be fixed by the Commission for a written test and for a personal interview as and when required. The Commission does not defray the traveling or other expenses of candidates called for interview. The CCI, however, contributes towards the expenses at a rate not exceeding the AC II fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of fare actually incurred by the candidate whichever is less. Details of this may be furnished at the time of interview.

(iii) Candidates must be of sound health. If selected, they have to undergo such medical examination and satisfy such medical authority as the Commission may require.

(iv) Appointment of finally selected candidates would be subject to satisfactory report about his/her character and antecedents by the District / Police authorities, verification

of caste / tribe and class certificate, wherever applicable, and completion of other pre recruitment formalities to the complete satisfaction of the CCI.

(v) Candidates will be informed of the result of their applications in due course and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission does not enter into correspondence with the candidates about reasons for their non-selection for appointment.

(vi) Canvassing in any form will disqualify a candidate.

(vii) Disqualification: No applicant who is having more than one spouse living is eligible to apply.

COMPETITION COMMISSION OF INDIA
3rd FLOOR, HINDUSTAN TIMES HOUSE,
KASTURBA GANDHI MARG
NEW DELHI – 110001

APPLICATION FORMAT

NAME OF THE POST APPLIED FOR _____

CATEGORY:- PROFESSIONAL SUPPORT STAFF (Tick the Choice)

CENTRE:- DELHI MUMBAI KOLKATA BANGALORE (Tick the Choice)

Registration No.

Roll No.

(For Office Use Only)

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly **in BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach Demand Draft/Pay Order (if not exempted)

B. Attach separate sheet in case of insufficient space in any column

C. Attach only copies of the qualifying degree(s) / certificates

Photograph of
the candidate
(Self attested)

3 cm. x 5 cm.

1. Bank Draft / Pay Order : _____

2. Details of drawee bank : _____

3. Candidate's Name : _____

(In BLOCK LETTERS)

4. Father's/Husband's name _____

5. Date of Birth (dd/mm/yy) : _____

6. Age as on 01.01.2012: (Years)_____ (Months)_____ (Days)_____

7. Nationality : _____

8. (a) Category (please tick) : UR/SC/ST/OBC/PH

(b) Do you wish to avail the benefit of reservation: Yes/No

(c) If yes, please enclose attested copy of a certificate
in support thereof.

9. Marital status : _____

10. Sex(Male/Female) : _____

11. Permanent residential : _____
Address _____

District _____ State _____

PIN _____

12. Address for correspondence: _____

District _____ State _____

PIN _____

13. (a) Telephone No.(With STD Code): _____

(b) Mobile No.: _____

(c) Fax No. (With STD Code) : _____

14. E-mail address: _____

15. (a) Present employer : _____

(b) Status of present employer:

(i) Central Government (ii) State Government

(iii) Autonomous organization (iv) Public Sector Undertaking

(v) Others

(c) Present post held _____

(d) Complete postal address of _____
employer _____

16. Educational Qualifications:

Sl. No.	Examination	University / Board	Year of passing	Division /Grade	Percentage of marks	Subject(s)

(Attach a separate sheet if required).

17. Experience (In chronological order)

Sl. No.	Name of the Institutions/ organization	Post held	Pay Scale	Nature of appointment (permanent/ adhoc / temporary)	Period		Nature of work	Last basic pay (in Rs)	Reason(s) for leaving
					From	To			

(Attach a separate sheet if required).

18. Details of Seminar/Workshop attended by the candidate.

Sl. No	Details of Seminar/ workshop	Duration		Organised by	Candidate's contribution
		From	To		

19. Details of publications of the candidate

Sl. No	Title of the paper/ book	Year of publication	Details of Publishers	Details of co-author/s, if any	Subjects

20. (a) Language(s) known : (i)_____ (ii)_____ (iii)_____

(b) Proficiency : (i) Read/Write/Speak (ii)Read/Write/Speak (iii) Read/Write/Speak

21. Achievement(s) /Award(s): _____

22. Membership in Professional body: _____

23. Extra-curricular activities : _____

24. Hobbies:_____

25. Any other information : _____

26. Name and address with telephone numbers of two references (other than relatives).

1.

2.

27. Please enclose a write-up justifying your suitability for this post (not more than in 200 words, preferably in bullets).

28. I, do hereby declare that

- (i) In view of the information submitted above, I am eligible for the post applied for.
- (ii) I have never been punished or been convicted by a Court of Law for any offence.
- (iii) There are no criminal proceedings contemplated / pending against me.
- (iv) I have never been punished / debarred by any Central/State Government, Statutory/Autonomous body and the Competition Commission of India for appearing in any examination.

- (v) All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited. I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

Note: Candidates already employed must submit their application through proper channel with the following certificates duly signed by their employer agreeing to release them, in case finally selected in the Competition Commission of India.

CERTIFICATE FROM EMPLOYER

- i) Certified that Shri/Ms. _____ holds a permanent/temporary post of _____ under the Government/Organisation since _____.
- ii) Certified also that he/she has submitted his/her application to this department/office on _____ and his/her pay band + grade pay is _____.
- iii) Certified also that Shri/Ms. _____ will be released immediately in case of his/her selection in the CCI.
- iv) The information given by Shri/Ms. _____ in the application form has been verified with reference to his/her service records and is found correct.
- v) No disciplinary case is pending or contemplated against Shri/Ms. _____.

Date:

Place:

Signature of the Head of the Office/
Head of Department with official seal

Syllabus for professional subject - Economics

1. Background

Central problems of an economy: what, how and for whom to produce; concepts of production possibility frontier and opportunity cost.

Distinctions between (a) planned and market economies, (b) positive and normative perspectives in economics, and (c) microeconomics and macroeconomics.

2. Consumer Equilibrium and Demand

Consumer's equilibrium – meaning of utility, marginal utility, law of diminishing marginal utility, conditions of consumer's equilibrium using marginal utility analysis.

Indifference curve analysis of consumer's equilibrium-the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium - consumer surplus.

Demand, market demand, determinants of demand, demand schedule, demand curve, movement along and shifts in the demand curve; price elasticity of demand - factors affecting price elasticity of demand; measurement of price elasticity of demand – (a) percentage-change method and (b) geometric method (linear demand curve); relationship between price elasticity of demand and total expenditure; cross price elasticity of demand, Income elasticity of demand.

3. Producer Behaviour and Supply

Theory of Production – Factors of Production – Production Functions – Laws of returns.

Returns to a Factor.

Cost and Revenue: Short run costs - total cost, total fixed cost, total variable cost; Average fixed cost, average variable cost and marginal cost-meaning and their relationship.

Revenue - total average and marginal revenue.

Producer's equilibrium-meaning and its conditions-under (a) total revenue-total cost approach and (b) marginal revenue-marginal cost approach.

Supply, market supply, determinants of supply, supply schedule, supply curve, movements along and shifts in supply curve, price elasticity of supply; measurement of price elasticity of supply – (a) percentage change method and (b) geometric methods.

Returns to scale economics of scale, Equilibrium of the firm and the Industry.

Concept of economic efficiency – allocative, productive and dynamic efficiencies, producer surplus, dead weight loss.

4. Forms of Market and Price Determination

Firm Behaviour and the Organization of Industry; Costs of production, economic vs. accounting profit, the production function, total cost, fixed cost, variable cost, average cost, marginal cost, short run and long run costs.

Perfect competition - meaning and features, Perfect competition, profit maximization and the competitive firm's supply curve, the short run shut down decision, entry and exit in the long run, short run and long run market supply curves.

Market Equilibrium under perfect competition – Determination of equilibrium price, Effects of shifts in demand and supply.

Non - Competitive Markets - monopoly, monopolistic competition, oligopoly - their meanings and features.

Pricing under various forms of market organization like perfect competition, monopoly, monopolistic competition, oligopoly - Bertrand and Cournot Model of oligopoly, Public Utility Pricing: Marginal cost pricing, Peak load pricing, Predatory pricing, excessive pricing, Imperfect competition and price discrimination.

Welfare cost of monopoly, anti-trust laws and regulation, price discrimination.

5. Concept of Competition, Benefits of Competitive markets

Market power, Market concentration – indices for measuring concentration

Cartels, harm caused by cartels, factors facilitating cartels, instability of cartels

Game theory – prisoner's dilemma, Nash equilibrium, Pareto optimality

Concept of relevant markets – relevant product and geographical markets – demand and supply substitutability,

6. Market Failure, Efficiency and Economic Regulation: Market structure and efficiency, Public goods, externalities, information asymmetry, imperfect competition, Role of Government, Controlling Monopoly Power, Regulation of Public Utilities, Market signalling, the problem of moral hazard, the principal-agent problem,

7. Competition Policy and economics - Need for Competition Law, Goals of competition law, global scenario, Competition Act 2002.

8. Statistical and Econometric methods: averages, dispersions, correlation and regression, time series, index numbers, sampling and survey methods, testing of hypotheses, simple non-parametric tests, least square methods, other multivariate analysis (only concepts and interpretation of results).

9. Financial microeconomics: Interest, Investment Decisions, The Cost of Capital.

10. General equilibrium, Efficiency and welfare economics: Partial v/s general equilibrium, Pareto Optimality and efficiency,

Syllabus for professional subject – Financial Analysis

- a. Business Laws in India
 - (i) The Competition Act, 2002
 - (ii) Indian Contract Act, 1872
 - (iii) Sale of Goods Act, 1930
 - (iv) Companies Act, 1956
 - (v) The Partnership Act, 1932
 - (vi) Income Tax Act ,1961
- b. Accountancy
 - (i) Principles of Accounting and preparation of books of accounts
 - (ii) Preparation and Interpretation of Financial Statements
 - (iii) Accounting Standards
 - (iv) International Financial Reporting Standards (IFRS)
- c. Financial Management
 - (i) Scope of Financial Management – Risk & Return relationship
 - (ii) Risk & Uncertainty Analysis of non financial aspects
 - (iii) Discounted Cash Flow
 - (iv) Securities and Valuation
 - (v) Project Planning & Management
 - (vi) Capital Structure Decision, Leverage & Cost of Capital
 - (vii) Strategic Financial Decisions
 - (viii) Working Capital Management
 - (ix) Merger, Divestitures and Holding Companies
 - (x) Derivatives and Risk Management
 - (xi) Capital Markets and their Operations
 - (xii) Financial Distress – Concept of sickness
- d. Cost Accounting
 - (i) Cost Concepts
 - (i) Product Costing
 - (ii) Costing Methods

- (iii) Marginal Costing
- (iv) Standard Costing
- (v) Inter- firm Comparison
- (vi) Responsibility Accounting – Cost & Profit Centres
- (vii) Short Run and Long Run Decision Analysis
- (viii) Cost Audit
- (ix) Cost Accounting Standards
- e. Business Ethics
- f. Corporate Compliance Management
- g. Corporate Restructuring and related laws
- h. Business Communication
- i. Managerial Economics
- j. Quantitative Methods – Correlation and Regression

Syllabus for Professional subject – Law

For the posts of Deputy Director

1. Constitutional Law

- 1.1 Features of the Constitution of India
- 1.2 Part III of the Constitution: Art.12, Art.14, Art.19 (1) (g), Art.19 (6), Art.21, Art.31C, Art.32.
- 1.3 Part IV of the Constitution with specific reference to anti-monopoly and competition oriented laws
- 1.4 Part IVA of the Constitution
- 1.5 Jurisdiction of Supreme Court, High Court and Judicial Review
- 1.6 Conduct of Government Business (Art.77 & 78, 166 & 167)
- 1.7 Art.298 – 300 dealing with the executive power of the Union and the States to the carrying on of any trade or business, Part XIII dealing with trade, commerce and intercourse within the territory of India
- 1.8 Sovereign functions of the State.

2. Administrative Law

- 2.1 Principles of Natural Justice
- 2.2 Rule of Law
- 2.3 Quasi Judicial quasi – administrative, and administrative bodies: powers, functions and discretion
- 2.4 Delegated Legislation / agency and autonomous functions
- 2.5 Executive control and supervision of autonomous bodies.
- 2.6 Difference between Inquisitorial and Adversarial system.

3. Law of Contract

- 3.1 Contract and Competition interface: effect of individual obligation on Competition
- 3.2 Breach of contract & remedies
- 3.3 Agreements in restraint of trade
- 3.4 Common terms in the Indian Contract Act, 1871 and the Competition Act, 2002: application and implications
- 3.5 Interpretation of contract

4. Law of Partnership

- 4.1 Features of the Partnership Act, 1932
- 4.2 Partnership and Trade Associations
- 4.3 Partnership, Cartels and Abuse of Dominance
- 4.4 Concept of Limited Liability Partnership
- 4.5 Joint Ventures

5. Corporate Law

- 5.1 Concept and legal regime of Public, Private, Government Companies and PSUs
- 5.2 Regulatory regime – issue of securities
- 5.3 Mergers, Demerges and Acquisitions
- 5.4 Competition Audit of Companies
- 5.5 Regulatory domain of SEBI, and Registrar of companies

6. Competition Law

- 6.1 Competition Law: basic economics and legal principles and understanding of definitions such as Enterprise, Person, Trade, Service, Cartels and AAEC etc. difference between definitions of Consumer, Service under Competition Act, MRTP Act and Consumer Protection Act
- 6.2 International experience: Competition Law in select jurisdiction; US/EU/Brazil
- 6.3 Competition Jurisprudence: competitor – competition emphasis of law
- 6.4 March of Law: From MRTPA to Competition Act, 2002
- 6.5 Background of Competition Act, 2002
- 6.6 Competition Act, 2002: Structure and functioning of the Competition Commission of India and the Competition Appellate Tribunal
- 6.7 Remedies under the Competition Act, 2002
- 6.8 Jurisdictional overlap with sectoral regulators
- 6.9 Powers of CCI & DG in conducting inquiry and investigation
- 6.10 Competition law vis-a-vis Intellectual Property Rights
- 6.11 Leniency Programme

7. Procedural Law

- 7.1 Procedure relating to summoning, examination etc. of witnesses and others under the Code of Civil Procedure, 1908
- 7.2 Temporary Injunction and interim relief
- 7.3 Presumption and conclusive proof

8. Multidisciplinary and Contemporary Legal Issues

- 8.1 Intellectual Property regime
- 8.2 Valuation issues in intellectual properties
- 8.3 Law and Economics – use and knowledge of basic economic principles in appreciation competition law
- 8.4 Cooperatives and Competition
- 8.5 Competition law and common man
- 8.6 Consumer Protection and the Competition Act, 2002
- 8.7 International Competition Law framework: OECD, ICN, WTO, UN
- 8.8 Basic principles of statutory interpretation

Syllabus-for recruitment of Office Manager (Finance & Accounts)

- a. Working capital management
- b. Management control systems
- c. Management of financial services
- d. Budget procedures
- e. Receipt and payment rules
- f. Role of audit in financial administration

Syllabus-for recruitment of Office Manager (Corporate Service)

- a. Human resource development
- b. Human resource planning
- c. Employment relations
- d. Managing change in organization
- e. Business communication
- f. Word processing, computer application

Syllabus-for recruitment of Office Manager (Library Services)

- a. Library classification
- b. Information sources, services and users
- c. Information and communication technology
- d. Library automation and networking
- e. Library management