

# COMPETITION COMMISSION OF INDIA

## WRITTEN TEST

14<sup>th</sup> February 2010

### INSTRUCTIONS TO THE CANDIDATES

1. Candidates shall report at the assigned test centre at least 30 minutes before the commencement of the test;
2. No candidate shall be permitted to enter the test centres after 30 minutes of the commencement of the test;
3. No candidate shall leave the examination hall until the OMR answer sheets are collected by the Invigilators; **[No candidate shall leave the examination hall before 3.30 p.m]**
4. The selection to all the positions advertised will be based on a written test followed by an interview. The written test will carry 80% of the marks and interview will have 20% of the marks. The written test will be in two parts. The first part will be based on multiple choice questions for 50 marks. **There is no negative marking in this multiple choice questions.** The second part carrying 30 marks will be distributed to the descriptive questions on the subject of your specialization within the broad outline of the subject of specialization as indicated in the advertisement;
5. The candidates have to fill in their name, assigned roll number in the appropriate columns on the OMR sheets as well as on the answer book;
6. The objective part of the test is compulsory for all the categories of posts advertised by the Commission. The candidates will also be tested in the subject of their specialization in the descriptive part of the test. The broad outline for the test is detailed below:
  - a. The multiple choice questions will be based on General Knowledge, Current affairs, logical reasoning and **psychological test.**
  - b. The descriptive questions will be from within the broad outline provided for each of the specializations mentioned as mentioned in para 15 of the instructions.

7. The total duration of the written test shall be three hours; including one hour for the objective and two hours for descriptive components of the test between 2.00 and 5.00 p.m on Sunday, 14<sup>th</sup> February, 2010;
8. Read the instructions printed on the OMR sheets and the question papers carefully;
9. Candidates who do not secure 50% of the marks in the test will not be called for the interview. However, for candidates belonging to the reserved categories, the cut off marks will be 40% of the total marks;
10. The candidate will be permitted to bring only pens and the admit card. No other material will be permitted inside the test centres;
11. Candidates will not be permitted to carry the mobile phone or any other electronic devices including calculators inside the test centres;
12. Candidates will have to make their own arrangements to reach the test centres and the CCI will not be responsible for reimbursing the expenses;
13. You have to write the answers only in **English** and no other language is to be used to answer the descriptive part of the test;
14. Use of any unfair means in the examination halls shall disqualify the candidate and the decision of the Centre Superintendent in this regard shall be **FINAL**.
15. Broad outline of topics for the descriptive part of the test is mentioned below:  
With reference to the second part, the descriptive part, there will be three sets of test papers, one for the posts of Advisers and Directors, the second for the Joint Directors and the third for the Deputy Directors in all the three fields of Financial Analysis, Economics and Law. Separate question papers for the post of Assistant Director (Information Technology), Office Manager (Finance and Accounts), Office Manager (Corporate services) and Office Manager (Library Services) respectively will be administered. Candidates have to check the appropriateness of the question paper before responding to them.

As the purpose of the descriptive part is to test basic understanding, communication and analysis, a few specific areas have been selected for test for these posts. **Descriptive questions will be posed only from within the areas specified under each of the fields mentioned below:**

**[as there are different qualifications prescribed for these posts, broad areas of their specialization are indicated below to facilitate the candidates in choosing the appropriate question from the paper and respond only to them. A uniform pattern in the question paper will be followed. Candidates have to respond ONLY to TWO essay type questions that will carry 10 marks each and TWO short notes that will carry five marks each]**

1. **ADVISER, DIRECTOR, JOINT-DIRECTOR AND DEPUTY DIRECTOR (FINANCIAL ANALYSIS):**
  - a. Financial statements
  - b. Accounting standards
  - c. Financial management
  - d. Business ethics
  - e. Cost accounting
  - f. Corporate compliance management
  - g. Book keeping and accounting
  - h. Standard costing
  - i. Applied econometrics
  - j. Quantitative techniques
  - k. Corporate restructuring
  - l. Money markets and their operations
  
2. **ADVISER, DIRECTOR, JOINT-DIRECTOR AND DEPUTY DIRECTOR (ECONOMICS):**
  - a. Theory of production
  - b. Price and output determination
  - c. Descriptive statistics
  - d. Data mining
  - e. Numerical methods
  - f. Econometrics
  - g. Markets and their operations
  
3. **ADVISER, DIRECTOR, JOINT-DIRECTOR AND DEPUTY DIRECTOR (LAW):**
  - a. Constitutional Law of India
    - i. The framework of the Indian Constitution
    - ii. Scope of Art. 19(1)(g), Protection of Property rights under the Constitution
    - iii. Relevant provisions of Part IV and Part IVA (Directive Principles and Fundamental Duties) - Scope of Art. 31C
    - iv. Judicial Review
    - v. The jurisdiction of the High court and Supreme Court - kinds of writs

- b. Administrative Laws
  - i. Principles of Natural Justice
  - ii. Quasi Judicial Authorities - their status and functions
  - iii. Delegated legislation
  - iv. Discretion
- c. Law of Contracts
  - i. Public policy
  - ii. contracts in restraint of trade
  - iii. legal remedies
- d. Partnership Act, 1932
- e. Corporate Law
  - i. Public companies and private companies
  - ii. Regulatory Regime over issue of securities
  - iii. Mergers, Demergers and Acquisitions
- 4. ASSISTANT DIRECTOR (INFORMATION TECHNOLOGY):
  - a. Software engineering
  - b. Data structures
  - c. Computer architecture
  - d. Operating systems
  - e. Database management system
  - f. E-commerce
  - g. E-governance
- 5. 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
- 6. OFFICE MANAGER (CORPORATE SERVICE):
  - a. Human resource development
  - b. Human resource planning
  - c. Employment relations
  - d. Managing change in organizations
  - e. Business communication
  - f. Word processing, computer application

7. 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

Note: Candidates who have applied and found eligible for two different posts will be given a maximum of two hours in addition to the three hours, if required, to answer the descriptive part of the selection test meant for the second post he/she has applied for.

Test centres:

New Delhi:

Cambridge Foundation School  
Rajouri Garden, Near Tagore Garden Metro Station  
New Delhi – 110037

1. Bangalore:  
National Law School of India University  
Nagarbhavi  
Bangalore - 560242