



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA HIMACHAL PRADESH

An Institute of National Importance under MoE

Saloh, Una – 177 209

Website: www.iiitu.ac.in

Syllabus for the written test of Assistant Physical Education Officer

1. General English, General Knowledge and Awareness.
2. Office management, application/letter, note and invitation writing and official correspondence.
3. Mathematical and logical reasoning.
4. Basic Knowledge of computer and information technology
5. International sports events – Olympics games, Asian Games, Commonwealth games and other sports events.
6. Prominent honours and awards in games and sports.
7. Exercise physiology and its importance in the field of physical education and sports.
8. Cardio respiratory system, skeleton system, circulatory system, digestive system, muscular system and effect of exercise on these systems.
9. Sports Injuries and their remedies, warming up and cooling down, Aerobic and anaerobic systems.
10. Body joints and their movements. Body levers used in sports movements.
11. Motion: its laws and their application in sports.
12. Motivation in sports- types, theories and dynamics.
13. Psychological factors affecting sports performance- emotions, anxiety aggression, stress self-confidence, concentration, mental practice and goal setting.
14. Balance Diet and combination of exercise & dieting on weight control.
15. Sports training, training load and overload.
16. Periodization in sports training and sports training cycles.
17. Physical fitness assessment tests.
18. Fitness components - strength, endurance, speed, flexibility and coordinative abilities.
19. Testing of physiological phenomenon- Heart rate, pulse rate & body temperature.
20. Sports store management, Stock-taking/stock verification, AMC of equipments
21. Rules and regulations - Athletics, Badminton, Basketball, Cricket, Football, Hockey, Table Tennis, Tennis, Squash, Swimming, Volleyball, Yoga, Wt. Lifting and Body Building. Fundamental skills, officiating, assessment/evaluation tests, and dimension/marketing of these sports fields/courts.
22. Disciplinary Procedures: CCS(Conduct) Rules, CCS(CCA) Rules, Procedure for disciplinary actions. Essential steps for handling disciplinary cases. CVC Guidelines.
23. Purchasing: Purchasing Principles GFR-2017. Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal. Preparation of Budget. Legal aspects of Purchasing. Procurement of Goods, Services and Works. Payment procedure etc. PFMS. CVC Guidelines of Procurement. Functions of CAG Audit in Procurement.
24. Store Management: Contract Management, Inventory Management, Bill of Materials. Stores Accounting. Stock-taking/stock verification, Valuation of stock in hand.
25. Basic structure and function of Physical education and organization of sports competition, Scheduling various leagues and tournament methods.