

## **SYLLABUS FOR THE WRITTEN TEST EXAMINATION FOR THE POST OF ASSISTANT REGISTRAR**

Duration of the examination: 2 hours.  
Will comprise objective type questions with one correct answer

### **1. GENERAL KNOWLEDGE, REASONING, ENGLISH**

Current Affairs, English Grammar, Vocabulary, Letter and Notice Writing, Comprehension, Verbal and Non Verbal Reasoning, Analogies, Similarities, Differences, Discrimination Observation, Relationship, Verbal and Figure Classification etc.

### **2. GENERAL ADMINISTRATION & ESTABLISHMENT**

FR & SR, All CCS Rules, TA/DA Rules, HRA Rules, LTC Rules, Leave Rules, CCS (CCA) Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, NITSER Act and Statutes, Recruitment & Reservation policies in appointment, Service Rules etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, etc.

### **3. ACADEMIC ADMINISTRATION**

Admission and Registration procedure, grade point system, CGPA/GPA, Scholarships, Credit system, NEP 2020 etc.

### **4. IT RELATED FUNCTIONALITIES**

Knowledge on IT Act, Experience in ERP/Office automation/ E-Governance systems. Knowledge of Computer Language and applications if any (Different software such as Excel, Origin, PowerPoint, Canvas, Adobe Acrobat, etc.

### **5. FINANCIAL ADMINISTRATION**

GFR, GST, Accountancy, Income Tax Rules, Receipt & Payment, Budgeting, Banking procedure, NPS Rules, GST Rules, Commercial Accounting, Audit Procedures, Role, and Functions of CAG, etc., Accounting of Grant-In-Aid, Financial Statements for Central Autonomous Bodies and Higher Educational Institutions.

### **6. PURCHASE & STORES**

Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

**Weightage for the written test on the above topics is as follows:**

<b>Section</b>	<b>Topics/Subjects</b>	<b>Weightage of Marks</b>
1	GENERAL KNOWLEDGE, REASONING, ENGLISH	25%
2	GENERAL ADMINISTRATION & ESTABLISHMENT	15%
3	ACADEMIC ADMINISTRATION	15%
4	IT RELATED FUNCTIONALITIES	15%
5	FINANCIAL ADMINISTRATION	15%
6	PURCHASE & STORES	15%