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| 1. | Reference | Advt. No. IITR/Rect Cell/2023/2 dated 19-10-2023 |
| 2. | Name of post | Assistant Registrar |
| 3. | Mode of Recruitment | Direct Recruitment |

Syllabus and Examination Pattern

Duration of the examination: 2 hours and 30 minutes

The examination will have both objective and subjective-type questions. The broad syllabus is as follows:

PART – A: Objective Type (50 Marks)

- (i) This part will comprise of objective-type questions with one correct answer.
(ii) One (1) mark will be awarded for each correct answer & minus one-third ($-1/3$) mark for each incorrect answer.
(iii) The unanswered questions will not attract negative marks.

English Language and Comprehension: English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning.

Mathematics & Numerical Ability: Arithmetic - up to 10th Standard.
Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

General Awareness and Current Affairs: Current Affairs, Government Schemes, Economics, Geography, Higher Education System - National Education Policy 2020, Indian Constitution.

Logical Reasoning: Number/Alphabet Series, Reasoning Analogy, Relations.

Computer Proficiency: Knowledge of MS Windows, MS Office, Internet, E-mail system, ERP System.

Domain Knowledge: Service Matters, Office Work, Accounts and Taxation, RTI, Store and Purchase Rules, Pay and Pension Fixation, NPS

PART - B : Subjective Type (50 Marks)

Noting and Drafting, Essay Writing

Service Matters: FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme, IIT Act and Statutes

Financial Administration: General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Banking procedures of budgeting.

Public Procurement: 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.

Note: The information about the nature and significance of Part A and Part B in the recruitment process of the above-said post is available at the following URL:

https://iitr.ac.in/Careers/static/Recruitment%20Exam%20Archives/Notice_for_DR_AR.pdf