

1.	Reference	Advt. No. IITR/Rect Cell/2023/2 dated 19-10-2023
2.	Name of post	Deputy 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.*
- (iv) *Both sections of Part A would be in almost equal proportion.*

**English Language & Comprehension and Numerical Ability:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.

**Domain Knowledge:** Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA & LTC, General Financial Rules (Govt. of India), Pay Fixation, Income Tax, NPS, Pension, GST, Store & Purchase Rules, Office Automation.

#### **PART – B: Subjective Type (50 Marks)**

- (i) *Part B may consist of either short or long answer type questions.*
- (ii) *Short answer type questions may be answered in brief to the point.*
- (iii) *Long answer type questions will need elaboration/explanation with examples, etc.*

#### **Office automation and E-Governance**

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

**Financial Administration:** General Financial Rules (GFR), Accountancy, Income Tax Rules, Receipt & Payment, Budget, Banking, 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 (HEI), NEP 2020 in HEI.

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