

SYLLABUS FOR WRITTEN TEST FOR THE POST OF ASSISTANT REGISTRAR

<i>Sl. No.</i>	<i>Topic</i>	<i>Contents</i>
1.	General Knowledge & Awareness	General Knowledge about polity and Indian society, History and Indian Culture, Geography, Economics and Social Development, Constitution of India, General Science & Environment, Sports, Inventions, Famous books etc. Current National and International events etc. Higher & Technical Education of India, Various Policies of the MHRD etc.
2.	English language & Comprehension/ Reasoning	English Grammar, Sentence Correction, Synonyms, Antonyms, Verbal and Non-Verbal Reasoning, Questions on Analogies, Similarities, Differences, Discrimination, Observations Relationship, Verbal and Figure Classification etc.
3.	Numerical Ability and Reasoning	Numbers and Percentage, Ratios and Proportions, Time and Work, Data Interpretation and Statistics, Mental Ability and Numerical Reasoning etc.
4.	Rules & Acts	Central Government Service Rules viz. CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment Permissible and Not Permissible Activates, Office Procedure NIT Act & Statutes: NIT Acts and Statutes NITSER, Act Role and Functions of Board of Governors, Finance Committee, Building & Works Committee, and Senate. NIT Council and its functioning. Power and Functions of Director, Registrar, Deans, HoD's/ HoC's. Code of conduct for employee, Resignation & Retirement of Institute employees, Recruitment Rules for Faculty and Non-Faculty etc.
5.	Ordinances & Manual of NIT	Ordinances for UG and PG studies; Admission and Registration procedure, Departmental and Institute Level Academic Committee, Teaching and Evaluation: Grade Point System, CGPA/SGPA. Performance Programme and Degree requirements, Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students.
6.	Accounting and Financing	Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, Procurement of Goods and Services, GFR-2017, GST Rules, GeM Rules and Procedure, Tendering and Procuring, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliations Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc.
7.	Computer Knowledge	Computer and its components, Data information concepts and processing, Window Operating System, Microsoft Office, Graphics.

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Registrar**