

RECRUITMENT OF NON-TEACHING POSITION (GROUP- A)

[Advertisement No. Estt/NFR/2025/1132 Dated: 12/06/2025]

Selection Process for Recruitment of Assistant Registrar

Date: 29.01.2026

The Selection Process for the post of Assistant Registrar shall be as detailed below:

- A. Stage-I:** Stage-I shall comprise Multiple Choice Questions (MCQ) Based Test and Descriptive Test.
- Multiple Choice Questions (MCQ) Based Test** [Qualifying in nature and for shortlisting of candidates for Stage-II (Presentation & Interview).]
 - Descriptive Test** [The MCQ-based Test shall be conducted first, and the Descriptive Test shall be conducted immediately after the MCQ Test. The Answer Sheet of the Descriptive Test shall be evaluated only for those candidates who are shortlisted after the MCQ-based Test].
- MCQ-Based Test and Descriptive Test, both shall carry weightage in the final merit.
- B. Stage-II:** Presentation- 50 marks & Interview - 50 marks- Only for those who are shortlisted after the MCQ-based test of Stage-I.

Syllabus and Scheme of Test

A. Stage-I [Multiple Choice Question Based Test followed by the Descriptive Test]

Stage -I shall comprise MCQ based Test followed by the Descriptive Test. Stage-I will be of 3 hours duration. No candidate shall be allowed to leave the Examination Hall at any time during the three-hour examination period. The details of MCQ based Test and Descriptive Test are mentioned below:

MCQ Based Test:

- There shall be 100 Multiple Choice Based Questions of 100 marks. The MCQ based Test shall be comprised of two Sections i.e. **Section-I & Section-II**.
- **Section-I** of the paper shall consist of 40 questions covering from Aptitude, Reasoning, General English, General Knowledge, and Computer Fundamentals whereas **Section-II** shall comprise 60 questions related to Domain Knowledge.
- Each correct answer will be awarded One [1] mark and for each wrong answer One-fourth [1/4] marks will be deducted. No mark will be awarded/deducted for un-attempted questions.
- All questions shall be bilingual, except those related to General English.
- Compensatory time for PwD/PwBD (Divyangjan) will be provided as per the extant orders of Government of India.

Qualifying Marks and Maximum number of candidates to be shortlisted for evaluation of answer sheet of Descriptive Test [Stage I (b)] & Stage-II:

- Minimum Qualifying Marks: [UR :40%; SC :32%; PwBD :32%].

- Further, 10 candidates against one vacancy in respective category, subject to securing minimum qualifying marks as prescribed above, shall be provisionally shortlisted for appearing in the Stage-II. Candidates appearing in the MCQ-based Test shall also be required to appear in the Descriptive Test mandatorily. The Institute may, at any time, increase or decrease the number of shortlisted candidates for appearing in the Presentation & Interview. This number may decrease if the total number of candidates appearing in the MCQ-based test is lesser than 10 in respective categories and/or the total number of candidates securing qualifying marks is less than 10. In the event that the last shortlisted candidate's MCQ based test score is tied, the total number of shortlisted candidates shall be increased to accommodate all candidates securing the same marks, for the next stage. Only candidates who are shortlisted on the basis of the MCQ-based test of Stage-I, appeared in the Descriptive Test, and who meet all the eligibility requirements for the post will be allowed to appear for the Stage-II (Presentation & Interview).

Syllabus: Indicative Syllabus of Stage-I has already been published on the institute website on 28.01.2026.

Descriptive Test:

- The MCQ-based Test shall be immediately followed by the Descriptive Test. The candidates appearing in MCQ based Test shall have to mandatorily appear in Descriptive Test.
- The answer sheets of the Descriptive Test will be evaluated only for shortlisted candidates after the MCQ Based Test.
- In the Descriptive Test, there shall be 05 (five) Questions of total 100 marks.
- The questions in the Descriptive Test will be based on the domain knowledge outlined in the prescribed syllabus for the post. Descriptive questions will be on Noting, Drafting, Office Procedure, Recruitment/Promotion, Academic management, Estate management, financial management, Legal, Procurement Manual & GFR, Preparation and Presentation of Financial Statements and Preparation of Budget and its Allocation etc. The subject knowledge, rule identification, analytical skills, writing skills etc. shall be judged.
- Separate Answer Booklet will be provided for Descriptive Test.

B. Stage-II [Presentation & Interview]

- Stage-II will comprise Presentation of 50 marks & Interview of 50 marks.

Presentation:

- Presentation will be of 10 minutes duration. The scheme of Presentation is as detailed below:

The presentation shall be restricted to a maximum of 05 slides on the following points:

1. Education Qualification, work experience, and present work profile, if any.
2. Why are you interested in this position?
3. Why do you think that you are suitable for this position?
4. Vision as Assistant Registrar for institutional development.

- Questions on Presentation may be asked during or after the Presentation.

Interview:

- The Interview will be of 50 Marks.

Final Merit

Final merit [Final Selection Score (FSS)] shall be prepared as follows:

Final Merit [Final Selection Score] = MCQ Based Test [30% weightage] + Descriptive Test [30% weightage] + Presentation [20% weightage] + Interview [20% weightage].

Candidates securing FSS (out of 100) as below shall only be considered for final selection against the vacancies in the respective category, in order of merit:

UR: 60, SC: 52, PwBD: 52

Note:

- The document verification for candidates shortlisted for the Presentation & Interview will be conducted as per the schedule uploaded on the institute website. If, during the verification process, it is found that a candidate does not meet the eligibility criteria or fails to submit the required documents within the specified timeline, his/her candidature will be summarily rejected. The institute will not consider any further communication regarding this matter.
- Due to the large number of candidates, they may have to wait late in evening during the day or next day of Interview. Candidates are advised to make their arrangements accordingly.
- The Institute reserves the right to modify the test pattern/scheme/selection process mentioned in this document in order to meet rules/ administrative requirements.
- Any guidelines/instructions received from Ministry of Education, Government of India till the date of completion of Selection process may be made applicable.
- Final list of Provisionally Eligible & Not Eligible candidates for the said post is being uploaded on the institute website shortly.
- The candidates are required to regularly check the institute website for all updates.