

# **Indicative Syllabus for the post of Assistant Registrar**

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## **Section-I**

**Aptitude-** Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Boats and Streams, Probability, Interest, Percentage, Ratio, Time And Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F And L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance etc.

**Reasoning-** Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement and Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence of Words, Arithmetic Reasoning, Data Sufficiency etc.

**General English-** Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech etc.

**GK-** Indian History, Indian Economy, Indian Culture, Environmental Science, Awards and Honors, Famous Places in India, World Organization, Sports, Books and Authors, Famous Personalities, Days and Years, World Geography, Basic General Knowledge, Physics, Biology, Indian Politics, Indian Geography, General Science, Chemistry, Technology, Inventions, Current Affairs etc.

**Computer Fundamentals-** Computer Fundamentals: Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Internet, E-mail, Antivirus and various online tools used in day-to-day office work etc.

## **Section-II**

### **Domain Knowledge:**

#### **Service Rules:**

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

#### **Financial Matters:**

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

#### **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 etc.

#### **Academic Administration with special reference to NITs:**

NITSER Act and Statutes & Recruitment Rules, Role and functions of NIT Council, Board of Governors, Finance Committee, Building and Works Committee, Senate, Departments/Schools/Centres at MANIT Bhopal, Grade point system, CGPA/GPA, Scholarships, Credit system, Regulatory Bodies on Higher Education, Ministry of Education, Basic Concepts of Management (Planning, Organizing, Controlling, Motivation, Works and method study, E-office, digitization process) etc.

#### **Government Acts, Laws & Schemes relevant to Academic Administration:**

The Right to Information Act-2005, Anti Ragging Act, Labour Laws (including Maternity Benefits, Contractual Labour, Outsourcing, ESI/EPF, Gratuity etc.), the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-2013, Information Technology Act-2000, Companies Act -2013, Indian Contract Act, Income Tax Act with focus on Salary Income, e-TDS, Service Tax Rules, GST Rules, New Education Policy 2020, various Govt. Schemes/Policies and Govt. of India initiatives on Higher Education etc.