

## Syllabus and Scheme for the Post of Assistant Registrar

**Advertisement No. IIT Mandi/Recruit./NTS/2024/04 Date: 30.08.2024**

**Date of Selection Process: 27.01.2025**

**Reporting Time: 09:00 A.M.**

There will be two-stage examination.

**Stage I:** Written Examination (MCQ based)

**Stage II:** Presentation & Interview.

### **Syllabus of written examination:**

#### **1) ACADEMIC ADMINISTRATION**

- (i) Acts and Statutes
- (ii) Role and Functions of IIT Statutory Bodies (Board of Governors, Finance Committee, Building & Works Committee and Senate) .
- (iii) Questions based on publicly available details on the Website of the Institute w.r.t.
  - Departments, Academic programs, Degrees, campus life and student activities.
  - Ordinances & Regulations of the various academic programmes of the institute
  - Student Clubs, Student affairs related
  - Administrative Rules & Policies of the Institute
- (iv) MoE, Regulatory Bodies on Higher Education, NEP implications
- (v) Basic concepts of Management (Planning, Organizing and Controlling, Motivation, Works and method study)
- (vi) Roles of different bodies conducting entrance exams for admissions.

#### **2) SERVICE RULES**

- (i) FR & SR
- (ii) CCS Conduct Rules, Disciplinary Proceedings, Vigilance
- (iii) CCS (CCA) Rules
- (iv) Foreign Service, Deputation & Lien
- (v) TA Rules and LTC
- (vi) Leave Rules
- (vii) Gratuity and Terminal Benefits
- (viii) Reservations and Concessions for SC, ST, OBC, PwD, EWS, Roster, etc.
- (ix) CCS pension Rules
- (x) New Pension Scheme
- (xi) Office Procedures
- (xii) Salient features and Pay-fixation under 7th CPC, Seniority
- (xiii) Foreign Service, Deputation, Lien of Faculty/Staff
- (xiv) Legal matters
- (xv) Joining Time
- (xvi) Other service matters, etc.

#### **3) GOVERNMENT ACTS RELEVANT TO ADMINISTRATION**

- (i) The Right to Information Act, 2005
- (ii) Anti-Ragging Act
- (iii) Labour and Contract Management

- (iv) Trans-gender, Maternity Acts
- (v) Internal Complaints, etc.

#### **4) E-MANAGEMENT SYSTEM**

- (i) Office Automation and ERP/OAS implementation in an academic system
- (ii) Biometric attendance system
- (iii) e-Office, e-Governance
- (iv) Digitization Process (Certificates, old records)
- (v) Knowledge on IT Act, etc.

#### **5) RULES RELEVANT TO FINANCE, PROCUREMENT AND AUDIT**

- (i) GFR 2017 and amendments, e-Procurement and e-Marketplace (GeM)
- (ii) Contract Management, Inventory Management, Procurement Manuals, Import of Goods.
- (iii) HEFA and PFMS
- (iv) Budgeting
- (v) Income Tax Rules with focus on Salary Income, e-TDS
- (vi) Goods and Service Tax rules
- (vii) Financial Management of an Academic Institute, Financial Statements for Central Autonomous Bodies and Higher Educational Institutions.
- (viii) Accounting of Grant-In-Aid,
- (ix) Internal Audit Procedures Role and Functions of CAG etc.,
- (x) R&D Project Proposals, Sanctions, issuance of UC, etc.

#### **6) ACADEMICS (With special reference to IIT Mandi, available on publicly accessible website)**

- (i) Admission and Registration procedure in the institute
- (ii) Grade point system, CGPA/GPA, Credit system
- (iii) Scholarships, etc.

#### **7) GENERAL KNOWLEDGE, REASONING, ENGLISH**

- (i) **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning, Vocabulary, Letter and Notice Writing, etc.
- (ii) **Mathematics & Numerical Ability, Reasoning: Arithmetic** - Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation, Relationship, etc.
- (iii) **General Awareness and Current Affairs:** Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution, etc.
- (iv) **Computer Proficiency:** Knowledge of MS Windows, MS Office, Internet, E-mail, system, etc.

#### **8) GENERAL**

- (i) Behavioral, Attitude & psychometric test
- (ii) Ranking frame works
- (iii) Raj Bhasha (Hindi) related.
- (iv) Parliamentary Procedures;
- (v) Record Management;
- (vi) Public Administration, etc.

**General information:**

- The MCQs have negative marking for wrong answers. For a correct answer 01 mark will be awarded, while for every wrong answer 0.50 marks will be deducted.
- The unanswered questions will not be considered for evaluation. (i.e., no marks will be awarded for any question not attempted).
- Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer.
- Use of only blue or black ballpoint pen is permitted to answer the questions and fill the form in the exam hall. Use of ink pen/gel pen/pencil/whitener is not permitted.
- Use of calculator, cell phones, log book, periodic table, and any type of electronic device etc., are strictly prohibited.
- The medium of instruction/answers will be English only.
- Involvement in any malpractices will lead to disqualification
- Any additional instructions given during the selection process must be adhered/complied.