

<b>Updated Syllabus for Written Test and Selection Criteria for recruitment to the post of Assistant Registrar, Pay Level - 10</b>	
<b>Part – A (General)</b>	<b>Part – B (Post Related)</b>
<p><b>1. Maths &amp; Numerical Ability:</b> Averages, Profit and Loss, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, Numerical Computation etc. (Upto 10th Standard)</p> <p><b>2. Logical Reasoning:</b> Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, Letter and Symbol Series, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.</p> <p><b>3. Language &amp; Comprehension:</b> Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error, Change of voice, Narration, Idioms and Phrases, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension &amp; Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.</p> <p><b>4. General knowledge and Current Affairs:</b> Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard, Govt. Scheme, E-Governance, Geography, Higher Education System, NEP-2020,</p> <p><b>5. Computer Fundamentals, MS Word, MS Excel, Power Point,</b></p>	<p>1. Letter /Note Drafting/Office Order/Circular</p> <p>2. Service Matters: FR &amp; SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary &amp; Vigilance, RTI Act, Office Procedure, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labour Laws, Service Rules, New Pension Scheme</p> <p>3. Financial Administration: General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Knowledge of PFMS, Accountancy, Receipt &amp; Payment, Budget, Commercial Accounts, Roles &amp; Functions of (CAG), Accounting and Grant in Aid, Financial Statement of Central and Autonomous Bodies.</p> <p>4. Public Procurement: Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals.</p> <p>5. NEP 2020, NIT Act and Statutes, Reservation in Service Rules.</p>

Internet, Email System, etc.

6. **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, Academic Matters.

<b>Scheme of Examination</b>	<b>Selection Criteria</b>	<b>Instructions (General Paper / Post Related)</b>	<b>Instructions (Post Related)</b>
<p>Part A - General Paper: Questions - 50 Marks - 50 Duration: 01 Hour</p> <p>Part B Post Related Paper: Marks - 50 Duration: 02 Hour</p>	<p>1. Written Test (Part-A): Qualifying in Nature for evaluation of part B. Qualifying marks to be decided on the basis of performance of the candidates.</p> <p>2. Written Test (Part-B): Merit list will be drawn on the basis of score of the candidate - 70% Weightage in Selection Process</p> <p>3. Interview - 30% Weightage in Selection Process</p>	<p>1. This Part will comprise of objective-type questions with one correct answer.</p> <p>2. One (1) mark will be awarded for each correct answer &amp; minus one fourth (- 1/4) mark for each incorrect answer.</p> <p>3. The unanswered questions will not attract negative marks.</p>	<p>1. Part B may consist of either short or long answers type questions.</p> <p>2. short answers type questions may be answered in brief to the point</p> <p>3. Long answer type questions will need elaborations/explanations with examples etc.</p>