

| <b>Updated Syllabus for Written Test and Selection Criteria for recruitment to the post of Deputy Registrar, Pay Level - 12</b>   |   |
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| <b>Part – A (General)</b>   | <b>Part – B (Post Related)</b>  |
| <p>1. <b>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>2. <b>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>3. <b>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>4. <b>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</p> | <p>1. Letter /Note Drafting/Office Orders/Circulars.</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, Reservation in Service Rules etc. DPC, Pay Fixation, Seniority, Legal Matters, Foreign Services, Deputation, Labour Laws, Service Rules, CCS (Pension) Rules, New Pension Scheme.</p> <p>3. Financial Administration: General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Knowledge of PFMS, Audit Procedure</p> <p>4. Public Procurement: Procurement of Goods &amp; Services, GeM Rules Procedures, Central Public Procurement Portal: Tendering, Procuring etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods.</p> <p>5. NEP 2020, NIT Act and Statutes, Reservation in Service Rules, Admission Procedures of NITs (UG/PG/PHD), Regulations of UG/PG/PHD.</p> |

And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard, Govt. Scheme, E-Governance, Geography, Higher Education System, NEP-2020,

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