Appendix- 1

Scheme of Examination for Recruitment to the Post of Assistant Registrar (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Assistant Registrar** by **Direct Recruitment**.

I. Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type (120 questions)	02.00 hours	120
Paper-2	Descriptive Type	02.00 hours	90
Interview			90
Total Marks: (120 + 90 + 90)			**300**

Paper-1 (Objective Type) – Number of Questions 120, Maximum Marks 120, Time allowed: 120 minutes

Note: There shall be no negative marking for wrong answers.

Syllabus of Paper -1

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Syllabus	No. of Questions
i.	General English	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.	80
ii.	General Science	General application and understanding of science including matters of everyday observation and experience	
iii.	Current Affairs	Knowledge of significant national and international events	
iv.	History	General understanding of the subject in its social, economic and political aspects	
v.	Geography	Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.	
vi.	Computer Knowledge	MS-Word, Excel, PPT, Tally, Email etc	
vii.	Indian Polity & Economy	Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India, etc.	
viii.	General Mental Ability & Empathy	Reasoning and analytical abilities, Situational analysis, empathy etc.	40

Paper-2 **(Descriptive Type) – Domain Knowledge: Rules & Regulations and Educational Administration**

Maximum Marks: 90, Time allowed: 120 minutes

The questions will be designed to test the domain knowledge of the candidate in the following areas:

- Specific question relating to Placement & Training in case of Assistant Registrar (Placement & Training), Public relations & Networking
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc
- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; -Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- Leadership, Teamwork and Conflict Resolution/Management

Interview: - Max. Marks 90

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1, Paper – 2 & Interview, subject to the condition that the candidate has to obtain minimum qualifying marks in the interview which shall be 50%.**