



Selection Process for the post of Assistant Registrar

(Staff Recruitment Advt. No: IITDh/ Admin/SR/26/2023-24 date 12th September 2023)

All the shortlisted candidates are required to appear in person for the Written Test scheduled on 02nd November 2023 (Thursday). This will be qualifying in nature and the candidates shall be further shortlisted for the Personal Interview.

The Part B of the written test will be evaluated only for those candidates who qualify the Part A of the written test as per the benchmark decided by the Selection Committee.

The Personal Interview for the shortlisted candidates after the written test will be conducted on 03rd November 2023 (Friday). The venue for both the stages is IIT Dharwad, WALMI Campus, Belur Industrial Area, Near High Court Bench, Pune – Bengaluru Road, Dharwad, Karnataka.

Examination Pattern and Syllabus:

Written Test

Part A	Objective Type				
Section	Topics/Subjects	No. of Questions	Total Marks	Time duration	
1	General Awareness, Reasoning, Quantitative Aptitude	25	25	02 Hours	
2	Understanding of Government Rules and Regulations	45	45		
	Total	70	70		
Part B	Descriptive Type				
3	Letter writing, Noting and Drafting	03	30		
	Total Marks		100		

* 0.25 Negative Marks for every wrong answer in objective type test.

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
1	General Awareness, Reasoning, Quantitative Aptitude	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, Finance, current affairs, sports, reasoning and quantitative aptitude etc.
2	Understanding of Government Rules and Regulations	The written test will be based on office procedure, General administration, Fundamental Rules, Supplementary Rules, GFR, Academics, Finance & Accounts and procurement policy of Government of India and so on.,
3	Letter Writing, Noting and drafting	Letter Writing, Noting and drafting on Government Rules and Regulations

Personal Interview:

The final selection of the candidates will be based on the performance in the Personal Interview from amongst the candidates shortlisted after Written Test.