

## Selection Process for the post of Assistant Registrar

(Staff Recruitment Advt. N.: IITDh/ Admin/SR/29/2024-25 dated 26<sup>th</sup> August 2024)

All the shortlisted candidates are required to appear in person for the Written Test (both Part A and Part B) scheduled on 4<sup>th</sup> April 2025. 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 5<sup>th</sup> April 2025. The venue for both the stages is IIT dhArwAD, Permanent Campus, ChikkamalligawAD, dhArwAD – 580 011, KarnATaka.

### Examination Pattern and Syllabus for the Written Test

Part A (Objective Type)				
Section	Topics/Subjects	No. of Questions	Total Marks	Time Duration
1	Information Technology, Reasoning, Quantitative Aptitude	25	25	2 Hours
2	Understanding of Government Rules and Regulations	45	45	
<b>Total</b>		<b>70</b>	<b>70</b>	
Part B (Descriptive Type)				
3	Letter Writing, Noting and Drafting	03	30	
<b>Total Marks</b>			<b>100</b>	

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

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad Syllabus
1	Information Technology, Reasoning, Quantitative Aptitude	<u>Information Technology</u> : Basic Computer Terminology, Computer Hardware and Software, MS Word and MS Excel, MIS, Storage and Operating Systems, Safety and Security of Computer Systems, E-mail and Internet Usage, Search Engines, Common AI tools for administration, etc. <u>Reasoning</u> : Number Series, Letter Series, Coding-Decoding, Direction Sense, Logical Reasoning, Mental Reasoning. <u>Quantitative Aptitude</u> : Percentage, Average, Profit & Loss, Ratio & Proportion, Speed, Distance and Time, Simple and Compound Interest, Simplification, Mathematical Reasoning.
2	Understanding of Government Rules and Regulations	The written test will be based on Office Procedure, General Administration, RTI, Fundamental Rules, Supplementary Rules, GFR 2017, Disciplinary Proceedings, Indian Higher Education System, New Education Policy of Govt. of India, Academic Ranking, Academics, Finance & Accounts, PFMS, and eProcurement Policy of the Government of India.
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.